Guidelines for the R&L Systematic Review Service

We are looking forward to working with you on this project.

International associations that support the creation of systematic reviews advise the inclusion of a librarian or information specialist on a systematic review team. Studies have shown that working with a librarian has enhanced both quality and reproducibility of the searches (Rethlefsen et al, 2015).

- Potential roles of librarians
  - Guide researchers on search strategies and database choices
  - Develop and conduct literature searches
  - Document search strategies
  - Write the relevant portions of the methods section
  - Advise on software for managing and reviewing

Substantial contributions by the librarian usually result in co-authorship

- Researcher responsibilities and expectations
  In order to ensure your work goes more smoothly, we have found it useful to have the following pieces in place as you start the systematic review process:
    - Establish Systematic Review team members and their roles
    - Determine your research question
    - Finalize your inclusion/exclusion criteria beforehand to make screening less biased
    - Work with librarians to develop search protocols and documentation
    - Decide which software your team will use
      1. Citation management
      2. Systematic review management
      3. Collaborative manuscript editing
    - Keep librarians abreast of your progress/questions

- Responsibilities of both parties
  - Communicate regularly about the progress
  - Negotiate timelines as systematic reviews are often time consuming
  - Organize and manage sources within reference management software; team will agree on which software will be selected
  - Review manuscript as appropriate