Guidelines for the writing and processing of Cochrane summaries for the NPCHN in collaboration with the Cochrane Nursing Care Field (CNCF)

- In January of each year, the Cochrane Nursing Care Field Section Editors for the NPCHN, Drs Carmel Collins and Trudi Mannix, choose 3 Cochrane reviews from the previous year’s publications.

- Before each edition, a call for volunteers from the membership of the Colleges associated with the NPCHN journal to develop summaries of Cochrane Reviews relevant to the readership of the NPCHN is made.

- The Section Editors from the Journal notify the CNCF of the names and email addresses of the volunteers.

- Volunteers must become members of the Cochrane Nursing Care Field (if not already) by registering free online at [http://cnf.cochrane.org/members](http://cnf.cochrane.org/members) before writing the summaries.

- Each summary is limited to 750 words and follows this format in this sequence: clinical context, inclusion criteria (studies, participants, intervention, outcomes, results [including risk of bias]), authors’ conclusions (implications for practice and implications for research). The full reference of the review is provided.

- Each summary developed by volunteers is reviewed by the Section Editors and returned to the volunteer if major edits are required.

- Once satisfied with the quality of the content, the summary is then submitted by the Section Editors to the CNCF for checking, and forwarded by them to the authors of the original review for agreement. The summary is also forwarded by the CNCF to the relevant Cochrane Review Group just prior to submission to the journal.

- Depending on the extent of any further required editing, it is undertaken by the Section Editors or volunteer authors. The final agreed content is submitted to the Editor of the Journal for proofing, and then submitted to the publisher for publication.

- Each summary that is published in the NPCHN journal is exclusive i.e. it will not be summarised by other CNCF members for other journals.

- The Section Editors send an electronic copy of each published summary to the CNCF.