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# Cochrane Style Manual

The Cochrane Style Manual helps authors and editors apply a consistent style across Cochrane Reviews and other Cochrane content. Cochrane copy-editors use this Style Manual to apply the Cochrane journal style when working on protocols and reviews before publication. See [About this manual](#) for more.

[Cochrane Style Basics](#) is a summary of the main style points.

For recent updates, see [Latest changes](#).

Suggestions for additions or changes can be sent to [production@cochrane.org](mailto:production@cochrane.org).

## Abbreviations, acronyms and initialisms

In this section:

### When to use abbreviations, acronyms and initialisms

**In this section:** [General usage](#) | [In titles or headings](#) | [At the beginning of a sentence](#) | [In tables or figures](#)

#### General usage

In this manual, the term 'abbreviation' is used to cover abbreviations, acronym and initialisms.

Use abbreviations sparingly. Only use abbreviations if they are widely known across the broad readership of Cochrane Reviews, are used frequently in a section or throughout the review, or enhance readability. Consider using an abbreviation only if the term has three or more words. All abbreviations used in the 'Abstract', 'Plain language summary', 'Main text', and 'Authors' conclusions' should be redefined at the beginning of these sections. In figures and tables, all abbreviations should be listed at the end with their definitions. If the review or document is long, it may be sensible to explain each abbreviation in each section of the text.

To use an abbreviation, write the full name in the first instance and follow it immediately by the abbreviated version in brackets. When something is better known by its abbreviation, it may be helpful to include the abbreviation even if the name occurs only once (e.g. World Health Organization (WHO)).

Abbreviations should follow [formatting conventions](#). Some terms, particularly statistical terms, are commonly abbreviated in Cochrane documents (see [Common abbreviations](#)), while others should be avoided (see [Abbreviations to avoid](#)). See also [Frequently used names](#) for names commonly used and abbreviated in Cochrane documents.

#### In titles or headings

Only the [common abbreviations that do not need to be defined](#) may be used in review titles and headings without the full name needing to be written first. When a term used in a title may be more commonly known under its abbreviated form, its abbreviation may be added in parentheses after the fully written term (e.g. 'A study of the World Health Organization (WHO) recommendations for hygiene'). Abbreviations are acceptable in headings if they have been defined previously, though it may be preferable to rearrange the wording of headings to avoid starting with abbreviations.

#### At the beginning of a sentence

While it is acceptable to use abbreviations at the beginning of a sentence, authors may find it preferable to rephrase sentences to avoid starting with abbreviations.

#### In tables and figures

It is convenient to abbreviate some words, such as number (no.) and versus (vs), in tables and figures, but it is preferable to write them in full in the review text.

## Common abbreviations

In this section: [Commonly used abbreviations](#) | [Common abbreviations that do not need to be defined](#) | [Acronyms used within Cochrane](#) | [e.g., etc., and i.e.](#) | [Currency abbreviations](#)

### Commonly used abbreviations

This table lists some abbreviations commonly used in Cochrane Reviews. See also [Common abbreviations that do not need to be defined](#) and [Frequently used names](#).

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 or intravascular  Note: if both terms are abbreviated in a review, use lower case 'iv' for intravascular.	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

### Common abbreviations that do not need to be defined

Also note that it is not necessary to define the full unit name of standard SI units (see [General guidance on SI units](#) in the section on [Units and systems of measurement](#)).

Term	Abbreviation
United States of America	USA
United Kingdom	UK

Deoxyribonucleic acid	DNA
Human immunodeficiency virus	HIV
Acquired immune deficiency syndrome	AIDS
Grading of Recommendations, Assessment, Development and Evaluation	GRADE
Preferred Reporting Items for Systematic Reviews and Meta-Analyses	PRISMA
Consolidated Standards of Reporting Trials	CONSORT
Medical Subject Headings	MeSH (not MESH or Mesh)

## Acronyms used within Cochrane

A list of acronyms used within Cochrane is available in the [Glossary of terms](#).

### e.g., etc., and i.e.

**e.g.:** an abbreviation for 'for example' (from the Latin '*exempli gratia*') that can be used in lists within the text, when examples are given in brackets, and in tables (for brevity). Use the form 'e.g.' with no following comma.

