

PROSPERO Instructions for Registering Systematic Reviews

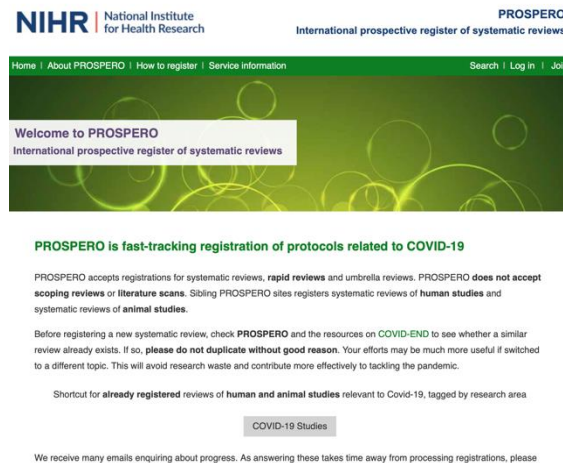
Jennifer Freeman, MD FACS

Aim:

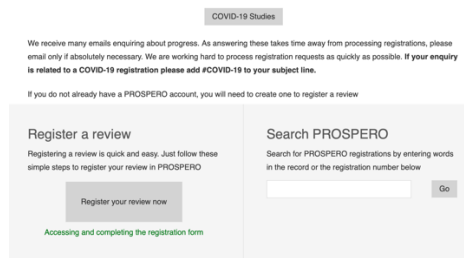
These instructions will cover using the PROSPERO website for registering systematic reviews.

Instructions:

1. Visit <https://www.crd.york.ac.uk/prospero/>
 - a. Access is free.
 - b. Click “Join” in the top right corner if you do not yet have an account.
 - c. Sign up with your name, address, email, password, phone number, organization, and country. The other check boxes are optional.
 - d. Click “Save Details”
 - e. Enter username and password to login



2. Scroll down to "Search PROSPERO" and verify that there is not already a registered study which matches your current project. If there is, PROSPERO will likely not accept your study. If not, proceed with registration.
3. Go back to the home page. Scroll down to "Register you review now" and click.



Important notice

To allow the PROSPERO team to focus on COVID-19 and to avoid further delay, during the pandemic all submissions that have been waiting for registration for more than 30 days and which pass a basic automated check will be published automatically. The PROSPERO team will not check these submissions; this will be stated clearly on the published record. Records will be published exactly as submitted; therefore extra care should be taken to ensure that submitted information is accurate. Submissions which do not pass the basic

4. Click the purple human studies button.

NIHR | National Institute
for Health Research

PROSPERO
International prospective register of systematic reviews

Home | About PROSPERO | How to register | Service information | Search | My PROSPERO | Logout: Jennifer Freeman

Registering a review is easy. Please read the guidance notes for registering a [systematic review of human studies](#) or a [systematic review of animal studies relevant to human health](#), then just follow the five step process below.

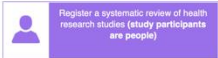
Step 1 Check the inclusion criteria to make sure that your review is eligible for inclusion in PROSPERO

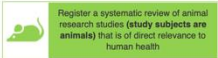
Step 2 Ensure that your review protocol is in its (near) final form and that no major changes are anticipated at this stage - e.g. if your protocol will be peer reviewed it will usually be sensible to wait until this is complete before registering.

Step 3 Search PROSPERO to ensure that your review has not already been registered by another member of your team

Step 4 Search PROSPERO to ensure that you are not unnecessarily duplicating a review that is being done by another team or has been registered previously

Step 5 Start registering your review

 Register a systematic review of health research studies (study participants are people)

 Register a systematic review of animal research studies (study subjects are animals) that is of direct relevance to human health

