

Peer review policy

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Webinar outline

- Introduction
- Policy highlights
- Practical implementation
- Questions and additional resources



Editorial and Publishing Policy Resource

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The *Cochrane Editorial and Publishing Policy Resource* brings together Cochrane's editorial and publishing policies, as well as general information about the editorial and publishing processes, and the published products, including the Cochrane Library.

Cochrane organizational policies are available in the [Organizational info section of the Community site](#) and the [About us section of cochrane.org](#).

The Cochrane Editorial Unit welcomes feedback and suggestions for improvement. For queries relating to a specific section of the resource, please direct your query to the section editor listed at the end of the section. For general queries, please contact Harriet MacLehose (hmaclehose@cochrane.org), Senior Editor, [Cochrane Editorial Unit](#).

View the [latest substantive changes](#).

* [Sections in development](#)

Peer review policy

- **Aims:**
 - Transparency in decision making
 - Standardise across Cochrane
 - Implement best practice
- **Key points:**
 - All Cochrane Reviews and protocols of Cochrane Reviews are peer reviewed
 - Named peer review (open identity peer review)
 - When to peer review updated reviews and updated protocols
 - Minimum/type of peer reviewers required
 - Acknowledgement of peer reviewers

Impact on CRGs

- MEs survey March 2018
51 responses
- How often do you use named peer review?
Always 22; frequently 8
Occasionally 3; rarely 4; never 14
- Do you acknowledge your peer reviewers?
Yes – on the CRG website 16
Yes – in the acknowledgements section 32
Yes – somewhere else 6
No – 6
[more than one response per CRG]



Peer review policy Implementation

- Pre-launch – Extensive guidance document (ME Support)
- April 2018 – publication of policy and guidance in EPPR
- April/May 2018 – webinars (UK/Aus time zones)
- May 2018 – identification of CRGs requiring additional support
- June onwards – working with individual CRGs and networks:
transitional period
- September 2018 – workshops at Edinburgh colloquium (tbc)
- January 2019 - CRG compliance with policy

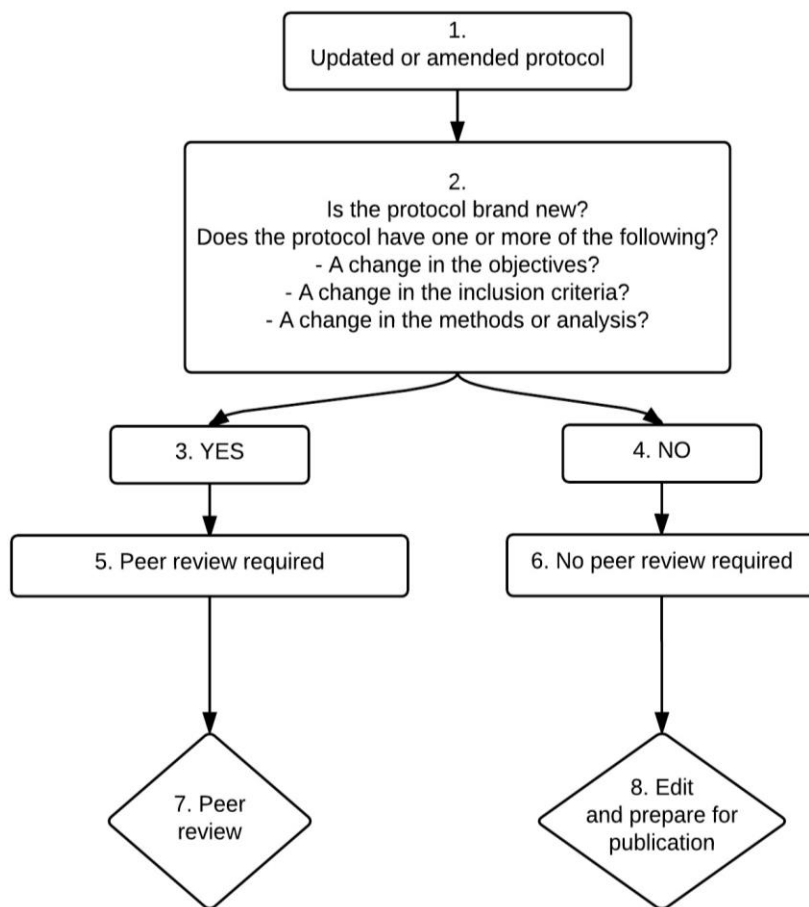


Named peer review (also known as open identity peer review)

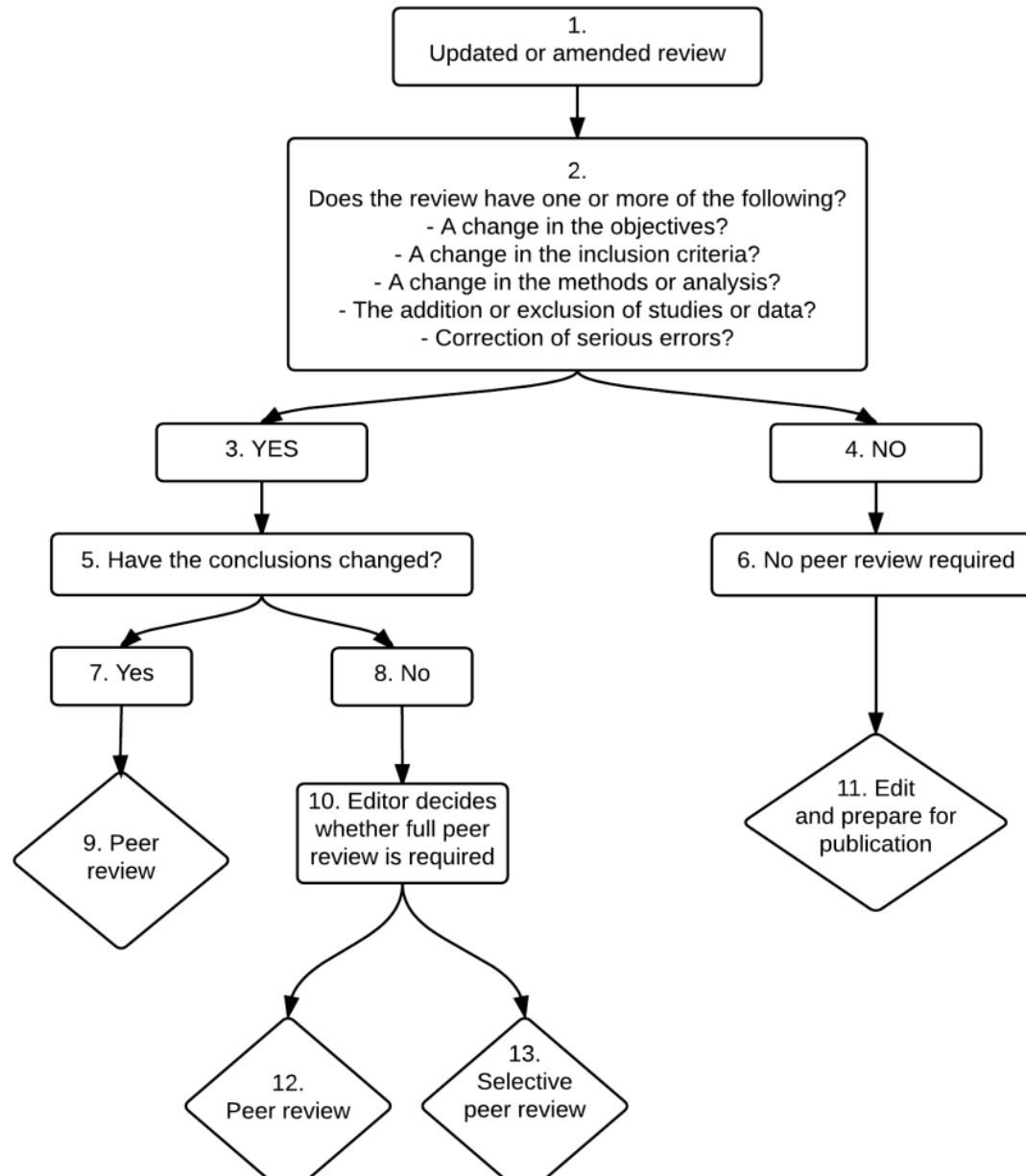
In a named peer review process, the Cochrane Review author and peer reviewer know each other's names and affiliations **during the peer review process.**



