

# Acknowledgement (permissions)

Cochrane follows the ICMJE (International Committee of Medical Journal Editors) guidance on [acknowledging non-author contributors.](https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html#three)

Non-author contributors to Cochrane Reviews may include (for instance): translators of studies potentially eligible for inclusion, triallists, research assistants.

To seek permission to name people in the Acknowledgements section of your draft protocol or review, please adapt and send the template email below.

When responses are received, please save a copy of each email as a PDF. Add this to your submission files using Item Type **Acknowledgement (permissions)**. See our [submission instructions for authors](https://training.cochrane.org/online-learning/em-training/editorial-manager-information-authors#Section%204).

## Template email to ask for contributors’ consent to be named in Acknowledgements

Dear [Contributor Name],

Thank you for your help in [specify contribution – e.g. translating studies] for our Cochrane Review: [review title].

We are now submitting our review for editorial processing. In accordance with [ICMJE guidance](https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html#three), authors must provide evidence that each person named in the Acknowledgments section has provided written permission to be publicly acknowledged (e.g., copy of an email or signed statement from the person granting permission). Therefore, I am writing to you to seek your permission to publicly acknowledge your involvement in our review.

**If you are happy to be named in the Acknowledgements section, please reply to this email and include the following statement in your reply:**

“I confirm that I consent to be named in the Acknowledgements section of the Cochrane Review: [review title].”

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If we do not hear from you by [date 7 days’ ahead] we will assume you do not want to be acknowledged in our review.

Thank you again for your contribution.

Best wishes,

[Author Name]