

**Author proposal form for all Cochrane review types – updates to published reviews**

*Last updated 2 April 2024*

**For information/preview only – please complete the form online in Editorial Manager at https://www.editorialmanager.com/cemd/default2.aspx**

Before submitting this form, please note:

* If you are proposing to update a published Cochrane Review with an entirely new author team, you will need to begin a new review from protocol stage. Please provide written evidence that the authors of the latest published version agree to a new team updating the review in this way. If the authors did not respond, please provide evidence that you have attempted to contact them.

**Select Section/Category**

Please select the topic (category) of the article that you would like to propose. If the article is relevant to more than one topic, please select the most relevant topic.

1. **Which Cochrane Review are you proposing to update?** Please provide the URL of the latest published review version on the [Cochrane Library](https://www.cochranelibrary.com).
2. **Does your proposed author team include authors of the latest published version on the Cochrane Library ?**

If yes: **Are you proposing to update the published review or begin a new protocol?** Please explain your choice. Refer to the [Cochrane](https://training.cochrane.org/handbook/current/chapter-iv) Handbook chapter on updating reviews.\* (150 words) Free-text box

If no: **Your new team will need to begin a new review from protocol stage.** Please provide written evidence that the authors of the latest published version agree to a new team updating the review in this way. If the authors did not respond, please provide evidence that you have attempted to contact them. Attach this evidence as a submission file. If this file is not included, we will not be able to process your proposal.

**Important: conflict of interest policy and authorship policy**

Cochrane’s [conflict of interest policy](https://training.cochrane.org/online-learning/editorial-policies/coi-policy/coi-policy-cochrane-library) places restrictions on who can and cannot be an author of Cochrane Library content, with further restrictions for first and last authors. It is the responsibility of all authors to ensure they comply with this policy and to disclose all relevant financial and non-financial interests.

It is also the responsibility of authors to ensure they meet the criteria for authorship as set out in the [authorship policy](https://www.cochranelibrary.com/cdsr/editorial-policies#authorship), and that anyone who meets the authorship criteria is included as an author. All authors must agree on the composition and order of the author team before submission. Please note that once an article has been submitted, authorship changes are not a solution for resolving breaches of the conflict of interest policy. For more, see [Conflicts of interests and authorship: lessons from a revised policy](https://community.cochrane.org/news/conflicts-interests-and-authorship-lessons-revised-policy).

It is particularly important that authors consider these policies carefully as early as possible. Failure to comply with either of these policies is likely to result in your submission being rejected.

**Please confirm you have read the above by selecting 'Yes'.**

1. **All authors have read Cochrane’s** [**conflict of interest policy**](https://training.cochrane.org/online-learning/editorial-policies/coi-policy/coi-policy-cochrane-library)**, and** [**authorship policy**](https://www.cochranelibrary.com/cdsr/editorial-policies#authorship)**. We understand that we must comply with these policies for our work to be considered for publication on the Cochrane Library.\***
2. **Why is an update to this review relevant at this time?** Provide a brief summary of what prompts an updated review in this area. This could include new completed studies, information that has come to light about existing studies, changes in the general understanding of the research question, or changes in methods which may be required. Refer to the [Cochrane](https://training.cochrane.org/handbook/current/chapter-iv) Handbook chapter on updating reviews, and justify your approach using the [Decision framework to assess systematic reviews for updating](https://training.cochrane.org/handbook/current/chapter-iv#_Ref4079589).\* (250 words)
3. **Has an update of this review been funded or commissioned, and if so, by whom? Do you have a deadline for publishing the updated review?\***
4. **Will the updated review address issues of health equality (targeting disadvantaged populations, reducing social gradients, etc).**

**If yes, please explain how.**

**Proposed review eligibility criteria. Please complete these sections to explain any changes you may be making to the criteria as presented in the latest published version of the review.**

1. **For an intervention review (or overviews of intervention reviews), specify the population, intervention, comparators and outcomes (PICO) for your review. Refer to the** [**Cochrane Handbook**](https://training.cochrane.org/handbook/current/chapter-03)**.**

**Participants/population (150 words)**

**Outline the types of populations to be included and excluded.** Consider any pertinent characteristics that will be considered eligible or ineligible (e.g. demographic factors such as age and gender, the type/stage of disease/condition, medication at baseline, co-morbidities, health issues, setting).

**Intervention(s) (150 words)**

**Outline the details of the intervention you wish to investigate.** Consider the dose, intensity, mode of delivery, and combinations of interventions. Are there variations you wish to exclude?

**Comparator(s) (150 words)**

**Outline the details of the comparator(s) you wish to investigate.**

**Outcomes (150 words)**

**Outline the details of critical and important outcomes you wish to investigate.** Where relevant please reference any known core outcome sets.

1. **Reviews addressing questions other than effects of interventions**

For proposals relating to diagnostic test accuracy, prognosis, methodology or qualitative synthesis questions, please use the free text box below to describe the concepts that will be used as the basis for the eligibility criteria.

1. **Please outline any changes you propose to make to the data and analysis structure and/or subgroup analyses as presented in the latest published version of the review.\* (250 words)**
2. **Will the review update generate substantial public interest? If so, please explain why?\***
3. **Evidence available: Is there new RCT evidence available in this area? If not, please provide information about the types of studies available.\***
4. **Size of proposed review: Do you think that more than 50 studies will be included in the review, including the studies in the previous published version\***

**If yes, what is the justification for one large updated review, rather than splitting the topic into several smaller reviews?**

1. **Information Specialist expertise**

Cochrane Reviews must be prepared by at least two people, and often require more than two authors. A team should have a range of skills and experience including clinical topic expertise and methodological knowledge. See Cochrane Handbook for Systematic Reviews of Interventions (sections [II.2.1](https://training.cochrane.org/handbook/current/chapter-ii#section-ii-2-1) and [II.2.2](https://training.cochrane.org/handbook/current/chapter-ii#section-ii-2-2))

Some Cochrane groups are able to provide specific support; for example, with searching medical databases. However, many author teams work independently. To help us assess what support you might need to develop your review, please answer the following question:

**Do you have access to an Information Specialist who will assist you with developing and running literature searches of medical databases?\***

**Additional comments\***

These comments will not appear directly in your submission but will be presented to the editorial office.