**etc.:** always write 'etc.' (followed by a full stop) in Cochrane Reviews. Use a comma before 'etc.' if it follows more than one item in a list. If 'etc.' is used at the end of a sentence, do not use two full-stops.

**i.e.:** an abbreviation for 'that is' (from the Latin '*id est*') that can be used for lists within the text, when information is given in brackets, and in tables (for brevity). Use the form 'i.e.' with no following comma.

Correct	Incorrect
e.g. (e.g. men, women, children)	e.g., eg, eg
i.e. (i.e. men, women, children)	i.e., ie, ie
etc. (Canada, USA, Germany, etc.)	etc e.t.c.

## Currency abbreviations

Currencies should be expressed using standard three-letter codes defined by [ISO-4217](#), but as with other abbreviations it is generally helpful to expand on first use.

Common codes include USD (US dollar), EUR (euro), and GBP (pounds sterling). Full list: [https://en.wikipedia.org/wiki/ISO\\_4217#Active\\_codes](https://en.wikipedia.org/wiki/ISO_4217#Active_codes)

See also: [Units and systems of measurement: currencies](#)

## Formatting of abbreviations

This table provides some guidance on how to format and punctuate abbreviations.

Guidance	Correct	Incorrect

Use upper-case letters to explain the abbreviation or acronym only if required by the abbreviated term.	World Health Organization (WHO) angiotensin-converting enzyme (ACE)	world health organization (WHO) Angiotensin Converting Enzyme (ACE)
No full stops between letters of abbreviation or acronym, or at end of abbreviation or acronym unless at end of a sentence	The Medical Research Council (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 ( <b>c</b> orticosteroid <b>r</b> andomisation <b>a</b> fter <b>s</b> ignificant <b>h</b> ead injury)	—
Avoid abbreviating terms that could be unclear to the general readership.	the level of glycosylated haemoglobin	the level of Hb A1

## Abbreviations to avoid

Latin abbreviations for dosing (e.g. qd, bd, bid, bds, qds, qid, tds, tid) should not be used. Doses should always be written in full and in English throughout the text and tables.

Some other abbreviations should be avoided, although they may be appropriate for tables if footnoted.

Term	Abbreviation
chemical elements or compounds	KCl for potassium chloride, Hg for mercury (although may be used as part of a unit, for example, 'mmHg')
week	wk
weight	wt

## Cochrane Review specific

In this section:

### Cochrane Review: content, structure, and format

For guidance on the content, structure, and format of Cochrane Reviews see:

- [Cochrane Handbook for Systematic Reviews of Interventions](#)
- [Methodological Expectations of Cochrane Intervention Reviews](#) (MECIR)

## Titles of Cochrane Reviews

Titles for all types of Cochrane Reviews should be in sentence case. Avoid the use of abbreviations (except for those listed

as [common abbreviations that do not need to be defined](#), see [Abbreviations and acronyms](#)), and avoid superfluous elements (e.g. 'effects of', 'comparison of', 'a systematic review of').

Titles can include italics (see section on [Character formatting](#)) but no other formatting.

Titles do not have a full-stop at the end.

Guidance on the structure of titles for Cochrane Reviews of interventions is included in the [Cochrane Handbook for Systematic Reviews of Interventions](#).

## Author contact details

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

### Entering author contact details in Archie

Note: formats for email addresses, international telephone/fax numbers, and web addresses are based on the Telecommunication 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).

Contact detail	Guidance	Correct	Incorrect
Name: prefix and suffix	Select correct prefix from drop-down menu.		
	Use open punctuation in suffix field, i.e. without full stops and with no extra spaces.	PhD	Ph.D
	Use 'Dr' or 'MD'; 'Dr' or 'PhD'.	Dr Jones Mr Jones, MD Dr Jones Mr Jones, PhD	Dr Jones, MD Dr Jones, MD Dr 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
Name: middle initials	If authors want their middle name published as well as their first name, or are known by their middle name and prefer 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 <sup>a</sup>	Lower-case letters  Note: include only one email address in the email field	myname@domain.org	Myname@domain.org
Department/organization	Recommended for all authors if institutional address is available	Department of Neurology	Neurology