When to peer review updates of protocols



Cochrane When to peer review updated reviews



Minimum/type of peer reviewers

Every Cochrane protocol and review will be peer-reviewed by:

- at least one clinical/topic specialist (with a minimum of one external to the CRG editorial team), and;
- one statistician/methodologist

number and type of peer reviewers recruited to comment upon each Cochrane Review will vary, but may include:

✓ content specialists	✓ methodologists
✓ systematic review specialists	✓ statisticians
✓ Information Specialists	✓ consumers
✓ other potential users of the review	

Acknowledgement of peer reviewers

As a minimum, the names of all peer reviewers who have submitted a peer review report or completed peer review checklist during the current calendar year will be published on the CRG website, unless the peer reviewer has not consented to this.

Lists from previous years must be archived and publically accessible from the CRG website.



Guidance on implementation of the peer review policy



Invitation to peer reviewer

The invitation email to the peer reviewer should contain the following:

- Title, abstract and plain-language summary of the Cochrane Review (or title only if a protocol)
- deadline for return of comments
- a statement that all of the information shared is confidential
- link to the Cochrane conflict of interest policy
(<http://community.cochrane.org/editorial-and-publishing-policy-resource/ethical-considerations/conflicts-interest-and-cochrane-reviews>)

Peer reviewer checklist – methodologist, specialist, consumer

Potential conflicts of interest: Peer referee statement

Do you have any potential conflict of interest?

Yes (details below) / No

You should declare and describe any present or past affiliations or other involvement in any organisation or entity with an interest in the outcome of the review that might lead to a real or perceived conflict of interest. You should report relationships that were present during the last 36 months, including, but not restricted to, financial remuneration for lectures, consultancy, travel, and whether you are an author of, or contributor to, a study that might be included in this review. You should declare potential conflicts even if you are confident that your judgement is not influenced.

Conflict of interest statement:

Peer reviewer anonymity and acknowledgement

I am willing to be identified as the author of this peer review feedback
[If no, please provide details below] Yes/No

I am happy to be acknowledged in the published Cochrane Review Yes/No

I am happy to be acknowledged on the Cochrane [NAME] Group website Yes/No



Peer reviewers who wish to remain anonymous

Add a Note to the peer reviewer's Properties sheet in Archie

Assign the Group role 'Referee'

Create a new Administrative note with the Title '2018 closed peer review submitted'. Add the name of the protocol/review to the Note text.

CRGs can then run the following Advanced Search for all peer reviewers who submitted closed peer review:

Select the People option at the top with Match all rows (AND) option.

Role in Group | Referee | Name of Group | Active

Note Title | Contains | 2018 closed peer review submitted



How to identify peer reviewers by calendar year: option 1

Prospectively, a new custom workflow task should be inserted parallel to task D1 'Send comments to Contact Editor' in the current active workflow or added to the workflow template. The new task could be named 'Add names of peer reviewers to CRG website' and the following text could be added to the Description (for that task) 'Names of peer reviewers who agreed to be acknowledged to CRG's website should be added'.

Retrospectively, the following advanced search could be run in Archie for a given calendar year.



Archie Advanced Search

The Tasks option should be selected at the top with the Match all rows (AND) option

Group | Is | Name of Group

Workflow Role | Is | External Referee

Task Name | Is | Review and comment on draft protocol

Status | Is | Completed

Start | After | 01/01/2018

End or Due | Before | 30/04/2018



How to identify peer reviewers by calendar year: option 2

Use the Notes tab for each peer reviewer who agrees to peer review and be acknowledged on the CRG website.

Assign the Group role 'Referee'.

Create a new Administrative Note in their Properties sheet. Title '2018 peer reviewed and agreed acknowledgement'. Note the name of the draft they reviewed in the Note text.

Select the People option with Match all rows (AND) option.

Role in Group | Referee | Name of Group | Active

Note Title | Contains | 2018 peer reviewed and agreed acknowledgement

How to acknowledge peer reviewers on your website

Add a page to your website titled **Peer reviewers 2018**

We gratefully acknowledge the contributions of all peer reviewers. The Cochrane X Group aims to involve clinical peer and consumer reviewers in the assessment of all protocols and reviews before publication. The following people have contributed to the peer review process in 2018:

Clinical reviewers:

- XXXX
- XXXX

Consumer reviewers:

- XXXX
- XXXX

We also wish to acknowledge reviewers who have chosen to remain anonymous.



Archie and Workflows

Archie can be used to:

- hold peer reviewer contact details
- record further detail on reviewer interests in Notes
- link to relevant interests on Topics list
- record past contributions, quality of feedback, timeliness, etc.

Workflows can be used to:

- send invitation to peer reviewer
- complete the actions after acceptance
- store peer reviewer feedback
- authors responses to feedback and editorial base comments



Training server

<https://training-archie.cochrane.org/resources.jsp>



Peer Reviewers Using Archie and Workflows

Sally Bell-Syer and Liz Dooley

MESupport@cochrane.org

Trusted evidence.
Informed decisions.
Better health.



