**Version and update control guide for Cochrane Handbook**
Prepared: 08/03/2021 (v2)

**Introduction:**
This guide describes events in which changes to the *Cochrane Handbook for Systematic Reviews of Interventions* will result in new versions numbers to the citation. It is intended to help editors, authors and editorial staff maintain consistent style when presenting *Handbook* changes. The guide is also intended to support transparent accounting of Handbook changes for the benefit of readers.

**General structure of the Handbook citations**
(for the current version see here [https://training.cochrane.org/handbook/current](https://training.cochrane.org/handbook/current))

**Structure of Cochrane Handbook citation:**

**Structure of chapter citation:**

**Cochrane Training web page for maintaining older versions:**
[https://training.cochrane.org/handbook/versions-and-changes](https://training.cochrane.org/handbook/versions-and-changes)

**Process for managing updates and versions:**
- Content in the *Handbook* will be updated on an annual basis in August. If substantial updates have been requested within six months of an update, at the editors’ discretion a new version may be released in February of the next calendar year from the previous update.
- For the August update, authors should submit their edits to the editors no later than 1 June of that calendar year.
- With each content update, the *Handbook* version will become 6.X with X increasing by a whole number with each update. The month and year in the citation will also be updated accordingly.
- Throughout the year, if updates are approved by the editors:
  - These will be listed at the top of the ‘Versions and changes’ page under the subheading ‘Updates pending’, which will include a description of the update or link to a PDF of a chapter if there are substantial updates to the chapter.
  - A flag will be added to the subsection in the *Handbook* where the change will be made that highlights an update is pending and links to the ‘Versions and changes’ page with details of the upcoming changes in a new web-browser tab.

1 URL is always the most up to date version.
https://training.cochrane.org/handbook/archive/vXX/. A note at the top of the webpages will need to highlight that it’s an archived version (see here for example).

- PDFs of chapters will not be archived on the Training website but will be kept securely in a Cochrane Dropbox folder.

*If substantial changes accumulate over time a new version of the Handbook (version 7.0) may be released at the discretion of the editors.*