**Cochrane Skin Editorial Process—Reviews**

**Initial submission by author team**
- AME, IS and Methodologist undertake internal review
- Manuscript returned to team if standards are not met
- Team may undertake several revisions of draft at this stage
- Co-Eds sign off for peer review

**Initial checks include**
- Headings activated
- Validation report
- Search date valid – update needed?
- Study flow diagram
- Studies correctly allocated
- MECIR/Handbook standards met
- Plagiarism check

**Peer review comments**
- AME collates peer review comments and resolves any queries/conflicts before sending to author team
- Conflict of interest forms may be updated
- Revised draft responding to PR comments submitted by authors

**Peer reviewers (for reviews)**
- Usually a Key clinical editor, one other clinical, one consumer, stats/methods expert
- If review is complex, may seek addition PR from the Complex Methods Unit, LSR team, RoB2 experts

**Post peer review**
- Responses to PR comments checked
- ME undertakes consistency checks
- Co-Eds may request revisions before sign off for copy edit
- Authors create dissemination strategy

**Manuscript to Copyedit team**
- Comments from Copy editor referred to review team for action
- Final quality screen by the MOSS Associate Editor

**Copy edit**
- Copyedit done according to the Cochrane Style Guide
- Associate Editor’s essential comments must be addressed

**Review signed off by Co-Eds**

**Publication**
- May be delayed if author Conflict of interest forms are not up to date or if conflicts have to be referred to the Funding Arbiter