Archie and Workflows

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- store peer reviewer feedback
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Adding Peer Reviewers to Archie

Peer Reviewer (Referee) already in Archie – may already have a Group role with your CRG or another CRG

Search for the name in Archie, if the person is already listed - add the appropriate Group Role (e.g. Referee, Consumer Referee) to the existing person record for your CRG

If there is no existing person record:

Peer Reviewer needs to be added to Archie and given a Group role with your CRG

- Referee
- Consumer Referee
- Statistician
- Editor, Information specialist, Affiliated researcher

Resources	Role	Total	Active role	Inactive role
Test CRG	Administrative Assistant	0	0	0
People	Affiliated Researcher	0	0	0
Administrative Assistant	Assistant Information Specialist	0	0	0
Affiliated Researcher	Assistant Managing Editor	0	0	0
Assistant Information Specialist	Author	17	17	0
Assistant Managing Editor	Co-ordinating Editor	1	1	0
Author	Consumer Co-ordinator	0	0	0
Co-ordinating Editor	Consumer Referee	1	1	0
Consumer Co-ordinator	Deputy Co-ordinating Editor	0	0	0
Consumer Referee	Editor	0	0	0
Deputy Co-ordinating Editor	Editorial Assistant	0	0	0
Editor	Feedback Editor	0	0	0
Editorial Assistant	Handsearcher	0	0	0
Feedback Editor	Information Specialist	0	0	0
Handsearcher	Mailing list	0	0	0
Information Specialist	Managing Editor	2	2	0
Mailing list	Possible contributor	2	2	0
Managing Editor	Referee	3	3	0
Possible contributor	Staff	0	0	0
Referee	Statistician	0	0	0
Staff	Super User	6	6	0
Statistician	Translator	0	0	0
	Web Publisher	1	1	0

Select the Group Role [Referee] and add further clarification [Content Expert]

-  Administrative Assistant
-  Affiliated Researcher
-  Assistant Information Specialist
-  Assistant Managing Editor
-  Author
-  Co-ordinating Editor
-  Consumer Co-ordinator
-  Consumer Referee
-  Deputy Co-ordinating Editor
-  Editor
-  Editorial Assistant
-  Feedback Editor
-  Handsearcher
-  Information Specialist
-  Mailing list
-  Managing Editor
-  Possible contributor
-  Referee
-  Staff
-  Statistician

Person Wizard

Primary Group

Please select the group responsible for maintaining this person's record.

Group:

Test CRG

Role in Primary Group

Select a role for this person. More roles may be added later.

Role:

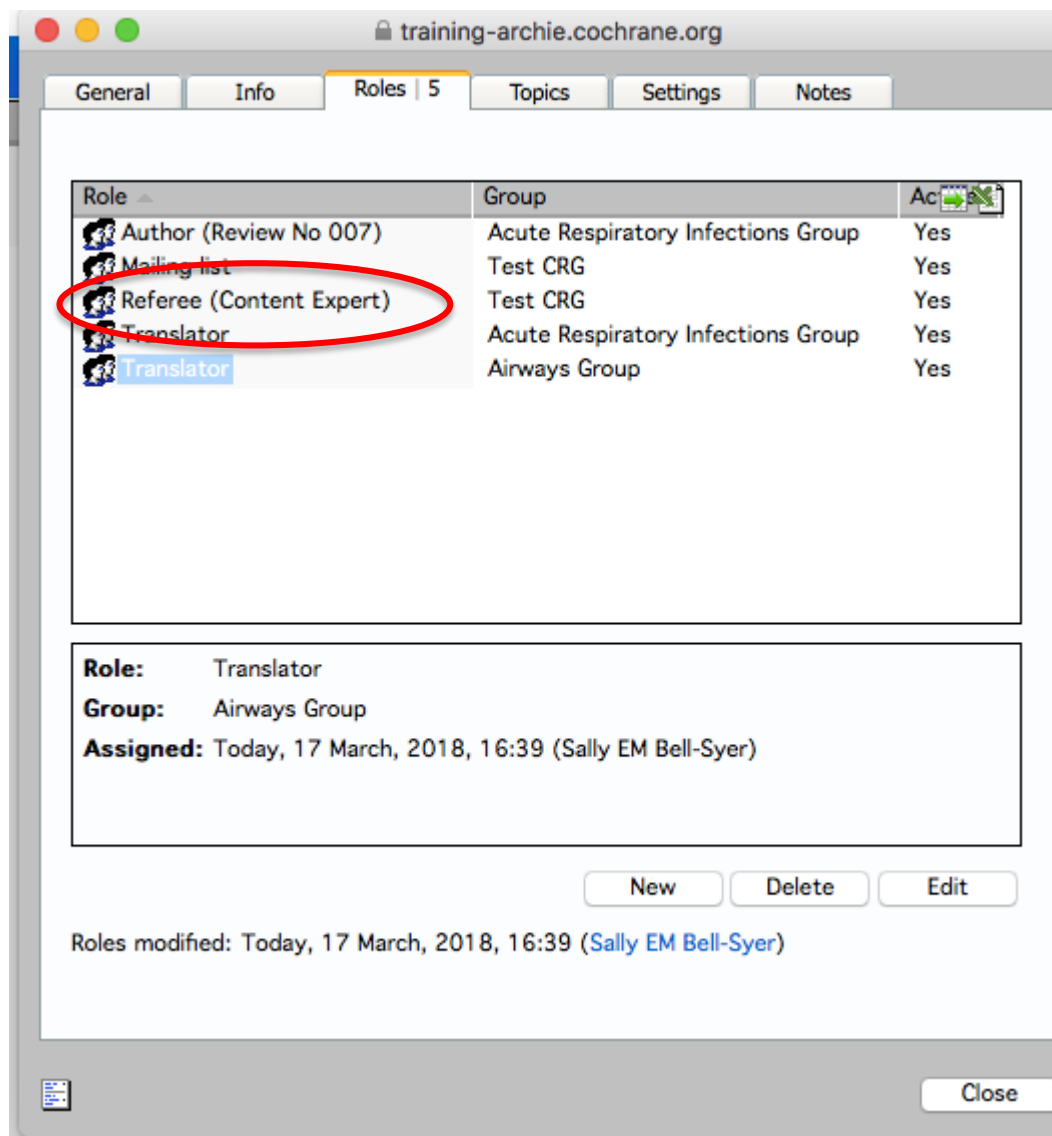
Referee

Role specification:

Content Expert

Person Properties sheet

Group Roles tab shows Referee role with further classification



training-archie.cochrane.org

General Info Roles | 5 Topics Settings Notes




Role	Group	Ac
Author (Review No 007)	Acute Respiratory Infections Group	Yes
Mailing list	Test CRG	Yes
Referee (Content Expert)	Test CRG	Yes
Translator	Acute Respiratory Infections Group	Yes
Translator	Airways Group	Yes

Role: Translator
Group: Airways Group
Assigned: Today, 17 March, 2018, 16:39 (Sally EM Bell-Syer)

New Delete Edit


Roles modified: Today, 17 March, 2018, 16:39 (Sally EM Bell-Syer)

Close

<input type="checkbox"/>	Name ▲	Email	Primary Group	Modified
<input type="checkbox"/>	 Klein, Melanie		Test CRG	16/02/2018 14:
<input type="checkbox"/>	 Leary, Timothy		Test CRG	
<input type="checkbox"/>	 Pavlov, Ivan		Test CRG	

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General Info Roles | 1 Topics Settings Notes

Role	Group	Active
 Referee (Content Expert)	Test CRG	Yes

Role: Referee (Content Expert)
Group: Test CRG
Assigned: Today, 16 February, 2018, 14:08 (Sally EM Bell-Syer)

New Delete Edit

Recording and searching for Peer Reviewer's interests.

