

Developing your Editorial Skills

A two-day course for UK based Editors of Cochrane Review Groups

Course outline:

Day 1 Editorial and communication skills for the Cochrane Editor

- ^ Role of the Cochrane Editor
 - ^ Understanding the Cochrane process
 - ^ Resources for a Cochrane Editor
 - ^ Receiving a Review and first steps
 - ^ Best practice editorial communication
 - ^ Communicating comments
 - ^ Policy issues
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Day 2 Practical skills using MS Word®

- ^ Setting up an efficient editing environment in MS Word®
 - ^ Making the most of your time and efficient file management
 - ^ Working with RevMan and MS Word®
 - ^ Finding your way round a document quickly
 - ^ Using track changes and comparing documents efficiently
 - ^ Rearranging text quickly and efficiently
 - ^ Spelling and grammar
 - ^ Short features in MS Word®
 - ^ Co-ordinating Editors View
 - ^ Role of lead editor
 - ^ The perfect example
 - ^ Sticky issues
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