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## Creating and managing a systematic review service

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# Creating and Managing a Systematic Review Service

Susan A. Fowler, MLIS, Lauren H. Yaeger, MA, MLIS, Betsy Kelly, MLS, MBA

## Define Your Role

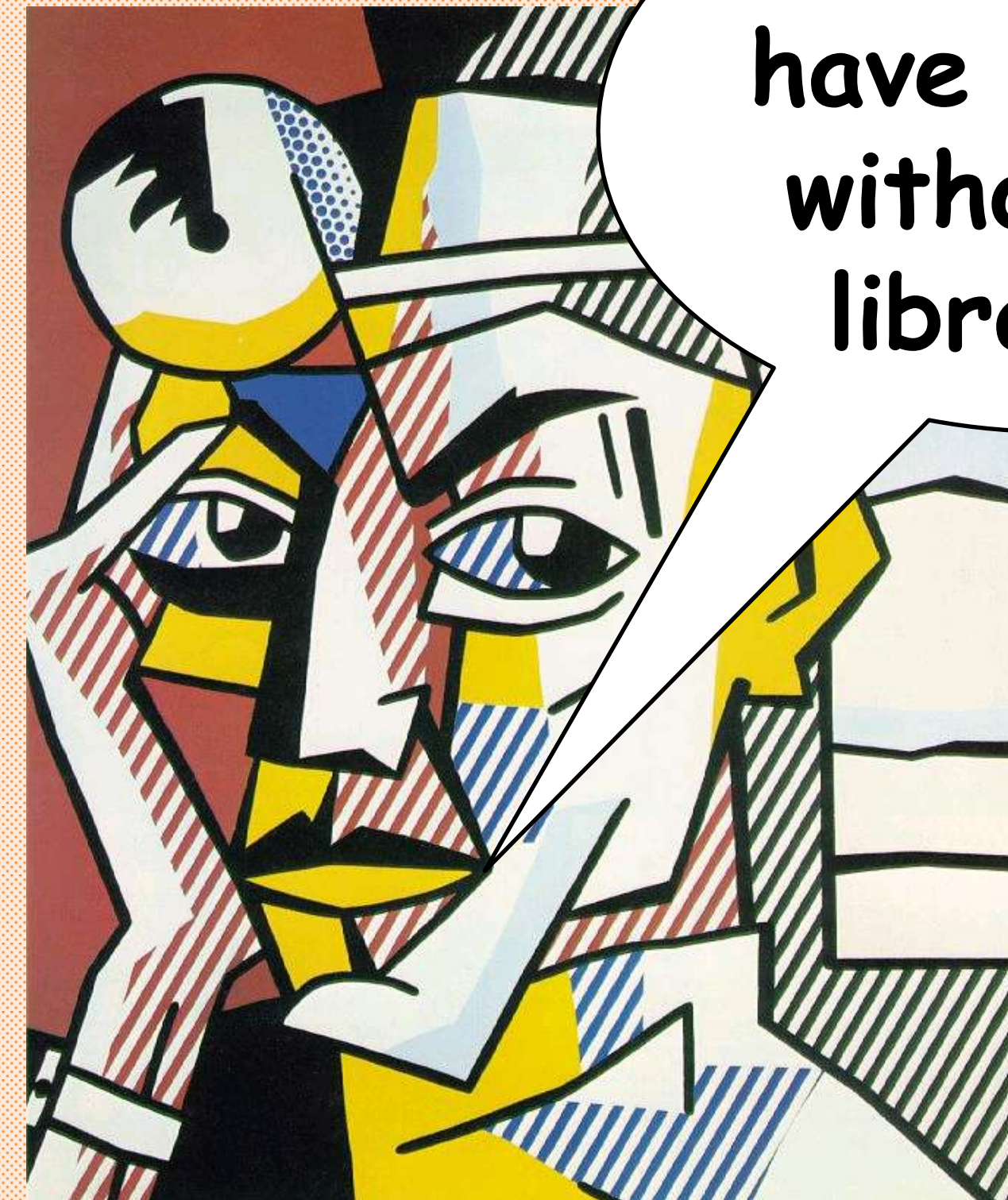
Gosh, I don't want to go through 5,000 articles.



## Becker's Role

- Help define question via reference interview
- Create search strategy
- Guide database and grey literature resource selection
- Translate search strategy into all resources
- Remove duplicates
- Provide citation library in citation management software and excel workbook
- Write related methodology section for publication

I couldn't have done it without my librarian.



## Plan Ahead

Decide as a team what tools to use to stay organized. If your team includes people you do not have physical access to, consider using tools in the cloud. This will offer the opportunity to easily collaborate on single documents rather than emailing back and forth while tracking several versions of the same document.

Don't drown, plan ahead and stay organized.



## Reproducibility

The goal is to keep records in the most systematic way possible so that all of your work can be reproduced. That means you should keep detailed records of the exact search you used for each database and that all your searches should have an end date so that the results can be reproduced exactly every time.

## Handle Expectations

I'm doing a systematic review. It's due tomorrow. Can you help me?



I am happy to help. In preparation for our first meeting, please send me your PICO question and 2-3 articles that already fit with in your inclusion and exclusion criteria. Also, who is your PI and the other folks on your research team? I am going to email you an explanation of our services for systematic reviews. Please read it over and let me know if you have any questions.

Should I ask for authorship?

According to the International Committee of Medical Journal Editors, authorship credit should include a substantial contribution to the conception, design, and acquisition of data. The search strategies you design and launch and the citation data you acquire and organized falls are considered a substantial contribution.



## Keep...

- detailed records of each search
- all your citations in a citation management program (like EndNote) so you can easily and quickly manipulate them
- a spreadsheet organized by article and sub-organized by preliminary inclusion and exclusion criteria to track why you included and excluded articles for more in-depth review
- detailed notes of in-depth reviews for each article organized by specific criteria