



Cochrane Style Guide

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Cochrane Style Guide

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Preface

The Cochrane Style Guide helps authors and editors apply a consistent style across Cochrane Reviews and other documents prepared by The Cochrane Collaboration. This update reflects the changes brought about with the release of Review Manager 5 and the new version of the *Cochrane Handbook for Systematic Reviews of Interventions*. This update also includes the Cochrane Style Guide *Basics for Authors*, which is a two-page collection of essential house style guidelines for authors of Cochrane Protocols and Reviews.

Cochrane Reviews are prepared using The Cochrane Collaboration's software Review Manager and are published in the *Cochrane Database of Systematic Reviews*, part of *The Cochrane Library*. Published Cochrane Reviews are available as html (browsable) versions and PDF files. The visual presentation of the reviews differs in each version, and both differ from their visual presentation in Review Manager. Authors and editors need to keep this in mind when suggesting editorial or formatting changes, and are advised to become familiar with both the unpublished and published formats. This should ensure satisfaction with the published versions.

The Cochrane Style Guide Working Group welcomes feedback and suggestions for improvement.

Cochrane Style Guide *Basics*

Cochrane Style Guide *Basics* is a two-page collection of essential house style guidelines for authors of Cochrane Protocols and Reviews. The main Cochrane Style Guide contains the complete set of guidelines.

A stand-alone version of Cochrane Style Guide *Basics* is available at www.cochrane.org/style/csg-basics.htm

General points

1. **Active and passive voice:** The active voice (eg “two authors extracted data”) is preferable to the passive voice (“data were extracted by two authors”).
2. **Cochrane style for commonly used terms:**
 - Handsearching (*not* hand searching)
 - Website (*not* web site)
 - P value (*not* p-value)
 - fixed-effect model (*not* fixed effects model)
 - random-effects model (*not* random effects model)
 - subgroup (not sub-group)
 - follow up (verb) and follow-up (noun or adjective)
 - The Cochrane Collaboration
 - *The Cochrane Library* (italic)
 - the Cochrane Central Register of Controlled Trials (CENTRAL)
 - Review Manager 5 (*not* version 5.0 or Review Manager 5.0.1)
3. **Numbers:** Spell out numbers less than 10 in full, unless used with units (eg 5 mL) or in a list with other numbers (eg 6, 12, and 24 months). Write the number out in full if it is at the start of a sentence.
4. **Dates:** Spell months out in full to avoid confusion between different regional date formats (May 2000; 1 May 2000), and express decades as, for example, 1960s (no apostrophe).
5. **Pharmaceutical drugs:** Use the recommended International Non-proprietary Name (rINN) for all pharmaceutical drugs (and put the specific brand name in brackets if needed).
6. **Databases:** MEDLINE (*not* Medline); EMBASE (*not* Embase); OLDMEDLINE (*not* Oldmedline); PsycLIT (*not* Psychlit); PsycINFO (*not* Psychinfo); CINAHL (*not* CINHAL or Cinahl).

Abbreviations and symbols

7. Use abbreviations and acronyms only if they are widely known and not using them could make reading tedious. Write in full in the first instance and follow it immediately by the abbreviated version or acronym in brackets; for example, “We contacted the World Health Organization (WHO). The WHO provided the relevant information.”
8. Be consistent with punctuation, use e.g. or eg (and use the same style for ‘ie’).
9. Standard unit abbreviations need not be defined (eg mL and mg).
10. Symbols (eg + - / < > =) should be used in text only if the descriptive version is cumbersome or inappropriate. Use one space either side of the symbol (eg > 100 participants). There should be no space either side of / (eg 10/51).

Grammar, spelling, and punctuation

11. The general rule is future tense for protocols and past tense for reviews.
12. Insert one space between a number and the unit (eg 0.4 mg).
13. Be consistent when using words that differ throughout the English language, eg randomised and randomized.

Presentation of data

14. There are different ways to present summary statistics in the text.
 - risk ratio (RR) was 0.14 (95% confidence interval (CI) 0.08 to 0.24) (Use this option if the RR and CI have not been abbreviated earlier in the text.)
 - mean difference 1.11 hours (95% CI 0.98 to 1.20)
 - (RR 1.02, 95% CI 0.87 to 1.19)
15. Present results with two decimal places (eg P value = 0.05) unless the number is very small (eg P value = 0.005).

References

16. Inserting references into Review Manager:
 - **Study/reference identifier:** Use the last name of the first author and the year of publication as the study/reference identifier where possible (eg Baldini 2004).
 - **Authors:** List only the first six authors of any reference, and use “et al” after the sixth author if there are more than six authors; for example, Abera G, Takahashi N, Thugwane J, Roba F, Hwang Y-C, Yegorova V, et al. The comma before “et al” is optional, but be consistent in its use.
 - **Punctuation:** No full stops at the end of each line, such as after the authors or article title.
 - **Article title:** The first letter of the first word of the article title should be in upper case; all other words should be lower-case unless they are proper names (trade names, country names, etc) or require an upper-case letter.
 - **Article title:** Include the English translation of a journal article title if it is provided by the journal or database. If an English translation is not available, only enter the original title.
 - **Journal title:** Enter the *full* journal title using title case (ie each word starts with an upper-case letter).
 - **Journal title:** Include the English translation of a journal title if it is provided by the journal or database. Place the English title in square brackets after the original journal title.
 - **Page number style:** 324-6 is correct (*not* 324-326 or 324-26).
17. Using references in the text:
 - Study/reference identifiers can be used as part of a sentence (eg “Jones 2001 was included in the analysis.”).
 - Study/reference identifiers that support a statement in a sentence should be listed in round brackets inside the full stop at the end of the sentence or within the closest punctuation; for example, “Two trials included data (Kamau 2001; Tomescu 2006).”
 - As shown in the example above, if two or more references are used to support a statement, list the references in alphabetical order and then by year of publication, separating each with a semicolon.

How to cite

Cochrane Style Guide Working Group. Cochrane Style Guide Basics [updated July 2009]. www.cochrane.org/style/csg-basics.htm (accessed [*insert day month year*]).

Cochrane Style Guide

A

Abbreviations and acronyms

Use abbreviations and acronyms only if they are widely known and not using them could make reading tedious. Generally, use an abbreviation if the term has more than three words and is used frequently in a section. Write in full in the first instance and follow it immediately by the abbreviated version or acronym in brackets. If the review or document is long, it may be sensible to explain each abbreviation in each section of the text, such as the 'Background' and 'Discussion' in a Cochrane Review, in addition to the 'Abstract' and tables.

Abbreviations and acronyms should follow the style conventions in Table 1. Some terms, particularly statistical terms, are commonly abbreviated in Cochrane documents (Table 2), while others should be avoided (Table 3). It is convenient to abbreviate some words, such as number (no.) and versus (vs), in tables and figures, but it is preferable to use them in full in the review text.

A list of acronyms used within The Cochrane Collaboration is available in The Cochrane Collaboration's [Glossary of terms](#)¹.

Table 1 Formatting abbreviations and acronyms

Guidance	✓	✗
Use upper-case letters to explain the abbreviation or acronym only if required by abbreviated term	World Health Organization (WHO) or angiotensin converting enzyme (ACE)	world health organization (WHO) or Angiotensin Converting Enzyme (ACE)
No full stops between letters of abbreviation or acronym, or at end of abbreviation version or acronym unless at end of a sentence	The Medical Research Council (MRC) funded the research.	The MRC funded the research. The MRC. funded the research. The M.R.C. funded the research.
Form plurals by adding 's'; no apostrophe ('s) needed unless used to indicate possession	The Managing Editors (MEs) met early in the morning. The Cochrane Review Group's (CRG's) decision was helpful.	The Managing Editors (ME's) met early in the morning. The CRG's were asked to provide information.
Bold may occasionally be used to indicate letters used to form an acronym or abbreviation	CRASH trial (corticosteroid randomisation after significant head injury)	—
Avoid abbreviating terms that could be unclear to the general readership	the level of glycosylated haemoglobin	the level of Hb A1

¹www.cochrane.org/resources/glossary.htm

Table 2 Commonly used abbreviations

Term	Abbreviation
absolute risk reduction	ARR
control group risk (avoid control event rate)	CGR
controlled clinical trial	CCT
confidence interval	CI
degrees of freedom	df
inverse variance	IV
Mantel-Haenszel	M-H
mean difference (avoid weighted mean difference)	MD
number needed to treat for an additional harmful outcome (avoid number needed to harm)	NNTH
number needed to treat for an additional beneficial outcome (avoid number needed to treat)	NNTB
odds ratio	OR
Peto odds ratio	Peto OR
randomized controlled trial	RCT
risk difference	RD
risk ratio (formerly called relative risk in Review Manager 4)	RR
standard deviation	SD
standard error	SE
standardized mean difference	SMD

^aSome terms were renamed in a change approved by The Cochrane Collaboration Steering Group, April 2005, Item 13.7.

Table 3 Abbreviations to avoid^a

Term	Abbreviation
chemical names	Hg for mercury (for example)
Latin abbreviations used for dosing	qd, bd, bid, bds, qds (or) qid, tds, tid (for example)
week	wk
weight	wt

^aMay be appropriate for tables if footnoted.

Abstract: Cochrane Review

Guidance on the format and content of Cochrane Review abstracts is available in the [Cochrane Handbook for Systematic Reviews of Interventions](#)².

Active and passive voice

The active voice is preferable to the passive voice; see the examples in Table 4.

Table 4 Active and passive voice

Active voice	Passive voice
Two authors extracted data.	Data were extracted by two authors.
The editor will provide feedback.	Feedback will be provided by the editor.

And/or

Avoid using 'and/or' because it is not explicit. Try rephrasing the sentence; for example, 'fever and/or headache...' to 'fever or headache, or both...'

Author contact details: Cochrane Review

Table 5 outlines the Cochrane format for entering the contact details for all authors in Cochrane Reviews. A consistent format helps ensure that there is only one record per person entered in [Archie](#)³, The Cochrane Collaboration's central server for managing reviews and contact details.

Table 5 Entering author contact details in Archie

Contact detail	Guidance	✓	✗
Name: prefix and suffix	Select correct prefix from drop down menu Use open punctuation in suffix field, ie without full stops and with no extra spaces Use Dr or MD; Dr or PhD	PhD	Ph.D
		Dr Jones	Dr Jones, MD
		Mr Jones, MD	Dr Jones, MD
		Dr Jones	Dr Jones, PhD
		Mr Jones, PhD	Dr Jones, PhD
Name: first name and family name	Mandatory for all authors	John Smith	J Smith
Name: middle initials	Avoid punctuation and use initials only	David RA Jones	David R.A. Jones

²www.cochrane-handbook.org/

³www.archie.cochrane.org/

Contact detail	Guidance	✓	✗
... continued on next page			
Name: middle initials (continued)	If an author wants their middle name published as well as their first name, or is known by their middle name and prefers to use the initial for their first name followed by their full middle name, then enter their middle name in the first name field after their first name or initial	First name: Paul Simon Middle initial: Family Name: Johnson First name: P Simon Middle name: Family name: Johnson	First name: Paul Middle initial: Simon Family Name: Johnson First name: P Middle name: Simon Family name: Johnson
Email address ^a	Lower-case letters One email address per field only	myname@domain.org myname@domain.org	Myname@domain.org myname@domain.org; myothername@domain.org
Department/organization	Recommended for all authors if institutional address is available Type in details as they should appear	Department of Neurology	Neurology
City/Country	Mandatory for all authors	City: Liverpool	City: Liverpool L12 2AP
Zip/postal codes	Zip/postal codes must be entered in the specific separate field and not alongside the city name	Zip code: L12 2AP	Zip code: 9100 Aalborg
Telephone and fax number (international notation ^a)	Separate groups of numbers using a space (not hyphens or full stops) Do not use the trunk prefix '0' +[country code] [area code] [local number]	+44 151 123 4567 +44 151 1234567 +44 151 123 4567 +44 151 1234567 +44 151 123 4567 +44 151 1234567	+44-151-123-4567 +44.151.123.4567 +44 0151 123 4567 +44 (0)151 123 4567 0151 123 4567
Web address ^a	Use without prefix http://	www.cochrane.org	http://www.cochrane.org

^aTelecommunication Standardization Sector of the International Telecommunication Union (ITU-T). Recommendation E.123: Notation for national and international telephone numbers, e-mail addresses and Web addresses (02/2001)

C

Character formatting

Seven character formatting styles are available for use in the text in Review Manager: regular, **bold**, *italic*, ***bold italic***, underline, subscript, and superscript. Avoid using font styles other than 'regular' for emphasis; instead, use an alternative sentence structure or intensify the adjectives and adverbs to achieve this.

