

# Quick Start for Authors

Accessing reviews and editing your contact details in Archie, The Cochrane Collaboration's central server for managing documents and contacts details

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Having logged into Archie (<http://archie.cochrane.org>)\*, you can read a copy of the latest version of your review and any previous versions for which you have access as an author. You can view and edit your contact details, but reviews can only be edited in RevMan. For detailed information, see the Help file in Archie and RevMan 5.

## Editing your review

To edit a review, you will first need to check your review out of Archie. When you have finished editing your review, you need to check it back into Archie.

### Checking your review out of Archie from RevMan 5

- Open RevMan 5
- Use File > Check out

While the review is checked out, nobody else can edit the review.

Note: In RevMan, you will be presented with a list of titles for all reviews for which you have permission to check out with their 'Availability', e.g., "Checked out" = a member of the review team is editing the review; "Locked" = authors do not have access to the latest version because, for example, it has been submitted for editorial approval.

### Checking your review back in to Archie from RevMan 5

You can only check your review into Archie from RevMan 5 if the version you edited was checked out from Archie. After completing your edits, it is important that you check the review back in (and not just save and close the review), so as to share your edited version with your co-authors or to submit it for editorial approval. The checked-in draft will become the latest version. Previous versions will be retained.

### Sharing your edits with your review team


- Use File > Check in to open the Check-in Wizard
- Describe the version (e.g., 'your name' edits)
- Click Finish
- Send an email to your co-authors to let them know they can now view your version in Archie if they have a user account.

### Submitting for editorial approval

- Use File > Check in to open the Check-in Wizard
- Describe the version (e.g., 'your name' edits)

Check 'Submit for editorial approval' and enter text in the 'Message to Cochrane Review Group' box to communicate with your Review Group Co-ordinator. This replaces a message you would otherwise have sent in an email.

## Reading your review

- Enter the title of your review in the Quick Search box in the upper right-hand corner of the opening screen to find your review
- Click the second icon ( Search documents)
- If there is more than one search result, double-click the title to open its Properties; if there is only one search result, the Properties screen will automatically open
- Click the History tab in the Properties where the current and previous versions of your review are listed
- Click the latest version (at the top of the list) and then click View

## Comparing versions of your review

- Go to History tab in the Properties
- Click one of the versions you want to compare
- Holding down the Ctrl key, click on the other version for comparison
- Click Compare

**Note:** (a) you can print or save the 'comparison' document (diffdoc.htm) using the icon buttons located on the upper left-hand side of the viewing screen; (b) you can view the graphs by changing the view (upper left-hand side of screen) to Graph View.

## Editing your contact details

Your contact details are held in Archie and can only be edited by you or your Review Group. They can be read by everybody who has access to Archie unless you mark your contact details as private, which means that only the Review Group Co-ordinator and system administrators will be able to read your contact details. However, when your review is published in The Cochrane Library, your main contact details (if you have more than one set of contact details) will be published fully if you are the Contact Person for the review, or partially (i.e., department, organization, city, country) if you are a co-author but not the Contact Person for the review.

### Checking your contact details in Archie

- Click your name on the upper right-hand corner to reveal the Properties for your contacts record
- Go to the General tab to view your contact details

### Editing your contact details in Archie

- Click the edit button next to your address on the General tab

Note: when you click OK after editing your contact details, an automatic message will be sent to your Review Group Co-ordinator to inform them of the edits you have made.

**\*If you have any questions or problems when using Archie or accessing your reviews, please contact your Review Group Co-ordinator.**