Editorial Manager

Drop-in / Q&A

Proposals to conduct new Cochrane Reviews

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Trusted evidence.
Informed decisions.
Better health.
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?
• Management of proposals – summary of changes
• Demo: participate in a Discussion on CEMD
• Questions?
Summary of changes

- **NOW:** let Support know editors who will assess proposals (provide topic specialisms if relevant).
  - People with below roles will automatically be allocated an editorial role on CEMD (unless you let us know otherwise):
    - CoEds and Deputy CoEds / MEs and Assistant MEs / CIS and Assistant CIS

- **24 June 2022:** authors can submit proposals to CEMD.
  - Cochrane Library author information updated
  - Template text for CRG websites to be provided

- **29 July 2022:** authors can no longer submit proposals to other sites.
Assessment of proposals on CEMD

- **Proposal Editor** editorial role on CEMD
- Discussion invitation via email from Proposal Manager, including deep link
- Assess proposal following guidance in EPPR
  1. CRG to take forward
  2. CEMD to take forward
  3. Reject
- Respond to Discussion to give preferred option
- Proposal Manager requests and assesses author DoI
- Proposal Manager emails decision to authors (CRG in cc. if option 1 selected)
Following up on proposals

- Receive email from CEMD notifying you that proposal is now with your group to take forward
  - Initiate Proposal to invite authors to submit Title Proposal form > assess > Accept to create protocol in Archie/RevMan > Solicit Commentary to invite authors to submit protocol (Reject decision also possible at this stage)
  - Submit Proposal on authors’ behalf > Accept to create protocol in Archie/RevMan > Solicit Commentary to invite authors to submit protocol
Transferring proposals

- From now to 29 July
- Review submissions with article type ‘Proposal’
- Submit Editor’s Decision > Transfer to EMD
- Use ‘Editor Decision - Transfer Proposal’ letter
Demo

- Participate in Discussion with Proposal Editor role
Questions?

Contact support@cochrane.org

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