

SR tasks

Task no.	Tasks	SR Domain	Skill needed	Description
a1	Lead in time	Planning	N/A	Time spent completing other work to allow SR authors to focus on the 2weekSR
a2	SR design meetings	Planning	SR methodologist & content expert	Time spent refining the idea, determining feasibility, assembling the team, planning timelines, deciding on roles (who is responsible for oversight, coordination and documentation) and provide information on SRA tools
0	Daily administrative meetings	Planning	SR methodologist	Short daily meetings to review progress, discuss issues and document decisions
1	Formulate SR question	Writing	Content expert & SR methodologist	Final decision on the research question (PICO)
2	Find and review existing or upcoming SRs	Data collection	Information specialist & content expert	Search for and review existing SRs that answer the same or a similar question.
3	Write the SR protocol	Writing	Content expert & SR methodologist	Provide an objective, reproducible, sound methodology for the SR, then register the protocol
4	Obtain set of relevant studies	Data collection	Content expert & information specialist	Identify a small sample of studies relevant to the review, to aid with designing the search and data extraction form.
5	Design data extraction form	Data analysis	Content expert & SR methodologist	Design forms for extracting study characteristics and test their usefulness/applicability
6	Design systematic search strategy	Data collection	Information specialist & content expert	Design search strategy to find all relevant information (choose databases; develop search string)
7	Run systematic search strings	Data collection	Information specialist	Run search strings in databases, trial registries, collate results in reference management system (e.g. EndNote)
8	Deduplicate results	Data collection	Information specialist	Remove duplicate citations
9	Screen abstracts	Data selection	Content expert & SR methodologist	Screen titles and abstracts, exclude irrelevant citations, resolve disputes
10	Obtain full text	Data collection	Information specialist	Download full text studies, request copies from authors, interlibrary loan
11	Screen full text	Data selection	Content expert & SR methodologist	Screen full text of articles, exclude irrelevant citations, resolve disputes
12	Screen trial registries	Data selection	Content expert & SR methodologist	Based on title and text in the trial registry entry: exclude irrelevant citations, resolve disputes
13	Citation analysis	Data collection	Content expert & SR methodologist	Follow citations, cited and citing, from included studies to find additional relevant studies
14	Screen citation analysis	Data selection	Content expert & SR methodologist	Screen titles and abstracts, and full texts exclude irrelevant citations, resolve disputes
15	Extract data	Data analysis	Content expert & SR methodologist	Extract study characteristics and relevant outcomes
16	Risk of Bias assessment	Data analysis	SR methodologist	Assess the potential biases in included studies
17	Plan to synthesise data	Data analysis	SR methodologist & statistician	Convert extracted outcome data to common representation (usually mean and SD)
18	Meta-analysis or narrative synthesis	Data analysis	SR methodologist & statistician	Statistically combine the results using meta-analysis or other statistical synthesis
19	GRADE evidence	Data analysis	SR methodologist & statistician	Optional: rate the certainty of evidence for a treatment efficacy from high to very low

20	Summary of findings	Data analysis	Content expert & SR methodologist	Optional: summarise the main findings of the SR in a table
21	Update systematic search strategy	Data collection	Information specialist	Optional: repeat the search to find new studies published since the initial search, especially if search more than a year old
22	Write introduction	Writing	Content expert	Revise the introduction section from the SR protocol
23	Write methods	Writing	SR methodologist	Revise the methods section from the SR protocol
24	Write results	Writing	Content expert & SR methodologist	Write the results section of the SR
25	Write discussion	Writing	Content expert	Write the discussion and conclusion sections of the SR
26	Obtain external feedback	Planning	Some friends	Circulate to colleagues for external feedback, and take a break from the SR to allow thinking time about the manuscript
27	Submit manuscript	Writing	Authorship experience	Format manuscript to meet journal requirements, complete online forms and submit manuscript
28	Reformat and resubmit manuscript	Writing	Authorship experience	If rejected, reformat manuscript to meet new journal requirements and standards, and submit (if accepted skip this task)
29	Manuscript revisions	Writing	Authorship experience	Revise manuscript to respond to comments from peer reviewers, and resubmit it
30	Manuscript accepted	Writing	Authorship experience	Review manuscript, and copy edit any errors or issues
31	Manuscript published	Writing	Authorship experience	Send the details around to everyone you know, and enjoy the kudos