A blue and white logo

Description automatically generated

# Pre-submission checklist: reviews and updates

*Version 1.0 updated 16 April 2024*

## How to use this checklist

**Completing this checklist will help you meet core requirements for submission to Cochrane Central Editorial Service.**

* Use the [Cochrane Handbooks](https://training.cochrane.org/handbooks) and Cochrane’s [conduct standards for reviews](https://community.cochrane.org/mecir-manual/standards-conduct-new-cochrane-intervention-reviews-c1-c75/performing-review-c24-c75) for guidance on how to **conduct** your review.
* Use the [Cochrane review template](https://documentation.cochrane.org/display/RMHELP/Cochrane+review+template) for guidance on how to **report** your review findings.
* Read our [author guidelines](https://training.cochrane.org/online-learning/author-guidelines) for an overview of support and resources available to authors.

If you wish, you can submit this checklist with your manuscript as a submission item in Editorial Manager.

## Research integrity

|  |  |  |
| --- | --- | --- |
| Done? | Section | Requirement |
| Authorship – see Cochrane’s [criteria for authorship](https://www.cochranelibrary.com/cdsr/editorial-policies#authorship) | | |
|  | All | All authors have seen and approved the version to be submitted. |
|  | All | Authors take full responsibility for the accuracy of the review, and understand that any [supplementary materials](https://training.cochrane.org/online-learning/author-guidelines/supplementary-materials) will not be copy edited or proofread. |
|  | Contributions of authors | Describe each author’s contribution to conducting and reporting the review. Show how each author meets Cochrane’s [criteria for authorship](https://www.cochranelibrary.com/cdsr/editorial-policies#authorship).  If the author byline has changed since the last published version (protocol or review), complete a [Changes in authorship form](https://www.cochranelibrary.com/cdsr/editorial-policies#changesinauthorship) to show all authors agree to the change. Submit the signed form with your draft. |
|  | Acknowledgements | Give the names of people who contributed to the review but are not listed authors. Everyone named must give permission to be acknowledged. Further details in our [Author guidelines](https://training.cochrane.org/online-learning/author-guidelines#Pre-submission%20checklist).  *Tip:* [*Use our template email to contact contributors*](https://training.cochrane.org/sites/training.cochrane.org/files/public/uploads/EM_author_images/Acknowledgement%20%28permissions%29%20template.docx)*.*  If any authors have been removed from the byline since the last published version, note their contribution.  If you used any AI tools when preparing your manuscript, give full details in accordance with [Cochrane policy on AI-generated content](https://www.cochranelibrary.com/cdsr/editorial-policies#ai). |
| Conflicts of interest – see [Cochrane’s Conflict of Interest Policy](https://training.cochrane.org/online-learning/editorial-policies/coi-policy) | | |
|  | Declarations of Interest | Confirm all listed authors comply with [Cochrane’s Conflict of Interest Policy](https://training.cochrane.org/online-learning/editorial-policies/coi-policy). Include a summary of authors’ interests, even if authors have no interests to disclose.  *Tip: All authors will complete a declaration of interest after submission. The Corresponding author should then* [*view author disclosures*](https://training.cochrane.org/online-learning/em-training/editorial-manager-information-authors#Section%205) *and revise this section after submission to reflect any interests disclosed.* |
|  | Order of authors on byline | Some interests may prevent authors being listed as first or last author. See [section 5.6 of Cochrane’s Conflict of Interest Policy](https://training.cochrane.org/online-learning/coi-policy/coi-policy-cochrane-library#funding_and_interests). |
|  | Data collection and analysis | Confirm if any listed authors were involved in your included studies. If so, you must specify in your methods (Selection of studies; Data extraction and management; Risk of bias assessment in included studies; Certainty of the evidence assessment), how you complied with [section 5.6 of Cochrane’s Conflict of Interest Policy](https://training.cochrane.org/online-learning/coi-policy/coi-policy-cochrane-library#funding_and_interests). |
| Funding | | |
|  | Sources of support | List all sources of funding and other support, including internal sources (for example, the home institution of any author) and external sources (for example, grant funding). |
| Copyright and plagiarism | | |
|  | All | Cite all sources of information, particularly for facts and figures in the Background section. Cite more recent sources if facts and figures have changed since the last published version. |
|  | All | Your submission must comply with [Cochrane’s plagiarism policy](https://www.cochranelibrary.com/cdsr/editorial-policies#plagiarism). We use iThenticate CrossCheck software to detect text copied from other material. |
|  | Characteristics of studies | We do not screen supplementary materials in our similarity checks. You are therefore responsible for ensuring that quotation marks are correctly used to denote any text copied directly from study reports to include in Characteristics of studies or Risk of bias tables. |
|  | Figures | Obtain permission to reproduce any images from copyrighted works. Include this evidence with your submission. |

