

TASK LIST FOR PREPARATION OF A COCHRANE REVIEW

This template is a guide which should be tailored to your own review. You may wish to add or remove tasks, and to reorder tasks (minimally) to suit your particular circumstances.

This task list may also assist you in determining the appropriate order for authors in the review citation.

Task	Person(s) responsible	Timeframe/Deadline
Prepare Review Proposal form and submit to Consumers and Communication Review Group		
Liaise with Review Group on editorial feedback and finalise review title registration		
Divide tasks between authors of review		
Prepare protocol for review		
Distribute protocol to co-authors of review for editing/feedback		
Complete presubmission checklist		
Submit protocol to Consumers and Communication Review Group		
Liaise with the Review Group's Trials Search Coordinator in regard to the MEDLINE search strategy		
Revise protocol after receiving editorial and referee comments, and finalise for publication		
Update study selection and data extraction forms (depending on any changes to protocol)		
Search electronic databases, after search strategies have been translated and/or approved by Group's Trial Search Coordinator		
Keep audit trail and organise search results from separate databases into reference management software		
Identify potentially relevant studies from titles and abstracts of search results (at least two independent review authors)		
Obtain full text articles of potentially relevant studies		
Search citation references of identified papers for extra trials (at least two independent review authors)		
Conduct handsearching of relevant journals (if appropriate)		
Contact experts to enquire about additional		

relevant trials		
Collate decisions on acceptance of trials into the review; coordinate discussions if disagreement arises		
Locate and contact authors of included studies to obtain any missing information or to clarify elements relating to inclusion/exclusion of studies.		
Complete table of excluded studies		
Assess risk of bias in included studies (at least two independent review authors)		
Write up section "Risk of Bias of included studies"		
Extract/tabulate characteristics of included studies (incl. quality assessment of interventions) (at least two independent review authors)		
Extract data and conduct synthesis of results (incl. meta-analysis if possible) (at least two independent review authors)		
Prepare "Results" section, writing up above two tasks		
Prepare "Discussion" section and Author's Conclusions ("Implications for Practice" and "Implications for Research").		
Ensure all search strategies are cut and paste into Appendices, and search is accurately reported in main text of review.		
Finalise review for submission to Consumers and Communication Review Group (including review and feedback from co-authors)		
Complete presubmission checklist		
Submit review to Consumers and Communication Review Group		
Revise review after editorial feedback.		
Update searches if they are more than six months' old, and add potentially-relevant studies to 'awaiting assessment'.		
Finalise review for publication		
Liaise with the Review Group about the first update to the review		To commence approximately 18 months after review publication.