

This is the fourth of a regular series of Bulletins from the ME Support team aimed at highlighting issues of interest to Managing Editors (MEs) and Assistant MEs.

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1. Archie 4.5

Archie 4.5 – a minor update – was released on 4 June. For a list of new features, see tech.cochrane.org/archie/new-releases/next-release.

2. RevMan 5.3 public beta version now available for testing

Following up on Jessica Thomas' email to MEs, this is a reminder that a public beta version of RevMan 5.3 is available for testing. See Jessica's email dated 4 June for details.

The IKMD team anticipate releasing the final version of RevMan 5.3 in June and will hold some webinars around the release date (details to be published on the IKMD website). As a reminder, RevMan 5.3 is an interim and non--mandatory release. Major changes include:

- Support for flexible review types
- Option to include risk of bias summary table in forest plot figures
- Context--specific MECIR guidance

For details, see the "Detailed what's new" PDF at tech.cochrane.org/revman/revman53beta.

3. Embargo on publishing Cochrane Reviews between 6 and 10 June

David Hives (Senior Production Editor, Wiley) reported that no Cochrane Reviews will be published between these dates due to an upgrade in MarkLogic software. **MEs can mark reviews for publication during this time**, but no reviews will be delivered to Wiley for publication until the embargo is over. See email dated 2 June from David Hives for details.

4. June webinars on workflows

In June, the ME Support team will offer a series of three related webinars on workflows:

1. Customizing workflow templates (overview) | Becky Gray | 12 and 13 June
2. Creating and using customized task email templates | Anupa Shah | 18 and 19 June
3. Generating and using workflow reports | Liz Dooley | 24 and 25 June

So that we know how many people are planning to attend each webinar, please sign up via this Doodle poll: <http://doodle.com/xmc8xbdi46959555>. For those not able to attend, one of each of the webinars will be recorded.

5. Other recent and planned training events

Open access

In April, Harriet MacLehose, Lucie Binder, and David Hives held two webinars for the different time zones on open access, covering: (1) an overview of Cochrane's open access policy; (2) how to set up open access for a Cochrane Review; (3) how to publish an open access Cochrane Review; and (4) an introduction to Cochrane's Strategy to 2020 open access target. Listen to a recording of the webinar: http://youtu.be/ho6qw_77H4k.

Hyderabad Cochrane Colloquium (21–26 September 2014)

The ME Support team will present a workshop on 'Using workflow reports in Archie to evaluate and improve CRG editorial processes' (date and time to be announced). This will be an interactive workshop for MEs and Assistant MEs focusing on how to get practical information from Archie workflow reports. Such data are likely to be critically important as CRGs seek to make 'evidence--based' decisions about how best to meet the 2020 Strategy target of reducing review production time by 30%. The workshop will combine demonstration and discussion so that ideas can be shared across groups.

Cochrane UK & Ireland Annual Symposium 2014 (23–24 April in Manchester)

Two workshops were held that were of special interest to MEs:

- Mastering the Art of Plain Language Summaries (PLS)
- Engaging at events through social media

MEs also held a three--hour meeting during which Toby Lasserson gave an update on the review screening project, Elizabeth Royle talked about Copy Edit Support, and Harriet MacLehose and John Hilton discussed the CRG Structure and Function Project. Anne-Marie Stephanie and Leanne Jones also gave a brief summary on the training and development initiative.

Cochrane Canada Symposium 2014 (24--25 April in Ottawa)

Becky Gray and Karin Dearness (MEs' Exec) held a workshop for MEs. Topics were: plagiarism policy, customizing workflow templates, and the CRG Structure and Function project (David Tovey joined us for this part of the session).

6. Posting copies of Cochrane Reviews to ResearchGate

In response to a support query, it has been confirmed that posting copies of Cochrane Reviews to ResearchGate (a social networking site) is not permitted within the terms of Wiley's standard licence for publication forms. Please advise authors who ask about this accordingly.

7. Standardizing the entry of Canadian province data in Archie

In conjunction with the Canadian Cochrane Centre and Karin Dearness, ME Support are co-ordinating a project aimed at standardizing the way province data are entered in the Archie Person records of Canadian-based contributors. We will be in touch with further details about possible implications for MEs (expected to be minimal) by separate email.

8. Changes to ME Support

We are very sorry to report that Becky Gray will be leaving the ME Support team at the end of June as a result of changes in funding and staffing at her host academic institution. Becky has been a member of the team since ME Support started and was also a member of its predecessor, IMS Support. We are extremely grateful for all of Becky's contributions, both in providing support and training to MEs (as well as developing these bulletins!) and to the team. Becky will be missed!

Looking ahead, we have appointed a new member of the team to start in October (more news soon) and will be recruiting a new member of the team based in the Americas.

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

Best wishes,
Anupa Shah, on behalf of the ME Support team