# ARI COCHRANE REVIEW GROUP – FLOW DIAGRAM OF EDITORIAL PROCESSES

| **Author** | **ARI Editorial Group** | **External editors:-**<br>**contact**<br>**statistical**<br>**consumer** |
|---|---|---|

## Proposal

- Title proposed
- Check (relevance, overlap, and priority) (7 days) — if *accept*
- Contact Editor (14 days)
- Modify proposal (10 days)
- Comments collation
- Executive decision: Reject / Accept (1 day) — register Title / set up Archie accounts

## Protocol

- Write protocol draft
- Check into Archie (180 days)
- Copy edit (5 days)
- TSC Check search methods (14 days)
- Protocol draft revisions (21 days)
- Select referees
- Content / Consumer / Statistical (21 days)
- Collate comments (1 day)
- Contact editor (14 days)
- Revisions, responses to editorial points (21 days)
- Check and edit (2 days) / Check edits and collate comments/queries / Send for copy-editing externally (1 day)
- Final changes / Protocol checked into Archie (7 days) / Revise draft
- CES assign copy editor (5 days) / Copy editor (7 days) / Revised draft / Post-copy editing / Co-Ed signs off (5 days)
- Licence form
- Licence form
- Protocol publication

## Review

- Start review:-
  - Run searches
  - Select studies
  - Extract data
  - Write review draft
  - Check into Archie
- TSC runs searches (only if authors do not have resources)
- Copy edit (5 days)
- TSC Check search methods (14 days)
- Select referees
- Content / Consumer / Statistical (21 days)
- Collate comments (1 day)
- Revisions, responses to editorial points
- Check and edit (2 days) / Check edits and collate comments/queries / Contact Ed signs off (14 days)
- Contact editor (14 days)
- Final changes / Review checked into Archie for final approval / Revise draft
- CES assign copy editor (5 days) / Copy editor (7 days) / Revised draft / Post-copy editing / Co-Ed signs off (5 days)
- Licence form
- Sign Licence Form
- Review publication