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 with 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

Author actions

Draft and submit TRF

Campbell editorial actions and queries

Acknowledgment submission

Unintentional overlap with existing title?

NO

Submission complete?

YES

Scope & content appropriate?

NO

YES

Publish Title Registration Form

Send Campbell guidelines & MEC2IR standards to authors

• ME checks with other Campbell (and Cochrane?) groups
• ME checks completed form
• Multiple authors with appropriate expertise
• Potential conflicts acknowledged

• Editor comments on scopes and content
• Check with group Co-Chairs (and others as needed)

Reject

Suggest revisions

1st or 2nd draft?

NO

YES

Suggest revisions
Protocol for a Campbell Review

Author actions

Draft and submit protocol w MEC2IR conduct standards checklist OR responses to previous action letter

Suggest revisions

Author revisions w written response to action letter

Suggest revisions with action letter

Campbell editorial *actions* and queries

*Acknowledge submission*

**Submission complete?**

YES

Ready for peer review?

YES

Editor obtains written critiques from 2 peer reviewers, TSC or librarian, and methods editor/expert

NO

Ready for publication?

YES

Copy edit

NO

Reject

**Decision Criteria**

- ME checks submitted documents
- Editor reviews content for clarity and internal consistency
- Peer reviewers are selected on the basis of their substantive expertise
- TSC/librarian reviews the search strategy
- Methods editor/expert is chosen based on methodological expertise
- Editor’s judgment based on Campbell guidelines, MEC2IR standards, and written critiques
- Obtain author approval on copy edited version
Report on a Completed Campbell Review

Author actions

Draft and submit report w MEC2IR reporting standards checklist OR responses to previous action letter

Campbell editorial actions and queries

Acknowledge submission

Submission complete?

YES

Ready for peer review?

YES

Editor obtains written critiques from 2 peer reviewers, TSC or librarian, and methods editor/expert

NO

Suggest revisions

Ready for publication?

YES

Copy edit and format

NO

Suggest revisions with action letter

Reject

Author revisions w written response to action letter

1st or 2nd request for revisions?

YES

NO

MeC checks submitted documents, tables, figures, references

• Editor reviews content for clarity and internal consistency

• Peer reviewers are selected on the basis of their substantive expertise

• TSC/librarian reviews the search strategy

• Methods editor/expert is chosen based on methodological expertise

• Editor’s judgment based on Campbell guidelines, MEC2IR standards, and written critiques

• Obtain author approval on copy edited version

Publish Review

Author actions

Draft and submit report w MEC2IR reporting standards checklist OR responses to previous action letter

Campbell editorial actions and queries

Acknowledge submission

Submission complete?

YES

Ready for peer review?

YES

Editor obtains written critiques from 2 peer reviewers, TSC or librarian, and methods editor/expert

NO

Suggest revisions

Ready for publication?

YES

Copy edit and format

NO

Suggest revisions with action letter

Reject

Author revisions w written response to action letter

1st or 2nd request for revisions?

YES

NO

MeC checks submitted documents, tables, figures, references

• Editor reviews content for clarity and internal consistency

• Peer reviewers are selected on the basis of their substantive expertise

• TSC/librarian reviews the search strategy

• Methods editor/expert is chosen based on methodological expertise

• Editor’s judgment based on Campbell guidelines, MEC2IR standards, and written critiques

• Obtain author approval on copy edited version

Publish 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.