Bold

Bold may be used to indicate letters used to form an acronym or abbreviation (see 'Abbreviations and acronyms').

Italic

Italic may be applied to titles and subtitles of books and journals, and genus and species names (Table 6). There are also situations in which to avoid using italic; for example, non-English words that have become naturalized into English (these should be in 'regular' style). Punctuation around text in italic, such as quotation marks, semicolons, and colons, should be in 'regular' style.

Table 6 Examples of italic

	✓	✗
Titles of books and journals ^a	We looked through <i>Brain Injury</i> .	We looked through Brain Injury.
	We searched <i>The Cochrane Library</i> for a particular review.	We searched The Cochrane Library for a particular review.
Genus and species names ^b	<i>Plasmodium falciparum</i>	Plasmodium falciparum
	<i>Staphylococcus aureus</i>	<i>Staphylococcus Aureus</i>
Words naturalized into the English language	in vitro	<i>in vitro</i>
	in vivo	<i>in vivo</i>
	a priori	<i>a priori</i>
	et al	<i>et al</i>

^aThe ' should be in upper-case and italic if it forms part of the title.

^bThe genus name starts with an upper-case letter, and the species name is all lower case.

Underline

Avoid underlining words because underlined texts can be confused with internet hyperlinks.

Subscript and superscript

Subscript and superscript have specific uses, as described in Table 7.

Table 7 Examples of subscript and superscript

	✓	✗
Subscript	Member of chemical group: vitamin D ₃	vitamin D3
	Number of atoms: H ₂ O	H2O
Superscript	l ²	l2
	Mass number: ¹⁴ C	14C
	Metres squared: 12 m ²	12 m2

Cochrane Review: content, structure, and format

Information on the content, structure, and format of Cochrane Reviews is available in the [Cochrane Handbook for Systematic Reviews of Interventions](#)⁴.

Common terms

Some terms are commonly used in Cochrane documents (Table 8). (Also see ‘Names specific to The Cochrane Collaboration’.)

Table 8 Common terms

✓	✗
care giver or caregiver (be consistent)	care-giver
Centers for Disease Control and Prevention (CDC)	Centers for Disease Control (<i>not</i> Center or Centre)
Chi ² statistic, Chi ² test	Chi-squared test or statistic, Chi-square test or statistic, χ^2 statistic
cross-over study	cross over study
forest plot ^a	forrest plot
fixed-effect model (no ‘s’ after ‘effect’)	fixed effect model (no hyphen) or fixed effects model
follow up (verb) or follow-up (adjective or noun)	—
Seven participants were followed up for 10 days. (verb)	
The follow-up period was 10 weeks. (adjective)	
The follow-up was shorter than expected. (noun)	
handsearch	hand search or hand-search
We handsearched three journals.	
The handsearching process	
health care (noun) or healthcare (adjective)	—
The healthcare centre is nearby. (adjective)	
The health care was satisfactory. (noun)	
I ² statistic	I-squared statistic, I-square statistic, I ² test
intention-to-treat analysis	intention to treat analysis
internet or Internet (be consistent)	—
low-income, middle-income, and high-income countries	—
Alternatives to ‘developing countries’ and ‘developed countries’	
See the classifications of all countries according to their economies on the World Bank website ^b	
multiple-drug resistance	multidrug resistance
multiple-drug resistant	multidrug resistant

⁴www.cochrane-handbook.org/

✓	✗
number needed to treat to benefit	number-needed-to-treat-to-benefit
number needed to treat to harm	number-needed-to-treat-to-harm
online	on-line (hyphenated) or on line (two separate words)
participant or person; participants or people (preferred terms) Use participant or person instead of subject or patient, unless it changes the meaning of the text If trials are exclusively concerned with a single population, such as children or women, use children or women instead of participants	—
per cent ^c	percent
random-effects model	random effects model (no hyphen) or random-effect model (no 's' after 'effect')
regimen	regime
risk of bias	
'Risk of bias' assessment	Risk of bias assessment, Risk-of-bias assessment, 'risk of bias' assessment, RoB assessment
'Risk of bias' table	Risk of bias table, Risk-of-bias table, 'risk of bias' table, RoB table
We assessed the risk of bias in the included studies.	We assessed the 'risk of bias' in the included studies. We assessed the 'Risk of bias' in the included studies. We assessed the risk-of-bias in the included studies.
'Summary of findings' table	Summary of findings table, Summary-of-findings table, 'summary of findings' table, SoF table
subgroup	sub-group or sub group
Tau ²	Tau-squared, Tau-square, Tau ² statistic, Tau ² test, τ ²
time point	timepoint (one word) or time-point (hyphenated)
time-to-event analysis	time to event analysis
website	web site (two words)
white (adjective) The white participants...	white (noun); avoid Caucasian unless there is a specific reason
world wide web or World Wide Web (be consistent)	—
World Health Organization	World Health Organisation

^aLewis S, Clarke M. Forest plots: trying to see the wood and the trees. *BMJ*. 2001;322(7300):1479-80.

^bwww.worldbank.org/data/countryclass/countryclass.html (accessed 18 March 2008); "Low-income and middle-income economies are sometimes referred to as developing economies. The use of the term is convenient; it is not intended to imply that all economies in the group are experiencing similar development or that other economies have reached a preferred or final stage of development. Classification by income does not necessarily reflect development status."

^cAlso see 'percentage sign' in 'Table 21 Punctuation: general guidance'.

Computer software used to prepare and view Cochrane Reviews

Review authors prepare Cochrane Reviews using **Review Manager**, which is often abbreviated to RevMan. Different versions are available, denoted by the version number. The first number (5.1.2) changes only when the format of a Cochrane Review changes, such as when new sections are added. A change in the second number (5.1.2) indicates changes to the interface or that new functionality has been added, or both. A change to the third number (5.1.2) refers to minor corrections with no new features, and it is not necessary to include this number in the citation when referencing the program.

Currency

Express currency as the currency abbreviation and amount (eg EUR 250, USD 50) using the recommended currency abbreviations ([ISO 4217](#)⁵).

D

Dates

Dates may be expressed in different ways, such as a specific date, a decade, or a century, as shown in Table 9.

There are regional differences in expressing date formats. Cochrane documents use the day (numeral), month (always in full), and year (numeral) with no additional punctuation. Use this format instead of seasons, which can be confusing to people in different parts of the world. Decades are always expressed as numerals, and century numbers may be expressed as numerals or written in full (eg 19th century or nineteenth century).

Table 9 Examples of date formats

✓	✗
1 May	May 1
1 May 2000	May 1 2000 or May 1, 2000
May 2000	—
7 November	7/11 (UK = 7 November; USA = 11 July)
1960s	1960's or '60s

E

eg

An abbreviation for 'for example' from the Latin '*exempli gratia*' that should only be used for lists within the text or in tables where 'for example' is inappropriate. Be consistent with your choice of punctuation (and use the same style for 'ie' and 'etc') (Table 10).

⁵ www.iso.org/iso/support/faqs/faqs_widely_used_standards/widely_used_standards_other/currency_codes/currency_codes_list-1.htm

Table 10 Formatting styles for eg, ie, and etc

Eg	ie	etc
(eg men, women, children)	(ie men, women, children)	(men, women, children, etc)
(eg, men, women, children)	(ie, men, women, children)	(men, women, children, etc.)
(e.g. men, women, children)	(i.e. men, women, children)	—

English language: regional differences

There are regional differences in the English language, and Cochrane Review Groups support both British and American English. For example, the ‘-ize’ suffix (eg randomize) is often associated with American English and ‘-ise’ (eg randomise) with British English, when in fact ‘-ize’ is also commonly used in British English. The choice should be applied consistently within a single Cochrane Review or document.

etc

Possible formatting styles are listed in Table 10. Use a comma before ‘etc’ if it follows more than one item in a list.

F

Feedback: Cochrane Review

There are no specific style guidelines for this section.

Occasionally an author may wish to reference a specific item of feedback in a Cochrane Review. In this case, reference the review itself and not the feedback within the review. The sentence in the text should provide the appropriate context, such as "We are preparing this protocol because of feedback received to, and available in, an earlier Cochrane Review (reference)."

Figures: Cochrane Review

Review Manager 5 allows for the inclusion of additional figures in the main content of a Cochrane Review: these may be items produced in RevMan or graphs or images from other sources (eg photographs).

Use the guidance provided in the [‘Considerations and recommendations for figures in Cochrane reviews: graphs of statistical data’](#)⁶ and the RevMan 5 User Guide to ensure the published figures are appropriate. Please ensure that any figures you insert in the review are legible and clear and have an appropriate and accurate title.

G

Glossary

Terms, abbreviations, and acronyms commonly used in The Cochrane Collaboration and in Cochrane Reviews are defined in The Cochrane Collaboration’s [Glossary of terms](#)⁷.

⁶ cochrane.org/resources/handbook/Graph_recommendations9.pdf

H

Headings

In Cochrane Review text

Some predefined headings are automatically included in the review and cannot be removed or altered (eg 'Background'). The formats of the different levels of heading are shown in Table 11.

Some sections of Review Manager 5, such as 'Data collection and analysis', have predefined subheadings that authors can choose to use in those sections (optional subheadings). These can be manually activated or deactivated; for example, 'Selection of studies' can be activated under 'Data collection and analysis'.

Authors can also insert author-defined headings (ie not one of the predefined subheadings). These headings should use sentence case (when only the first letter of the first word begins with an upper-case letter) and the section text should start on the next line. The next available heading style from the pull-down list in the tool bar should be applied to that; for example, Heading level 1 is used for 'Background', and users would then apply Heading level 2 for the first author-defined subheading used in this section.

There is no need to insert a blank line between a heading and a subheading because the software automatically inserts a space.

Table 11 Heading levels available in Review Manager 5

Heading level	Example	Fixed or optional
1	Methods	Fixed (eg Background, Methods)
2	Criteria for considering studies for this review	Fixed (eg Criteria for considering studies for this review) or Optional (eg Description of the condition)
3	<i>Types of outcome measures</i>	Fixed (eg Types of studies) or Optional (eg Searching other resources)
4	Primary outcomes	Optional (eg Primary outcomes)
5	Heading 5	Optional (user-defined)
6	<i>Heading 6</i>	Optional (user-defined)

In Cochrane Review tables

See 'Tables: Cochrane Review'.

