This document is a template cover letter to the editor of the journal that will be used by the knowledge synthesis unit lead or expert systematic review when submitting the ILCOR systematic review for peer review.



Date<date>

Dear <Editor Name>,

*<Introductory paragraph summarizing the manuscript.>*

The International Liaison Committee on Resuscitation (ILCOR) recently updated the process for reviewing resuscitation-related topics and providing treatment recommendations.  While, previously, this was conducted in 5-year cycles, we are now conducting these reviews continuously and publishing results when there is sufficient new evidence. ILCOR encourages publication of the systematic review/meta-analyses in peer-reviewed journals in advance of publishing the Consensus on Science and Treatment Recommendations separately. Please see summary of our continuous evidence review process which is attached.

As part of the new process, all systematic reviews/meta-analyses utilize the GRADE methodology. As per the GRADE working group this approach provides a “common, sensible and transparent approach to grading quality (or certainty) of evidence and strength of recommendations. Many international organizations have provided input into the development of the GRADE approach which is now considered the standard in guideline development.”

This systematic review/meta-analysis was overseen by the leaders of the <INSERT TASK FORCE NAME> Task Force, <TASK FORCE NAME> members and a Domain Lead with broader oversight provided by the Continuous Evidence Evaluation Working Group. Identification of relevant studies was aided by an information specialist and data extraction and analysis were conducted by a team consisting of a senior and a junior expert in systematic reviews contracted by the American Heart Association and an international volunteer group of physician content experts.

We believe that <JOURNAL NAME> is an excellent choice for disseminating this information, given its excellent reputation and international distribution.  This work has been supported using public funds via the American Heart Association. As such, we wish to make this information freely available to as wide an audience as possible. ILCOR is an international organization that places special emphasis on sharing these results globally, including centers where paying for published articles is prohibitive. We are requesting that, should you agree to publish our manuscript, it would be freely available to the public via open-access.  Of course, we expect that this manuscript would undergo the appropriate independent critical review before deciding to proceed.  Please feel free to distribute this cover letter to the peer reviewers with the manuscript if it is selected for peer review.

Thank you for considering our request.  We look forward to hearing from you.

Sincerely,  
  
<NAME AND CREDENTIALS> Domain lead, ILCOR  
  
On behalf of:  
<NAME(S) OF TASK FORCE CHAIRS>  
<NAME(S) OF SYSTEMATIC REVIEW EXPERTS>

<NAMES OF CEE WG MEMBERS>

Overview of International Liaison Committee on Resuscitation (ILCOR) continuous evidence evaluation working group (CEEWG) process for journal editors and reviewers

1. ILCOR Task Forces (TF) derive a list of high priority research questions based on new evidence or clinical practice changes that may have implications for guideline changes
2. CEEWG approves the research question posed as a PICOST (Population, Intervention, Control, Outcomes, Studies, Timelines)
3. CEEWG assigns the PICOST to an expert systematic reviewer (ESR) or knowledge synthesis unit (KSU) on contract to ILCOR based on resources and work load estimates
4. ESR or KSU prepare a PROSPERO (https://www.crd.york.ac.uk/prospero/) submission and protocol and upload after CEE approval.
5. Information Services team on contract to ILCOR provides the search for every ESR or KSU performs search independently.
6. ESR or KSU completes hierarchical selection process with kappa metrics and abstracts data and presents the outcomes to the ILCOR TF
7. ILCOR TF rank orders outcomes as critical and important
8. ESR or KSU updates PROSPERO posting as required
9. ESR or KSU present Grading of Recommendations Assessment, Development and Evaluation (GRADE) evidence profile tables to the ILCOR TF for review and approval
10. ESR or KSU conducts meta or network meta-analysis when appropriate
11. ESR or KSU derives the systematic review manuscript which is peer reviewed by CEEWG and approved for submission to a peer review journal
12. ESR or KSU derives the Consensus on Science (CoS) draft for TF review
13. TF edits the CoS and derives the Treatment Recommendations (TR) and the Evidence to Decision (EtD) GRADE tables for each COSTR.
14. The resulting CoSTR and EtD tables are reviewed, edited when necessary and approved by CEEWG and forwarded to ILCOR executive.
15. ILCOR executive approves CoSTR and it is posted on [www.ILCOR.org](http://www.ILCOR.org) and linked to published citation for the SR.
16. CoSTR undergoes a 2 week public commenting period. Comments are considered by the CoSTR authors and adjusted if needed, with CEE committee approval.
17. ESR closes PROSPERO listing.
18. Councils from across the world adjust their guidelines when a new CoSTR mandates change.

[www.ilcor.org](http://www.ilcor.org) under documents under continuous evidence review provides a repository for all templates and guidance documents.

[www.ilcor.org](http://www.ilcor.org) has an animated summary as well on the home page called the ILCOR CEE process in this 3 minute video.