



# Cochrane Eyes and Vision Group Editors Roles and Responsibilities

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## **CO-ORDINATING EDITOR**

In addition to the responsibility of editors, the Co-ordinating Editor is also expected to:

- ◆ give a minimum eight hours per week
- ◆ approve registration of titles and final approval of protocols and reviews before publication
- ◆ act as mediator for disagreement between reviewers or reviewers and editors
- ◆ identify funding for editorial base
- ◆ co-ordinate the identification of priorities for group
- ◆ build links with external organisations
- ◆ disseminate reviews and promote the Group

## **EDITOR**

The position of editor should be reviewed every three years. Editors' contributions are acknowledged in the citation for the CEVG module as published in the Cochrane Library. Editors are expected to:

- ◆ give a minimum four hours per week commitment
- ◆ prepare and maintain at least one Cochrane review
- ◆ keep up-to-date with developments within the Collaboration and within Evidence Based Medicine generally
- ◆ develop and keep up-to-date skills in review methodology
- ◆ attend annual Cochrane Colloquium and annual regional meetings where they exist
- ◆ attend annual editorial meeting (usually at Cochrane Colloquium)
- ◆ recruit reviewers and other contributors to the Group
- ◆ contribute to dissemination of reviews and promotion of the Group
- ◆ contribute to preparation of guidance documents, checklists etc
- ◆ promote the Cochrane Collaboration and the Eyes and Vision Group

## **CONTACT EDITOR**

The main role of contact editors is to provide knowledge and experience within a particular sub-specialty or geographical area. Contact editors should not be reviewers on the reviews. Their input should be acknowledged within the Acknowledgement section of reviews when appropriate and within the CEVG module. Contact editors may also be Editors for the Group. Contact editors are expected to:

- ◆ prepare and maintain at least one Cochrane review
- ◆ identify co-reviewers, peer reviewers and consumers
- ◆ act as a second point of contact for reviewers on matters related to the content of their review
- ◆ approve protocols and reviews before submission to peer review
- ◆ ensure that peer reviewer comments are adequately responded to by reviewers and assist reviewers in achieving this
- ◆ advise on and assist with appropriate dissemination of review

## **STATISTICAL EDITOR**

The statistical editor is expected to:

- ◆ act as a second point of contact for reviewers on matters related to statistical content of their review
- ◆ check data presented in reviews are consistent and meaningful
- ◆ provide pre-publication comments on protocols and reviews
- ◆ keep up-to-date with activity and research from Cochrane Statistical Methods Group
- ◆ contribute to the preparation of guidance documents, checklists etc.

## **METHODOLOGICAL EDITOR**

The methodological editor is expected to:

- ◆ provide pre-publication comments on protocols and reviews
- ◆ keep up-to-date with activity and research from Cochrane Methods Groups
- ◆ contribute to the preparation of guidance documents, checklists etc.

## **CONSUMER EDITOR**

The consumer editor is expected to:

- ◆ identify consumer input
- ◆ prepare synopses
- ◆ disseminate to consumer groups
- ◆ keep up-to-date with activity and research from Cochrane Consumer Network
- ◆ contribute to preparation of guidance documents, checklists etc.

CEVG Editors roles and responsibilities cont.