



PROCEDURE FOR HANDLING AND MANAGING MANUSCRIPTS WITHIN THE CEE LIBRARY

Review Protocols

When a draft protocol is submitted to CEE we will acknowledge receipt and, if the protocol passes preliminary screening, we will post it and feedback peer review comments within 2 months.

If comments on draft protocols have been returned to the authors it is expected that the protocol will be finalized within 3 months. If three months elapses CEE will send a reminder to the authors and ask that they either submit the protocol or provide a reason for extension together with a new expected date of submission. If no response is received within one month the review will be marked as 'discontinued'.

When a finalized protocol is submitted we will check that appropriate changes have been made and, if so, post within 2 weeks of receipt.

Systematic Reviews

Once a finalized protocol has been submitted it is expected that the draft systematic review will be submitted within 6 months. If six months elapses, CEE will send a reminder to the authors and ask that they either submit the draft review or provide a reason for extension together with a new expected date of submission. If no response is received within one month the review will be marked as 'discontinued'.

When a draft systematic review is submitted we will acknowledge receipt and, if the review passes preliminary screening, we will post it and feedback peer review comments within 2 months;

If comments on draft systematic review have been returned to the authors it is expected that the revised systematic review will be submitted within 3 months. If three months elapses CEE will send a reminder to the authors and ask that they either submit the revised version or provide a reason for extension together with a new expected date of submission. If no response is received within one month the review will be marked as 'discontinued'.