Contact detail	Guidance	Correct	Incorrect
	Type in details as they should appear.  Author affiliations should be in English.		
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 <sup>a</sup> )	Separate groups of numbers using a space (not hyphens or full stops).	+44 151 123 4567 +44 151 1234567	+44-151-123-4567 +44.151.123.4567
	Do not use the trunk prefix '0'.	+44 151 123 4567 +44 151 1234567	+44 0151 123 4567 +44 (0)151 123 4567
	+ [country code] [area code] [local number]	+44 151 123 4567 +44 151 1234567	0151 123 4567
Web address <sup>a</sup>	Use without prefix 'http://'.	www.cochrane.org	http://www.cochrane.org

<sup>a</sup>Telecommunication 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)

## Abstracts

Guidance on the format and content of Cochrane review abstracts is available in the [Cochrane Handbook for Systematic Reviews of Interventions](#) and the [Methodological Expectations of Cochrane Intervention Reviews](#) (MECIR) [reporting standards](#).

Abstracts must be no more than 1000 words long, and it is highly desirable for abstracts to be less than 700 words.

## Plain language summaries

Information about the required structure and content of Plain language summaries is provided in the [Cochrane Handbook for Systematic Reviews of Interventions chapter iii, section 2](#).

Plain language summaries should be at least 400 and no more than 850 words long.

## Headings

In this section: [Headings in Cochrane review text](#) | [Headings in Cochrane review tables](#)

### Headings in Cochrane review text

Some predefined headings are automatically included in the review and cannot be removed or altered (e.g. 'Background'). The formats of the different heading levels are shown in the table below called 'Headings available in RevMan'.

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

Predefined headings should be used where appropriate (rather than free-text equivalents), and any headings that are not predefined need to be styled using the drop-down heading styles (see 'Headings available in RevMan' table below). The headings



in reviews that are being updated should be adjusted to meet this format if they do not comply with it initially (this will ensure that the rendering of the reviews on the Cochrane Library looks good, and is consistent within and across reviews).

Authors can also insert author-defined headings (i.e. not one of the predefined subheadings). These headings should use sentence case (i.e. only the first letter of the first word in upper-case) 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 the heading; 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.

#### Heading levels available in RevMan

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

#### Headings in Cochrane review tables

See [Tables](#)

## Search methods

In this section: [Citing databases and study registers](#) | [Search terms](#)

### Citing databases and study registers

The preferred format for the following databases is all upper-case letters: MEDLINE, CENTRAL, OLDMEDLINE, and CINAHL (not CINHAL). A number of databases use a mixture of lower-case and upper-case letters, for example, Embase (not EMBASE), 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 Group name] Specialized Register; [Cochrane Group name] Specialised Register; or [Cochrane Group name] Trials Register.

The databases and trials registers and other resources that are searched for studies for a Cochrane Review are listed the 'Search methods for identification of studies' (in the 'Methods' section). The databases and registers must be listed in the following order: [Cochrane Group name] Specialised Register (or Specialized Register or Trials Register), CENTRAL, MEDLINE, Embase, and any other databases.

(In the [Abstract](#), brief text may be used to describe the sources searched, e.g. 'We searched CENTRAL, MEDLINE, Embase, five other databases and three trials registers (month year)').

In the Search Methods section, the date of the latest search (day month year) should be provided along with the issue or version number (as appropriate) of each database, e.g. CENTRAL (year, issue number). The date of inception of the database should be given where known. Database names should include the platform or provider name, and websites should include the full name and URL.

The date range (for databases) or search date (for study registers) 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 (year to day month year)'.

