

RevMan 5 Pilot Strategy

(12 October 2007)

Introduction

RevMan 5 will be rolled out over a period of one year, which will include one pilot quarterly module submission before RevMan 5 goes on general release followed by a transition period of nine months. For full details of the RevMan 5 rollout and implementation strategy, go to <http://cc-ims.net/RevMan/RevMan5/>.

The RevMan 5 pilot will begin on 26 November 2007 following the successful completion of the beta testing of RevMan 5. The pilot CRGs will use the Release Candidate version of RevMan 5 to process and mark for publication new and amended intervention and methodology reviews during the three months leading up to the February 2008 quarterly module submission. Pilot CRGs will *not* be able to publish Diagnostic Test Accuracy (DTA) reviews or Overviews of reviews for publication during the pilot period.

On successful completion of the pilot, RevMan 5 will go on general release and the nine-month transition period will begin.

This document describes how the RevMan 5 pilot will be managed.

Objectives of pilot

1. To identify problems with the everyday use and publication of reviews through RevMan 5 and new supporting functionality in Archie.
2. To provide IMS Support with three months' hands-on experience before supporting other CRG editorial base staff during the transition period and beyond.

Pilot environment

The pilot will involve five CRGs: Acute Respiratory Infections, Anaesthesia, Methodology, Neonatal, and Pregnancy and Childbirth. Training and ongoing support will be provided to the pilot CRG editorial teams by the CRG's IMS Support person. Authors of pilot CRGs will be supported by their local Cochrane Centres in the use of RevMan 5 in addition to the usual support they receive from their editorial base. Authors should contact their CRG editorial base if the support they need relates to RevMan 5 communication with Archie. Wiley-Blackwell will be prepared to publish new and amended reviews that are in RevMan 5 in Issue 2, 2008 of *The Cochrane Library* if these are in the February 2008 quarterly module submission by the pilot CRGs.

Pilot CRGs with Satellites may wish to discuss with their IMS Support person how and when they involve their Satellites in the pilot.

The pilot will not start until the beta testing of RevMan 5 has been successfully completed since it is important to ensure that the version of RevMan 5 used by the pilot CRGs includes all fixes as a result of rigorous beta testing. In the unlikely event of a major bug being identified during the

pilot, pilot CRGs will be supported and assisted fully by the IMS team to rectify any problems they have experienced as a result of the bug.

Overview of the process

The pilot will follow the process described for the transition period in the RevMan 5 rollout and implementation strategy document. For details on what this means for the authors, editors and staff of the pilot CRGs, please consult the rollout and implementation strategy document at <http://www.cochrane.org/RevMan/RevMan5/> (under "Release plans"). The pilot CRGs will receive a short manual on how to convert a review from RevMan 4 to RevMan 5.

In brief, all editorial base staff in the pilot CRGs must install and use RevMan 5 for their editorial work from the beginning of the pilot period forward. Pilot CRGs will process and publish all new and amended reviews for the February 2008 quarterly module submission in RevMan 5. All other reviews will continue to be published in *The Cochrane Library* as RevMan 4 files.

When CRG editorial base staff open a RevMan 4 review in RevMan 5, the software will automatically convert the review to RevMan 5 format. CRG staff will then check selected technical aspects of the conversion using a checklist provided by IMS Support, and will carry out their usual editorial checks in RevMan 5. Authors will only be able to receive their submitted reviews back from their editorial base in RevMan 5 format. It is at this point that individual authors of pilot CRGs will have to start using RevMan 5. The Cochrane Collaboration Steering Group (CCSG) will send a letter to authors of the pilot CRGs (similar to the letter that the CCSG will send to authors of all CRGs before the transition period begins) to inform them that their CRG is involved in the RevMan 5 pilot and describe the implications this will have for them and their review teams. This letter will also be available as a PDF file on the Collaboration's website.

Time permitting, the pilot CRGs can choose to convert any number of additional RevMan 4 reviews (i.e., reviews that are not currently in the editorial process) to RevMan 5 and republish these for the purpose of publishing their reviews in the new format.

RGCs who use Copy Edit Support as part of their editorial process will release their reviews for copy editing through Archie. Copy Edit Support will edit the reviews in RevMan 5 after agreeing with the RGC whether they should use the Track Changes feature in RevMan 5 or not.

Because pilot CRGs will not be able to release reviews for publication as RevMan 4 files, the Contact Details Wizard's functionality for republishing RevMan 4 files will be disabled for pilot CRGs. Details about the restrictions and how the pilot CRGs should use the Contact Details Wizard, including advice on how to republish important contact detail information, will be provided in the manual about how to convert a review from RevMan 4 to RevMan 5.

Responsibilities of participants

Pilot CRGs

- Use RevMan 5 for all their editorial work, which includes converting RevMan 4 files and carrying out the minimum conversion checks at the same time as they carry out their usual editorial checks.
- Release all new and amended reviews for publication in the February 2008 quarterly module submission as RevMan 5 files.
- Support their editors and authors, as they usually would support them, in the use of RevMan 5 and Archie with the assistance of IMS Support and their regional Centre, if necessary.

CRG Editors

- Use RevMan 5 if they edit reviews in RevMan for a pilot CRG and use RevMan 4 for reviews they edit for non-pilot CRGs.

CRG Authors

- Use RevMan 5 if they prepare reviews for a pilot CRG and use RevMan 4 for reviews they prepare for non-pilot CRGs.

IMS Support team

- Work closely with the editorial teams of pilot CRGs by providing training and ongoing support.
- Provide a conversion checklist to assist editorial offices in checking RevMan 5 conversions.
- Provide a short manual for pilot CRGs on how to convert a review from RevMan 4 to RevMan 5.

IMS Development team

- Assist with any technical difficulties that may arise during the pilot or as a result of the pilot, or both.

CCSG

- Send a letter to the pilot CRGs' authors to inform them of the RevMan 5 pilot; the implications for them as authors; the training resources available to them, including the training and support they can receive from their local Cochrane Centre.

Cochrane Centres

- Provide training and support in the use of RevMan 5 for local editors and authors of pilot CRGs.
- Support CRG editorial bases by answering questions relating to the new methodology.

Copy Edit Support

- Use RevMan 5 and Archie when copy editing reviews for the February 2008 quarterly submission for the pilot CRGs who use Copy Edit Support.

- Agree in advance with the RGCs of the pilot CRGs whether they should use RevMan 5 Track Changes or not.

Wiley-Blackwell

- Collect all new and amended submissions for the February 2008 quarterly submission from the pilot CRGs in RevMan 5 and all their other reviews in RevMan 4.

Schedule

Action	By whom	By when
Identify pilot CRGs	IMS Support	14 September 2007
IMS Support to discuss pilot with RGC of their pilot CRG	IMS Support	30 September 2007
Inform Centres about the pilot and remind them of their responsibility to support authors in the use of RevMan	IMS Director	30 September 2007
Finalise pilot plan as a result of discussions with RGCs of pilot CRGs	IMS Support	10 October 2007
RevMan 5 training of pilot CRG editorial base staff	RGC as RevMan 5 beta testers	Until the end of the beta testing period
	IMS Support	26 November 2007
Letter from CCSG to authors of pilot CRGs, copied to Adminors	CCSG	26 November 2007
Start of RevMan 5 pilot	Pilot CRGs and IMS Support	To start on 26 November 2007 if RevMan 5 beta testing successful
Use RevMan 5 for quarterly submission deadline for 2008, Issue 2	Pilot CRGs	? February 2008
Finish pilot report	IMS Support with input from all participants	1 week after the quarterly submission deadline