



Editorial Manager

Drop-in / Q&A

Licence for Publication forms


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Trusted evidence.
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Before we start ...

- Please ask questions at any time – unmute or use the chat box
- This session is being recorded. The recording will be made available on the Cochrane Training website

 Please unmute to ask questions at any time, or type in the chat box. There is no such thing as a stupid question!

Plan

- Context – why have we made this change?
- New Licence for Publication Form system – summary of changes
- Demo: Production Tasks > generating LfP forms
- Demo: interacting with new LfP form system
- Questions?



Summary of changes

- **NOW:** All LfP forms for submissions in production in new system.
- Authors no longer access Archie to complete LfP forms. New system uses Cochrane Account login. Authors with existing forms in Archie still able to complete these.
- LfP form status visible on submission details in EM.
- Submission details show link to access new LfP form system. Staff can log in to send reminders manually.
- **20 May 2022:** author access to Archie removed; authors with outstanding forms should contact Support for temporary access.
- **NEXT:** Automated reminders to authors coming soon!



Demo

- Production Tasks > generating LfP forms
 - Submit Editor’s Decision > Accept > Notify Author
 - Production Details: LfP type; copy edit information
 - Initiate Production
 - Elizabeth Royle assigns Copy Editor → LfP form notifications sent to authors
 - LfP form status visible in EM
 - Additional Manuscript Details
 - History > Production Task History



Demo

- Interacting with new LfP form system
 - Link in Additional Manuscript Details
 - View submitted date
 - Send a reminder
 - Submit a form on behalf of an author



Questions?

Contact support@cochrane.org

Stay in touch on Community Slack #all-support-EM