Creating an Administrative Note type: Interests

Linking Peer Reviewers' interests to Topics list



General Info Roles | 23 Topics | 1 Settings **Notes | 6**

Title	Type	Author	Created
Respiratory infections	Interest	Liz Dooley	09/04/2018 16:25

- Webinar Seminar (transferred)
- Proxy server
- Other addresses
- Translator
- Review Notes

Note Attachments Sharing

Note Type: Interest

Title: Respiratory infections

Author: Liz Dooley

Resource: Liz Dooley

Rich text editor toolbar with icons for save, print, undo, redo, bold, italic, underline, and font settings (Normal, Verdana, 3 (12 pt)).

Influenza vaccines
Pneumonia
Common cold

My Notes

Advanced Search for Notes

Select the People option, Match all rows (AND)

Note Type | Is | Interest

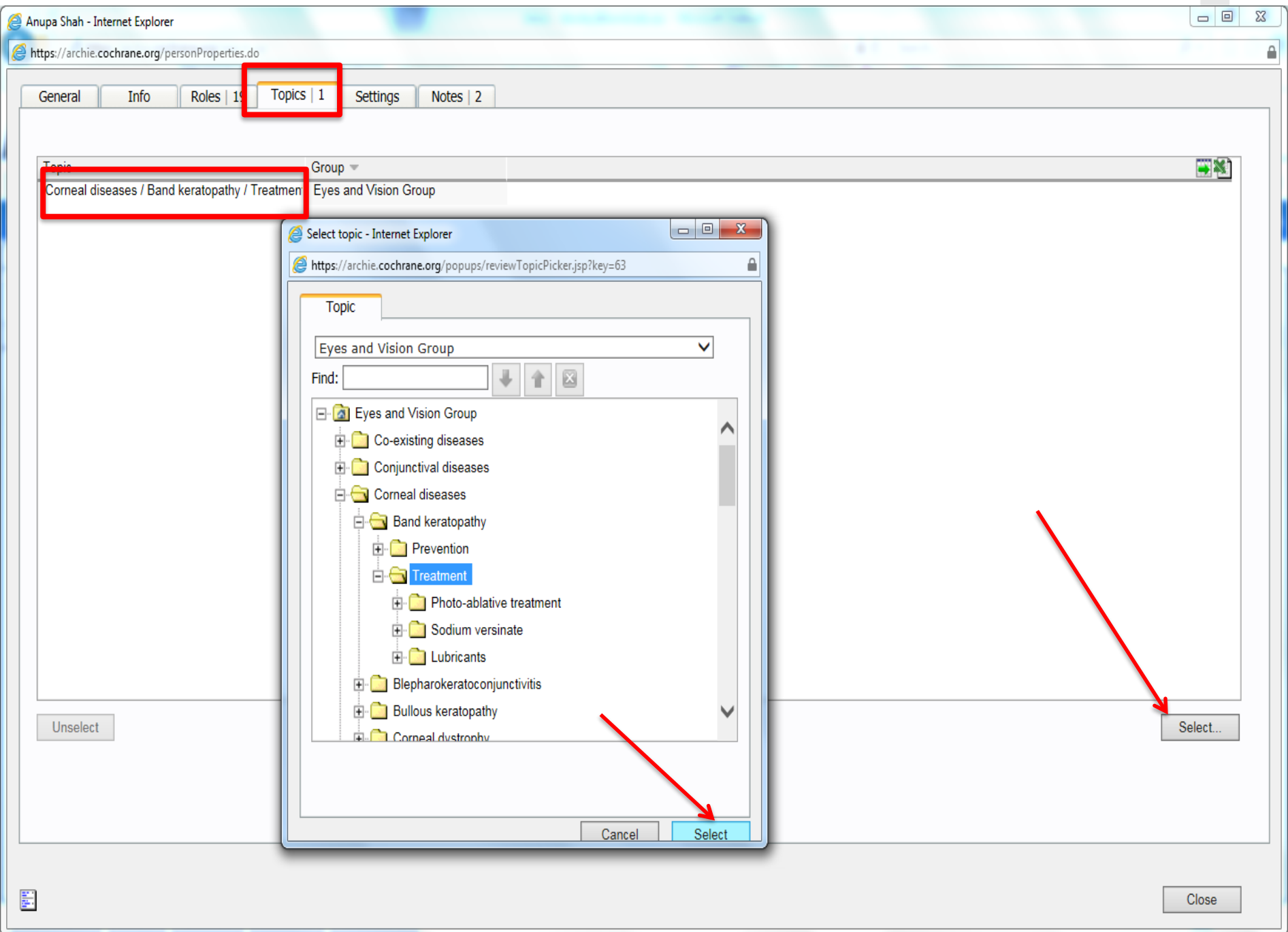
Note Text | Contains | [topic of interest]

or

Note Type | Is | Interest

Note Title | Contains | [topic of interest]