#### **Example:**

- Cochrane Wounds Specialized Register (searched 10 February 2015)
- Cochrane Central Register of Controlled Trials (CENTRAL; 2015, Issue 1) in the Cochrane Library (searched 10 February 2015);
- MEDLINE Ovid (1946 to 10 February 2015);
- Embase Ovid (1974 to 9 February 2015);
- CINAHL EBSCO (Cumulative Index to Nursing and Allied Health Literature; 1982 to 9 February 2015);
- PsycINFO Ovid (from 1806 to 10 February 2015);
- AMED Ovid (Allied and Complementary Medicine; 1985 to 10 February 2015);
- LILACS (Latin American and Caribbean Health Science Information database; 1982 to 10 February 2015);
- ISRCTN registry ([www.isrctn.com](http://www.isrctn.com); searched 10 February 2015);
- US National Institutes of Health Ongoing Trials Register ClinicalTrials.gov ([www.clinicaltrials.gov](http://www.clinicaltrials.gov); searched 10 February 2015);
- Australian New Zealand Clinical Trials Registry ([www.anzctr.org.au](http://www.anzctr.org.au); searched 10 February 2015);
- World Health Organization International Clinical Trials Registry Platform ([apps.who.int/trialsearch](http://apps.who.int/trialsearch); searched 10 February 2015);
- EU Clinical Trials Register ([www.clinicaltrialsregister.eu](http://www.clinicaltrialsregister.eu); searched 10 February 2015).

Other formatting options for MEDLINE and Embase:

- MEDLINE Ovid (1946 to November week 3 2015)
- Embase Ovid (1974 to 2015 week 47)

## **Search terms**

Search terms consist of text words (preferred spelling is two words, not 'textword') and indexing or controlled vocabulary terms. 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).

## **Tables in Cochrane Reviews**

See [Tables](#).

## **Figures in Cochrane Reviews**

See [Figures](#).

## **Cochrane review software**

Software used on Cochrane reviews:

- Covidence
- GRADEpro GDT
- Review Manager 5 (RevMan 5)

See also [Names](#)

Information on how to cite software is available in the [References](#) section.

## **Formatting**

In this section:

## Character formatting (typography)

In this section: [General guidance](#) | [Bold](#) | [Italic](#) | [Underline](#) | [Subscript and superscript](#)

### General guidance

Seven character formatting styles are available for use in the text in Review Manager 5 (RevMan 5): 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](#)). It may also be used to distinguish primary from secondary information (see [Lists](#)).

### Italic

Italic may be applied to titles and subtitles of books and journals, and genus and species names. 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 any text in italic, such as quotation marks, semicolons, and colons, should be in 'regular' style.

	Correct	Incorrect
Titles of books and journals in the text of reviews	We looked through <i>Brain Injury</i> .  Note: 'The' should have an initial capital and be in italic if it forms part of the title (e.g. we looked through <i>The Lancet</i> ).	We looked through Brain Injury.
	We searched the <i>Cochrane Database of Systematic Reviews</i> for a particular review.  Note: among the Cochrane Library databases, only <i>Cochrane Database of Systematic Reviews</i> is italicized.	We searched The Cochrane Database of Systematic Reviews for a particular review.
Genus and species names	<i>Plasmodium falciparum</i>  <i>Staphylococcus aureus</i>  Note: the genus name starts with an upper-case letter, and the species name is all lower case.  Note: once an organism's name has been mentioned in full, use the abbreviated form, e.g. <i>P falciparum</i> , <i>S aureus</i> .  Note: for more information see <a href="#">Virus names</a> .	Plasmodium falciparum  <i>P. falciparum</i>  Staphylococcus Aureus  S. Aureus
Gene and protein names and abbreviated names	The gene under investigation is insulin-like growth factor 1 ( <i>IGF1</i> ).  The <i>IGF1</i> gene is responsible for	The gene under investigation is IGF1.  The epidermal growth factor receptor ( <i>EGFR</i> ) is a protein found on

