

Registering a Title

1. Upon receiving a title registration form (or email enquiry with details of a new proposal), check if the person already has a record in Archie by doing a Quick Search. If the person exists in Archie, add Entity role 'Possible contributor (Author)' in your CRG. If the person doesn't exist, create a record (File > New > Person) and assign the person the Entity role 'Possible contributor (Author)' within your CRG. Create a Vacant Title using the Review Wizard (File > New > Review: 'Create a Title').

Tip: remember to use Notes in Person or Review record to hold information relevant to the new person or proposal.

2. Follow your Group's existing procedures for processing and approving proposed titles.
3. Once the title has been approved, view the Properties tabs and register the title by changing the stage to 'Title'; add co-authors if not previously known; update the person's Entity role from 'Possible contributor (author)' to 'Author'; link to Topics list if possible; enter date protocol expected to be published; and update Notes if necessary. Phase should be Editorial (indicating that the Title now 'sits' with the editorial base).
4. Check Title out from Archie to RevMan 4.3.

Note: we suggest you keep a copy of all your Authors' contact records, with the Contact ID assigned to them in your CRG, in RevMan until RevMan 4.3 is replaced by RevMan 5 – see 'Detailed Guidance on Dealing with Contact Details and Contact IDs in Phase 2'.

Tip: 'View', 'Show reviewers' provides you with a list of all your CRG's authors and their contact IDs. There should only be one entry for each person. You can print this: File > Print tree view.

5. Prepare the Coversheet for the Review in RevMan 4.3, i.e., remove the version label (the version number cannot be deleted in RevMan 4.3 but will not transfer to RevMan 4.2); change from Title to Protocol in RevMan; add Review ID; add Date next stage expected given by author on title registration form.
6. Consider adding any 'standard text' used by your CRG to the appropriate sections of the RevMan text.
7. Export the prepared RevMan file before checking it in to Archie as 'Check in draft (not ready for editorial approval)' with a clear Description (e.g., 'RGC sent to [author's initials]'). This will keep the title listed under Titles in Archie. Set the Phase to Authoring (indicating that file now 'sits' with authors).
8. Send the exported .rm4 file to the Contact author and ask the author to use it to develop the Protocol.