⁷ www.cochrane.org/resources/glossary.htm

I

ie

An abbreviation for ‘that is’ from the Latin ‘*id est*’ that should only be used for lists within the text or in tables where ‘that is’ is inappropriate. Be consistent with your choice of punctuation (and use the same style for ‘eg’ and ‘etc’) (Table 10).

Indentation in Cochrane Reviews

Indentation of text is not supported in Cochrane Reviews; indeed, tabs do not work in Review Manager 5. Bulleted and ordered lists can be used to create hierarchies (nested lists); see ‘Bulleted and ordered lists’.

L

Lists

There are different ways of formatting lists, depending on the best way to display the information. Lists may form parts of sentences within a paragraph (Table 12), or different levels within a list may be differentiated using bullet points (bulleted lists) or numbers or letters, or both (ordered lists). The choice of formatting and numbering should be consistent within a single document.

Within paragraphs

Table 12 Lists within paragraphs: general guidance

Guidance ^a	Example
Separate each item with a comma	I decided to call Aika, Helen, Carolyn, Hasifa, and Christy.
Complex sentences, such as those including several long phrases; separate each point with a semi-colon	The conference included topics, such as learning how to prepare a protocol; search databases and trial registers; and draft a Methods section.

^aNote: The comma or semi-colon before the “and” is optional (see “Punctuation”).

Bulleted and ordered lists

These lists, in which each item is displayed on a separate line, can be set out in a number of ways (Table 13). Bulleted and ordered lists can go to three levels within a single list (nested lists), as shown in Table 13. Do not attempt to format the list by using spaces to indent the items because the formatting changes during the publication process and the published result may look unsatisfactory. The “and” before the final item in the list is optional (see ‘Punctuation’).

Table 13 Bulleted and ordered lists

Guidance	Example
Platform phrase and items are a single sentence	<p>The programme aims to help you:</p> <ol style="list-style-type: none"> 1. learn about systematic reviews; 2. develop your protocol; and 3. learn how to develop your search strategy. <p>The programme aims to help you:</p> <ul style="list-style-type: none"> • learn about systematic reviews; • develop your protocol; and • learn how to develop your search strategy.
Platform phrase with a full stop before starting the list	<p>The programme aims to help you with the following.</p> <ol style="list-style-type: none"> 1. Learn about systematic reviews. 2. Develop your protocol. 3. Learn how to develop your search strategy. <p>The programme aims to help you with the following.</p> <ul style="list-style-type: none"> • Learn about systematic reviews. • Develop your protocol. • Learn how to develop your search strategy.
<p>Independent list with no platform phrase</p> <p>Nested lists can be constructed using the indent buttons in RevMan 5 to adjust the level of list items</p>	<ol style="list-style-type: none"> 1. Australia (country) <ol style="list-style-type: none"> a. South Australia (state) <ol style="list-style-type: none"> i. Adelaide (city) ii. Port Augusta (city) b. Western Australia (state) <ol style="list-style-type: none"> i. Fremantle (city) ii. Perth (city) 2. United States of America <ol style="list-style-type: none"> a. California (state) <ol style="list-style-type: none"> i. Anaheim (city) ii. Los Angeles (city) b. Illinois (state) <ol style="list-style-type: none"> i. Chicago (city) • Australia (country) <ul style="list-style-type: none"> ○ South Australia (state) <ul style="list-style-type: none"> □ Adelaide (city) □ Port Augusta (city) ○ Western Australia (state) <ul style="list-style-type: none"> □ Fremantle (city) □ Perth (city) • United States of America <ul style="list-style-type: none"> ○ California (state) <ul style="list-style-type: none"> □ Anaheim (city) □ Los Angeles (city) ○ Illinois (state) <ul style="list-style-type: none"> □ Chicago (city)

N

Names

Family names

Some family names have specific formatting, and there may be regional differences. For consistency, Chinese names should follow a Westernized style, that is, first name followed by the family name: first name/personal name (名字 míngzi) and family name/surname (姓 xìng). Formatting of Dutch family names should follow the style in Table 14. It is advisable to seek confirmation from Cochrane authors before modifying.

Table 14 Dutch family names: general guidance

First name (or initial) before the family name	van, de, der, and ter start with a lower-case letter	Danielle van der Windt or DAWM van der Windt...
Only family name used, or initials after the last name	Van, De, Der, and Ter start with an upper-case letter	Van der Windt and colleagues or Van der Windt, DAWM...

Pharmaceutical drugs

Refer to pharmaceutical drugs using the recommended International Nonproprietary Name (rINN),⁸ also known as the generic name, instead of the brand name. This system helps avoid confusion where common names for drugs differ around the world; for example, ‘acetaminophen’ is commonly used in the USA, but it is more commonly known as ‘paracetamol’ (also the rINN) in the UK. If needed, however, place the brand name in brackets after the rINN. A rINN should start with a lower-case letter, while brand names start with an upper-case letter. For example, the rINN for one type of antibiotic is ‘ciprofloxacin’. This could be presented as ‘ciprofloxacin’ alone or ‘ciprofloxacin (Ciproxin)’ if essential, but not as ‘Ciproxin’ alone.

Useful resources for locating or checking the rINN are the [British National Formulary](#)⁹, and the [WHO Model Formulary](#)¹⁰.

Specific to The Cochrane Collaboration

See Table 15 for the correct spelling and formatting of names specific to The Cochrane Collaboration.

⁸ “International Nonproprietary Names (INN) facilitate the identification of pharmaceutical substances or active pharmaceutical ingredients. Each INN is a unique name that is globally recognized and is public property. A nonproprietary name is also known as a generic name.” World Health Organization, Essential Drugs and Medicine Policy, International Nonproprietary Names; www.who.int/medicines/services/inn/en/.

⁹ www.bnf.org/; provides information on medicines prescribed in the UK.

¹⁰ healthtech.who.int/EMLib/; provides comprehensive information on medicines in the WHO Model List of Essential Medicines.

Table 15 Names specific to The Cochrane Collaboration

✓	✗
Archie	ARCHIE
author <i>or</i> review author	reviewer
co-author	coauthor
Cochrane Center	Chinese Cochrane Centre US Cochrane Centre
Chinese Cochrane Center US Cochrane Center	
Cochrane Centre	
Australasian Cochrane Centre Iberoamerican Cochrane Centre	Australasian Cochrane Center Iberoamerican Cochrane Center
Brazilian Cochrane Centre Italian Cochrane Centre	Brazilian Cochrane Center Italian Cochrane Center
Canadian Cochrane Centre Nordic Cochrane Centre	Canadian Cochrane Center Nordic Cochrane Center
Dutch Cochrane Centre South African Cochrane Centre	Dutch Cochrane Center South African Cochrane Center
German Cochrane Centre UK Cochrane Centre	German Cochrane Center UK Cochrane Center
the Cochrane Central Register of Controlled Trials (CENTRAL)	The Cochrane Central Register of Controlled Trials (CENTRAL)
the <i>Cochrane Database of Systematic Reviews</i>	<i>The Cochrane Database of Systematic Reviews</i>
The Cochrane Collaboration	the Cochrane Collaboration
the Collaboration	The Collaboration
Use only when it is cumbersome to use the full name constantly in a single document. Remember to use 'The Cochrane Collaboration' in full the first time and inform your readers that you will refer to it as 'the Collaboration' from this point onwards.	
<i>Cochrane Handbook for Systematic Reviews of Interventions</i> ^a	Cochrane Reviewers' Handbook
Cochrane Information Management System (IMS)	—
<i>The Cochrane Library</i>	<i>the Cochrane Library</i>
...in <i>The Cochrane Library</i>	...on <i>The Cochrane Library</i>
<i>The Cochrane Policy Manual</i>	<i>the Cochrane Manual or the Cochrane Policy Manual</i>
the Cochrane Methodology Register	The Cochrane Methodology Register
Cochrane Protocol or Cochrane protocol	—
No policy on a particular format, only consistency within a single document	
Cochrane Review or Cochrane review	—
No policy on a particular format, only consistency within a single document	
Cochrane Review Group ^b	Collaborative Review Group or Cochrane Collaborative Review Group
the Cochrane Style Guide	The Cochrane Style Guide

✓	✗
Co-ordinating Editor	Coordinating Editor
MeerKat	Meerkat
Review Manager → RevMan (abbreviation)	Revman
Review Manager 4 or Review Manager 5	—
Trials Search Co-ordinator	Trial Search Co-ordinator

^aTitle changed in version 4.2.4 from 'Cochrane Reviewers' Handbook' to current format.

^bChange approved by The Cochrane Collaboration Steering Group, April 2005, Item 13.7.

Numbers

The basic rule is to spell out in full numbers and ordered events less than 10 (Table 16), although there are some exceptions (Table 17). Numbers between 1000 and 9999 should contain no punctuation. Numbers with five or more digits should include commas (not decimal points or full stops) (Table 18). Use 'from' and 'to' instead of a dash to describe a range of numbers (Table 19). Often, judgement is needed to determine the best presentation for a set of numbers.

Table 16 Basic rule for numbers and ordered events less than 10: write in full

✓	✗
We sent the review to four referees.	We sent the review to 4 referees.
The 10 participants agreed.	The ten participants agreed.
The 25 studies are available.	The twenty-five studies are available.
Thirty-three adults and five children participated.	33 adults and 5 children participated.
Ninth	9th
112 th	one hundred and twelfth

Table 17 Exceptions to basic rule for numbers and ordered events less than 10

Exception	Guidance	Example
Sentence contains numbers < 10 and ≥ 10	Acceptable to use only numerals	from 2 to 12 years from 5% to 25% of the number of participants There were between 9 and 15 people in the room.
Equations, numerical results, statistics	Numerals only	2/20 OR 1.06 (95% CI 0.90 to 3.02)
Sentence starts with a number	Spell number	Eleven per cent of people... Twenty authors attended the workshop. Eight separate doses are described.
Number with a unit	Always use numerals	8 mg 25 mL
Tables (also see 'Tables: Cochrane Review')	Numerals for all numbers including those < 10	--

Table 18 Numbers with five or more digits^a

✓	✗
7677	7,677
10,000	10000
12,100	12.100

^aThis is an exception to the style convention for SI units; see 'Units and systems of measure'.

Table 19 Ranges of numbers

✓	✗
from three to nine participants	from three - nine participants
-12 to -4	-12 - -4
The risk ratio was 0.38 (95% CI 0.30 to 0.49) (MD -11.11 h; 95% CI -20.04 to -2.18)	The risk ratio was 0.38 (95% CI 0.30-0.49) (MD -11.11 h; 95% CI -20.04 - -2.18)
1% to 10%	1% - 10%
4 to 5 mg	4 - 5 mg

P

Paragraph break

Review Manager 5 automatically creates a new paragraph when the 'Enter key' is pressed once. (Unlike in RevMan 4, there is no need to include a blank line between paragraphs.) The spacing between paragraphs in RevMan cannot be modified.

Plain language summary: Cochrane Review

Information about the required structure and content of plain language summaries is provided in the [Cochrane Handbook for Systematic Reviews of Interventions](#)¹¹.

Prefixes

General guidance on the use of prefixes is in Table 20.

