

Protocol _ Text definition

TASK	Process	Sequencing	Task form	CRG documents
Precondition: Registered title	This workflow may be initiated by the Workflow Manager (or may be initiated automatically) after a title has been registered.	This is a precondition for initiating the workflow		
Task 1: Advise author title registered and evaluate author	The Workflow Manager evaluates the author(s) and supplies tailored support if necessary			http://www.cochrane.org/news/workshops.htm link to workshops available The CRG Procedures Collection Working Party is developing a standard letter and information pack for authors.
Task 2: Protocol received at Editorial base	The Contact Person checks the review into Archie using the 'editorial approval' function. Can be checked in by the Editorial base if received by e mail.			The CRG Procedures Collection Working Party is currently developing a standard pre-submission checklist for authors.
Task 3: Confirm 'Sign-Off' Editor	The Workflow Manager confirms the Sign-off Editor identified at the Title stage, or assigns a new person to this role.. This may be a Contact Editor or Co-ordinating Editor or both.	This Task occurs concurrently with Tasks 4-5 and 6-8.		
Task 4: Identify people for CRG check	The Workflow Manager nominates people to conduct an internal check of the draft review, in accordance with CRG policy. This may include the RGC, Editors, the TSC, etc.	This Task occurs concurrently with Tasks 3 and 6-8.		
Task 5: REFEREEING WORKFLOW TASKS				Refer to definitions for the Refereeing Workflow.
Task 6: Identify external referees	The Workflow Manager identifies all people whose input will be sought for the review including anyone not already consulted as part of the internal process, including peer referees, Editors, consumers, plain language summary writers, etc.	This Task occurs concurrently with Tasks 3 and 4-5.	Enter referees.	

<p>Task 7: Invite external referees</p>	<p>The Workflow Manager invites external referees to participate, and identifies the date by which a reply is requested. Referees may be the same as those consulted at the Protocol stage, but should be re-invited to confirm their availability.</p>	<p>This Task occurs concurrently with Tasks 3 and 4. Individuals may be invited concurrently or at different times.</p>	<p>Enter date of reply requested.</p>	
<p>Task 8: DECISION POINT: External referee's response</p>	<p>Each referee may accept or decline invitation. If no response received before date of reply requested, the Workflow Manager may enter "No response".</p>	<p>This Task occurs concurrently with Tasks 3 and 4-5. If yes from all referees, proceed. If no or no response, return to Task 6.</p>	<p>Enter decision: Y/N/No response.</p>	
<p>Task 9: REFEREEING WORKFLOW TASKS</p>				<p>Refer to definitions for the Refereeing Workflow.</p>
<p>Task 10: Notify Sign-Off Editor</p>	<p>The Workflow Manager notifies the Sign-Off Editor that the protocol has completed the external referee process and is available in Archie for their assessment.</p>			
<p>Task 11: DECISION POINT: Sign-off editor check</p>	<p>The Sign-off Editor decides whether the review is ready for final copy-editing. The Sign-off editor prepares comments on any changes required and sends them to the Workflow Manager. The Sign-off Editor may enter a "Conditional Yes", indicating that if required changes are made no re-approval is necessary.</p>	<p>If yes, skip to Task 14. If conditional yes or no, proceed to Task 12.</p>	<p>Enter decision Y/Conditional Y/N.</p>	
<p>Task 12: DECISION POINT: Comments substantive?</p>	<p>The Workflow Manager decides whether the comments are substantive enough to return to the contact person for resubmission, or whether changes can be made in-house.</p>	<p>If yes, return to Refereeing Workflow Task 7. If no, proceed to Task 13.</p>	<p>Enter decision Y/N.</p>	

<p>Task 13: Minor amendments</p>	<p>The Workflow Manager makes minor changes. Protocol does not need to go back to review author.</p>	<p>This Task occurs if the Workflow Manager enters “no” at Task 12. If the Sign-off Editor entered “no” at Task 11, return to Task 11. If the Sign-off Editor entered “Conditional Yes” at Task 11, proceed to Task 14.</p>		
<p>Task 14: DECISION POINT: Copy edit through Wiley?</p>	<p>The Workflow Manager decides whether to conduct formal copy edit either at the CRG or submit to Wiley Copy Edit Support.</p>	<p>If yes, proceed to Task 15. If no, skip to Task 17</p>	<p>Enter decision Y/N.</p>	
<p>Task 15: Request Wiley Copy Edit Support.</p>	<p>The Workflow Manager submits the review to Wiley Copy Edit Support and may specify a due date.</p>		<p>Enter due date.</p>	
<p>Task 16: Copy editor assigned</p>	<p>Wiley Copy Edit Support notifies the Workflow Manager that a Copy Editor has been assigned. The Workflow Manager assigns document access to the Copy Editor.</p>			
<p>Task 17: Copy editing</p>	<p>Copy editing is completed in accordance with the Cochrane Style Guide. If copy editing is done by Wiley Copy Edit Support, the Copy Editor checks review into Archie using the ‘editorial approval’ function.</p>			<p>Cochrane Style Guide available at http://www.cochrane.org/style/home.htm.</p>
<p>Task 18: Copy edit check</p>	<p>The Workflow Manager checks and accepts/rejects any external copy editing, and completes a final pre-publication check.</p>			
<p>Task 19: Final draft sent to authors</p>	<p>The Workflow Manager sends the final copy of the review to all authors for approval, along with the permission to publish form.</p>			

<p>Task 20: DECISION POINT: Author approves final copy</p>	<p>All authors decide whether to approve the final draft text.</p>	<p>If yes, proceed to Task 21. If no, return to Task 13.</p>		
<p>Task 21: Permission to publish</p>	<p>All authors return signed permission to publish forms to the Editorial Base..</p>			
<p>Task 22: Protocol marked for publication</p>	<p>The Workflow Manager marks the protocol for publication in Archie.</p>			
<p>Task 23: Notify Contact Person</p>	<p>The Workflow Manager notifies the Contact Person that the protocol has been marked for publication, and advises the Issue of publication. The Workflow Manager provides any information required for writing the review. The Workflow Manager changes the phase of the protocol in Archie to Authoring Phase.</p>	<p>This step ends the workflow. The Review workflow is initiated.</p>		

Notes: Decision points = you cannot proceed unless and until an editorial decision has been made