

Department of Applied Medicine and Rehabilitation
Indiana State University
Meta-Analysis & Systematic Review Guidelines

List of the Front Matter: Follow CGPS Handbook and ETD Template Guidelines for formatting

- a. Title page (*not numbered, centered vertically*)
- b. Approval Sheet (*not numbered*)
- c. Abstract (*numbered as “iii”, formatted according to Authorship guidelines*)
- d. Acknowledgements (*numbered*)
- e. Table of Contents (*numbered, not listed in TOC*)
- f. List of Tables (*numbered*)
- g. List of Figures (*numbered*)

Chapter I. Introduction

- a) Introduction
- b) Rationale for the review
- c) Research question(s)/Objectives (*provide an explicit statement of the questions being addressed with reference to participants, interventions, comparisons, outcomes, and study design (PICOS)*)

Chapter II. Review of the Literature

- a) Introduction
- b) Subsequent review topics (include any review tables): a comprehensive review of the literature pertaining to the topics surrounding the project (*provide information in a qualitative manner which does not follow the rigid protocols of systematic reviews or meta-analyses, however information presented in the literature review may become data sources for the systematic review and/or meta-analysis*)

Chapter III. Methods

- a) Statement that the systematic review and/or meta-analysis will conform (proposal) or conformed (final Thesis) to the Preferred Reporting Items for Systematic Reviews and Meta-Analyses (PRISMA) Statement, and any deviations from the PRISMA Statement (must be approved by committee)
- b) Protocol & registration: Indicate if a review protocol exists, if and where it can be accessed (e.g., Web address), and, if available, provide registration information including registration number. (*Registration of a protocol must be approved by the committee prior to registration. The committee may determine that registration is not needed at the time*)

of proposing. If registration is not completed, include this in the PRISMA Statement as an exception to the guidelines.)

- c) Eligibility criteria: Specify study characteristics (e.g., PICOS, length of follow-up) and report characteristics (e.g., years considered, language, publication status) used as criteria for eligibility, giving rationale.
- d) Information sources: Describe all information sources (e.g., databases with dates of coverage, contact with study authors to identify additional studies) in the search and date last searched. *(If part of a proposal, discuss what you plan to search)*
- e) Study selection: State the process for selecting studies (i.e., screening, eligibility, included in systematic review, and, if applicable, included in the meta-analysis).
- f) Data collection process: Describe method of data extraction from reports (e.g., piloted forms, independently, in duplicate) and any processes for obtaining and confirming data from investigators.
- g) Data items: List and define all variables for which data were sought (e.g., PICOS, funding sources) and any assumptions and simplifications made.
- h) Risk of bias in individual studies: Describe methods used for assessing risk of bias of individual studies (including specification of whether this was done at the study or outcome level), and how this information is to be used in any data synthesis.
- i) Summary measures: State the principal summary measures (e.g., risk ratio, difference in means).
- j) Synthesis of results: Describe the methods of handling data and combining results of studies, if done, including measures of consistency (e.g., I^2) for each meta-analysis.
- k) Risk of bias across studies: Specify any assessment of risk of bias that may affect the cumulative evidence (e.g., publication bias, selective reporting within studies).
- l) Additional analysis: Describe methods of additional analyses (e.g., sensitivity or subgroup analyses, meta-regression), if done, indicating which were pre-specified.

Comprehensive Bibliography (must be completed with Endnote)

Manuscript

This section should be formatted according to the Authorship submission guidelines – typical headings are listed below. Additionally, this section should comply with all the PRISMA guidelines *(attached)*

- a) Title
- b) Abstract

- c) Introduction
- d) Methods
- e) Results
- f) Discussion
- g) References (manuscript only)
- h) Tables (each on own page)
- i) Figures (each on own page)

Appendix A: Assurance of PRISMA Guidelines

- a) Completed PRISMA Guidelines check-off sheet with manuscript page numbers where the guideline is present.

Appendix B: Raw Data

- a) Systematic Review and/or Meta-Analysis Organizational Charts identifying all potential studies for review, reasons for inclusion/exclusion, raw data, and calculated effect sizes.

Appendix C: Statistical Analysis

- a) All statistical output tables that augment information in the Results section of the manuscript (i.e. summary plots, output tables, I^2 Calculations, Funnel Plots, etc)
- b) Comprehensive Meta-Analysis (CMA) outputs, tables, figures, and results

Appendix D: Recommendations

- a) How this study adds to the literature
- b) Suggested progression of future research based on the findings of the project

Appendix E: Authorship Guidelines

- a) Provide link/copy of authorship guidelines for intended publication outlet.

Style Requirements

- a) Margins: (inch)
 - i. Right = 1.0
 - ii. Left = 1.5
 - iii. Top = 1.4
 - iv. Bottom = 1.0
 - v. Header = 1.0
 - vi. Footer = 0.5
- b) Page numbering: Include as indicated. The Front Matter uses lowercase Roman numerals, while the rest of the document uses Arabic numerals. Placement should be in the upper right corner of the page

- c) Font Style & Size: Times New Roman, 12 point font
- d) Default Style: Author's Guide for publishing outlet.

Guidelines set by Preferred Reporting Items for Systematic Reviews and Meta-Analyses (PRISMA, 2009)

<http://www.prisma-statement.org/statement.htm>