Table 20 Prefixes: general guidance

Prefix	Guidance	Example
anti-	Use a hyphen with <ul style="list-style-type: none">• letters• names• words beginning with 'i'• two-word compounds used as adjectives	anti-HBs anti-Bitis-Echis-Naja serum anti-icteric anti-gas gangrene serum
co-	Use a hyphen if the following word starts with the same vowel	co-ordinate, co-operation, co-opt coexist, comorbidity
inter-	No hyphen if following word starts with 'r'	interrelate
intra-	Use a hyphen if following word starts with 'a'	intra-abdominal, intra-acinar
meta-	Use a hyphen if following word starts with a vowel	meta-analysis, metastasis
micro-	Either joined to the word it modifies or uses a hyphen (it does not stand alone)	microbiology, microcirculation, microfilaria
mini-	Either joined to the word it modifies or uses a hyphen (it does not stand alone)	minitracheostomy, mini-mental state examination
multi-	Either joined to the word it modifies or uses a hyphen (it does not stand alone)	multicentre, multi-agency
non-	Hyphenate if 'non' qualifies more than one word	non-insulin dependent, non-profit making

¹¹ www.cochrane-handbook.org/

Prefix	Guidance	Example
	Hyphen optional if qualifies one word	non-smoker, nonviolent
	No hyphen with Latin phrases	materia non medica, non sequitur
post-	One word unless following word starts with 't'	postgraduate, postorbital, post-treatment
pre-	Hyphen normally used when following word starts with 'e' or 'i'	pre-eclampsia, pre-embryo, pre-exist, pre-exposure, pre-install, pre-industrial
	Established combinations generally are one word (except when the word begins with an 'e')	prearranged, prenatal, preoccupy, preschool, pre-empt
	In others, the hyphen is not necessary but is freely used if the compound is one made for the occasion (might be better to rewrite), or if any peculiarity in its form might prevent its elements from being instantly recognized	pre-medication, pre-tax, pre-war
re-	Use hyphen if following word starts with 'e'	re-edit, re-educate, re-establish, re-enter, re-enlist
	Rephrase when there would be confusion with another word	re-cover (cover again) and recover (get better)
self	All compound words with 'self' are two words	self limited
semi	Use a hyphen if following word starts with 'i'	semi-independent, semicolon
sub-	Use a hyphen if following word starts with 'b'	sub-basal, sub-breed (note: sub-Saharan is one exception)
un-	Words starting with 'un-' are generally one word	unnoticeable, unopened, unpaid, unpick
	Rephrase when there would be confusion with another word	unionised (with a union) and un-ionised (without ions)

Punctuation

General guidance on the use of punctuation is in Table 21.

Table 21 Punctuation: general guidance

Symbol	Guidance	Example
Ampersand (&)	Only use if part of a recognized trade name Retain where it is used in the official journal title	Procter & Gamble <i>Journal of Pain & Palliative Care Pharmacotherapy</i> <i>Annals of Nutrition & Metabolism</i>
Brackets/parentheses	Use round brackets for nested brackets	The standardized mean difference was -0.02 (95% confidence interval (CI) -0.13 to 0.08).
Colon	Follow with a lower-case letter unless it is followed by a complete sentence or proper noun	Review topic: cancer Review topic: HIV/AIDS
Comma	Optional to use a comma before ‘and’ and ‘or’ in lists, but be consistent Use commas before ‘and’, ‘or’, and ‘but’ in two-phrase sentences (when these words join the two main clauses)	I have read Cochrane Reviews about malaria, tuberculosis, and vaccines. I have read Cochrane Reviews about malaria, tuberculosis and vaccines. The reviews are written here, but they are available internationally. The reviews are sent here by post, or they are sent here electronically.
Full stop	Use one space (not two) after the full stop ^a	
Hyphen	Used to link two or more word compounds used as adjectives, such as ‘six-week interval’ and ‘four-dose regimen’. Be aware that hyphens can sometimes change the meaning of a word, such as ‘unionised’ (with a union) and ‘un-ionised’ (without ions).	There was a six-week interval between doses.
Percentage sign	The percentage sign can be used in a block of text when it is used with a numeral Use ‘per cent’ instead of ‘%’ when starting a sentence and when the number is written in full (ie not a numeral) No space between the number and percentage sign	Less than 90% of the participants completed the study. Three per cent of people Correct: 15%
Period	See full stop	
Quotation marks	Use double quotation marks for quoting within dialogue and when quoting text from a written source Use single quotation marks in all other instances	In the study “12 participants experienced adverse effects” (Goodwin 1998). The ‘standard’ approach is to ...

^aWhen publishers format Cochrane Reviews, one space is allocated after each full stop. This means if you use two spaces, they will be reduced to one.

R

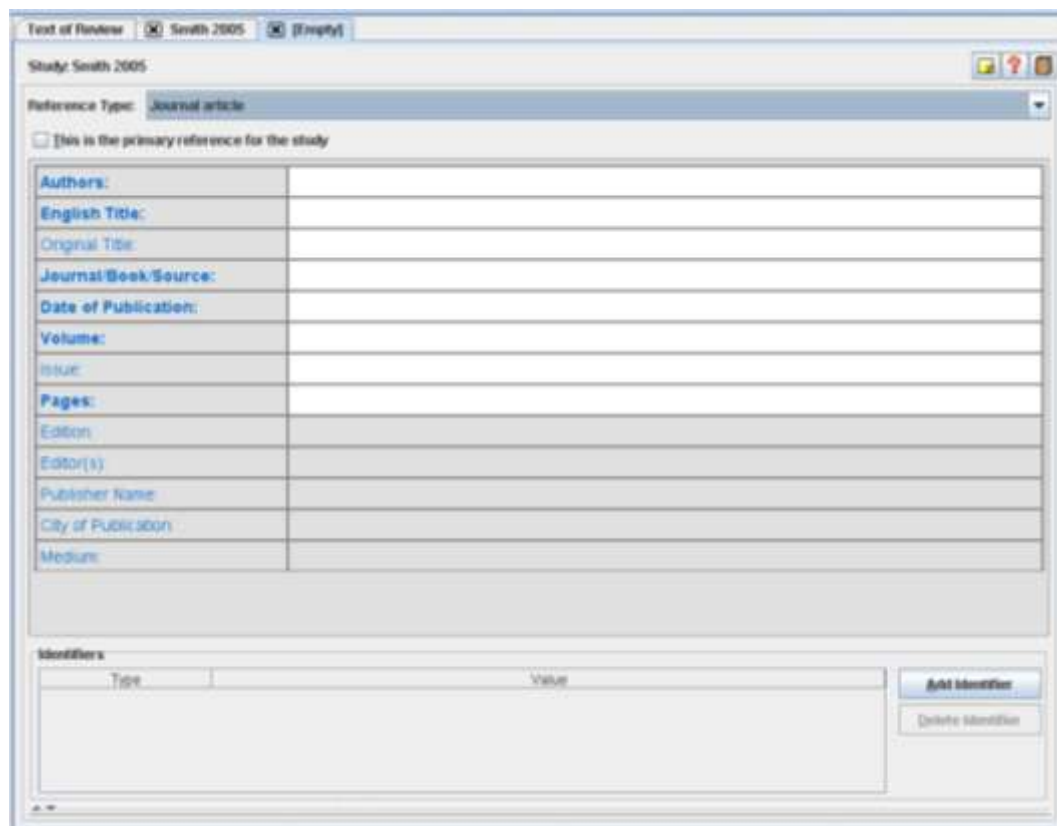
References: entering and citing references in Cochrane Reviews

References are divided into two different groups: references to studies and other references. The references to studies comprise included, excluded, and ongoing studies as well as studies awaiting classification. The other references comprise additional references (eg those used in the background or discussion sections) and references to other published versions of the review. Each reference has a unique identifier used throughout the review and to link it to the review text; these are called 'study identifiers (study IDs)' for the study references and 'reference identifiers (reference IDs)' for the other references.

Reference fields

References need to be entered into Review Manager using the designated fields (see Figure 1). Different reference types, such as journal articles and books, need information in different fields.

Figure 1 Screenshot of Review Manager 5 reference fields



The screenshot shows the 'Text of Review' window in Review Manager 5. The window title is 'Text of Review' and it contains two tabs: 'Smith 2005' and '(Empty)'. The 'Study: Smith 2005' is selected. The 'Reference Type' is set to 'Journal article'. There is a checkbox labeled 'This is the primary reference for the study'. Below this is a form with the following fields: Authors, English Title, Original Title, Journal/Book/Source, Date of Publication, Volume, Issue, Pages, Edition, Editor(s), Publisher Name, City of Publication, and Medium. At the bottom, there is a table for 'Identifiers' with columns for 'Type' and 'Value', and buttons for 'Add Identifier' and 'Delete Identifier'.

Type	Value
------	-------

Table 22 has guidance on the correct way of entering data into the various reference fields in Review Manager. Review Manager automatically inserts full stops at the appropriate locations in the formatted reference, so ensure that there are no full stops at the end of each reference field.

Table 22 Entering references into Review Manager 5^a

Field	Guidance	✓	✗
Study ID or Reference ID	Preferred Cochrane format uses last name of first author and year of publication	Garner 2001	—
	Two or more articles from the same author from the same year	Bushell 2000a, Bushell 2000b	Bushell 2000 a, Bushell 2000 b, (space between year and letter) Bushell 2000, Bushell 2000a, (no letter with year)
Authors	List the first six authors before using 'et al'; comma before 'et al' optional, but be consistent	Smith H, Tavender E, Klaes D, Hinds P, Remington T, Sparkes V, et al	—
		Smith H, Tavender E, Klaes D, Hinds P, Remington T, Sparkes V et al	—
	No 'and' before the final author	Smith H, Tavender E, Klaes D, Hinds P	Smith H, Tavender E, Klaes D, and Hinds P
English title	First letter of the first word in upper case; other words in lower case unless proper nouns or require an upper-case letter	Antibiotics for treating infection	Antibiotics For Treating Infection
		The importance of vitamin A	The importance of vitamin a
Original title	Include English translation only if provided by the journal or database	—	—
Journal title	Write in full using title case (each substantive word starts with an upper-case letter)	<i>Journal of Pharmacy and Pharmacology</i>	<i>J Pharm Pharmacol</i>
	Journal titles sometimes change; use title current at time of publication		
	For example: <i>British Medical Journal</i> (1857 to 1988) → <i>BMJ</i> (1988 to present) <i>Journal of the American Medical Association</i> (1883 → 1960) → <i>JAMA</i> (1960 to present)		
Non-English language journals	Include English translation in square brackets after the original title only if translation provided by the journal or database	<i>Zhonghua Yi Xue Za Zhi</i> [Chinese Medical Journal]	<i>Zhonghua Yi Xue Za Zhi</i> (Chinese Medical Journal)
Issue number	Complete for all reference types when available	—	—
Page numbers	See examples	324-8, 556-60, 1093-8	324-28, 556-560, 1093-1098, and 1093-98
Identifiers	Optional to use these (they may aid identification of the reference and allow a hyperlink from the reference to the article)	—	—
DOI (type of identifier)	Optional to enter these, but they help ensure references can be identified correctly	10.1002/14651858.CD004577.p ub2	—

^aReference details may be located through the following websites: Index Medicus Journal Abbreviations. (<ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf>); Entrez Journals database (www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=Journals); NLM Locator

Plus (locatorplus.gov/; search for book and journal titles in the United States National Library of Medicine database); and WHOLIS (dosei.who.int/; for World Health Organization documents).