	<p>producing the IGF1 protein.</p> <p>Note: when the gene name is written in full it is not italicized.</p> <p>Note: the full gene name should be provided, with the abbreviated form in brackets, before the abbreviated version is used.</p> <p>Note: when the gene and protein names are abbreviated, the gene name is italicized, while that of the protein is not. Abbreviated names for RNA and complementary DNA (cDNA) genes and proteins will usually follow the same convention. Further information about formatting these names can be found at:  <a href="http://www.biosciencewriters.com/Guidelines-for-Formatting-Gene-and-Protein-Names.aspx">www.biosciencewriters.com/Guidelines-for-Formatting-Gene-and-Protein-Names.aspx</a>,  and  <a href="http://en.wikipedia.org/wiki/Gene_nomenclature">en.wikipedia.org/wiki/Gene_nomenclature</a></p> <p>Note: although these formatting conventions are implemented across species types, the composition of the letters and numbers that make up the abbreviated names of genes and proteins, and their capitalization, varies between different types of organism. For more information consult:  human: <a href="http://www.genenames.org">www.genenames.org</a>;  rat: <a href="http://rgd.mcw.edu">rgd.mcw.edu</a>;  mouse: <a href="http://www.informatics.jax.org">www.informatics.jax.org</a>;  ; flies: <a href="http://flybase.org">flybase.org</a>;  worms: <a href="http://www.wormbase.org">www.wormbase.org</a>; <i>Escherichia coli</i> (<i>E. coli</i>): <a href="http://cgsc2.biology.yale.edu/index.php">cgsc2.biology.yale.edu/index.php</a>.</p>	<p>cells that plays a vital role in promoting cell growth.</p>
Words naturalized into the English language	<p>in vitro</p> <p>in vivo</p> <p>a priori</p> <p>et al</p>	<p><i>in vitro</i></p> <p><i>in vivo</i></p> <p><i>a priori</i></p> <p><i>et al</i></p>
GRADE levels of evidence	<p>Use of the cream improved dryness (RR 1.40, 95% CI 1.14 to 1.71; 1 study, 128 participants; moderate-quality evidence).</p>	<p>Use of the cream improved dryness (RR 1.40, 95% CI 1.14 to 1.71; 1 study, 128 participants; <i>moderate-quality evidence</i>).</p>

## Underline

Avoid underlining words. Underlined text can be confused with internet links.

## Subscript and superscript

Subscript and superscript have specific uses. Some examples are displayed below.

	Correct	Incorrect
Subscript	Member of chemical group: vitamin D <sub>3</sub>	vitamin D3
	Number of atoms: H <sub>2</sub> O	H2O
Superscript	l <sup>2</sup>	l2
	Mass number: <sup>14</sup> C	14C
	Metres squared: 12 m <sup>2</sup>	12 m2
	See also: <a href="#">Footnotes</a>	

## Indentation

Indentation of text is not supported in Cochrane Reviews.

Bulleted and ordered lists can be used to create hierarchies (nested lists); see [Bulleted and ordered lists](#).

## Ligatures

Avoid using ligatures (i.e. joining two or more characters in a single character). Examples include: œ, æ, fl, and ß.

Ligatures disrupt automated spellchecking and cause problems with the display of published articles.

## Lists

In this section: [General guidance](#) | [Lists within paragraphs](#) | [Bulleted and ordered lists](#)

### General guidance

There are different ways of formatting lists. The choice of format should be based on the clearest way to display the information.

Lists may form parts of sentences [within paragraphs](#), or different levels within a list may be differentiated using bullet points (bulleted lists), or numbers with or without letters (ordered lists).

In general, the choice of formatting (i.e. bulleted or ordered lists) and numbering should be consistent within a single document.

Occasionally, a mixture of ordered and bulleted lists can be used in a review, with ordered lists used to present items according to their priority or sequence, and bulleted lists used for items where the order of presentation is unimportant. However, the purpose of the numbered points must be made clear in the text that precedes the ordered lists.

### Within paragraphs

Guidance	Example
Separate each item with a comma.  Note: the comma or semicolon before the 'and' is optional (see <a href="#">Punctuation</a> ).	Risk factors include a previous history of macrosomia, maternal obesity, maternal weight gain during pregnancy, multiparity, and male fetus.
In complex sentences, such as those including several long phrases, introduce the list with a colon and separate each item with a semicolon. Items in the list should be parallel in form (all nouns or all phrases, etc.).	The conference included several topics: preparing a protocol; searching databases and trial registers; and drafting a Methods section.

### Bulleted and ordered lists

Bulleted and ordered lists, in which each item is displayed on a separate line, can be set out in a number of ways. Bulleted and ordered lists can go to three levels within a single list (nested lists), as shown below. Nested lists can be constructed using the indent buttons in Review Manager 5 (RevMan 5) to adjust the level of list items. 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](#)).