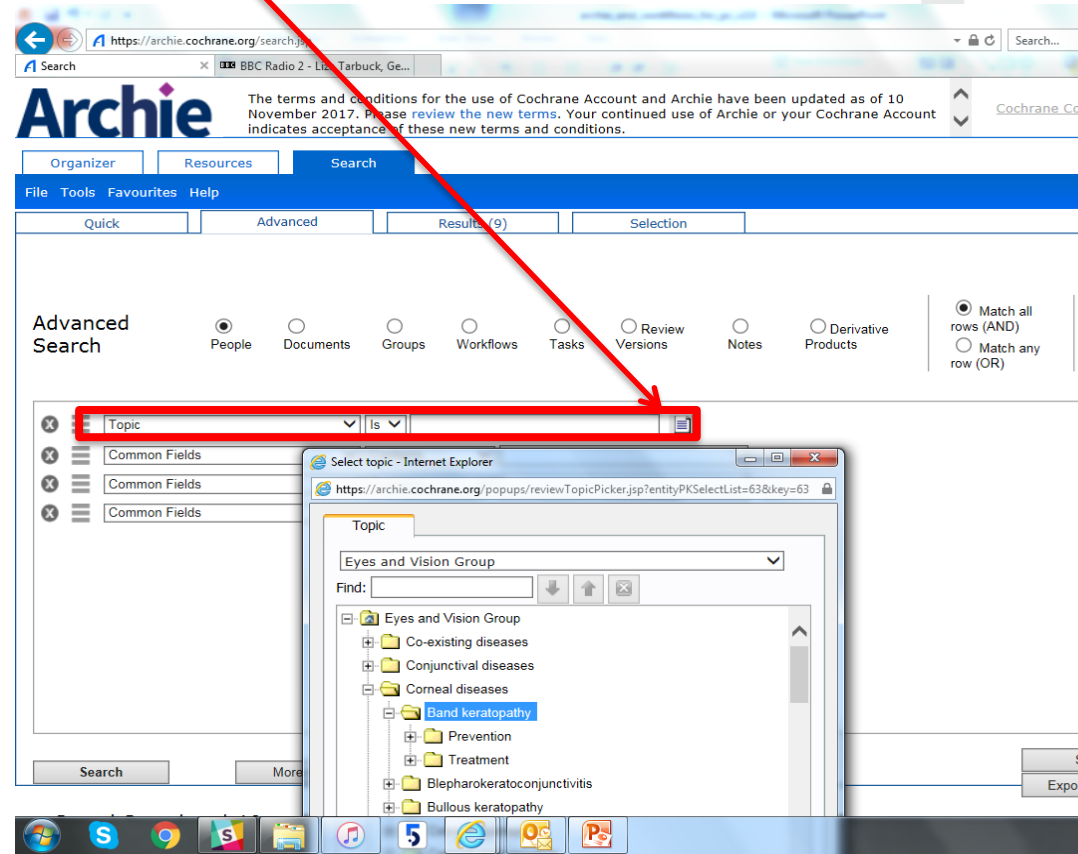




Advanced Search for Topics

Select the People option, Match all rows (AND)

Topic | Is | [select from the Topics list icon]



The screenshot shows the Archie Advanced Search interface. The search criteria field is highlighted with a red box and a red arrow pointing to it from the text above. The search criteria is "Topic | Is | [select from the Topics list icon]". The search results are displayed in a table with columns for "Quick", "Advanced", "Results (9)", and "Selection".

Advanced Search

People Documents Groups Workflows Tasks Review Versions Notes Derivative Products

Match all rows (AND)
 Match any row (OR)

Topic | Is | [select from the Topics list icon]

Select topic - Internet Explorer

Topic

Eyes and Vision Group

Find: [input]

- Eyes and Vision Group
 - Co-existing diseases
 - Conjunctival diseases
 - Corneal diseases
 - Band keratopathy
 - Prevention
 - Treatment
 - Blepharokeratoconjunctivitis
 - Bullous keratopathy

Recording contributions

Use the Notes tab for each Peer Reviewer who submits comments on a draft protocol/review.

Create a new Administrative note, using the Note Type: Editorial Management. Give it the title 'Peer reviewer feedback' and note the name of the draft they reviewed in the Note text.

List the issues you find useful to record.

The descriptions should be a concise, factual description of the feedback comments. Use standard descriptors so an Advanced Search can be run at a later date

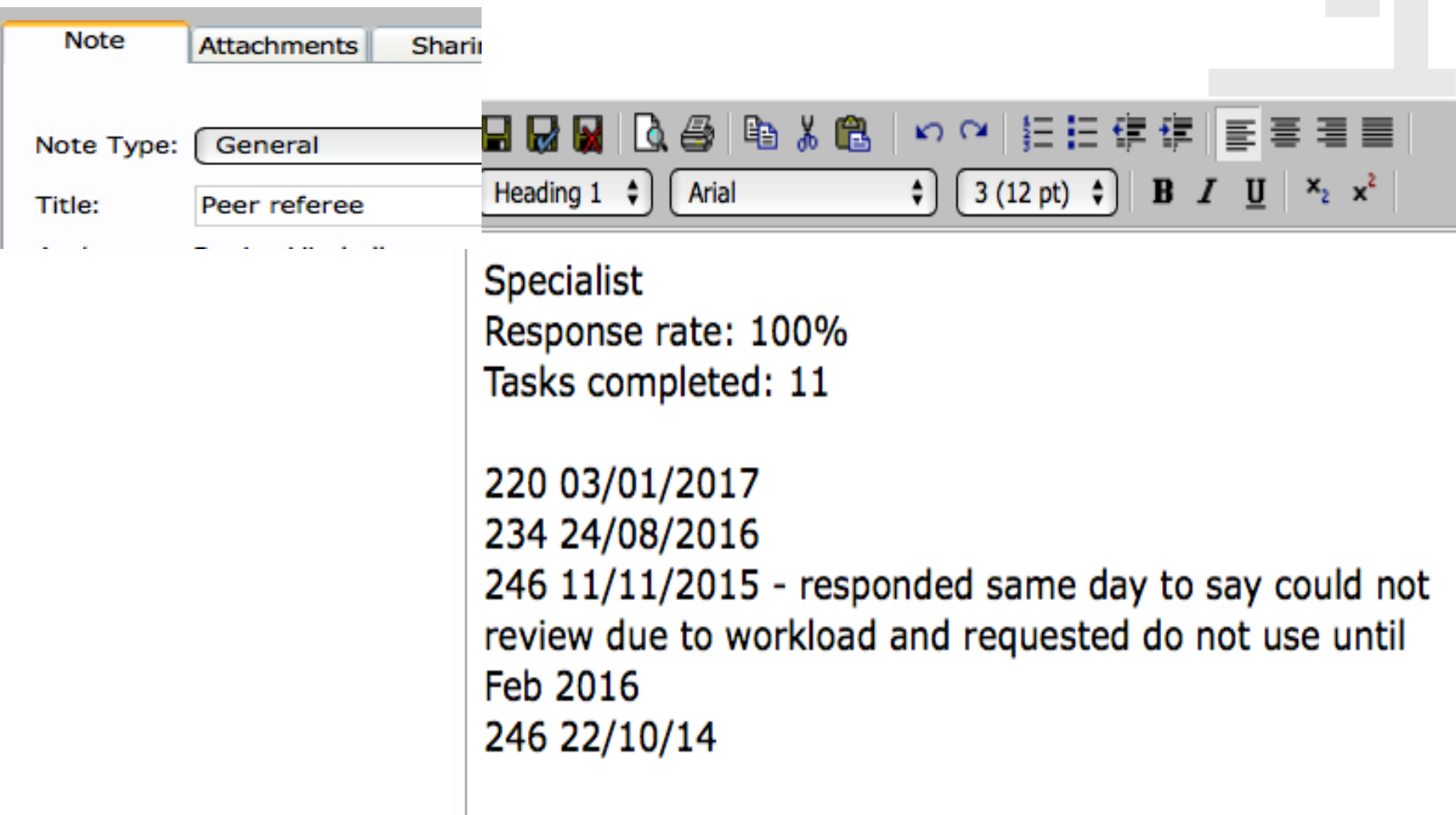
Select the People option with Match all rows (AND) option.

