

March 2011

CCInfo

The Cochrane Collaboration's biweekly electronic newsletter

Publication Guidelines

A. Each submission includes the name, email address and organization of the sender.

B. Submission order:

1. Collaboration business

a. Secretariat items

Examples:

- Notice of entity registration/deregistration
- General CEO announcements
- Colloquia information—website live, deadlines

b. Entity items

Examples:

- Personnel changes
- Address changes
- Questions or announcements
- Personal events that affect the work of the entity

Excluded:

- Personal items that do not affect the work of the entity such as birth announcements

2. Non-collaboration announcements

Announcements that: help further the Collaboration's purposes such as items submitted by partners or groups that work with the Collaboration (such as PAHO, EPPI Centre, academic institutions or other not-for-profit organizations); relate to systematic reviews, methodology; or are of interest to those conducting systematic reviews.

3. Collaboration events

Entities may choose to announce their event using the following event template:

Event:

Date:

Location:

Details: *(brief summary only)*

Contact:

Email:

Website:

4. Non-collaboration events

Events that: help further the Collaboration's purposes such as items submitted by partners or groups that work with the Collaboration (such as PAHO, EPPI Centre, academic institutions or other not-for-profit organizations); relate to systematic reviews, methodology; or are of interest to those conducting systematic reviews.

5. Collaboration job ads

Entities may choose to post their job advertisement using the following job ad template:

Position:

Organisation:

Location:

Application Deadline:

Details: *(brief summary only)*

Contact:

Email:

Website:

6. Non-collaboration job ads

Ads that: help further the Collaboration's purposes such as items submitted by partners or groups that work with the Collaboration (such as PAHO, EPPI Centre, academic institutions or other not-for-profit organizations); relate to systematic reviews, methodology; or are of interest to those conducting systematic reviews .

C. Item repetition

Items will appear in the newsletter no more than monthly (this relates in most cases to submissions for events that the sender would like repeated in every issue until the date of the event, as an example)

D. The CCInfo editor may, at any time, consult with the CCInfo advisory committee regarding the acceptance of any submission. It is the right of the editor and advisory committee to refuse acceptance of any submission.

E. Each published CCInfo will include the following footer:

The Cochrane Collaboration does not necessarily endorse the opinions/information/content of non-Cochrane items in this newsletter.