

# How to Write a Scoping Review Protocol: Guidance and Template

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## TEMPLATE

### TITLE

- Provide a clear title that represents the main objective(s) of your review, and include the words “scoping review protocol”

### AUTHOR AFFILIATIONS

- All authors: name, institutional affiliation
- Corresponding author: also include email address and physical mailing address

### ABSTRACT

#### Introduction

- Briefly overview the topic of interest
- Describe the rationale for the review
- Include an explicit objective statement

#### Methods and Analysis

- Describe methodology framework(s) to be used
- List key information regarding search strategy, including the names of search sources and limits to be applied
- List key information regarding screening and data extraction, including the piloting process and number of independent screeners and extractors
- Provide intended approach to data extraction and analysis

#### Ethics and Dissemination

- State whether ethics approval will be necessary
- Describe intended dissemination of findings

#### Key Words or Phrases [Maximum: 5 words]

- List key words in alphabetical order

### INTRODUCTION

#### Background and Rationale

- Provide rationale for why a scoping review should be done, including giving a brief topic overview, introducing new terms, and describing any gaps in the literature

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<sup>1</sup> Justine Lely and Hailey C. Morris should be considered joint first authors

- Explain why a scoping review is justified over other types of reviews
- Summarize and cite relevant literature and any existing reviews on the topic

### **Objective**

- State primary and secondary research questions, including the population, intervention/exposure, and outcomes of interest
- Use the words “scoping review” in the objective statement

## **METHODS**

### **[Opening Paragraph]**

- List and cite the methodology the scoping review will follow
- List and cite the guideline(s) used for writing the scoping review protocol
- State you will use PRISMA Extension for Scoping Reviews as the reporting guideline for the scoping review manuscript

### **Eligibility Criteria**

- List inclusion and exclusion criteria
- Provide rationale for all criteria
- Describe limitations/restrictions
- List plans for handling ambiguous information
- Ensure all team members have a shared interpretation of the criteria

### **Information Sources and Search Strategy**

- Specify who will develop search strategy
- List all sources to be searched and general search terms to be used
- For each source, include dates of search, limits/filters, general search terms
- List software that will be used for citation management
- Provide full search strategy for at least one database
- Mention if PRESS checklist will be/was used when creating search strategy

### **Study Selection/Screening**

- State that eligibility criteria will be used for screening
- Describe title and abstract screening process, including pilot information, number of independent reviewers, how discrepancies will be resolved, how unclear information will be handled, and software to be used
- Describe full-text screening process, including pilot information, number of independent reviewers, how discrepancies will be resolved, how unclear information will be handled, and software to be used

### **Data Charting/Collection/Extraction**

- Describe data charting form development
- Specify data items to be collected
- Describe how the rules for data extraction will be stored
- Describe data extraction process, including pilot information, number of independent reviewers, how discrepancies will be resolved, how unclear or missing information will be treated, and software to be used
- Describe how friend studies will be handled

### **Synthesis and Presentation of Results**

- Describe plan for cleaning data
- List any software to be used for data cleaning and analysis
- State that a PRISMA flow diagram will be used
- Describe how the data will be synthesized (e.g., with support from stakeholders) and presented in a meaningful way (e.g., tables, figures, diagrams)
- State intended plan for each data item

### **Ethics and Dissemination**

- State whether ethics approval is required
- Specify the roles of any collaborators or stakeholders
- Describe dissemination plans (e.g., conferences, journals)

## **CONCLUSION**

- Restate primary and secondary objectives
- Identify gap(s) the scoping review intends to fill
- Describe how the scoping review will advance the field

## **SUPPORT/FUNDING**

- State the names and roles of all funders and sponsoring institutions
- Provide all funding numbers and project titles

## **CONFLICTS OF INTEREST**

- Disclose potential conflicts of interest, including supporting documentation (e.g., ICMJE)

## **ACKNOWLEDGEMENTS**

- List names and describe roles of non-author contributors

## **REFERENCES**

- Provide all references according to the formatting requirements of the submission source