Version and update control guide for Cochrane Handbook

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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.

For reference:

Cochrane Handbook citation can be found here: https://training.cochrane.org/cochrane-handbook-systematic-reviews-interventions#how-to-cite

Archived versions of the Handbook and details on versions and updates can be found here:
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. If substantial updates have been requested within six months of an update, at the editors' discretion a new version may be released in February of the next calendar year from the previous update.
- 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: 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 A note at the top of the webpages will need to highlight that it's an archived version (see here for example).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.