Guidance	Example
Platform phrase and list items are a single sentence	The programme aims to help you:  1.learn about systematic reviews; 2.develop your protocol; and 3.learn how to develop your search strategy.
	The programme aims to help you:  • 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	The programme aims to help you with the following.  1.Learn about systematic reviews. 2.Develop your protocol. 3.Learn how to develop your search strategy.
	The programme aims to help you with the following.  • Learn about systematic reviews. • Develop your protocol. • Learn how to develop your search strategy.
Independent list with no platform phrase  Only use full stops for full sentences.  Nested lists can be constructed using the indent buttons in RevMan 5 to adjust the level of list items.	1.Australia (country) 1.South Australia (state) i. Adelaide (city) ii. Port Augusta (city) 2.Western Australia (state) i. Fremantle (city) ii. Perth (city) 2.USA (Country) 1.California (state) i. Anaheim (city) ii. Los Angeles (city) 2.Illinois (state) i. Chicago (city)
	<ul style="list-style-type: none"> <li>• Australia (country) <ul style="list-style-type: none"> <li>◦ South Australia (state) <ul style="list-style-type: none"> <li>- Adelaide (city)</li> <li>- Port Augusta (city)</li> </ul> </li> <li>◦ Western Australia (state) <ul style="list-style-type: none"> <li>- Fremantle (city)</li> <li>- Perth (city)</li> </ul> </li> </ul> </li> <li>• USA (Country) <ul style="list-style-type: none"> <li>◦ California (state) <ul style="list-style-type: none"> <li>- Anaheim (city)</li> <li>- Los Angeles (city)</li> </ul> </li> <li>◦ Illinois (state) <ul style="list-style-type: none"> <li>- Chicago (city)</li> </ul> </li> </ul> </li> </ul>
	<b>Secondary outcomes</b>  <ul style="list-style-type: none"> <li>• Mortality (measured at approximately one month after</li> </ul>

	<p>the start of therapy)</p> <ul style="list-style-type: none"> <li>• Return to work (by end of therapy)</li> <li>• Recurrence (within six months of the end of therapy)</li> <li>• Adverse effects considered to be serious by either the patient or the clinician</li> </ul> <p><b>Secondary outcomes</b></p> <ul style="list-style-type: none"> <li>• <b>Change (and rate of change) in wound size:</b> adjusted for baseline size where change or rate of change in wound size was reported without adjustment for baseline size</li> <li>• <b>Participant health-related quality of life/health status:</b> measured using a standardized generic questionnaire, such as EQ-5D, SF-36, SF-12 or SF-6. Ad hoc measures of quality of life that were not validated and were not be common to multiple trials were not eligible.</li> <li>• <b>Wound infection:</b> as defined by author</li> <li>• <b>Mean pain scores:</b> we included this information only where the data were reported as either a presence or absence of pain, or as a continuous outcome using a validated scale, such as a visual analogue scale.</li> <li>• <b>Resource use:</b> including measurements such as number of dressing changes, nurse visits, length of hospital stay, readmission and reoperation/intervention</li> <li>• <b>Costs:</b> any costs applied to resource use</li> <li>• <b>Wound recurrence:</b> as defined by study author</li> </ul>
<p>When a list does not form a proper sentence either write it as a proper sentence, or as a numbered/bulleted list without punctuation. Chose the most appropriate structure for each instance, aiming for consistency where possible.</p>	<p>Control group: this could include placebo or sham acupuncture; other sham procedure (e.g. sham TENS); no specific treatment; other active treatment (RCTs using different active treatment comparators were analyzed separately); or other treatment alone (compared with acupuncture as an addition to the other treatment).</p> <ol style="list-style-type: none"> <li>1. Control group <ol style="list-style-type: none"> <li>a. placebo or sham acupuncture</li> <li>b. other sham procedure (e.g. sham TENS)</li> <li>c. no specific treatment</li> <li>d. other active treatment (RCTs using different active treatment comparators were analyzed separately)</li> <li>e. other treatment alone (compared with acupuncture as an addition to the other treatment)</li> </ol> </li> </ol>

## Paragraph break

RevMan Web automatically creates a new paragraph when the 'Enter' or 'Return' key is pressed once, so, there is no need to

include a blank line between paragraphs. The spacing between paragraphs in RevMan Web cannot be modified.

Soft returns (i.e. holding the 'Shift' key when pressing 'Enter') are recommended in footnotes.

