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

- Overview of production process in EM
- What’s new and why?
- Demo of ME tasks
- Reminder of timelines and key dates
- Questions
Production process

First draft submitted

Authoring → Editorial → Production

Accept decision
<table>
<thead>
<tr>
<th>Production task</th>
<th>Assigned to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign Copy Editor</td>
<td>Production Manager, Elizabeth Royle</td>
</tr>
<tr>
<td>Complete LfP forms</td>
<td>All authors</td>
</tr>
<tr>
<td>Copy-editing</td>
<td>Copy Editor</td>
</tr>
<tr>
<td>ME review copy-editing queries/changes</td>
<td>ME</td>
</tr>
<tr>
<td>Author review copy-editing queries/changes</td>
<td>Corresponding Author</td>
</tr>
<tr>
<td>ME review author proofs</td>
<td>ME</td>
</tr>
<tr>
<td>Assign Copy Editor for final proofread</td>
<td>Production Manager, Elizabeth Royle</td>
</tr>
<tr>
<td>Final proofread</td>
<td>Copy Editor</td>
</tr>
<tr>
<td>Prepare manuscript for publication</td>
<td>Production Manager, Elizabeth Royle</td>
</tr>
</tbody>
</table>
Demo

• Accept and close editorial process
• Transmittal form
• Initiate Production
• Receive task assignments
• Assign follow-on tasks
Timelines

- 1 December: final draft not yet submitted? Invite authors to submit to EM
- 13 December: last day for copy-editing assignments from Archie
- 5 January: waiting for author response to copy-editing comments? Invite authors to submit to EM
- 10 January: last day to mark for publication in Archie (Publish button will be deactivated after this date)
- 17 January: last day to publish from Archie
Questions?

Contact support@cochrane.org

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