

This is the first of a planned series of bulletins from the ME Support team aimed at highlighting issues of interest to MEs/AMEs.

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1. Québec City Colloquium

- **MEs' meeting:** Thursday, 19 September, 08:30 to 15:00.
- **Workshops targeted at all MEs/AMEs, regardless of experience (in chronological order):**
 - **Copy editing** – Friday, 20 September, 13:30 to 15:00; led by Elizabeth Royle (Copy Edit Support Manager). Appears as “W1.15 Training for Managing Editors 1” in Colloquium program.
 - **Archie workshop** – “W2.06 Enhanced interrogation techniques – making Archie cough up the answers you need” – Saturday, 21 September, 13:30 to 15:00; led by IMS Team.
 - **ME Trivia workshop (including Archie awards)** – Monday, 23 September, 13:30 to 15:00; led by ME Exec. Appears as “W4.02 Workshop for Managing Editors and Assistant Managing Editors” in Colloquium program.
- **ME Support cover:** From the ME Support team, Liz Dooley and Anupa Shah will be attending the Colloquium and can arrange to meet with MEs to provide support and answer queries. MEs can book a slot either before the Colloquium (by emailing mesupport@cochrane.org) or during the Colloquium (by stopping by the Cochrane Exchange and booking a time on the ME Support sign-up sheet). Becky Gray will provide cover for MEs not attending the Colloquium and/or submitting queries through the usual channels.

2. Funding for ME Support extended; two new posts advertised

In July, the Steering Group approved funding for ME Support for an additional three years, through September 2016. The new funding will also support two new ME Support posts, one covering the UK (along with Anupa Shah, currently in post) and the other covering Continental Europe and Africa. These new positions have now been advertised on Cochrane.org and the Cochrane Editorial Unit website, with a closing date of 4 October. If you are interested in applying and would like to discuss the positions informally, please feel free to contact Harriet MacLehose, ME Support Manager,

at hmaclehose@cochrane.org. If you're attending the Colloquium, you can also speak with Harriet, Liz, or Anupa about the new posts.

3. Training needs assessment

In late February/early March, the ME Support team—in collaboration with the Training Working Group Co-ordinators, Steve McDonald, Sally Bell-Syer (MEs' Executive Co-Convenor and ME rep on the Training Working Group), and Jessica Thomas (IMS Team Manager)—surveyed MEs and AMEs about their training needs. We had a good response rate (over 80%) and are using the results to develop a training program for MEs/AMEs and to identify the responsibilities of various Cochrane teams in delivering the needed training. We will circulate a report on the survey results and the associated training program to MEs/AMEs later this month.

4. New policy resources

As a reminder, the new, split, Cochrane Policy Manual was released on 20 August. Links to the two new resources are:

- [Cochrane Editorial and Publishing Policy Resource](#)
- [Cochrane Organisational Policy Manual](#)

5. CEU screening of new intervention reviews

As per Toby Lasserson's email to the MEs' mailing list dated 23 August 2013, the CEU will begin pre-publication quality screening of all new Cochrane intervention reviews in September; see the Cochrane and Editorial Publishing Policy Resource section for details.

6. Reminder to check for reviews whose publication is being delayed due to missing Licence for Publication forms

As a reminder, reviews that have been marked for publication in Archie are delivered to Wiley for publication only after all authors have completed the required Licence for Publication (LFP) forms. Reviews whose publication is being delayed due to missing LFP forms can easily be identified in Archie by viewing the Pipeline Publication Report (right-click CRG name and choose Reports > Publication Reports > Publication Pipeline), where they appear under the heading "Withheld from delivery". These reviews are also highlighted in red in the Summary and Detailed Publication Reports, and appear with a half-red, half-white circular icon in the Publication Status column in the listing of reviews on the Resources tab. We strongly recommend that MEs check for such reviews on a regular basis and follow up with authors as needed to obtain the required LFP forms in a timely manner.

7. Archie 4.1

A new version of Archie (4.1) was deployed on 20 August 2013. Highlights include:

- **What's New now editable online:** The online editor for reviews allows the What's New section of reviews to be edited.
- **New Workflow statistics report:** This new report provides statistical analysis on the time between two user-specified workflow events (milestones or tasks). To access the report, right-click your CRG's name and choose Reports > Statistics > Workflow Statistics Report.

- **Review templates:** When setting up a new review using the New Review Wizard, CRGs can now choose between creating a blank review, or selecting an existing review to be used as template.

For a complete list of new features and bug fixes, see Archie Help > What's New.

If you have questions about any of the above, or about any aspect of your role as an ME/AME, please contact us at mesupport@cochrane.org.

Best wishes,

Becky Gray, on behalf of the ME Support team