

Publishing a Review

1. Review in Archie approved for publication.
2. Check out to RevMan 4.3.
3. Do any final copy editing needed.

Note: Remember to check the Cover sheet in RevMan to make sure the “Date of most recent substantive amendment” has been set correctly (i.e., has been set so as to generate the correct citation in the Wiley system).

4. Export as .rm4 file and prepare PDF file of Licence for Publication form before checking Review back into Archie.
5. Send RevMan file and Licence for Publication form to authors, asking them to approve the copy-edited version within a suitable timeframe (could be 24/48 hours) emphasising that the review will not be published if they don't fax the form back within this timescale, i.e., you must have signed forms before you can release for publication.

Note: tell them not to send the fax to the number on the form but give them your fax number in the email message.

6. When you have approval, check all tabs in the Review's Properties in Archie:

- General: Phase set to Editorial?
- People: Document roles correctly assigned?

Note: Can publish a secondary address for an author, if necessary.

- Topics: Linked to Topics list
- Advanced: Status and Next stage expected
- History: Compare for further reassurance!

6. Right click Review in Resources tree view and choose Publish.
7. Check box to take contact details from Archie (even if you want to publish a secondary address [see 6. People, above]).
8. Click 'View' to confirm that contact details are correct.
9. Click 'Next' – check box if you want to ignore warnings.
10. Click 'Next' only if you have the signed Licence for Publication forms
11. Return to Authoring phase.
12. Click Publish > Done.
13. Go to Resources Tree view, or Properties > History tab, and click View > Refresh: check the symbol in the Pub column to confirm the Review has been released for publication.