



Albert Einstein College of Medicine

Systematic Reviews Service Policy

I. Purpose

This document outlines the policy and procedures for use of the systematic reviews service at the [D. Samuel Gottesman Library \(“Library”\)](#) at Albert Einstein College of Medicine (“Einstein” or “College of Medicine”).

II. Scope

This document applies to all students, faculty, postdocs and staff of Einstein, Jacobi Medical Center faculty and residents and Montefiore faculty working on systematic reviews with Einstein students.

III. Policy

The D. Samuel Gottesman Library research librarians can assist with planning, conducting, and reporting for systematic reviews. The research librarians are considered co-investigators and thus it is expected that they will receive authorship for their contributions. As members of the systematic review team, research librarians:

- Advise on the feasibility of a research question and whether it is appropriate for a systematic review.
- Determine if a systematic review has already been done on the researcher’s topic.
- Assist with the development and registration of a review protocol in [PROSPERO](#).
- Convert the research question into an appropriate search strategy.
- Translate the search concepts into controlled vocabulary and keywords so that retrieval is both comprehensive and relevant.
- Recommend specific databases and other information sources to be searched.
- Conduct the literature searches.
- Train the researchers in how to access full text articles via the library’s subscriptions and how to obtain those not found in the library’s collection.
- Offer instruction in how to use citation management tools (i.e. EndNote, Refworks, etc.) to collect, organize and insert references in the manuscript.
- Provide a [Covidence](#) account and instruction in using this tool for screening and managing steps in the systematic review process.
- Write the literature search methodology section for the submitted manuscript.
- Maintain records of search results and follow up with alerts and updates as needed.
- Review the final manuscript.

These important contributions meet the [criteria for authorship](#) of the International Committee of Medical Journal Editors (ICMJE). Researchers must agree to credit research librarians as co-authors on the final publication by signing the [co-authorship agreement](#).

IV. Definitions

A systematic review is a high-level overview of primary research on a particular research question that tries to identify, select, synthesize, and appraise all high-quality research evidence relevant to that question in order to answer it. While traditional reviews attempt to summarize results of a limited number of studies, systematic reviews use explicit and rigorous criteria to find and critically evaluate all the evidence on a particular topic. By using prospective, systematic methods, this type of review aims to minimize bias. These methods involve a well-defined and rigorous approach to retrieving and reviewing the literature on a specific topic.


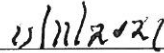
V. Effective Date

Effective as of: 10 November 2021

VI. Policy Management and Responsibilities

The D. Samuel Gottesman Library is the Responsible Office under this Policy. The Director of the D. Samuel Gottesman Library is responsible officer, and the Executive Dean is the Responsible Executive for the management of this Policy.

VII. Approved (or Revised)

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Responsible Executive	Date