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| Email available in Archie as system-wide workflow template email entitled ‘NEW2021 CoI policy email for Authors - updates’ |
| *Dear [RECIPIENT NAME] and co-authors,*  *This email is to inform you of Cochrane's CoI Policy for Cochrane Library Content (2020): https://training.cochrane.org/online-learning/editorial-policies/CoI-policy/CoI-policy-cochrane-library. This policy is a central policy that applies to everyone involved in the production of Cochrane Library content, including authors, editors, peer reviewers and Cochrane Review Group staff.*  *Cochrane has a strong CoI policy in order to maintain our reputation for independence and credibility in producing high-quality healthcare information and to ensure user confidence in the quality of Cochrane Library Content. Our policy is stricter than many other scientific journals and there are some important differences that authors should be aware of before embarking on a Cochrane Review:*  *- Some types of financial sponsorship and support are prohibited and will prevent involvement in Cochrane Reviews.*  *- Anyone involved in the creation of Cochrane Library content must disclose their conflicts of interest at the earliest opportunity in the editorial process: for Cochrane Reviews this is at title registration stage and for review updates it is before work begins on the update.*  *- The first and last authors and at least two-thirds of the author team must be free of relevant financial conflicts of interest for the review to adhere to the policy.*  *- Authors must declare relevant non-financial interests, but these will not prevent authorship.*  *As of 14 October 2020, all authors are asked to read the policy before the title of the proposed Cochrane Review is registered, and before work begins on a review update. All authors must complete a Declaration of Interest form at this point. You must then complete a new Declaration of Interest form annually until publication of the review update and again just prior to publication. Declaration of Interest forms must also be updated at any point during the review update process if you gain a new CoI.*  *It is the authors' responsibility to ensure that Declaration of Interest forms are completed accurately and that the declaration of interest statement in the review is accurate. If you acquire any new CoI at any stage while the review update is being written, it is your responsibility to immediately inform the Cochrane Review Group.*  *The relevant timeframe for interests that should be declared is from 36 months before work commencing on a review update, through to publication of the review update. In practice, this means that you must declare all relevant interests from 36 months before work commences, plus any that you accumulate during the time that you are working on the review update up until the date that the review update is published.*  *Any Cochrane Library content that is considered to be in breach of the policy will be referred to the Research Integrity Editors and CoI Panel: https://training.cochrane.org/online-learning/editorial-policies/CoI-policy/ri-editors-and-CoI-panel. Unpublished content may be rejected for publication and published content may be withdrawn from the Cochrane Library. Willful failure to disclose relevant conflicts of interest will be considered a form of scientific misconduct.*  *If you would like more information about the policy, please look at the CoI portal: https://training.cochrane.org/online-learning/editorial-policies/CoI-policy. There are a number of resources available including FAQs, flowcharts and training videos. A quick guide to the policy can be accessed at https://training.cochrane.org/online-learning/editorial-policies/CoI-policy/quick-guide. This can be used to get an overview of the policy but is not intended to replace reading the full policy.*  *If you have any further questions, please let me know by replying to this email. If necessary, I will escalate your questions to the Research Integrity Editors and CoI panel.*  *Best wishes,*  *[CURRENT USER NAME]* |