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 task force lead author when submitting the ILCOR systematic review or task force scoping review for peer review.



Date<date>

Dear <Editor Name>,

Dear <Editor Name>,

*<Introductory paragraph summarizing the manuscript.>*

The mission of the International Liaison Committee on Resuscitation (ILCOR) is to promote, disseminate and advocate international implementation of evidence-informed resuscitation and first aid, using transparent evaluation and consensus summary of scientific data. Six task forces with members including physicians, researchers and expert systematic reviewers help fulfill this mandate through the rigorous and continuous review of scientific literature focused on resuscitation cardiac arrest, relevant conditions requiring first aid, related education, implementation strategies and systems of care.

Systematic reviews are conducted by international task force members, content experts, and expert systematic reviewers using a formal, structured process that includes GRADE methodology (GRADEWorkingGroup.org). Oversight of the process to complete an ILCOR systematic or scoping review is provided by the ILCOR Scientific Advisory Committee to ensure every review is of highest quality and adheres to strict review criteria. Each systematic review is used to generate a separate consensus on science document with treatment recommendations (CoSTR). The CoSTR is posted on ILCOR.org and used by international resuscitation councils and other organizations to create guidelines. Publication of both systematic and scoping reviews in a peer-reviewed journal is encouraged prior to publication of a final consensus on science document.

We believe that <JOURNAL NAME> is an excellent choice for disseminating the findings of this review, given its excellent reputation and international distribution [*insert other information unique to the journal and the scope of work*].  This work has been supported using public funds via ILCOR.  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, consideration be given to make it 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.

Thank you for considering our request.  The ILCOR Scientific Advisory Committee is supportive of sharing by Editors of this cover letter with the reviewers of this 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> Lead author  
  
On behalf of:  
<NAME(S) OF TASK FORCE CHAIRS>

Overview of International Liaison Committee on Resuscitation (ILCOR) Scientific Advisory Committee (SAC) process for systematic reviews 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. SAC approves the research question posed as a PICOST (Population, Intervention, Control, Outcomes, Studies, Timelines)
3. The PICOST is assigned to the Task Force members as the SR team with or without additional assistance if required by an expert systematic reviewer (ESR) or knowledge synthesis unit (KSU) on contract to ILCOR based on resources and work-load estimates
4. The systematic review (SR) team register their review with PROSPERO (https://www.crd.york.ac.uk/prospero/).
5. A broad search of the literature is performed with the assistance of Information Specialists.
6. The SR team completes a 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. The SR team updates PROSPERO posting as required
9. The SR team presents Grading of Recommendations Assessment, Development and Evaluation (GRADE) evidence profile tables to the ILCOR TF for review and approval
10. The SR team conducts meta or network meta-analysis when appropriate
11. The SR team drafts the systematic review manuscript which is peer reviewed by SAC and approved for submission to a peer review journal
12. The SR team 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 CoSTR is posted on [www.ILCOR.org](http://www.ilcor.org) and linked to published citation for the SR.
15. CoSTR undergoes a 2-week public commenting period. Comments are considered by the CoSTR authors and adjusted if needed, with SAC approval.
16. The SR team closes PROSPERO listing.
17. Councils from across the world review their guidelines based on the new CoSTR.

[www.ilcor.org](http://www.ilcor.org) : 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 Continuous Evidence Evaluation (CEE) process in this 3-minute video.