Reference types

References can be typed in manually or imported from files generated by standard bibliographic software (see RevMan 5 User Guide). Different types of references can be entered into Review Manager 5; these are listed below along with the relevant table that contains the correct format for entering the relevant reference information. If a reference does not fit in one of these categories, select 'Other' and use the available fields in a way that gives a correctly formatted reference. (This is not a comprehensive list of reference types, but it does attempt to cover those reference types most commonly used in Cochrane Reviews. You can refer to the [National Library of Medicine's guide for citing references](#)¹² for other reference types, such as a journal articles with a retraction, comment, or erratum; a patent; legal material.)

Journal articles	<ol style="list-style-type: none">1.1. Standard (pg 30)1.2. Both personal authors and an organization as an author (pg 30)1.3. Organization as an author (pg 31)1.4. No named author (pg 31)1.5. Not in English (pg 32)1.6. In volume with supplement (pg 32)1.7. In issue with supplement (pg 33)1.8. In volume with part (pg 33)1.9. In issue with part (pg 34)1.10. In issue with no volume (pg 34)1.11. In press (pg 34)1.12. Electronic publication ahead of print (pg 35)
Books, monographs, and dissertations/theses	<ol style="list-style-type: none">2.1. With personal author(s) (pg 35)2.2. With editor(s), compiler as author (pg 35)2.3. With organization as author and publisher (pg 36)2.4. Chapter (pg 36)2.5. Dissertation/thesis (pg 36)
Conference proceedings	<ol style="list-style-type: none">3.1. That do not use the same style as a journal (pg 37)3.2. Paper in conference proceedings that does not use the same style as a journal article (pg 37)
Cochrane documents	<ol style="list-style-type: none">4.1. Cochrane Protocol (pg 38)4.2. Cochrane Review (pg 38)4.3. <i>Cochrane Handbook for Systematic Reviews of Interventions</i> (pg 39)<ol style="list-style-type: none">4.3.1. Online version4.3.2. Book version4.4. Chapter of <i>Cochrane Handbook for Systematic Reviews of Interventions</i> with authors (pg 39)<ol style="list-style-type: none">4.4.1. Online version4.4.2. Book version4.5. Chapter of <i>Cochrane Handbook for Systematic Reviews of Interventions</i> with Editors (pg 40)<ol style="list-style-type: none">4.5.1. Online version4.5.2. Book version4.6. <i>The Cochrane Library</i> in general (not a specific database) (pg 41)4.7. <i>The Cochrane Library</i>: referencing individual databases in general (not a specific issue) (pg 42)4.8. <i>The Cochrane Library</i>: referencing specific issues of individual databases (pg 42)4.9. About The Cochrane Collaboration: specific module (pg 42)4.10. <i>The Cochrane Policy Manual</i> (pg 42)
Other	<ol style="list-style-type: none">5.1. Personal communication: email message (pg 43)5.2. Personal communication: letter (pg 43)

¹²Patrias, Karen. Citing Medicine: The NLM Style Guide for Authors, Editors, and Publishers [Internet]. 2nd ed. Wendling, Daniel L., technical editor. Bethesda (MD): National Library of Medicine (US); 2007. Available from: <http://www.nlm.nih.gov/citingmedicine>.

- 5.3. Personal communication: other communication (eg conversation) (pg 44)
- 5.4. Computer program (pg 44)
- 5.5. Unpublished data (pg 44)
- 5.6. Map (pg 43)
- 5.7. Newspaper article (pg 45)
- 5.8. Ongoing study (listed in trial register) (pg 45)
- 5.9. Ongoing study (not listed in trial register) (pg 46)
- 5.10. Publications on the Internet (pg 46)
- 5.11. Scientific or technical report (pg 46)

1. Journal articles

1.1. Standard

Example: Osrin D, Vaidya A, Shrestha Y, Baniya RB, Manandhar DS, Adhikari RK, et al. Effects of antenatal multiple micronutrient supplementation on birthweight and gestational duration in Nepal: double-blind, randomised controlled trial. *Lancet* 2005;365(9463):955-62.

Reference type	Journal article
Authors	Osrin D, Vaidya A, Shrestha Y, Baniya RB, Manandhar DS, Adhikari RK, et al
English title	Effects of antenatal multiple micronutrient supplementation on birthweight and gestational duration in Nepal: double-blind, randomised controlled trial
Journal/book/source	<i>Lancet</i>
Date of publication	2005
Volume	365
Issue	9463
Pages	955-62

1.2. Both personal authors and an organization as an author

Example: Brodie MJ, Perucca E, Ryvlin P, Ben-Menachem E, Meencke HJ; Levetiracetam Monotherapy Study Group. Comparison of levetiracetam and controlled-release carbamazepine in newly diagnosed epilepsy. *Neurology* 2007;68(6):402-8.

Reference type	Journal article
Authors	Brodie MJ, Perucca E, Ryvlin P, Ben-Menachem E, Meencke HJ; Levetiracetam Monotherapy Study Group
English title	Comparison of levetiracetam and controlled-release carbamazepine in newly diagnosed epilepsy
Journal/book/source	<i>Neurology</i>
Date of publication	2007
Volume	68
Issue	6
Pages	402-8

1.3. Organization as an author

Example: Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. *Hypertension* 2002;40(5):679-86.

Reference type	Journal article
Authors	Diabetes Prevention Program Research Group
English title	Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance
Journal/book/source	Hypertension
Date of publication	2002
Volume	40
Issue	5
Pages	679-86

1.4. No named author

Example: Naltrexone: new preparation. Transient preventive efficacy on alcoholic relapse. *Prescrire International* 1999;8(39):9-11.

Reference type	Journal article
English title	Naltrexone: new preparation. Transient preventive efficacy on alcoholic relapse
Journal/book/source	Prescrire International
Date of publication	1999
Volume	8
Issue	39
Pages	9-11

1.5. Not in English

Example: Abadie V, Depondt E, Bresson JL, Vidailhet M. Recommended dietary allowances for pregnant women affected with phenylketonuria [Recommandations diététiques pour les femmes enceintes atteintes de phénylcétonurie]. Archives de Pédiatrie 2001;8(4):397-406.

Reference type	Journal article
Authors	Abadie V, Depondt E, Bresson JL, Vidailhet M
English title	<i>Leave this section blank if an English translation is not available</i> Recommended dietary allowances for pregnant women affected with phenylketonuria
Original title	Recommandations diététiques pour les femmes enceintes atteintes de phénylcétonurie
Journal/book/source	Archives de Pédiatrie
Date of publication	2001
Volume	8
Issue	4
Pages	397-406

1.6. In volume with supplement

Example: Bowman CM. The long-term use of inhaled tobramycin in patients with cystic fibrosis. Journal of Cystic Fibrosis 2002; 1 Suppl 2:194-8.

Reference type	Journal article
Authors	Bowman CM
English title	The long-term use of inhaled tobramycin in patients with cystic fibrosis
Journal/book/source	Journal of Cystic Fibrosis
Date of publication	2002
Volume	1 Suppl 2
Pages	194-8

1.7. In issue with supplement

Example: Oertel J, Gaab MR, Runge U, Schroeder HW, Piek J. Waterjet dissection versus ultrasonic aspiration in epilepsy surgery. *Neurology* 2005;56(1 Suppl 1):142-6

Reference type	Journal article
Authors	Oertel J, Gaab MR, Runge U, Schroeder HW, Piek J
English title	Waterjet dissection versus ultrasonic aspiration in epilepsy surgery
Journal/book/source	Neurosurgery
Date of publication	2005
Volume	56
Issue	1 Suppl 1
Pages	142-6

1.8. In volume with part

Example: Hanly C. Metaphysics and innateness: a psycho-analytic perspective. *International Journal of Psychoanalysis* 1988;69(Pt 3):389-99.

Reference type	Journal article
Authors	Hanly C
English title	Metaphysics and innateness: a psycho-analytic perspective
Journal/book/source	International Journal of Psychoanalysis
Date of publication	1988
Volume	69
Issue	Pt 3
Pages	389-99

1.9. *In issue with part*

Example: Edwards L, Meyskens F, Levine N. Effect of oral iso-tretinoin on dysplastic nevi. Journal of the American Academy of Dermatology 1989;20(2 Pt 1):257-60.

Reference type	Journal article
Authors	Edwards L, Meyskens F, Levine N
English title	Effect of oral iso-tretinoin on dysplastic nevi
Journal/book/source	Journal of the American Academy of Dermatology
Date of publication	1989
Volume	20
Issue	2 Pt 1
Pages	257-60

1.10. *In issue with no volume*

Example: Panjwani U, Selvamurthy W, Singh SH, Gupta HL, Thakur L, Rai UC. Effect of Sahaja yoga practice on seizure control & EEG changes in patients of epilepsy. Indian Journal of Medical Research 1996;(103):165-72.

Reference type	Journal article
Authors	Panjwani U, Selvamurthy W, Singh SH, Gupta HL, Thakur L, Rai UC
English title	Effect of Sahaja yoga practice on seizure control & EEG changes in patients of epilepsy
Journal/book/source	Indian Journal of Medical Research
Date of publication	1996
Issue	103
Pages	165-72

1.11. *In press*

Example: Lillywhite HD, Donald JA. Pulmonary blood flow regulation in an aquatic snake. Science in press.

Reference type	Other
Authors	Lillywhite HD, Donald JA
English title	Pulmonary blood flow regulation in an aquatic snake
Journal/book/source	Science
Date of publication	in press

1.12. *Electronic publication ahead of print*

Example: Feldman RD, Zou GY, Vandervoort MK, Wong CJ, Nelson SA, Feagan BG. A simplified approach to the treatment of uncomplicated hypertension. A cluster randomized, controlled trial. Hypertension 2009 Feb 23 [Epub ahead of print].

Reference type	Other
Authors	Feldman RD, Zou GY, Vandervoort MK, Wong CJ, Nelson SA, Feagan BG
English title	A simplified approach to the treatment of uncomplicated hypertension. A cluster randomized, controlled trial
Journal/book/source	Hypertension
Date of publication	2009 Feb 23 [Epub ahead of print]

2. Books, monographs, and dissertations/theses

2.1. *With personal author(s)*

Example: Colson JH, Armour WJ. Sports Injuries and Their Treatment. 2nd edition. London: S. Paul, 1986.

Reference type	Book
Authors	Colson JH, Armour WJ
Journal/book/source	Sports Injuries and Their Treatment
Date of publication	1986
Edition	2 nd
Publisher name	S. Paul
City of publication	London

2.2. *With editor(s), compiler as author*

Example: Diener HC, Wilkinson M, editors. Drug-Induced Headache. New York: Springer-Verlag, 1988.

Reference type	Book
Authors	Diener HC, Wilkinson M, editors
Journal/book/source	Drug-Induced Headache
Date of publication	1988
Publisher name	Springer-Verlag
City of publication	New York

2.3. With organization as author and publisher

Example: Virginia Law Foundation. The Medical and Legal Implications of AIDS. Charlottesville: The Foundation, 1987.

Reference type	
Authors	Virginia Law Foundation
Journal/book/source	The Medical and Legal Implications of AIDS
Date of publication	1987
Publisher name	The Foundation
City of publication	Charlottesville

2.4. Chapter

Example: Weinstein L, Swartz MN. Pathologic properties of invading microorganisms. In: Sodeman WA Jr, Sodeman WA, editor(s). Pathologic Physiology: Mechanisms of Disease. 5th edition. Philadelphia: Saunders, 1974:457-72.

