

Campbell Editorial Process: Decision Trees
DRAFT of 2 August 2016

This document describes the editorial process used by Campbell Collaboration Editors, Managing Editors, and others to vet Campbell systematic review (SR) products, including title registration forms, protocols, and completed reports. This process leads to decisions to accept, reject, or request revisions in SR-related products.

Glossary of terms

ME = Managing Editor

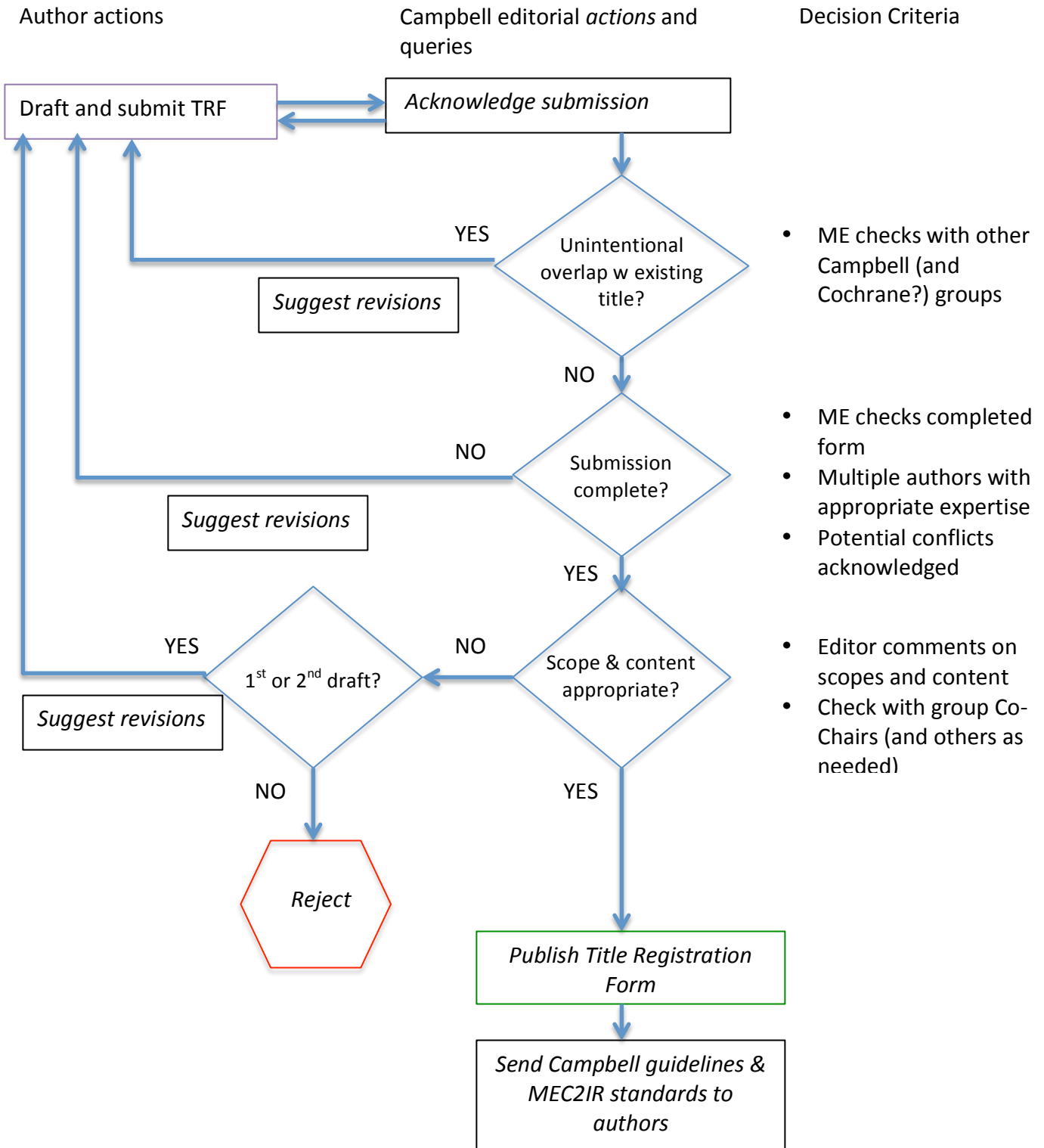
TRF = Title registration form

TSC = Trial search coordinator

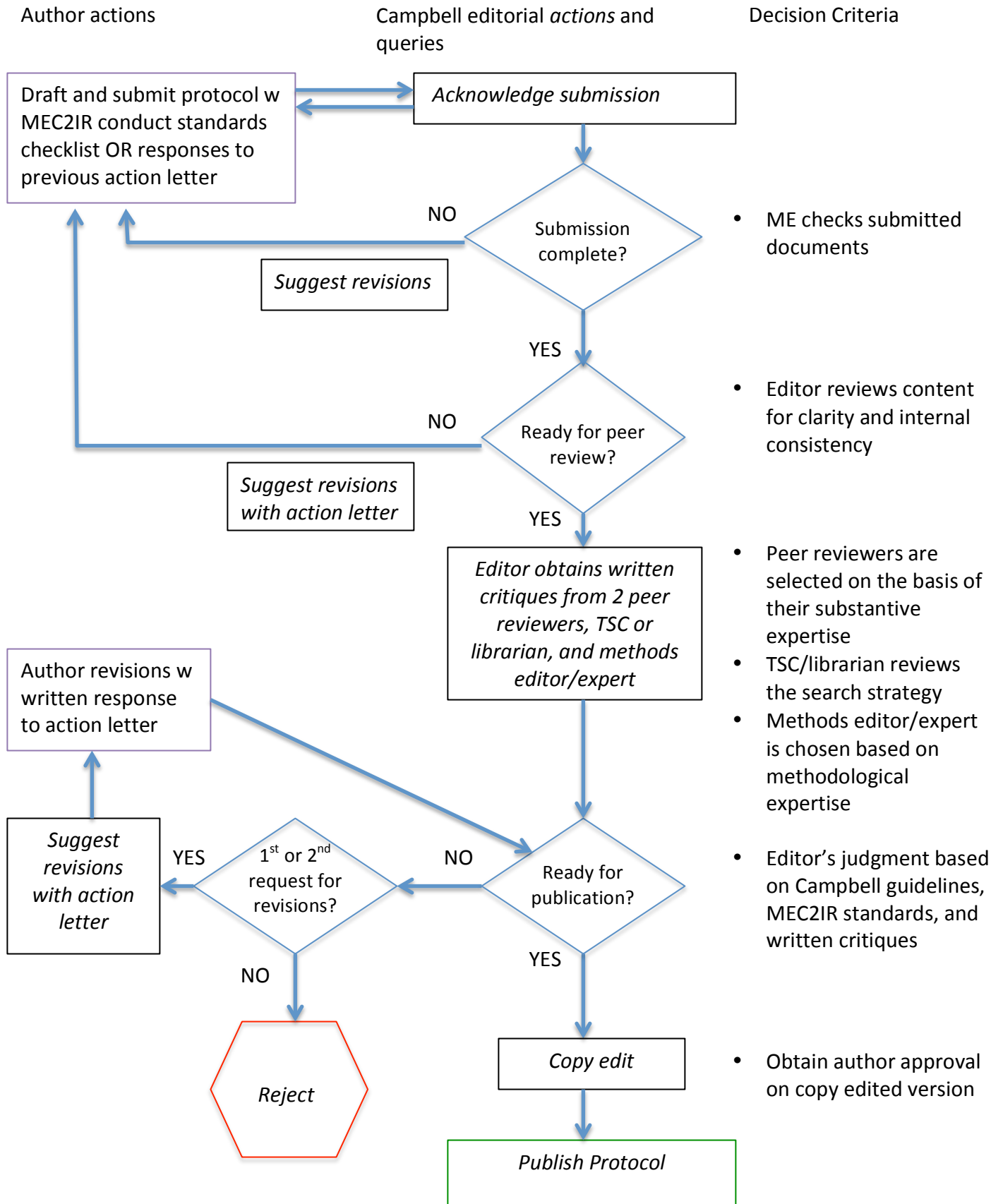
Suggested timelines for completion of tasks (note that some of these tasks can be performed simultaneously):

- ME acknowledges receipt of document(s) from authors – within 1 week
- ME checks with other groups for duplicate/overlapping titles – 1 week
- ME determines whether submission is complete – 1 week
- Editor determines whether scope and content of TRF is appropriate (perhaps in consultation w others) - 2 weeks for first draft, 1 week for subsequent drafts
- Editor reviews and comments on first draft of protocol /review – 3 weeks (2 weeks for fast track)
- External peer review, TSC/librarian, methods critiques – 4 weeks (2 weeks for fast track)
- Editor compiles action letter based on all critiques – 3 weeks (1 week fast track)
- Editor compiles action letter in response to revised documents – 2 weeks (1 week fast track)
- Copy editing and formatting – 2 weeks

