

The dissemination checklist: 1-page overview

-
- ☐ 1. Have you **involved your target audience** or sought their feedback?
-
- ☐ 2. Have you used **plain language**?
-
- ☐ 3. Have you used words in your **title** that your target audience is likely to search for, recognize, and find relevant?
-
- ☐ 4. Have you communicated to your target audience that this product is **relevant for them**?
-
- ☐ 5. Have you **structured the content** so people can find key messages, then access more detail if they want?
-
- ☐ 6. Have you made the content easy for people to **quickly scan and read**?
-
- ☐ 7. Have you shown that the evidence involves **real people**?
-
- ☐ 8. Have you specified the **populations, interventions, comparisons, and outcomes**?
-
- ☐ 9. Have you stated that this information is from a **systematic review**?
-
- ☐ 10. Have you specified how **up to date** the review is?
-
- ☐ 11. Have you avoided **misleading** presentations and interpretations of the effects?
-
- ☐ 12. If you have used numbers to present the findings, have you used **absolute numbers** and **labelled numbers** clearly?
-
- ☐ 13. Have you described the **certainty** of the evidence?
-
- ☐ 14. Have you presented the findings in **more than one way**?
-
- ☐ 15. Where the topic or findings may be upsetting, controversial, or disappointing: have you handled this sensitively?
-
- ☐ 16. Have you made it clear (a) that the review was prepared by **Cochrane** and (b) **who prepared** the dissemination product?
-
- ☐ 17. Is it easy for people to find information about who the **review authors** are, how they were **funded**, and any **conflicts of interest**?
-
- ☐ 18. Have you avoided giving recommendations?
-