Reference type	Section of book
Authors	Weinstein L, Swartz MN
English title	Pathologic properties of invading microorganisms
Journal/book/source	Pathologic Physiology: Mechanisms of Disease
Date of publication	1974
Edition	5 th
Pages	457-72
Editor(s)	Sodeman WA Jr, Sodeman WA
Publisher name	Saunders
City of publication	Philadelphia

2.5. Dissertation/thesis

Example: Damson J. The Use of Systematic Reviews in Evidence-Based Policy in Health Care [PhD thesis]. Fortnum, UK: University of Fortnum, 2007.

Reference type	Book
Authors	Damson J
Journal/book/source	The Use of Systematic Reviews in Evidence-Based Policy in Health Care [PhD thesis]
Date of publication	2007
Publisher name	University of Fortnum
City of publication	Fortnum, UK

3. Conference proceedings

3.1. *That do not use the same style as a journal article*

Example: Vivian VL, editor(s). Child abuse and neglect: a medical community response. Proceedings of the First AMA National Conference on Child Abuse and Neglect; 1984 Mar 30-31; Chicago. Chicago: American Medical Association, 1985.

Reference type	Conference proceedings
Journal/book/source	Child abuse and neglect: a medical community response. Proceedings of the First AMA National Conference on Child Abuse and Neglect; 1984 Mar 30-31; Chicago
Date of publication	1985
Editor(s)	Vivian VL
Publisher name	American Medical Association
City of publication	Chicago

3.2. *Paper in conference proceedings that does not use the same style as a journal article*

Example: Harley NH. Comparing radon daughter dosimetric and risk models. In: Gammage RB, Kaye SV, editor(s). Indoor air and human health. Proceedings of the Seventh Life Sciences Symposium; 1984 Oct 29-31; Knoxville (TN). Chelsea (MI): Lewis, 1985:69-78.

Reference type	Conference proceedings
Authors	Harley NH
English title	Comparing radon daughter dosimetric and risk models
Journal/book/source	Indoor air and human health. Proceedings of the Seventh Life Sciences Symposium; 1984 Oct 29-31; Knoxville (TN)
Date of publication	1985
Pages	69-78
Editor(s)	Gammage RB, Kaye SV
Publisher name	Lewis
City of publication	Chelsea (MI)

4. Cochrane documents

4.1. Cochrane Protocol

Example: Ranganathan LN, Ramaratnam S. Zonisamide monotherapy for epilepsy. (Protocol) Cochrane Database of Systematic Reviews 2007, Issue 4. Art. No.: CD006789. DOI: 10.1002/14651858.CD006789.

Reference type	Cochrane Protocol
Authors	Ranganathan LN, Ramaratnam S
English title	Zonisamide monotherapy for epilepsy <i>[Note: Do not add the word "(Protocol)" because the software enters this automatically.]</i>
Journal/book/source	Cochrane Database of Systematic Reviews
Date of publication	2007
Issue	4
Identifier – DOI	10.1002/14651858.CD006789 <i>[CD number entered automatically with this information.]</i>

4.2. Cochrane Review

Example: Herbert RD, de Noronha M. Stretching to prevent or reduce muscle soreness after exercise. *Cochrane Database of Systematic Reviews* 2007, Issue 4. Art. No.: CD004577. DOI: 10.1002/14651858.CD004577.pub2

Reference type	Cochrane Review
Authors	Herbert RD, de Noronha M
English title	Stretching to prevent or reduce muscle soreness after exercise
Journal/book/source	Cochrane Database of Systematic Reviews
Date of publication	2007
Issue	4
Identifier – DOI	10.1002/14651858.CD004577.pub2 <i>[CD number entered automatically with this information.]</i>

4.3. *Cochrane Handbook for Systematic Reviews of Interventions*

4.3.1. *Online version*

Example: Higgins JPT, Green S (editors). Cochrane Handbook for Systematic Reviews of Interventions Version 5.0.1 [updated September 2008]. The Cochrane Collaboration, 2008. www.cochrane-handbook.org.

Reference type	Other
Authors	Higgins JPT, Green S (editors)
English title	Cochrane Handbook for Systematic Reviews of Interventions Version 5.0.1 [updated September 2008]. The Cochrane Collaboration, 2008
Journal/book/source	Available from www.cochrane-handbook.org

4.3.2. *Book version*

Example: Higgins JPT, Green S (editors). Higgins JPT, Green S (editors). Cochrane Handbook for Systematic Reviews of Interventions. Chichester: John Wiley & Sons, 2008.

Reference type	Book
Authors	Higgins JPT, Green S (editors)
Journal/book/source	Cochrane Handbook for Systematic Reviews of Interventions
Date of publication	2008
Publisher name	John Wiley & Sons
City of publication	Chichester

4.4. Chapter of Cochrane Handbook for Systematic Reviews of Interventions with authors

4.4.1. Online version

Example: Lefebvre C, Manheimer E, Glanville J. Chapter 6: Searching for studies. In: Higgins JPT, Green S (editors). Cochrane Handbook for Systematic Reviews of Interventions Version 5.0.1 [updated September 2008]. The Cochrane Collaboration, 2008. Available from www.cochrane-handbook.org.

Reference type	Other
Authors	Lefebvre C, Manheimer E, Glanville J
English title	Chapter 6: Searching for studies. In: Higgins JPT, Green S (editors). Cochrane Handbook for Systematic Reviews of Interventions Version 5.0.1 [updated September 2008]. The Cochrane Collaboration, 2008
Journal/book/source	Available from www.cochrane-handbook.org

4.4.2. Book version

Example: Lefebvre C, Manheimer E, Glanville J. Searching for studies. In: Higgins JPT, Green S, editor(s). Cochrane Handbook for Systematic Reviews of Interventions. Chichester: John Wiley & Sons, 2008:95-150

Reference type	Section of book
Authors	Lefebvre C, Manheimer E, Glanville J
English title	Chapter 6: Searching for studies
Journal/book/source	Cochrane Handbook for Systematic Reviews of Interventions
Date of publication	2008
Pages	95-150
Editor(s)	Higgins JPT, Green S
Publisher name	John Wiley & Sons
City of publication	Chichester

4.5. Chapter of Cochrane Handbook for Systematic Reviews of Interventions with Editors

4.5.1. Online version

Example: O'Connor D, Green S, Higgins JPT (editors). Chapter 5: Defining the review question and developing criteria for including studies. In: Higgins JPT, Green S (editors). Cochrane Handbook of Systematic Reviews of Interventions. Version 5.0.1 [updated September 2008]. The Cochrane Collaboration, 2008. Available from www.cochrane-handbook.org.

Reference type	Other
Authors	O'Connor D, Green S, Higgins JPT (editors)
English title	Chapter 5: Defining the review question and developing criteria for including studies. In: Higgins JPT, Green S (editors). Cochrane Handbook of Systematic Reviews of Interventions. Version 5.0.1 [updated September 2008]. The Cochrane Collaboration, 2008
Journal/book/source	Available from www.cochrane-handbook.org

4.5.2. Book version

Example: O'Connor D, Green S, Higgins JPT (editors). Defining the review question and developing criteria for including studies. In: Higgins JPT, Green S, editor(s). Cochrane Handbook for Systematic Reviews of Interventions. Chichester: John Wiley & Sons, 2008:83-94.

Reference type	Other
Authors	O'Connor D, Green S, Higgins JPT (editors)
English title	Chapter 5: Defining the review question and developing criteria for including studies
Journal/book/source	Cochrane Handbook for Systematic Reviews of Interventions
Date of publication	2008
Pages	83-94
Editor(s)	Higgins JPT, Green S
Publisher name	John Wiley & Sons
City of publication	Chichester

4.6. The Cochrane Library in general (not a specific database)

Example: *The Cochrane Library*. www.thecochranelibrary.com (accessed 10 October 2010).

Reference type	Other
English title	<i>The Cochrane Library</i>
Journal/book/source	www.thecochranelibrary.com (accessed Day Month Year)

4.7. *The Cochrane Library: Referencing individual databases in general (not a specific issue)*

Examples: *Cochrane Database of Systematic Reviews*, part of *The Cochrane Library*. www.thecochranelibrary.com (accessed 9 September 2010).

Cochrane Central Register of Controlled Trials (CENTRAL), part of *The Cochrane Library*. www.thecochranelibrary.com (accessed 21 October 2010).

About The Cochrane Collaboration, part of *The Cochrane Library*. www.thecochranelibrary.com (accessed 15 October 2010).

Reference type	Other
English title	[Database name], part of <i>The Cochrane Library</i>
Journal/book/source	www.thecochranelibrary.com (accessed Day Month Year)

4.8. *The Cochrane Library: Referencing specific issues of individual databases*

Examples: *Cochrane Database of Systematic Reviews 2010, Issue 9*, part of *The Cochrane Library*. www.thecochranelibrary.com (accessed 10 September 2010).

Cochrane Central Register of Controlled Trials (CENTRAL) 2010, Issue 4, part of *The Cochrane Library*. www.thecochranelibrary.com (accessed 10 October 2010).

Reference type	Other
English title	[Database] 20XX, Issue X, part of <i>The Cochrane Library</i>
Journal/book/source	www.thecochranelibrary.com (accessed Day Month Year)

4.9. *About The Cochrane Collaboration: specific module*

Example: Dooley L, Thorning S, Dooley C, Del Mar C. Cochrane Acute Respiratory Infections Group. *About The Cochrane Collaboration 2010, Issue 2*. Art. No.: ARI.

Reference type	Other
Authors	[insert authors]
English title	Cochrane [insert name]
Journal/book/source	<i>About The Cochrane Collaboration 20XX, Issue X</i> . Art. No.: [insert code]

4.10. *The Cochrane Policy Manual*

This can be entered in Review Manager by pasting the full reference in a single field.

The Cochrane Collaboration. *The Cochrane Policy Manual Issue 2, 2009* [updated February 2009]. (www.cochrane.org/admin/manual.htm) (accessed [date]).

5. Other

5.1. Personal communication: email message

Example: Smith A. Allocation concealment used in our trial [personal communication]. Email to: C Keystone. 27 November 2009.

Reference ID	Smith 2009 [pers comm]
Reference type	Other
Authors	Smith A <i>Email author</i>
English Title	Allocation concealment used in our trial [personal communication] <i>Email subject line</i>
Journal/Book/Source	Email to: C Keystone <i>Email recipient</i>
Date of Publication	27 November 2009 <i>Date email sent</i>

5.2. Personal communication: letter

Example: Smith A. (Vaccine Research Group, London, UK) [personal communication]. Letter to: C Keystone (Vaccine Review Study Team, London, UK) 27 November 2009.

Reference ID	Smith 2009 [pers comm]
Reference type	Other
Authors	Smith A. (Vaccine Research Group, London, UK) <i>Letter author (letter author's affiliation)</i>
English Title	[personal communication]
Journal/Book/Source	Letter to: C Keystone (Vaccine Review Study Team, London, UK) <i>Letter recipient (letter recipient's affiliation)</i>
Date of Publication	27 November 2009 <i>Date letter sent</i>
Volume	[Complete this section if the letter is available in a public archive] Located at: [insert archive name and address]

5.3. Personal communication: other communication (eg conversation)

Example: Smith A. (Vaccine Research Group, London, UK). [personal communication] Conversation with: C Keystone (Vaccine Review Study Team, London, UK) 27 November 2009.