5. Next is a series of questions to be answered as below:
 - a. “Yes” for English submission.
 - b. “No” for scoping, literature or mapping review.
 - c. “Yes” for outcome related to human health
 - d. “No” for Cochrane review
 - e. “No” for training course
 - f. “Yes” for searched for similar reviews
 - g. Select the appropriate selection.
 - h. “Yes” for protocol
 - i. “Yes” for more than one person involved
 - j. “Yes” for you intend to publish
 - k. “Started” for preliminary searches
 - l. “Not started” for the remainder of the selections.
6. Click “register your review” to open the next section
7. This is the body of the application where you will enter all of the information detailing your project. At this point, you can save your submission in order to come and go as needed.
 - a. Review title – enter the title of your project
 - b. Original language title – skip
 - c. Anticipated or actual start date – estimate when you think your library search will be done
 - d. Anticipate completion date – estimate when you think the project will complete
 - e. Stage of review at time of submission – should copy from your previous screen
 - f. Named contact – should prefill
 - g. Named contact email – should prefill
 - h. Named contact address – should prefill
 - i. Named contact phone number – should prefill

- j. Organizational affiliation – should prefill
- k. Review team members – do not need to add entire team
- l. Funding sources – add any funding that needs to be disclosed
- m. Conflicts of interest – fill out as appropriate
- n. Collaborators – usually skip
- o. Review question – enter your PICO
- p. Searches – Enter MEDLINE, EMBASE, Cochrane, and Web of Science for sources. Provide your inclusion and exclusion criteria.
- q. URL to search strategy – skip
- r. Condition or domain being studied – briefly describe the condition your project will be studying
- s. Participants – Describe your study population from your PICO
- t. Intervention – from your PICO
- u. Comparator – from your PICO
- v. Types of study to be included – describe your inclusion and exclusion criteria
 - i. Ex: Prospective trials and retrospective cohort/case-control studies that compared embolization to control patients are eligible for inclusion and will be retrieved. Case reports, commentaries, reviews, editorials, and animal studies will be excluded.
- w. Context – skip
- x. Main outcomes – from your PICO
- y. Measures of effect – usually odds ratio
- z. Additional outcomes – enter “none”
- aa. Data extraction – list inclusion criteria and data points which will be extracted
 - i. Ex: Data extraction from each included study will be performed using a standardized data collection sheet and performed in duplicate. Data extracted included authors, journal, publication year, study design, number of patients in embolization, splenectomy and control arms, and the critical outcomes previously outlined.
- bb. Risk of bias assessment – describe how studies will be assessed for bias
 - i. Ex: Publication bias will be evaluated using the Egger test, and the GRADE framework will be applied to all quantified outcomes for assessment of bias, publication bias, inconsistency, imprecision, and indirectness. Evidence profiles will be created for the PICO question using GRADEpro GDT software (GRADEpro Guideline Development Tool. McMaster University, 2015).
- cc. Strategy for data synthesis – describe your meta-analysis plan
 - i. Ex: Meta-analysis will be performed in Review Manager (RevMan, 5.3. Copenhagen: The Nordic Cochrane Centre, The Cochrane Collaboration, 2014) with random-effects modeling to generate forest plots. Treatment effects will be calculated with each study weight being proportional to the number of subjects it contributes to each outcome analysis. For continuous outcomes, differences in mean will be calculated, while for the binary variables, odds ratios will be calculated for the intervention against the comparator groups. Heterogeneity will be calculated and quantified with

I^2 . High heterogeneity was considered present for I^2 values >75%, moderate for I^2 values of 50-74%, and low if I^2 <50%.

- dd. Analysis of subgroups – none
 - ee. Type and method of review
 - i. Click “Meta-analysis”
 - ff. Health area of review
 - i. Click “Wounds, injuries, and accidents”
 - gg. Language – English is already selected
 - hh. Country – should prefill
 - ii. Other registration details – skip
 - jj. Reference for protocol – skip
 - kk. Dissemination plan – Click “Yes” for intend to publish. In the box, type “Work will be presented at Eastern Association for the Surgery of Trauma annual meeting and published in the Journal of Trauma.”
 - ll. Keywords – Enter your keywords
 - mm. Details of existing review of same topic – skip unless you are performing an update
 - nn. Current review status – should prefill
 - oo. Any additional information – skip unless you feel something needs clarification
 - pp. Details of final report – skip
8. Click “Submit” once you have filled everything out.