

### Notes for authors completing the Title Registration Form (TRF)

#### Proposed Title

There are standard formats for Cochrane review titles. For more details see [Handbook section 4.2.1](#) of the Handbook. Some examples include:

- *[intervention] FOR [health problem/issue]*  
e.g. **Antioxidants for preventing pre-eclampsia**
- *[intervention A] VERSUS [intervention B] FOR [health problem/issue]*  
e.g. **Magnesium sulphate versus diazepam for eclampsia**
- *[intervention] FOR [health problem/issue] IN [participant group]*  
e.g. **Interventions for treating cholestasis in pregnancy**

Our vacant titles list is available on our website (see <http://pregnancy.cochrane.org/how-propose-new-cochrane-review>). This list contains the titles of reviews we are prioritising and seeking review teams to prepare. We will consider proposals for additional reviews not on our list of vacant titles. Title registration proposals for titles not listed on our vacant list will be held and subsequently discussed at meetings scheduled for April, August and December 2012. Before completing the TRF, review teams must check that the proposal is not already covered by or overlaps with an existing Cochrane review. Please check our currently published reviews and protocols (see '<http://pregnancy.cochrane.org/our-reviews>') as well as our list of registered titles (displayed on our 'What's new' page, see <http://pregnancy.cochrane.org/whats-new>). We will not accept proposals for reviews that overlap with existing reviews, either published or in progress.

#### Contact author

The contact author is the person who co-ordinates the review, discusses and assigns roles for individual members of the review team, liaises with the editorial base on behalf of the author team and takes responsibility for the on-going updates of the review.

#### Reason for the Review

For example, is it part of a larger project; is it particularly topical at the present time? Why is this particular review important?

#### Description of proposal

Your proposal should not overlap with Cochrane reviews already published or under way. For a list of the Pregnancy and Childbirth Group's publications, go to [www.thecochranelibrary.com](http://www.thecochranelibrary.com) and click to browse By Review Group, or use HM-PREG as the search term. For further information, see [Handbook chapter 5](#).

#### Background

Provide a brief context for your proposal.

#### Objective

What is your research question?

#### Types of study

Outline the types of study that will be included in the review. Most Cochrane reviews focus on randomised controlled trials (RCTs). Are there any specific reasons why your review would need to include non-randomised studies? Within the category of RCTs, are there other criteria that you would like to specify, such as allocation concealment or blinded outcome assessment? Please note that currently the Pregnancy and Childbirth Group's policy is only to include RCTs or quasi-RCTs and for other types of study designs to be discussed in other sections of the review, for example, the Background and the Discussion sections.

#### Participants

Outline the types of populations to be included and excluded, with thought given to aspects such as age, gender, the type/stage of disease/condition, the method of diagnosis, and co-morbidities.

### **Interventions and comparisons**

Outline the details of the intervention you wish to investigate, including variations such as dose, intensity, mode of delivery, and who delivers the intervention. Are there variations you wish to exclude? Consider what the intervention will be compared to, e.g. placebo, no intervention, other interventions.

### **Outcomes**

List the primary and secondary outcomes to be included in the review, giving thought to those likely to be important to those experiencing the disease/condition as well as those treating them. Give thought to the inclusion of adverse effects. Also consider how your outcomes may be measured, e.g. the type of scale or count likely to be used, and the timing of the measurement.

### **Subgroup analyses**

Outline any subgroups you plan to investigate for their influence on the size of the treatment effect, e.g. subgroups of the population, variations on the intervention, etc.

### **Other information relevant to this proposal**

Outline any other factors you plan to consider in your review, or other information you would like to provide to the Review Group, e.g. relevance of review to consumers, ideas for stakeholder input into review, how this topic fits in with other reviews in the area.

### **Provisional dates for submission of draft protocol to the editorial base**

**Titles must be approved by the editorial team before you start to prepare the protocol/review.** Note that the policy of the Pregnancy and Childbirth Group, in accordance with that of the Cochrane Collaboration, requires that you submit your protocol within 6 to 12 months of registering the title, and that the review is submitted within 12 months of the protocol being published. It is important that you keep in touch with the editorial base on the progress you are making with the development of your review. If there is no correspondence from you in the 12 months following title registration, we reserve the right to de-register the title or transfer it to another author. If there is no correspondence from you within 12 months following the publication of your protocol, we reserve the right to withdraw the protocol from publication and de-register the title or transfer it to another author.

### **Authors**

As a minimum, at least two authors must be named as authors and the team should include someone with relevant clinical experience. If you have more, copy the table as necessary. The roles of all named authors must be described within the TRF. For more information on authorship, see Section 4.2.2 of the Handbook. Please note that currently the Pregnancy and Childbirth Group's policy is that review teams should also include someone with experience of preparing a Cochrane systematic review. Access to statistical advice, and incorporating the perspectives of those affected by the intervention, are strongly recommended. The author who assumes the role of contact person for the review is responsible for ensuring the review will be updated, even if the same authors are not available to continue in this role.

### **Roles and responsibilities**

It is the contact person's responsibility to discuss and assign roles for individual members of the review team and to develop the review team to ensure that there is provision for the review to be updated, even if the author who assumes the role of contact person cannot continue in the role. Whilst keeping in mind that roles may change during the preparation of the review, it is important to discuss at an early age how each co-author will contribute. Please give an indication that the responsibility for the preparation of the review is in hand by specifying who has agreed to complete the following tasks.

### **Experience in systematic reviewing and other information**

The questions in this section allow us to assess whether the review author team have the skills, knowledge and resources required to complete a Cochrane review. It is essential that review teams have the support of at least one individual who has experience of preparing a Cochrane review.