

UPDATE _ Text definition V1.1 (September 2nd 2008)

TASK	Process	Sequencing	Task form	CRG documents
Precondition: Update due	This workflow may be initiated by the Workflow Manager when a review is identified as soon due for update, or when the Contact Person volunteers to do an update.	This is a precondition for initiating the workflow.		
Task 1: Contact Person contacted	RGC invites Contact Person to update			
Task 2: DECISION POINT: Contact Person responds	Contact Person responds to RGC	If refusal or no reply, go to Task 3 . If agree go to Task 4		
Task 3:	RGC tries to negotiate new timeline, or new contact person from existing team, or new team to do update			
Task 4: Search run	The TSC conducts or updates searches in accordance with CRG policy and forwards the results to the Contact Person via email, or includes them directly in the review via Archie.			
Task 5: Update received at Editorial base	The Contact Person checks the update into Archie using the 'editorial approval' function.			
Task 6: Confirm 'Sign-Off' Editor	The Workflow Manager assigns a Sign-off Editor. This may be a Contact Editor, Co-ordinating Editor or both.	This Task occurs concurrently with Tasks 7-8.		
Task 7: Identify people for Editorial base check	The Workflow Manager nominates people to conduct an internal check of the draft update, in accordance with CRG policy. This may include the RGC, Editors, the TSC, etc.	This Task occurs concurrently with Tasks 6 and 8.	Enter referees.	
Task 8: REFEREEING WORKFLOW	INTERNAL REFEREEING			Refer to definitions for the Refereeing Workflow.

TASKS				
Task 9: DECISION POINT: Is external refereeing required?	Ed base staff assess whether update needs to be refereed externally (See note F)	If YES, go to Task 10 . If NO go to Task 14		"If an update involves no further analysis or change of result, it may not need to be refereed, however if there are new analyses, inclusion of new methods or changes to conclusion, the same pre-publication process as that of the original review is likely to be repeated." Handbook 3.4.7
Task 10: Identify external referees	The Workflow Manager identifies all people whose input will be sought for the update, including peer referees, Editors, consumers, plain language summary writers, etc.		Enter referees.	
Task 11: Invite external referees	The Workflow Manager invites external referees to participate, and identifies the date by which a reply is requested.		Enter date of reply requested.	
Task 12: DECISION POINT: External referee's response	Each referee may accept or decline invitation. If no response received before date of reply requested, the Workflow Manager may enter "No response".		Enter decision: Y/N/No response.	
Task 13: REFEREEING WORKFLOW TASKS	EXTERNAL REFEREEING			Refer to definitions for the Refereeing Workflow.
Task 14: Notify Sign-Off Editor	The Workflow Manager notifies the Sign-Off Editor that the update is available in Archie for their assessment.			
Task 15: DECISION POINT: Sign-off Editor check	The Sign-off Editor decides whether the update 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.	If yes, go to Task 18 . If conditional yes or no, proceed to Task 16 .	Enter decision Y/Conditional Y/N.	

<p>Task 16: 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 Task 13. If no, proceed to Task 17.</p>	<p>Enter decision Y/N.</p>	
<p>Task 17: Minor amendments</p>	<p>The Workflow Manager makes minor changes. Update does not need to go back to Contact Person.</p>	<p>This Task occurs if the Workflow Manager enters "no" at Task 16. If the Sign-off Editor entered "no" at Task 15, return to Task 15. If the Sign-off Editor entered "Conditional Yes" at Task 15, proceed to Task 18.</p>		
<p>Task 18: 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 19. If no, skip to Task 21</p>	<p>Enter decision Y/N.</p>	
<p>Task 19: Request Wiley Copy Edit Support.</p>	<p>The Workflow Manager submits the update to Wiley Copy Edit Support and may specify a due date.</p>		<p>Enter due date.</p>	
<p>Task 20: 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 21: Copy editing done</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 22: Copy edit check</p>	<p>The Workflow Manager checks and accepts/rejects any external copy editing, and completes a final pre-publication check.</p>			

Task 23: Co-Ed sign-off	The Workflow Manager invites Co-Ed to sign off on completed update	Can be skipped		
Task 24: Final draft sent to authors	The Workflow Manager sends the final copy of the update to all authors for approval, along with the Licence to Publish form if required.			
Task 25: DECISION POINT: Author approves final copy	All authors decide whether to approve the final draft text.	If yes, proceed to Task 26 . If no, return to Task 17 .		
Task 26: Licence to Publish	All authors return signed Licence to Publish forms to the Editorial Base.	This may be skipped if not required, i.e. if not a new citation version.		
Task 27: Update marked for publication	The Workflow Manager marks the update for publication in Archie.			
Task 28: Notify Contact Person	The Workflow Manager notifies the Contact Person that the update has been marked for publication, and advises the Issue of publication. The Workflow Manager changes the phase of the review in Archie to Authoring Phase.	This step ends the workflow.		

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

2nd September – comments from Liz Dooley and Sonja Henderson.

3rd September – comment from Miranda

5th September – comments from Helen