PROSPERO Instructions for Registering Systematic Reviews

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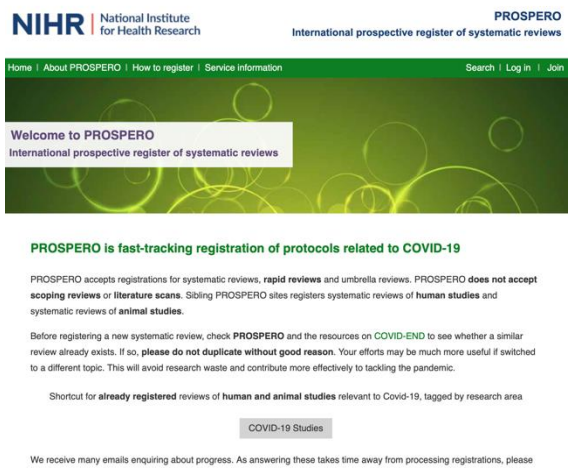
Aim:

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

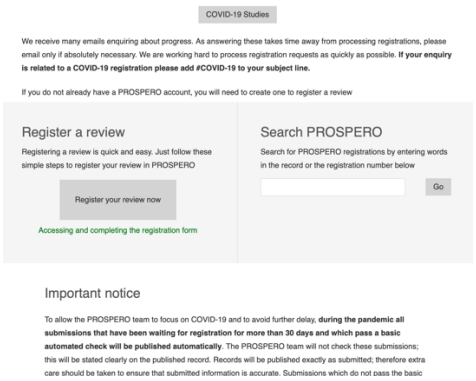
Instructions:

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

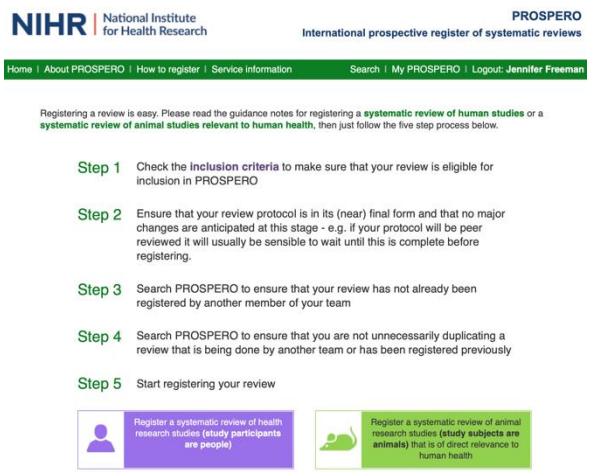


2. Scroll down to "Search PROSPERO” and verify that there is not already a registered study which matches your current project. If there is, PROSPERO will likely not accept your study. If not, proceed with registration.

3. Go back to the home page. Scroll down to "Register you review now" and click.



4. Click the purple human studies button.



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 PICOs
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 contributs 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.