**Writing your DTA protocol for a Cochrane review**

* Ask Janne (janne.vendt@regionh.dk) for help designing your search strategy (she can not run your searches).
* Make sure you are using the latest version of Revman 5.3.5 (<http://tech.cochrane.org/revman/download>)
* The online learning resources will help you work through the key topics needed to complete a Cochrane DTA Review http://training.cochrane.org/path/diagnostic-test-accuracy-dta-reviews-pathway
* Be aware that there is a RevMan tutorial written especially for DTA authors (so make sure you refer to the DTA one and not the intervention tutorial) Go to RevMan/Help/tutorial and then DTA
* The RevMan user guide refers to both DTA and intervention reviews (go to RevMan/Help/userguide)
* Be aware that the Cochrane Methods Screening and Diagnostic Tests website can be found at <http://methods.cochrane.org/sdt/welcome>. This website contains information on author training (both online and via in person workshops); resources for authors (such as DTA Handbook and software for meta-analysis). It also provides examples of published DTA protocols and reviews
* The Cochrane DTA Handbook can be found in RevMan under help/Handbook/DTA (content help). It offers much help and guidance
* You can look at the Handbook (and follow the instructions for each section) by right clicking on the blue headings in your RevMan file. A drop down menu will appear (choose Handbook); then look for the relevant heading (for example ‘Target condition being diagnosed)
* Text must appear under each of the blue headings in your RevMan file
* Remember the predefined headings (and Handbook) guide you to what each section should contain. So if the heading is Target condition being diagnosed, then we expect you to provide a description of the target condition of interest (frequency, severity, prognosis and possible treatments). If there are Cochrane reviews of interventions for the target condition they should be cross-referenced here. (Don’t forget to reference all statements and to separate references with semi colons and place references within round brackets (parenthesis)
* Use the information in your approved title form to help you write your DTA protocol
* Remember a protocol sets out what you plan to study not what you have done, so it should be written in the future tense and active voice. So for example: 'we will search the following databases.....'
* ACE uses Oxford English Dictionary spellings: so randomized with a ‘z’ but anaesthesia, paediatric, analyse
* Run validation and spell checks before submitting your first draft to editorial board screening.
* Be aware that DTA protocols and reviews go through a dual editorial process. This means they are edited by both the DTA editorial team and also the ACE editorial team. This means that the editorial process is even longer than usual.

**So, follow the instructions in the DTA Handbook and make sure to attend either DTA online training or in person at a workshop. Use the DTA resources freely available on their website**

**Other sections of the protocol**

1. **Acknowledgements**

You can acknowledge anyone who has helped you in this section

1. **Contibution of authors**
* Complete the template copied and pasted in the protocol
1. **Declarations of interest**
* Cochrane has changed its conflicts of interest policy
* You need to look at that policy you will find it at: <http://community-archive.cochrane.org/editorial-and-publishing-policy-resource/conflicts-interest-and-cochrane-reviews>
* Authors often describe at great length potential conflicts of interest. We would prefer to see statements like these shown in this example:

*Review: Examicin for globular poritis*

*Comparators: Placebo or any other pharmaceutical product licensed for use in globular poritis.*

*John Smith has received personal payments for consultancies and lecture fees from a variety of commercial companies, none of which are relevant to this review.*

*Mike Jones has received personal payments for consultancies and lecture fees from a variety of commercial companies. Specifically he received personal payments in 2015 from PharmCo plc for consultancy and lectures on globular poritis. PharmCo plc manufactures miraculomab which is a potential comparator in this review*

*Ann Baker gave a lecture for Medrug International which manufactures examicin. The honorarium was paid to her University directly and she did not benefit directly*

1. **References/additional references**
* It should be: author line: six authors (last name and initials, so Cracknell J, Pace NLP, Smith AF
* title line - in full sentence case
* Journal line: full journal title
* pagination: 125-6 not 125-126
* ID - get into the habit of providing the PMID

1. **Appendices**
* Make sure you provide a copy of your MEDLINE search in the appendix 1. (Send a copy of your proposed MEDLINE search terms to our Information Specialist, Janne Vendt, (janne.vendt@regionh.dk ) and check with her that your search is correctly constructed. Please be aware that Janne will not design your search, but will check that your search is adequate