

# 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

## Post peer review

- ⇒ Manuscript returned to authors—sometimes multiple times—if PR comments are inadequately addressed or if ME finds consistency issues

## 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