## Symbols and special characters

In this section: [General guidance on symbols](#) | [Guidance on spacing around commonly used symbols](#) | [Selecting and adding symbols and characters](#) | [Symbols to avoid](#)

### General guidance on using symbols and special characters

In general symbols should be avoided in text, with use reserved for within brackets or tables or wherever brevity is important. Symbols should be used when expressing dosages (e.g. 5 mg/kg/day) or in mathematical equations. See also [guidance on usage of common symbols](#).

Special characters should be used, where available, to represent names or words accurately (e.g. Marušić 2010).

Only symbols and special characters available in RevMan Web can be used in a Cochrane Review. Some symbols and special characters should be avoided (See [Symbols to avoid](#).)

### Guidance on usage and presentation of commonly used symbols

Symbol	Description	Usage	Spacing
+	plus, and		One space either side
–	minus  Note: the minus symbol is different to the dash available on most keyboards. The minus sign is available as a symbol in RevMan 5 (Unicode decimal code: 2212).		One space either side in mathematical equations, but no space between the minus sign and the number for a negative number  e.g. Standard negative pressure rates range from –50 mmHg to –125 mmHg.  Note: for equations, see <a href="#">Statistical and mathematical presentation</a> .
/	per or divided by	Use '/' instead of 'per' where 'per' is otherwise cumbersome  10 mg/kg (not 10 mg per kg)	No space on either side, e.g. 10 g/L
<	less than (e.g. for percentages)  fewer than (e.g. for people)		One space either side
>	greater than  more than		One space either side
=	equals		One space either side
&	and	The ampersand symbol should only be used if it is part of a brand name (e.g. Procter & Gamble) or the title of a publication (e.g. <i>Annals of</i>	One space either side

