**Stages of production of a Cochrane Public Health protocol and review
(as per Cochrane Workflow and managed by the Managing Editor)**

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| **Workflow: Contact Editor Task** | **CPH Editorial Responsibility** | **Timescale** |
| 1. **Review Proposal Form:** Editorial assessment and rejection or acceptance of new review title

1st stage screen - assess scope, team resources etc**.** If looks reasonable, proceed to 2nd stage 2nd stage screen – more indepth feedback on need for the review, feedback to inform the protocol thereafter | ME and one CoEdContact editor (with deeper understanding of topic area) | 1-2 weeks |
| 1. **Accepted titles:** allocation of contact editor, and specialist editors (statistical editor, methods editor and information/search specialist) to the registered title
 | Managing Editor | 1-2 days |
| ***Submission of draft protocol***  | Author team | 3-6 months |
| 1. a. Assessment of draft protocol: Information specialist, Methods editor, statistical editor provide feedback on relevant sections of the protocol

b. **Assessment of draft protocol:** Contact editor assessment of draft protocol and related feedback from specialist editors (ME will send to author team) – ensure all check boxes are complete, add to any remaining feedback sections (eg. Background) and provide guiding advise to author team based on comments of CRG editors and any other concerns | CRG editors (methods editor….)Contact Editor | 2 weeks1-2 weeks |
| ***Submission of revised protocol*** | Author team | 1-4 weeks |
| 1. **Assessment of revised protocol:** Assessment of author responses to protocol feedback (may require more than one pass before contact editor satisfied with revised protocol)
 | Specialist editors, then Contact Editor  | (1-2 week deadline) |
| 1. **Recruitment of external referees**
 | Managing editor |  |
| 1. **External review:** Protocol sent for external review (2-3 external referees) – mainly around content and readability from end-user perspective

***NB:*** *3 and 6 may be done in parallel if requested and/or the draft looks to have no obvious editorial issues* | Managing EditorExternal referees | 2 week deadline |
| 1. **Editorial assessment of external review:** Assessment of, and guidance for authors on, responses to external referees’ comments of draft protocol
 | Contact Editor | (1 week deadline) |
| ***Submission of revised protocol*** | Author team | 1-4 weeks |
| 1. **Assessment of author response to external review:** Provide guiding advise to author team based on comments of CRG editors and any remaining concerns
 | Contact Editor  | (1 weekdeadline) |
| 1. **Review sign-off:** review approved by contact editor for sign-off by allocated Sign off editor
 | One of the CPH Co-ordinating Editors | (1-2 week deadline) |
| 1. **Copy-editing:** Request for allocation and thereafter instructions to copy editor (allocation can take 2 weeks – copy editing one week thereafter)
 | ME  | (3 week deadline) |
| ***Submission of revised protocol*** | Author team | 1-4 weeks |
| 1. **Assessment of author responses to Copy Editor feedback**
 | ME (may consult with contact editor if any potential issues) | (1 week deadline) |
| **Protocol marked for publication** | ME  | 1-2 days |

**Same process as above for draft review and review update stages. Deadlines may be extended for review assessment.**

ME: Managing Editor (Jodie Doyle)

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| **Workflow: Contact Editor Task** | **CPH Editorial Responsibility** | **Timescale** |
| **Submission of search strategies and search results** **(RM1) - mandatory** | Author team | 1-6 months |
| 1. **Assessment of RM1:** allocated information specialist
 | I.S | (1 week deadline) |
| **Submission of Included/excluded tables, ROB assess, synthesis plan and OSIS table (RM2) – optional**   | Author team | 6 months |
| 1. **Assessment of revised RM2:** Assessment of author responses to comments
 | Methods and Contact Editor | (1-2 week deadline) |
| **Submission of full review** | Author team | 3-6 months  |
| 1. a. **Assessment of full review**: Assessment of review: Information specialist, Methods editor, statistical editor provide feedback on relevant sections of the review

b. **Assessment of full review:** Contact editor assessment of review and related feedback from specialist editors (ME will send to author team) – ensure all check boxes are complete, add to any remaining feedback sections (eg. Background) and provide guiding advise to author team based on comments of editors and any other concerns.  | Specialist editors  | (2 weeks deadline)(1-2 week deadline) |
| ***Submission of revised review*** | Author team | 1-4 weeks(or longer, depending on extent of changes for revision) |
| 1. **Assessment of revised review**: Speacialist edtors and contact editor assessment of revised review

(May take a couple of takes before all editors happy for review to proceed to next stage – see Rejection policy for number of iterations) | Specialist editors and contact editor | (2-3 week deadline, depending on extent of changes for revision) |
| 1. **Recruitment of external referees**
 | Managing editor | Done in parallel with other tasks |
| 1. **External review:** Review sent for external review (2-3 external referees)

***NB:*** *3 and 7 may be done in parallel if requested and/or the draft looks to have no obvious editorial issues* | Managing EditorExternal referees | (2 week deadline) |
| 1. **Editorial assessment of external review:** Assessment of, and guidance for authors on, responses to external referees’ comments of draft protocol
 | Contact Editor | (1-2 week deadline) |
| ***Submission of revised review*** | Author team | 1-4 weeks |
| 1. **Assessment of author responses to external review:** Provide guiding advise to author team based on comments of editors and any remaining concerns
 | Contact Editor  | (1-2 weekdeadline) |
| 1. **Review sign-off:** review approved by contact editor for sign-off by CPH Co-ordinating Editor allocated Sign off editor
 | One of the CPH Co-ordinating Editors | (1-2 week deadline) |
| ***Submission of revised review*** | Author team | 1-4 weeks |
| 1. **Copy-editing:** Request for allocation and thereafter instructions to copy editor (allocation can take 2 weeks – copy editing one week thereafter)
 | ME  | (3 week deadline) |
| ***Submission of revised review*** | Author team | 1-4 weeks |
| 1. **Assessment of author responses to Copy Editor feedback**
 | ME (may consult with contact or sign off editor if any potential issues) | (1 week deadline) |
| 1. **Review marked for publication**
 | ME  | 1-2 days (only published thereafter when all authors sign off and dissemination plan in place) |