

Screening, data extraction and management

Screening references

EPOC suggests that review authors use [Covidence](#) for screening abstracts and full text articles. Covidence is free to use for all Cochrane authors, and you can log in using your Archie account and then create a new review project. Guidance on using Covidence is available [here](#), with additional information for Cochrane review authors [here](#). This includes a series of [webinars](#).

Data extraction and management

Accurate data extraction is essential for ensuring the reliability of a systematic review. Ideally two review authors should independently extract data from each included study using a standard data collection form. Occasionally it may be acceptable for one review author to extract the data and a second to check the extracted data against the full-text reports of included studies. It is not acceptable for a single author to extract data without any control for the accuracy of the extracted data.

We suggest using our modified Cochrane [Data collection form](#) as a template that can be tailored to the specific topic of a review. The completed data collection forms (reflecting the consensus of the review authors for any disagreements) should be submitted together with the review.

Suggested citation: Cochrane Effective Practice and Organisation of Care (EPOC). Screening, data extraction and management. EPOC Resources for review authors, 2017. Available at: <http://epoc.cochrane.org/resources/epoc-resources-review-authors>