

# 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 version 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>)

### **Structure of Cochrane Handbook citation:**

Higgins JPT, Thomas J, Chandler J, Cumpston M, Li T, Page MJ, Welch VA (editors). *Cochrane Handbook for Systematic Reviews of Interventions version 6.0 (updated July 2019)*. Cochrane, 2019. Available from [www.training.cochrane.org/handbook?](http://www.training.cochrane.org/handbook?).

### **Structure of chapter citation:**

Cumpston M, Chandler J. Chapter IV: Updating a review. In: Higgins JPT, Thomas J, Chandler J, Cumpston M, Li T, Page MJ, Welch VA (editors). *Cochrane Handbook for Systematic Reviews of Interventions version 6.0 (updated August 2019)*. Cochrane, 2019. Available from [www.training.cochrane.org/handbook](http://www.training.cochrane.org/handbook).

## **Cochrane Training web page for maintaining older versions:**

<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**.

methods are flagged as such when they are discussed.

**17.1.1 Conceptualizing intervention complexity**  #section-17-1-1

Update to this section pending

The terms 'simple' and 'complex' interventions are common in many texts addressing  
We will refer to **intervention complexity** specifically because 'simplicity' and 'comple

- When a new version is released, the previous Drupal version of the *Handbook* will need to be archived using the standard URL:

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<sup>1</sup> 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.*