

# Preparing your Group's monthly module submission to *The Cochrane Library*

---

## Overview

Your Group's monthly module submission for publication in *The Cochrane Library* consists of several different elements in Archie:

- Your reviews;
- The module text document;
- The Group's contact details (published as part of the module text in *The Cochrane Library*);
- The Group's Sources of Support (published as part of the module text in *The Cochrane Library*); and
- The Group's Topics List (published *separately* from the module text in *The Cochrane Library*).

The 'module' document in Archie contains only the module text describing your Group – the Group's contact details, Sources of Support, and Topics List are all edited from within your Group's Properties.

## Checks

### Check all reports

- ❑ **Entity Report** (right-click CRG name and choose Reports > Entity Report)  
All the information up to (but not including) 'Role summary' in the Entity Report will be published.
- ❑ **Topics List** (edit on Topics tab of CRG Properties; view as a report by right-clicking CRG name and choosing Reports > Topics List)  
The Topics List will be published with the titles of all Protocols and Full Reviews marked for publication. Registered Titles (T) and Vacant Titles (V) will not be published.
- ❑ **Publication Report**  
Check that the number of published Protocols and Full Reviews in the Archie Publication Report is as expected, and that Protocols and Full Reviews marked for publication appear in the correct section of the Archie Publication Report ('New', 'Amended', 'Updated and Conclusions Changed', etc.). You should investigate any discrepancies and resolve them before the monthly submission deadline.  
**Tip:** After marking a Protocol or Full Review for publication, check it appears in the correct section in the Archie Publication Report rather than waiting for the monthly deadline.

### Check new publications

- ❑ **Check the Properties for all new publications to ensure that they are linked to your Topics List.**  
**Tip:** Before marking a Protocol or Full Review for publication, check all the Properties and edit as appropriate rather than waiting for the monthly deadline.
- ❑ **Check the What's new and History Events for all new Protocols and Full Reviews.** Before marking a *new Protocol* for publication, delete all Events in

What's new and History. For *new Full Reviews* for publication, there should be no What's new Events – any existing Events under this heading should be moved to History before the new Full Review is marked for publication. Note that Protocols and Full Reviews marked for publication for the first time in Archie are automatically flagged as 'New' in *The Cochrane Library* even if there is no 'New citation' Event under What's new.

- ❑ **Check to ensure that the Protocol for a Full Review to be published for the first time in this submission will no longer be published.**

There have been a few cases where both a Protocol and the corresponding Full Review have been published because the title and the review number for the Full Review released for publication were different from the Protocol, thereby creating two records for the same review in Archie. Please contact your IMS Support person for advice on how to manage this situation if it arises.

- ❑ **Check that you have run the Publication Wizard for your module text document.** This will also ensure that any changes to the CRG's contact details will be published.

## Notes

1. If you wish to transfer a Protocol or a Full Review to another CRG, you must notify the publisher well in advance of the monthly submission deadline. Before doing this, you should contact your IMS Support person so they can arrange for an IMS Developer to assist you.
2. It is still possible to edit draft reviews after the monthly submission deadline, but you will not be able to mark reviews for publication during the 'locked period', which is the 1- to 7-day period after the deadline when the submitted modules are processed and checked by Wiley-Blackwell.
3. Remember that you must run the Publication Wizard after changing a published Protocol or Full Review from Active to Withdrawn.
4. It is *not* necessary to run the Publication Wizard when changing a Protocol from Withdrawn to Inactive because the Inactive status automatically guarantees that the Protocol will no longer be published; no further action is required.
5. If you need to update the contact details for a Contact Person (First Name, Middle Initials, Family Name, Position, Department, Organisation, Street, City, Zip/Postal Code, State/Province, Country, and Email), or the institutional affiliation information for Authors (Department, Organisation, City, [State – for authors based in the USA only], and Country) of an otherwise unchanged published review, remember that you must run the Publication Wizard for the review in question.
6. If you have marked a review for publication and then want to change the topic(s) in the Topics List to which it is linked, you do *not* have to republish. Simply make the necessary edits on the Topics tab of the review's Properties.