Version and update control guide for Cochrane Handbook
Prepared: 08/03/2021 (v2)

Introduction:
This guide describes events in which changes to the Cochrane Handbook for Systematic Reviews of Interventions will result in new versions numbers to the citation. It is intended to help editors, authors and editorial staff maintain consistent style when presenting Handbook changes. The guide is also intended to support transparent accounting of Handbook changes for the benefit of readers.

General structure of the Handbook citations
(for the current version see here https://training.cochrane.org/handbook/current)

Structure of Cochrane Handbook citation:

Structure of chapter citation:

Cochrane Training web page for maintaining older versions:
https://training.cochrane.org/handbook/versions-and-changes

Process for managing updates and versions:
- Content in the Handbook will be updated on an annual basis in August.
- For the August update, authors should submit their edits to the editors no later than 1 June of that calendar year.
- With each content update, the Handbook version will become 6.X with X increasing by a whole number with each update. The month and year in the citation will also be updated accordingly.
- Throughout the year, if updates are approved by the editors:
  - These will be listed at the top of the ‘Versions and changes’ page under the subheading ‘Updates pending’, which will include a description of the update or link to a PDF of a chapter if there are substantial updates to the chapter.
  - A flag will be added to the subsection in the Handbook where the change will be made that highlights an update is pending and links to the ‘Versions and changes’ page with details of the upcoming changes in a new web-browser tab.

- When a new version is released, the previous Drupal version of the Handbook will need to be archived using the standard URL:

1 URL is always the most up to date version.
https://training.cochrane.org/handbook/archive/vXX/. A note at the top of the webpages will need to highlight that it’s an archived version (see here for example).

- PDFs of chapters will not be archived on the Training website but will be kept securely in a Cochrane Dropbox folder.

*If substantial changes accumulate over time a new version of the Handbook (version 7.0) may be released at the discretion of the editors.*