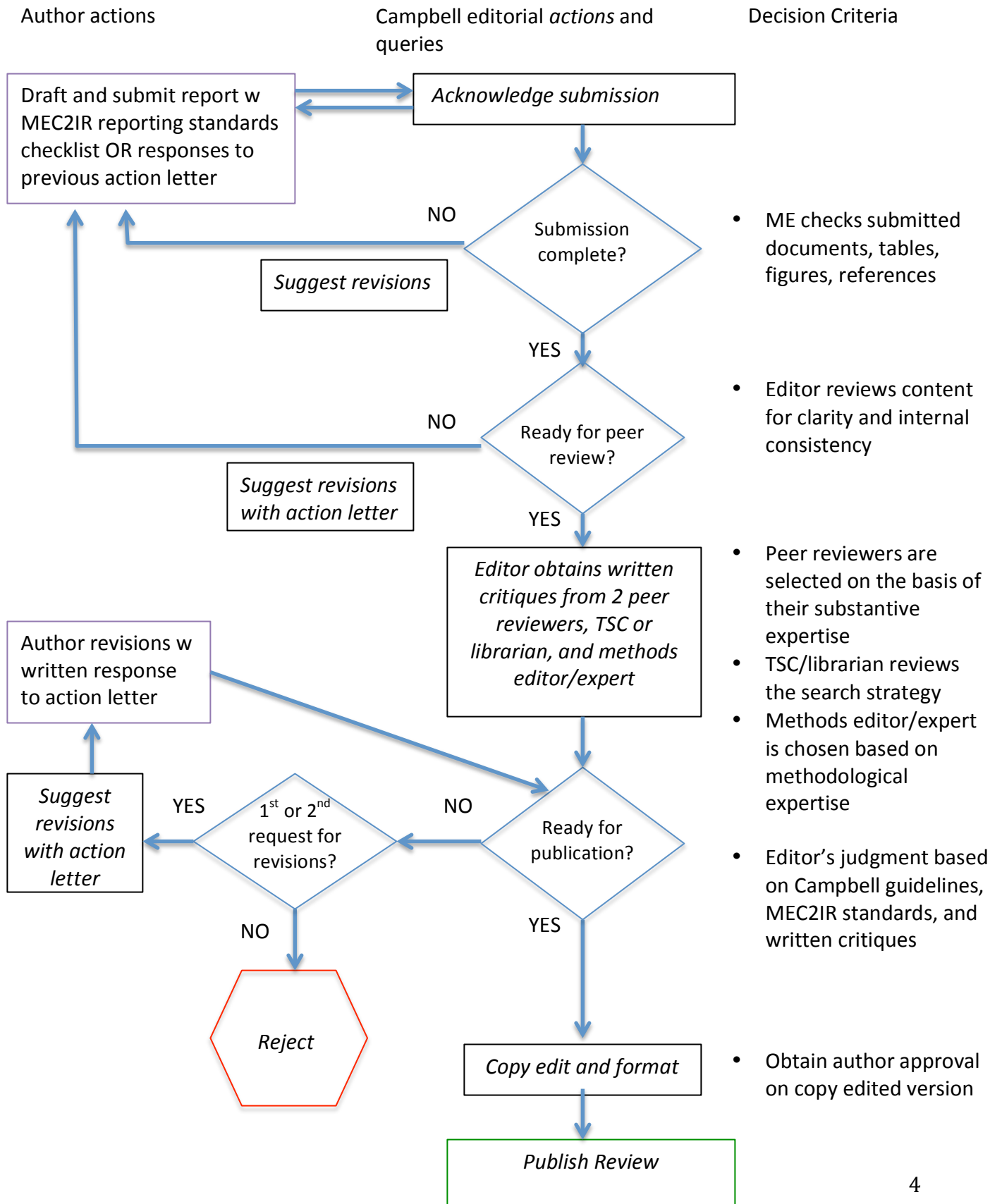
Title Registration



Protocol for a Campbell Review



Report on a Completed Campbell Review



Document history: Drafted by JHL, based in part on “Campbell fast track: Editorial workflow and timelines” (document created by BS and others) and discussion at Editors’ and Steering Group meetings in May 2016.