A blue and white logo

Description automatically generated

# Pre-submission checklist: reviews and updates

*Version 1.1 updated 23 August 2024*

## How to use this checklist

1. 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.
2. Use the [Cochrane review template](https://documentation.cochrane.org/display/RMHELP/Cochrane+review+template) for guidance on how to **report** your review findings.
3. Use our [author guidelines](https://training.cochrane.org/online-learning/author-guidelines#Prepare%20manuscript) for instructions on how to prepare your manuscript.
4. Complete this checklist before you submit your draft to Cochrane Central Editorial Service. **Upload the checklist as a submission item with your manuscript. Requirements shown in red below are essential. Your manuscript may be rejected if these requirements are not met.**

## Research integrity

All authors have seen and approved the version to be submitted (tick to confirm).

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 (tick to confirm).

|  |  |
| --- | --- |
| Requirement | Section of review or name of additional submission file where this is included |
| Describe each author’s contribution to conducting and reporting the review in the Contributions of authors section. 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 to Editorial Manager with your manuscript. |  |
| Give the names of people who contributed to the review but do not meet the [criteria for authorship](https://www.cochranelibrary.com/cdsr/editorial-policies#authorship), in the Acknowledgements section. If any authors have been removed from the byline since the last published version, note their contribution.  Everyone named must give written 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 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). |  |
| Confirm all listed authors comply with [Cochrane’s Conflict of Interest Policy](https://training.cochrane.org/online-learning/editorial-policies/coi-policy). Some interests may prevent authors being listed as first or last author (see [section 5.6](https://training.cochrane.org/online-learning/coi-policy/coi-policy-cochrane-library#funding_and_interests)).  The order of authors must match in RevMan and Editorial Manager on submission. If not, this will be queried as an author byline change. |  |
| Include a summary of authors’ interests in the Declaration of interests section, 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.* |  |
| 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). |  |
| List all sources of funding and other support, in the Sources of support section.  Include internal sources (for example, the home institution of any author) and external sources (for example, grant funding). |  |
| 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. |  |
| Check your submission complies 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. |  |
| We do not screen supplementary materials in our similarity checks. You must therefore use quotation marks to denote any text copied directly from study reports in the Characteristics of included studies or Risk of bias sections. |  |
| Obtain permission to reproduce any images from copyrighted works as Figures. Include this evidence with your submission. |  |

## Currency of evidence

|  |  |
| --- | --- |
| Requirement | Section of review or name of additional submission file where this is included |
| Your search date should be less than 12 months’ old at submission. Just prior to submission, re-assess the currency of your evidence and 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

|  |  |
| --- | --- |
| Requirement | Section of review or name of additional submission file where this is included |
| All key section headings are completed. Methods sections are completed in detail, in accordance 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. |  |
| 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. |  |
| Confirm data and results are reported accurately and consistently in the following sections: Abstract, Plain language summary, Authors’ conclusions, Summary of findings, Results and Discussion. |  |
| Include at least one Summary of findings table. |  |
| Include an [Overview of syntheses and included studies table](https://documentation.cochrane.org/revman-kb/switch-to-focused-review-format-263258144.html#Switchtofocusedreviewformat-OSISCreatean'Overviewofincludedstudiesandsyntheses'table) in the Tables section.  Your submission will be returned if it does not include an OSIS table.  Check that information in the table matches details of all included studies and analyses.  If your review contains a large number of included studies, a series of summary tables may be a better to display the information than a single OSIS table. If this is the case for your review, please add a note here. |  |
| Add search strategies for each database (and other sources, if applicable) to the Search strategies section. Include search strings, database names, access platforms, search fields and other limitations/settings.  Your submission will be returned if it does not include full search strategies. |  |
| Cross-check all numbers in the PRISMA flow diagram against the reported results of the search. Make sure totals are calculated correctly. |  |
| Describe all key terms (for example, names of interventions and outcomes) using the same language and in the same order, throughout the review. |  |
| Read the review from beginning to end, to check it makes sense. |  |
| 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 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’. |  |
| 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

|  |  |
| --- | --- |
| Requirement | Section of review or name of additional submission file where this is included |
| 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). |  |
| Explain all [acronyms and abbreviations](https://training.cochrane.org/online-learning/author-guidelines/essential-style-guidelines#Abbreviations%20and%20symbols). |  |
| Use [Cochrane referencing style](https://training.cochrane.org/online-learning/author-guidelines/essential-style-guidelines#References). You can [automatically update all your references to Cochrane style](https://documentation.cochrane.org/x/yoBeEg) in RevMan. |  |
| Choose either US or UK English and complete a [spellcheck in RevMan](https://documentation.cochrane.org/x/Bwf9C). |  |

## Supplementary materials

|  |  |
| --- | --- |
| Requirement | Section of review or name of additional submission file where this is included |
| Follow the guidance on supplementary materials in our [Author guidelines](https://training.cochrane.org/online-learning/author-guidelines#Supplementary%20materials). |  |
| Check for accuracy. Supplementary materials are not proofread by Cochrane. |  |
| Use quotation marks to denote any text copied directly from study reports in the Characteristics of included studies. |  |
| Explain all [acronyms and abbreviations](https://training.cochrane.org/online-learning/author-guidelines/essential-style-guidelines#Abbreviations%20and%20symbols) used in the Characteristics of included studies, in the Footnotes section. |  |
| Provide a clear and informative title for any additional (Other) supplementary materials, if relevant. |  |

# 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.