

# ***Editorial process of Cochrane OSH Reviews: Instructions for Authors***

## **1. Title**

For every Cochrane OSH Review we assign one of our editors with the most appropriate expertise in the area of the review topic as the responsible editor.

We expect the responsible editor to comment on:

- the appropriateness of the topic with regard to the scope of the OSH review group
- the appropriateness as a topic for a systematic review
- the likelihood that the review will be finished within a year and a half given the topic and the expertise of the project team.

In addition, we will ask our consumer editor for comments on the appropriateness of the topic for occupational health in general.

Given these comments, the Coordinating Editor will decide upon acceptance or rejection of the title.

We expect this process to last about two weeks after which the authors will be notified about the acceptance or rejection of the title and the accompanying comments of the editors. If accepted, the authors are expected to take the comments of the editors into account when writing the protocol.

## **2. Protocol**

We ask the responsible editor to name one external peer reviewer who is a content expert. Then, we will ask comments from both the responsible editor and the external peer reviewer. In addition, we ask our statistical editor and consumer editor for comments on the protocol. Authors will thus get comments from four persons.

The responsible editor will collate all comments. They will be divided into compulsory changes that the authors have to make and without which we won't publish the protocol and discretionary changes that we leave at the authors' discretion to take over or not.

We ask that authors respond to all comments that have been raised as we think that the referees deserve feedback for their work.

The Managing Editor will edit the comments and put them in a format that is easy for the authors to handle.

The Coordinating Editor will make the final decision on the compulsory changes.

We expect to provide feedback to authors within four weeks.

In kind, we expect the authors to resubmit their protocol with incorporated changes within four weeks. Following consultation with the responsible editor, the Coordinating Editor will then decide within two weeks if the compulsory changes have been sufficiently addressed and if not, will immediately ask for further changes.

The Managing Editor will then copy edit the protocol. If despite the comments given and changes effected something still remains unclear, the Managing Editor will consult with the contact author how to make the text as clear as possible. He will correct the text accordingly and then he marks the protocol for publication.

### **3. Review**

We will strive to have the same individuals review the title, protocol and the final review draft. If they are not available for some reason we will look for a replacement so that we will have comments from one systematic review expert, one content expert, the statistical editor and the consumer editor.

The same procedure applies here as described above for the protocol. The responsible editor will collate all comments. They will be divided into compulsory changes that the authors have to make and without which we won't publish the protocol and discretionary changes that we will leave at the authors' discretion to take over or not.

We ask that authors respond to all comments that have been raised as we think that the referees deserve feedback for their work.

The Managing Editor will edit the comments and put them in a format that is easy for the authors to handle.

The Coordinating Editor will make the final decision on the compulsory changes.

We expect to provide feedback to authors within six weeks.

In kind, we expect the authors to resubmit their review with incorporated changes within two months. Following consultation with the responsible editor, the Coordinating Editor will then decide within two weeks if the compulsory changes have been sufficiently addressed and if not, will immediately ask for further changes. Final feedback will be given within two weeks.

The Managing Editor will then arrange for the review to be fully copy edited. If despite the comments given and changes effected something still remains unclear, the Managing Editor will consult with the contact author how to make the text as clear as possible. He will correct the text accordingly and then he marks the review for publication.