Role in Group | Referee | Name of Group | Active

Note Text | Contains | [standard descriptors]



Another example of note recording



Note

Attachments

Share

Note Type: General

Title: Peer referee

Heading 1

Arial

3 (12 pt)

B *I* U x_2 x^2

Specialist

Response rate: 100%

Tasks completed: 11

220 03/01/2017

234 24/08/2016

246 11/11/2015 - responded same day to say could not review due to workload and requested do not use until Feb 2016

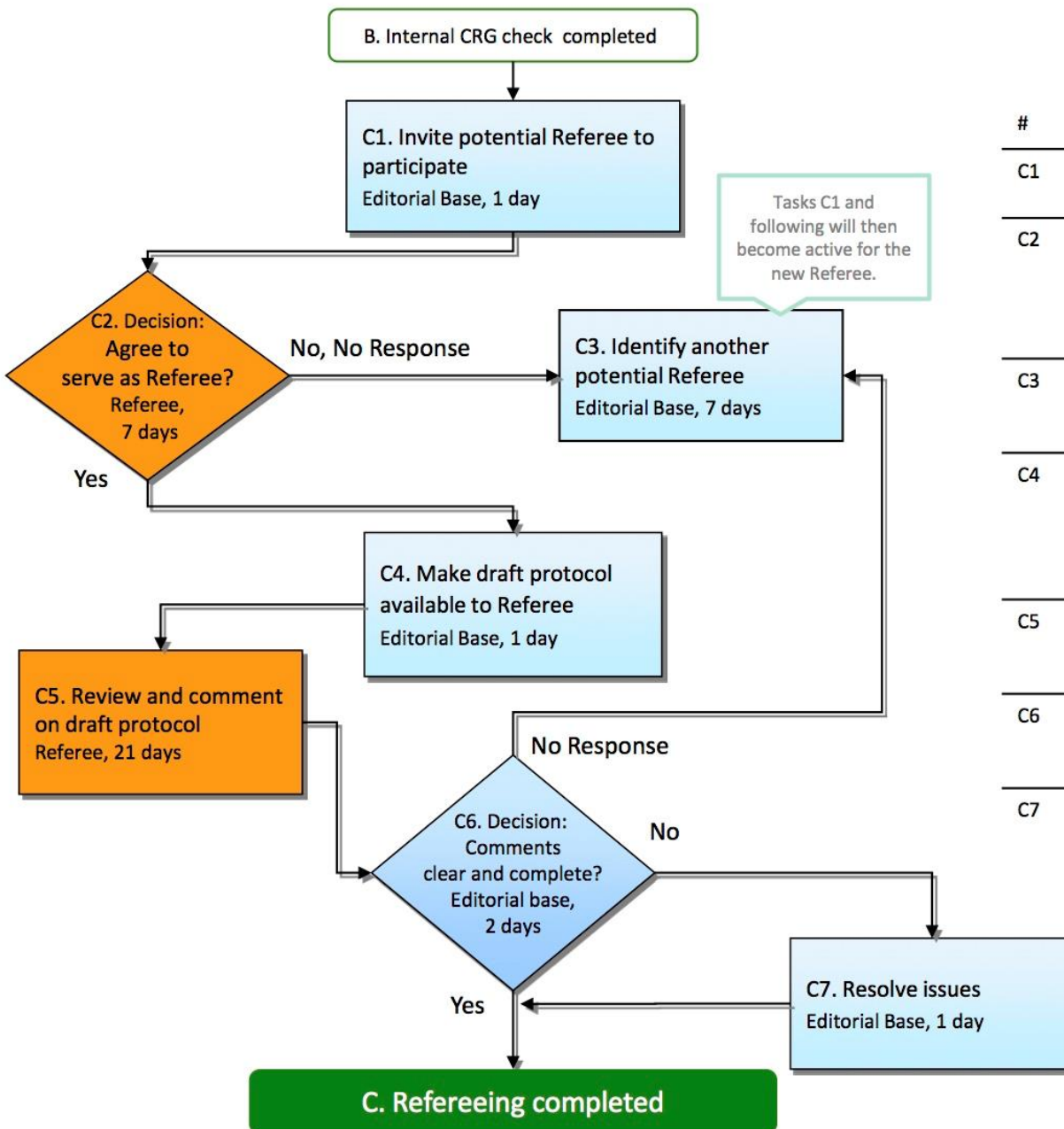
246 22/10/14



Using the workflow to manage the peer reviewer editorial process



C. Refereeing completed




#	Description
C1	Invite the potential Referee to participate, and specify the date by which a reply is requested.
C2	Indicate whether you agree to serve as a Referee of the specified draft protocol. If no response is received by the date of reply requested, staff at the Review Group editorial office may enter 'No response'.
C3	Identify another potential Referee and assign them the Workflow Role 'Referee'. Invite them to participate, and specify the date by which a reply is requested.
C4	Confirm that the Write Phase is set to Editorial. Make the draft available to the Referee and specify the date by which comments should be returned. If accessing via Archie, confirm that any Document Role required has been assigned.
C5	Review the draft protocol, prepare comments, and submit these to the Review Group's editorial office by the date requested.
C6	Determine whether the Referee's comments are clear and complete, or require clarification or expansion, or no response was received.
C7	Insert workflow tasks as required or take direct action to resolve issues.


Screenshot of workflow steps relevant to peer review editorial process

B - Internal CRG check completed						
C1 Invite potential Referee to participate	1	<input type="checkbox"/>		Editorial Base	[Standard ticket email]	
C2 Decision: Agree to serve as Referee?	7	<input type="checkbox"/>	Yes	Referee	[Standard ticket email]	
C3 Identify another potential Referee than	7	<input type="checkbox"/>		Editorial Base	[Standard ticket email]	
C4 Make draft protocol available to Referee	1	<input type="checkbox"/>		Editorial Base	[Standard ticket email]	
C5 Review and comment on draft protocol	21	<input type="checkbox"/>		Referee	[Standard ticket email]	
C6 Decision: Comments clear and complete?	2	<input type="checkbox"/>	Yes	Editorial Base	[Standard ticket email]	
C7 Resolve issues	1	<input type="checkbox"/>		Editorial Base	[Standard ticket email]	
C - Refereeing completed						


Roles available within the Archie workflow

Name	Type
 Sally EM Bell-Syer	<input checked="" type="checkbox"/> ✓
	Consumer
	Statistician
	Methodologist
	Specialist
	Information Specialist
	Editor


t: Elizabeth Royle


Elizabeth Royle 




Workflow:  Review Development (1.4)


General | **People** | Tasks | History | Files | Gantt Chart

Information Specialist: Susan Searcher 


Contact Person: Charles Darwin 


Editorial Base: Sally EM Bell-Syer 

CRG Advisors:





Name	Type
 Sally EM Bell-Syer	<input type="text" value=""/>

New
Delete


Contact Editor: Abraham Maslow 


Editorial Base 2: Adrian Assister 


Referees:

Name	Type
 Timothy Leary	Specialist
 Melanie Klein	Consumer
 Abraham Maslow	Editor
 Ivan Pavlov	Specialist

