Title Registration Process

Title proposed by review team

Initial triage by Co-Ed(s) and ME to assess whether title potentially suitable and does not overlap with current published or planned CEV reviews

Potential title

RPF completed by Review Team and returned to ME

If RPF not returned within 4 weeks, title will be made available to other review teams

Co-Ed(s) and ME assess RPF
May send for expert comments

Two weeks

Final decision

One week

Suitable title for CEV review

One week

Title registered
Archie accounts set up

Date: 18/8/15
Updated: 28/12/16

CEV: Cochrane Eyes & Vision
Co-Eds: Co-ordinating Editors
ME: Managing Editor
RPF: Review proposal form
Editorial Processes

**Protocol**
- **Author team**
- **Editorial base**

**Review authors prepare a draft of the protocol in Revman and check into Archie (3 months)**
- **CIS prepares search strategies (1 week)**
- **Editorial review (2 weeks) (methods/contact editor)**
  Protocol may be returned to review authors at this stage for revision within 2 weeks or may be approved for peer review
- **Peer review (3 weeks)**
  ME collates peer review comments (1 week)
- **Copy edit (2 weeks)**
  Co-Ed Approval (1 week)
  License form and publication of protocol (1 week)
- **If protocol revised appropriately (note CEV reserves right to reject for publication at this stage)**
  - Review authors revise protocol in light of comments from editorial base and/or peer reviewers (2 weeks)
  - Editorial review (2 weeks) (methods/contact editor)
    Protocol may be returned to review authors at this stage for revision within 2 weeks or may be approved for peer review
  - **Copy edit (2 weeks)**
    Co-Ed Approval (1 week)
    License form and publication of protocol (1 week)

**Review**
- **Author team**
- **Editorial base**

**CIS runs searches and uploads to Covidence (2 weeks)**
- **Data analyses and summary of findings tables checked at Editorial Base (1 week)**
  - Revise data analyses and summary of findings
  - Write full draft review and submit for editorial approval (3 months)
- **Editorial review (2 weeks) (methods & contact editor)**
  Review may be returned to review authors at this stage for revision within 2 weeks or may be approved for peer review
- **Peer review (3 weeks)**
  ME collates peer review comments (1 week)
- **CIS updates searches if needed (2 weeks)**
- **Copy edit (2 weeks)**
  Co-Ed Approval (1 week)
  License form and publication (1 week)
- **If review revised appropriately (note CEV reserves right to reject for publication at this stage)**
  - Revise review in light of editorial & peer review comments.
  - Screen updated searches (if done); add new trials (2-4 weeks)
- **Review authors revise protocol in light of comments from editorial base and/or peer reviewers (2 weeks)**
  - Editorial review (2 weeks) (methods/contact editor)
    Protocol may be returned to review authors at this stage for revision within 2 weeks or may be approved for peer review
  - **Copy edit (2 weeks)**
    Co-Ed Approval (1 week)
    License form and publication (1 week)