## Currency of evidence

|  |  |  |
| --- | --- | --- |
| Done? | Section | Requirement |
|  | Studies | Re-assess the currency of your evidence just prior to submission. Confirm if any ongoing studies may now contribute results. Further details in our [Author guidelines](https://training.cochrane.org/online-learning/author-guidelines#Pre-submission%20checklist). |

## Consistency and completeness

|  |  |  |
| --- | --- | --- |
| Done? | Section | Requirement |
|  | All | All key section headings are completed. Your submission will be returned if it is incomplete. |
|  | All | Read the review from beginning to end, to check it makes sense. |
|  | All | Describe all key terms using the same language and in the same order, throughout the review. |
|  | All | Check each section complies with the reporting guidance in the [Cochrane review template](https://documentation.cochrane.org/display/RMHELP/Cochrane+review+template) or other relevant reporting guidelines. If you are not writing an intervention review, check the [PRISMA website](http://prisma-statement.org/Extensions/) for any extension that might be relevant for your review. |
|  | Abstract  Plain Language Summary  Authors’ conclusions  Summary of findings  Results  Discussion | Cross-check all sections listed. Confirm findings and results are reported accurately and consistently. |
|  | Methods | Check your review against your protocol. List and justify any deviations from the methods planned in your protocol, at the beginning of the Methods section. |
|  | Overview of syntheses and included studies (OSIS) table | Ensure you have an [OSIS table](https://documentation.cochrane.org/revman-kb/switch-to-focused-review-format-263258144.html#Switchtofocusedreviewformat-OSISCreatean'Overviewofincludedstudiesandsyntheses'table) in the main article and check that information in the table matches details of all included studies and analyses. |
|  | PRISMA flow diagram | Cross-check all numbers against the reported results of the search. |
|  | Figures | Figures in the main article should support the outcomes in the Summary of findings table(s). See guidance on figures in our [Author guidelines](https://training.cochrane.org/online-learning/author-guidelines#Supplementary%20materials). |
|  | Tables | Tables in the main article should support the outcomes in the Summary of findings table(s). Other tables can be included as supplementary materials if they contain additional data or information that supports or enhances the article. You can list them under ‘Other supplementary materials’. |
|  | All | Resolve all [Validation errors and warnings](https://documentation.cochrane.org/display/RMHELP/Validation+report) on the RevMan dashboard. If you are unsure about whether you can ignore a warning, please contact [support@cochrane.org](mailto:support@cochrane.org). |

## Style and formatting

|  |  |  |
| --- | --- | --- |
| Done? | Section | Requirement |
|  | All | Use the [past tense and active voice](https://training.cochrane.org/online-learning/author-guidelines/essential-style-guidelines#Tense%20and%20voice) for your review methods. Change the tense in your protocol methods (if relevant). |
|  | All | Explain all [acronyms and abbreviations](https://training.cochrane.org/online-learning/author-guidelines/essential-style-guidelines#Abbreviations%20and%20symbols). |
|  | All | Use [Cochrane referencing style](https://training.cochrane.org/online-learning/author-guidelines/essential-style-guidelines#References). |
|  | All | Choose either US or UK English and complete a [spellcheck in RevMan](https://documentation.cochrane.org/x/Bwf9C). |

## Supplementary materials

|  |  |  |
| --- | --- | --- |
| Done? | Section | Requirement |
|  | All supplementary materials | Follow the guidance on supplementary materials in our [Author guidelines](https://training.cochrane.org/online-learning/author-guidelines#Supplementary%20materials). |
|  | All supplementary materials | Check for accuracy. Supplementary materials are not proofread by Cochrane. |
|  | Search strategies | Add all search strategies for each database (and other sources, if applicable) to the Search strategies section in RevMan. Include search strings, database names, access platforms, search fields and other limitations/settings. |
|  | Characteristics of included studies tables | Use quotation marks to denote any text copied directly from study reports. |
|  | Characteristics of included studies tables | Explain all [acronyms and abbreviations](https://training.cochrane.org/online-learning/author-guidelines/essential-style-guidelines#Abbreviations%20and%20symbols) used in the tables in the Footnotes section. |
|  | Other supplementary materials | Provide a clear and informative title for each additional supplement. |

# We welcome your feedback!

Please [complete a short survey](https://forms.office.com/Pages/ResponsePage.aspx?id=HuLCtrdNM0WRY5jBRRwcqm54JVSN8vlOiSG73XxfqfZUM1NBTjJQSElLVzQ3UzFYTjdHMkI2Sk9TNi4u) (4 quick questions) to let us know what you think of this checklist.