Reference ID	Smith 2009 [pers comm]
Reference type	Other
Authors	Smith A. (Vaccine Research Group, London, UK) <i>Person contacted for conversation (person's affiliation)</i>
English Title	[personal communication]
Journal/Book/Source	Conversation with: C Keystone (Vaccine Review Study Team, London, UK) <i>Person who initiated conversation or citing conversation (person's affiliation)</i>
Date of Publication	27 November 2009 <i>Date letter sent</i>

5.4. Computer program

Example: Review Manager (RevMan) [Computer program]. Version 5.0. Copenhagen: The Nordic Cochrane Centre, The Cochrane Collaboration, 2008.

Reference type	Computer program
English title	Review Manager (RevMan)
Date of publication	2008
Edition	5.0
Publisher name	The Nordic Cochrane Centre, The Cochrane Collaboration
City of publication	Copenhagen

5.5. Unpublished data

Example: UK/Asia trialists. Individual patient data (as supplied 1 April 1995). Data on file.

Reference type	Unpublished data
Authors	UK/Asia trialists
English title	Individual patient data (as supplied 1 April 1995)
Journal/book/source	Data on file

5.6. Map

Example: Scotland [topographic map]. Washington: National Geographic Society (US) 1981.

Reference type	Other
English title	Scotland [topographic map]
Journal/book/source	Washington: National Geographic Society (US)
Date of publication	1981

5.7. Newspaper article

Example: Rensberger B, Specter B. CFCs may be destroyed by natural process. The Washington Post 1989 Aug 7;Sect. A:2 (col. 5).

Reference type	Other
Authors	Rensberger B, Specter B
English title	CFCs may be destroyed by natural process
Journal/book/source	The Washington Post
Date of publication	1989 Aug 7
Volume	Sect. A
Pages	2 (col. 5)

5.8. Ongoing study (listed in trial register)

Example: NCT00119132. Study of impact of intermittent preventive treatment in children with amodiaquine plus artesunate versus sulphadoxine-pyrimethamine on hemoglobin levels and malaria morbidity in Hohoe District of Ghana. clinicaltrials.gov/show/NCT00119132 (accessed 10 August 2005).

Reference type	Other
Study ID	Trial registration number eg NCT00119132
Authors	Trial registration number eg NCT00119132
English title	Title of trial/grant title as given in trial register eg Study of impact of intermittent preventive treatment in children with amodiaquine plus artesunate versus sulphadoxine-pyrimethamine on hemoglobin levels and malaria morbidity in Hohoe District of Ghana
Journal/book/source	Website address showing trial registration form eg clinicaltrials.gov/show/NCT00119132
Date of publication	Date above website accessed, given in brackets eg (accessed 10 August 2005)

5.9. Ongoing study (not listed in trial register)

Example: Kreamsner P, Grobusch M. Intermittent sulfadoxine/pyrimethamine administration to infants to reduce malaria morbidity in Gabon: assessment of efficacy, safety, and potential for malaria rebound. www.ipti-malaria.org (accessed 1 December 2006).

Reference type	Other
Study ID	Contact person's last name plus word "ongoing" eg Kreamsner ongoing
Authors	Listed contact people eg Kreamsner P, Grobusch M
English title	Title of trial/grant title as given in document eg Intermittent sulfadoxine/pyrimethamine administration to infants to reduce malaria morbidity in Gabon: assessment of efficacy, safety, and potential for malaria rebound
Journal/book/source	Description of source where ongoing study located (eg website address) eg www.ipti-malaria.org
Date of publication	Date above website accessed, given in brackets eg (accessed 1 December 2006)

5.10. Publications on the Internet

Example: Royal College of Physicians of Edinburgh and UK Cochrane Centre. Controlled trials from history. www.rcpe.ac.uk/cochrane/ (accessed 10 May 2000).

Reference type	Other
Authors	Royal College of Physicians of Edinburgh and UK Cochrane Centre
English title	Controlled trials from history
Journal/book/source	www.rcpe.ac.uk/cochrane/
Date of publication	(accessed 10 May 2000)

5.11. Scientific or technical report

Example: Akutsu T. Total heart replacement device. Bethesda (MD): National Institutes of Health, National Heart and Lung Institute; 1974 Apr. Report No.: NIH-NHLI-69-2185-4.

Reference type	Other
Authors	Akutsu T
English title	Total heart replacement device
Journal/book/source	Bethesda (MD): National Institutes of Health, National Heart and Lung Institute; 1974 Apr. Report No.: NIH-NHLI-69-2185-4

Citing references in the text of Cochrane Reviews

Guidance on inserting references in Cochrane Reviews is in Table 23. The study and reference IDs must be linked to the reference list.

Table 23 Citing references in the text of Cochrane Reviews

Guidance	✓	✗
Separate with a semicolon	(Smith 2000; Robb 2001)	(Smith 2000, Robb 2001)
List in alphabetical or chronological order, but be consistent within a single document	Alphabetical: (Bakri 1988a; Bakri 1988b; Davis 2003; Slinn 2001) Chronological: (Bakri 1988a; Bakri 1988b; Slinn 2001; Davis 2003)	Alphabetical: (Bakri 1988a; Bakri 1988b; Slinn 2001; Davis 2003) Chronological: (Bakri 1988a; Bakri 1988b; Davis 2003; Slinn 2001)
No 'and' before the final reference	(Davis 2001; Omari 1988; Preston 1988; Slinn 2001)	(Davis 2001; Omari 1988; Preston 1988; and Slinn 2001)
Can be used as part of a sentence or in round brackets within closest punctuation	The study was successful (Robeson 1990). The study was successful (Griffin 1990); it confirmed previous findings (Howes 1995). Williams 1991 reports the full details.	The study was successful [Robeson 1990]. The study (Griffin 1990) was successful; it confirmed previous findings (Howes 1995). (Williams 1991) reports the full details.

S

Search methods

Citing databases and study registers

The preferred format for the following databases is all upper-case letters: MEDLINE, EMBASE, CENTRAL, OLDMEDLINE, and CINAHL (*not* CINHAL). A number of databases use a mixture of lower-case and upper-case letters, for example, PsycLIT (*not* PsychLIT) and PsycINFO (*not* PsychINFO).

Each Cochrane Review Group is responsible for preparing a register of studies in their area of expertise. The name of the register may vary, but it will follow one of the following formats depending on the Cochrane Review Group's choice: Cochrane [*insert name*] Group Specialized Register, Cochrane [*insert name*] Group Specialised Register, or Cochrane [*insert name*] Group Trials Register.

The databases and trials registers that are searched for studies for a Cochrane Review are listed in two sections: the 'Abstract' and the 'Search strategy for identification of studies' (in the 'Methods' section). The databases and registers must be listed in the following order: Cochrane [*insert name*] Group Specialized Register (or Specialised Register or Trials Register), CENTRAL, MEDLINE, EMBASE, and any other databases. The date range of each search must be listed with each database; for example, CENTRAL (year, issue number), and for most other databases, such as MEDLINE, it should be in the form 'MEDLINE (month year to month year)'.

Search terms

Search terms consist of text words (preferred spelling is two words in Cochrane Reviews instead of 'textword') and controlled vocabulary. The preferred format for referring to the National Library of Medicine's controlled vocabulary used for indexing articles for MEDLINE (and PubMed) is MeSH (*not* MESH).

Statistical and mathematical presentation

General guidance on the presentation of statistical and mathematical values is in Table 24. Guidance on abbreviating statistical terms commonly used in Cochrane Reviews is in Table 2.

Table 24 Statistical and mathematical presentation: general guidance

	Guidance	✓	✗
Decimal places	Odds ratios, risk ratios, and standardized mean differences should be quoted to two decimal places	12.26	12.3
Decimal points	Use full stops, not commas	15.51	15,51
Mathematical formulae	Avoid building mathematical formulae spaced over two or more lines in the text of the review, as text formatting will change during publication process	2 = 10/5	2 = --- 5
P value	P values should be stated exactly “P < 0.05” and similar statements should not be made, except when the P value is too small to provide exactly Use an upper-case ‘P’ (no italic) No hyphen between the ‘P’ and the value	A P value of 0.05 was used as the cut-off value to determine statistical significance.	A p value of 0.05 was used as the cut-off value to determine statistical significance.
Sample and population sizes	For dichotomous outcomes, use the headings n/N within each intervention arm, where n denotes the number of events and N is the sample size. It is preferable to standardize the use of n/N for these where possible	—	—
Summary statistic and confidence interval	Only use abbreviations for summary statistic (eg RR or MD) and confidence interval (CI) if already defined (see ‘Abbreviations and acronyms’) Separate summary statistic from its CI using a comma or semicolon if inside a single set of brackets Define the CI, eg 95% or 99% Separate the CIs with ‘to’ instead of using a hyphen	The risk ratio (RR) was 0.38 (95% confidence interval (CI) 0.30 to 0.49) ...was statistically significant (RR 0.09, 95% CI 0.02 to 0.38) (odds ratio 1.11, 95% CI 0.98 to 1.20) (mean difference -11.11 hours; 95% CI -20.04 to -2.18)	— — (odds ratio 1.11, CI 0.98 to 1.20) (mean difference -11.11 hours; 95% CI -20.04 - -2.18)

Symbols and special characters

Many different symbols and special characters are available for use in Review Manager 5 (Table 25), and only these ones should be used as they are the only ones the publisher will accept. The symbols and special characters should be used in a block of text only if the descriptive version is cumbersome or inappropriate. Table 26 has guidance on spacing around commonly used symbols.

Table 25 Symbols and special characters in Review Manager 5

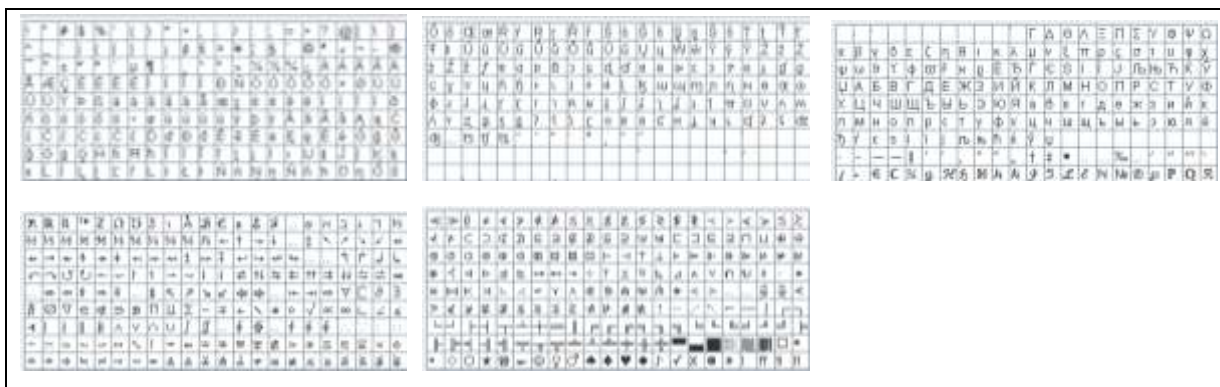


Table 26 Symbols: general usage

Symbol	Description	Spacing
+	plus, and	1 space either side
-	minus ¹³	1 space either side
/	per <i>or</i> divided by Use '/' instead of 'per' where it is otherwise cumbersome 10 mg/kg (<i>not</i> 10 mg per kg)	no spacing (10 g/L)
<	less than (eg for percentages) fewer than (eg for people)	1 space either side
>	greater than more than	1 space either side
=	equals	1 space either side

¹³ The minus symbol is different to the dash available on most keyboards. The minus sign is available as a symbol in Review Manager 5 (Unicode 2212).

