# 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.

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| **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***.* |