New
Delete


Sign-off Editor: Abraham Maslow 

Copy Edit Support: Elizabeth Royle 















Copy Editor: Anne Lethaby 

Apply Close

Workflow view after referees added

Workflow:  Review Development (1.4)

General People **Tasks** History Files Gantt Chart

Task	Assigned To	Role	Start	End or Due	Duration	Left	
☰ In Progress 4							
 C1.2 Invite potential Referee to participate Ivan Pavlov	Adrian Assister	Editorial Base 2	04/04/2018	05/04/2018	1 day	1 day	
 C1.3 Invite potential Referee to participate Timothy Leary	Adrian Assister	Editorial Base 2	04/04/2018	05/04/2018	1 day	1 day	
 C1.4 Invite potential Referee to participate Melanie Klein	Adrian Assister	Editorial Base 2	04/04/2018	05/04/2018	1 day	1 day	
 C1.5 Invite potential Referee to participate Abraham Maslow	Adrian Assister	Editorial Base 2	04/04/2018	05/04/2018	1 day	1 day	
☰ Not Started 46							
 C2.2 Decision: Agree to serve as Referee?	Ivan Pavlov	Referee: Specialist	05/04/2018	12/04/2018	7 days	8 days	
 C2.3 Decision: Agree to serve as Referee?	Timothy Leary	Referee: Specialist	05/04/2018	12/04/2018	7 days	8 days	
 C2.4 Decision: Agree to serve as Referee?	Melanie Klein	Referee: Consumer	05/04/2018	12/04/2018	7 days	8 days	
 C2.5 Decision: Agree to serve as Referee?	Abraham Maslow	Referee: Editor	05/04/2018	12/04/2018	7 days	8 days	
 C4.2 Make draft review available to Referee Ivan Pavlov	Sally EM Bell-Syer	Editorial Base	12/04/2018	13/04/2018	1 day	9 days	
 C4.3 Make draft review available to Referee Timothy Leary	Sally EM Bell-Syer	Editorial Base	12/04/2018	13/04/2018	1 day	9 days	
 C4.4 Make draft review available to Referee Melanie Klein	Sally EM Bell-Syer	Editorial Base	12/04/2018	13/04/2018	1 day	9 days	
 C4.5 Make draft review available to Referee Abraham Maslow	Sally EM Bell-Syer	Editorial Base	12/04/2018	13/04/2018	1 day	9 days	
 C5.2 Review and comment on draft review	Ivan Pavlov	Referee: Specialist	13/04/2018	04/05/2018	21 days	30 days	

Close

Standard task / information emails

INFORMATION EMAIL from Workflow Manager (C2 Invitation to referee a Cochrane review)

Dear [RECIPIENT NAME],

I would like to invite you to comment on a draft protocol/review titled [TITLE]. Prior to publication, all drafts must be refereed by a content expert and a methodologist.

Once a person agrees to be a referee, they are sent a copy of the draft and a checklist for comments. We ask referees to submit courteous and constructive comments on the draft that identify its weaknesses or fatal flaws, as well as ways of improving it. Referees are usually requested to return these comments within three weeks of receiving the draft.

Could you please let me know by [TASK END DATE] if you are able to peer referee?.

If you have any other questions or queries, please do not hesitate to contact me.

If reviewer declines invitation

This can be recorded in the workflow

An alternative reviewer can be added and new invitation sent

If this reviewer accepts then the workflow progresses to send out the documentation to the reviewer





complete the actions after acceptance

Prepare the attachments for peer review

Upload attachments to the workflow

Send the task email





TICKET EMAIL from Workflow Manager (C5 Review and comment on draft protocol/review)

Dear [RECIPIENT NAME],

Thank you for agreeing to referee the draft protocol/review entitled [TITLE]. Please find the following attached:

1. the draft review as a PDF file; and
2. the Referee Checklist of points for your consideration.

I would be very grateful if you could complete this by [TASK END DATE]. I suggest that you save this email and, when you have refereed the draft, click on the link below to open a web page (a 'ticket'), which will allow you to let me know that you have finished.

You will be able to attach your completed checklist before you confirm that you have completed your task.

[PERFORM TASK LINK]

If you are unfamiliar with the Cochrane Collaboration's 'ticketing' system, please click the following link for details: <http://archie.cochrane.org/public/ticket-explanation.html>

If you have any other questions or queries, please do not hesitate to contact me.

Sending task email with attachments

Template: C5 Review and comment on draft protocol/review

Message Attachments





Type	Name	Details
------	------	---------

Local file no file selected

Save as workflow file

C5 Review and comment on draft protocol/review


Attach... | 4

Type	Name	Details
Local file	P004_PR_checklist.docx	<input type="button" value="Choose File"/>  P004_PR_checklist Save as workflow file
Local file	P004_TRF agreed.docx	<input type="button" value="Choose File"/>  P004_TRF agreed Save as workflow file
Local file	Title for workflows.pdf	<input type="button" value="Choose File"/>  Title for workflows.pdf Save as workflow file
Local file	P004_COI declaration.docx	<input type="button" value="Choose File"/>  P004_COI declaration Save as workflow file





d

Attachment files now stored in the Workflow

training-archie.cochrane.org

Workflow:  Review Development (1.4)

General People Tasks History **Files** Gantt Chart

Name	Type	Date	Created By	Size	Task
 Title for workflows.pdf	Adobe Acrobat Docu	04/04/2018 12:00	Bell-Syer, Sally EM	304 KB	C5.2 Review and comment on draft review
 P004_TRF agreed.docx	Microsoft Word Docu	04/04/2018 12:00	Bell-Syer, Sally EM	23 KB	C5.2 Review and comment on draft review
 P004_PR_checklist.docx	Microsoft Word Docu	04/04/2018 12:00	Bell-Syer, Sally EM	22 KB	C5.2 Review and comment on draft review
 P004_COI declaration.docx	Microsoft Word Docu	04/04/2018 12:00	Bell-Syer, Sally EM	23 KB	C5.2 Review and comment on draft review

Peer reviewers are invited through a task email

Attachments are included



Store peer reviewer feedback

Peer reviewer can upload their responses into Workflow

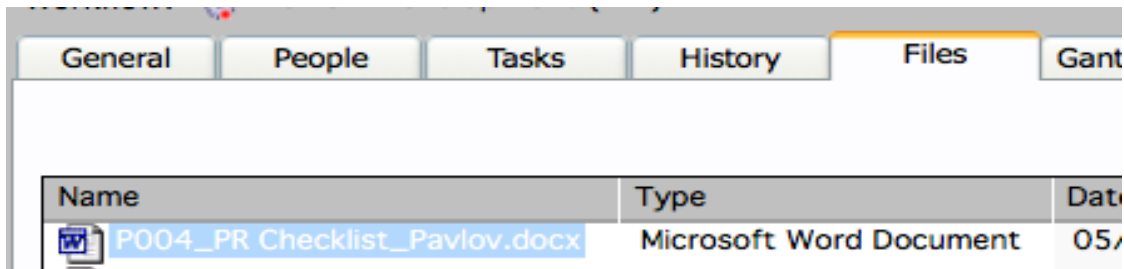
By following the task link in the email

When you have completed your task please indicate this using the link below, you will also be able to upload documents via the link's webpage.