T

Tables: Cochrane Review

The five types of table available in Review Manager 5 are shown in Table 27.

Table 27 Types of tables in Review Manager 5

Table	Description	Permitted formatting	Footnotes permitted?
Tables in main text	Optional, used for presenting limited amounts information in tabular format within the main body of text	Same as available within main text <i>plus</i> heading cells, cell alignment, and cell merge	No
'Characteristics of studies' tables	Mandatory tables used for recording the characteristics of studies that are included, excluded, awaiting classification, or ongoing. Each type of study has a number of predefined attributes (methods, participants, interventions, outcomes), and users can include additional attributes	Same as available within main text	Yes
'Risk of bias' table	Optional, used for additional characteristics of included studies, such as details of allocation concealment; called Assessment of methodological quality tables in diagnostic reviews	Same as available within main text	Yes
'Summary of findings' tables	Optional, can be generated with Grade Profiler software and imported as read-only tables	See Grade Profiler software	—
Additional tables	Optional, used for tables that are too large or not sufficiently important to be in the main body of text. Each table has a title and can be linked to main text	Same as available within main text <i>plus</i> heading cells, cell alignment, and cell merge	Yes

Formatting options

In addition to the formatting that is available within all of the main text, some tables (see Table 27) have three further options: heading cells, which applies heading style to the cell (shown as bold in RevMan 5); cell alignment, which allows a choice of horizontal and vertical alignments (Table 28); and cell merge, which allows adjacent cells to be merged together to create a single cell.

Formatting should be consistent within a single table. As with other parts of a Cochrane Review, the visual presentation of tables will change during the publication process; for example, it is important not to use the 'Enter key' within a single block of text (eg in a single word if the word runs over two lines) because the text layout will also change during the publication process.

Table 28 Table alignment examples

Align left	Align top
Align centre	Align middle
Align right	Align bottom

Width and height

The width and height of tables or individual cells cannot be specified. Instead, cells (and thereby row, columns, and tables) expand automatically to fit the content.

Table title

The title should be concise and reflect the table content. Use sentence case and without a full stop at the end.

Column headings

Column headings should be in sentence case and formatted using 'Toggle heading/cell', which applies heading formatting to the cell. This also applies if there are nested column heads (ie two rows of column headings); the top heading in nested column heads is likely to be in a series of merged cells that span the relevant columns.

Horizontal alignment: In general, the heading cells should be left aligned. If the table contains nested column heads (see above), then the top row should be centre aligned.

Vertical alignment: Column headings should be bottom aligned (instead of top or middle aligned).

Row headings (stub)

Tables may or may not have headings for each row. If so, these should be in sentence case and formatted using 'Toggle heading/cell', which applies heading formatting to the cell.

Horizontal alignment: The row headings should be left aligned unless there is good reason to do otherwise.

Vertical alignment: In general, row headings should be top aligned.

Table body

Use sentence case if the content is all or mainly text. Avoid using punctuation (eg full stops) to end the text blocks.

Horizontal alignment: In general, the body cells should be left aligned.

Vertical alignment: Vertical alignment of the body cells should be top (instead of middle or bottom). There may be occasions when the cells should be aligned to bottom, but this should only be done when it makes sense visually.

Avoid blank cells in a table. Insert an em-dash or ellipsis if the column heading does not apply to the cell, or use NA (not applicable) or ND (no data available) if a distinction is needed. Remember to explain these two abbreviations in the footnotes.

Footnotes

Footnotes are a convenient way to define abbreviations and acronyms or display other explanatory notes (see example in Table 29). Use superscript lower-case letters to denote footnotes. The placement of the footnote symbol should go from left to right, followed by top to bottom. A footnote that refers to the whole table, such as the source of the table content, should go at the end of the table title.

Each footnote needs to be explained. Repeat the superscript letter immediately under the table and follow it with the explanatory text. There is no space between the superscript letter and the explanatory text. Start each footnote on a new line, and end each footnote with a full stop.

Table 29 Example of table footnotes

Use a superscript letter for a footnote ^a	The order of footnotes should go left to right, followed by top to bottom ^b
A third footnote could be used here ^c	Align middle

^aUse the same superscript letter in the footnote text below the table.

^bRemember to finish the footnote with a full stop.

^cStart each footnote on a new line. Use a soft return (ie hold the shift key when pressing return) between new lines.

Tautology

Avoid using a tautology, which is “the saying of the same thing twice over in different words” (Pearsall 1998¹⁴) (Table 30).

Table 30 Example of a tautology

Tautology	✓
We excluded trials of children with a history of headaches in the past.	We excluded trials of children with a history of headaches.

Tense: Cochrane Review

Write things you plan on doing in the future tense (such as in a protocol for a Cochrane Review) and things you have already done in the past tense (such as in a Cochrane Review).

Titles for Cochrane Reviews

Guidance on the structure of titles for Cochrane Reviews of Interventions is included in the [Cochrane Handbook for Systematic Reviews of Interventions](#)¹⁵. Titles of all types of Cochrane Review should be in sentence case, avoid the use of abbreviations, and avoid superfluous elements (eg ‘effects of’, ‘comparison of’, ‘a systematic review of’). Titles should not include unnecessary punctuation, such as a full stop at the end.

¹⁴ Pearsall J. *The New Oxford Dictionary of English*. Oxford: Oxford University Press, 1998.

¹⁵ www.cochrane-handbook.org/

U

Units and systems of measure

The International System of Units/Le Système International d'Unités (SI) is the modern metric system of measurement. This system is made up of SI base units (the foundation units) (eg metre), derived units (eg square metre), and non-SI units that are accepted for use within the SI (eg minute).

Table 31 lists SI units that are commonly used in Cochrane Reviews. The full list of units and further information on this System is available.¹⁶

Table 31 Examples of commonly used units

Unit name	Symbol	Type
kilogram	kg	base unit
metre	m	base unit
second	s	base unit
cubic metre	m ³	derived unit
degree Celsius	°C	derived unit
metre per second	m/s	derived unit
square metre	m ²	derived unit
day	d	non-SI unit
degree	°	non-SI unit
hour	h	non-SI unit
litre	l, L	non-SI unit
minute	min	non-SI unit
minute	'	non-SI unit
second	"	non-SI unit

^aThe BIPM adopted the symbol 'l' in 1879; it then adopted the alternative 'L' in 1979 in order to avoid the risk of confusion between the letter 'l' and the number '1'.

Sometimes it is necessary to express units in quantities greater or smaller than the base unit. Table 32 contains the SI prefixes commonly used in Cochrane Reviews to derive such quantities.

¹⁶ International Bureau of Weights and Measures (BIPM): www1.bipm.org/en/si/; The NIST Reference on Constants, Units, and Uncertainty: physics.nist.gov/cuu/Units/outside.html

Table 32 Prefixes for SI units

Factor	Name and symbol	Example
10 ⁻¹	deci (d)	decilitre (where 'litre' is the base unit)
10 ⁻²	centi (c)	centimetre (where 'metre' is the base unit)
10 ⁻³	milli (m)	Millilitre
10 ⁻⁶	micro (μ)	Microlitre
10 ⁻⁹	nano (n)	Nanogram

SI units and their derivatives should follow the style conventions in Table 33. Unlike the 'Abbreviations and acronyms', it is not necessary to define the full unit name on first use.

Table 33 SI units: general guidance^a

Guidance	✓	✗
Unit symbols are unaltered when plural	10 mg	10 mgs
Unit symbols are not followed by a full stop, except if followed by normal sentence punctuation	I added 60 mg of salt.	I added 60 mg. of salt.
It is clear to which unit symbol a numerical value belongs and which mathematical operation applies to the value of a quantity	20 °C to 30 °C or (20 to 30) °C	20 °C-30 °C or 20 to 30 °C
	123 g ± 2 g or (123 ± 2) g	123 ± 2 g
Values of quantities use Arabic numerals and symbols for units	m = 5 kg	m = five kilograms
	the current was 15 A	m = five kg the current was 15 amperes
One space between the numerical value and unit symbol ^b , even when the value is used in an adjectival sense	2 s	2s
	a 25 kg sphere	a 25-kg sphere
Do not mix information with unit symbols or names	the water content is 20 mL/kg	20 mL H ₂ O/kg
		20 mL of water/kg
Informal references to non-SI units, such as a historical quote using inches, are acceptable depending on the context	It took five hours to travel 10 miles in 1945.	It took five hours to travel 10 miles (16.09 km) in 1945.

^aThese are a selection of style conventions from <physics.nist.gov/cuu/Units/rules.html> (which contains a comprehensive list) and <www1.bipm.org/en/si/>. Cochrane Reviews may deviate from some of the style conventions due to the nature of Cochrane Review production; for example, Cochrane Reviews use commas to separate digits into groups of three (eg 150,739) instead of thin, fixed spaces (150 739).

^bExcept in the case of superscript units for plane angle (eg 'an angle of 2° 3' 4' is correct).

Upper-case letters

Only use if there is a compelling reason not to use lower-case letters (eg word is a proper noun).

V

Verbs: single or plural

Group nouns can use either a single or plural verb, but the choice should be consistent within a single Cochrane Review or document; for example, 'the government has...' or 'the government have...'

About this edition

What's new

Section	Change
<i>Rationale for new version (4.1)</i>	Updated in response to feedback and <i>The Cochrane Library</i> developments
Feedback: Cochrane Review	Removed reference to the “Feedback Management Advisory Group” because this Group has been disbanded; and added guidance on how to refer to feedback in a published Cochrane Review
References: entering and citing references in Cochrane Reviews	Added a row to Table 22 (Entering references into Review Manager 5) for “Issue number” with the text “Complete for all reference types when available”
References: Cochrane Protocol and Cochrane Review	Added guidance on how to include the digital object identifier (DOI)
References: <i>The Cochrane Library</i>	Replaced “A module in <i>The Cochrane Library</i> ” with “About The Cochrane Collaboration: specific module” Replaced “ <i>The Cochrane Library</i> ” with three references: “ <i>The Cochrane Library</i> in general (not a specific database); “ <i>The Cochrane Library</i> : referencing individual databases in general (not a specific issue)”; and “ <i>The Cochrane Library</i> : referencing specific issues of individual databases”
References: <i>Cochrane Handbook for Systematic Reviews of Interventions</i>	Corrected example
References: Chapter of <i>Cochrane Handbook for Systematic Reviews of Interventions</i>	Moved “Available from www.cochrane-handbook.org ” from “English title” to “Journal/Book/Source”
References: Dissertation/thesis	Updated guidance to include type of dissertation/thesis after title
Search methods: Citing databases and study registers	Updated text for citing CENTRAL in the abstract from “CENTRAL (<i>The Cochrane Library</i> year, issue number)” to “CENTRAL (year, issue number)”

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Website

www2.cochrane.org/style

Feedback and suggestions for improvement

The Cochrane Style Guide Working Group welcomes feedback and suggestions for improvement; email Harriet MacLehose, co-ordinator (hmaclehose@cochrane.org).

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