[PERFORM TASK LINK]

If you have any other questions or queries, please do not hesitate to contact me.








The file is then stored in the workflow



The screenshot shows a software interface with several tabs: General, People, Tasks, History, Files, and Gantt. The 'Files' tab is selected and highlighted. Below the tabs is a table with three columns: Name, Type, and Date. A single row is visible in the table, representing an uploaded file.

Name	Type	Date
 P004_PR Checklist_Pavlov.docx	Microsoft Word Document	05/

Reviewer comments individually uploaded and then collated
Editor comments

Name	Type	Date
 P004_PR Checklist_Collated for Authors.docx	Microsoft Word Document	05/04/2018 1
 P004_Editor comments to Authors.docx	Microsoft Word Document	05/04/2018 1
 P004_PR Checklist_Maslow.docx	Microsoft Word Document	05/04/2018 1
 P004_PR Checklist_Klein.docx	Microsoft Word Document	05/04/2018 1
 P004_PR Checklist_Leary.docx	Microsoft Word Document	05/04/2018 1
 P004_PR Checklist_Pavlov.docx	Microsoft Word Document	05/04/2018 1
 Title for workflows.pdf	Adobe Acrobat Document	04/04/2018 1

Progression through the workflow

Workflow has a decision point that asks if the reviewer comments are clear and complete:

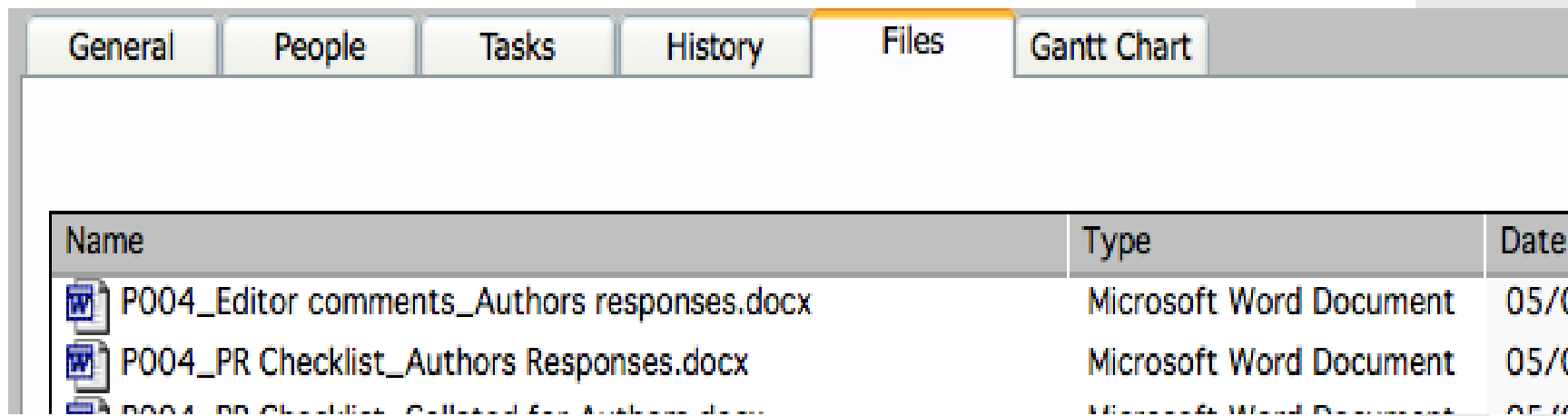
- Yes / no / no response

Collated comments are sent to Editor for review




Collated comments are sent to the authors for action and response

Revised document submitted post review

Authors responses to feedback and comments from the editorial base



















The screenshot shows a software interface with a navigation bar at the top containing tabs for 'General', 'People', 'Tasks', 'History', 'Files', and 'Gantt Chart'. The 'Files' tab is selected and highlighted in orange. Below the navigation bar is a table with three columns: 'Name', 'Type', and 'Date'. The table lists three Microsoft Word documents related to 'P004'.

Name	Type	Date
 P004_Editor comments_Authors responses.docx	Microsoft Word Document	05/0
 P004_PR Checklist_Authors Responses.docx	Microsoft Word Document	05/0
 P004_PR Checklist_Collected for Authors.docx	Microsoft Word Document	05/0

View of workflow after all responses received

General | People | **Tasks** | History | Files | Gantt Chart

Task	Assigned To	Role
 C1.5 Invite potential Referee to participate Abraham Maslow	Adrian Assister	Editorial Base 2
 C2.2 Decision: Agree to serve as Referee?	Ivan Pavlov	Referee: Specialist
 C4.2 Make draft review available to Referee Ivan Pavlov	Sally EM Bell-Syer	Editorial Base
 C5.2 Review and comment on draft review	Ivan Pavlov	Referee: Specialist
 C2.3 Decision: Agree to serve as Referee?	Timothy Leary	Referee: Specialist
 C2.4 Decision: Agree to serve as Referee?	Melanie Klein	Referee: Consumer
 C2.5 Decision: Agree to serve as Referee?	Abraham Maslow	Referee: Editor
 C6.2 Decision: Comments clear and complete? Ivan Pavlov	Sally EM Bell-Syer	Editorial Base
 C4.3 Make draft review available to Referee Timothy Leary	Sally EM Bell-Syer	Editorial Base
 C4.4 Make draft review available to Referee Melanie Klein	Sally EM Bell-Syer	Editorial Base
 C4.5 Make draft review available to Referee Abraham Maslow	Sally EM Bell-Syer	Editorial Base
 C5.3 Review and comment on draft review	Timothy Leary	Referee: Specialist
 C5.4 Review and comment on draft review	Melanie Klein	Referee: Consumer
 C5.5 Review and comment on draft review	Abraham Maslow	Referee: Editor
 C6.3 Decision: Comments clear and complete? Timothy Leary	Sally EM Bell-Syer	Editorial Base
 C6.4 Decision: Comments clear and complete? Melanie Klein	Sally EM Bell-Syer	Editorial Base

Training server

<https://training-archie.cochrane.org/resources.jsp>



Database copied on 29/12/2017.

Archie

TRAINING SERVER
ALL DATA ARE TEMPORARY

Organizer Resources Search Monitor

The screenshot shows the Archie Training Server interface. At the top left is the Archie logo. To its right, a message states 'Database copied on 29/12/2017.' with a red arrow pointing to it. On the right side, there is a green square icon and the text 'TRAINING SERVER' in red, with 'ALL DATA ARE TEMPORARY' below it. At the bottom, there is a blue navigation bar with four buttons: 'Organizer', 'Resources', 'Search', and 'Monitor'.