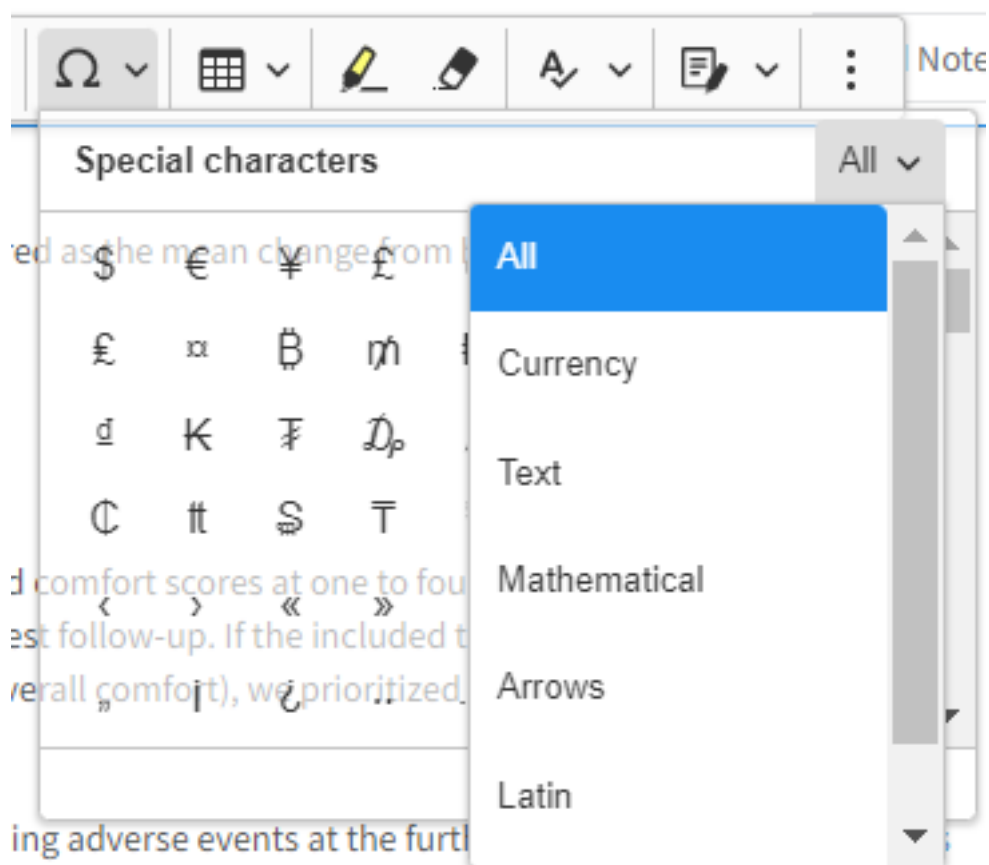


Symbol	Description	Usage	Spacing
		<i>Nutrition &amp; Metabolism</i> ).	
%	percentage	<p>The percentage sign can be used in a block of text when it is used with a numeral.</p> <p>e.g. Fewer than 90% of the participants completed the study.</p> <p>Use 'per cent' instead of '%' when starting a sentence and when the number is written in full (i.e. not a numeral).</p> <p>e.g. Three per cent of people suffer from . . .</p>	There is no space between the number and the percentage sign, e.g. 15%.
™, ®	Trademark (® for registered; ™ for unregistered)	<p>The trademark symbols are not normally used in Cochrane Reviews.</p> <p>See <a href="#">Pharmaceutical drug names</a>.</p>	If used, the symbols should be written immediately after the brand name they apply to, with no separating space, e.g. Nexium®, Backup Exec™ software.
°	degree symbol	Use to indicate degrees of arc, e.g. when measuring joint flexibility, or temperature.	<p>For degrees of arc, the degree symbol follows the number without any intervening space, e.g. 43°.</p> <p>For temperature, there is a space between the number and the degree symbol, but no space between the degree symbol and the letter that indicates the scale being used, e.g. 100 °C, 212 °F.</p> <p>Note: degree symbols are not used for temperatures measured on the Kelvin scale, e.g. 373.15 K.</p>

## Selecting and adding symbols and special characters

Many different symbols and special characters are available for use in RevMan Web. They may be inserted using the 'Insert symbol...' option from the 'Edit' menu or by using codes.

Selecting symbols using the RevMan Web 'Insert Symbol' tool:



The table below includes the codes for most commonly used symbols in RevMan 5. How these codes are entered in RevMan 5 will depend whether you use a PC or a Mac and which operating system you are using. For more information see [Wikipedia: Unicode input](#).

Symbol	Code (decimal)		Code (hex)
≤	8804	2264	
≥	8805	2265	
μ	0181	03BC	
° (degree symbol)	0176	00B0	
<sup>2</sup> (superscript 2)	0178	00B2	
<sup>3</sup> (superscript 3)	0179	00B3	
±	0177	00B1	

### Symbols and characters to avoid

Some symbols and characters should be avoided, because they do not render correctly in PDFs.

Code (decimal)	Symbol
64257	fi
351	§
369	ŭ
8776	≈
8260	/
8764	~

Code (decimal)	Symbol
8734	∞
8197	(four per em space)
9674	◊
8595	↓
8203	(zero width space)
8201	(thin space)
8593	↑
934	Φ
8206	(left-to-right mark)
9201	⌘
923	Λ
8218	,
8592	←
8202	(hair space)
710	^
9827	♣
127	(delete mark)
978	Υ
8250	›
8773	≅
8222	”
8727	*
402	f
8200	(punctuation space)
8240	‰
8706	∂
8800	≠
928	Π
8207	(right-to-left mark)
8719	Π
8733	∞
8736	∠
376	Ÿ
8596	↔
8660	↔
8709	Ø
8721	Σ
8743	^

## Website addresses and links

In this section: [Displaying website links](#) | [Adding website links in RevMan Web](#) | [Formatting addresses \(URLs\)](#) | [Formatting displayed text](#)

### Displaying website links

Links to websites may be displayed within text.

For example:

We thank Cochrane Hypertension ([hypertension.cochrane.org](http://hypertension.cochrane.org)) for their support.

Additional data are available from [www.healthdata.gov](http://www.healthdata.gov).

Note that if a website is in fact a reference, it should be entered as a reference, not a link.

## Adding websites links in RevMan Web

Links to websites should be entered in RevMan Web using the Insert Link function. Detailed instructions for doing this are provided in the RevMan Web Knowledge Base (<https://documentation.cochrane.org/revman-kb/links-in-the-text-92932967.html>)

## Formatting addresses (URLs)

Copy and paste the URL from the website, but remove any unnecessary characters from the end of the URL.

For example:

[https://www.researchinformation.info/news/digital-science-opens-russia-subsiary?utm\\_source=adestra&utm\\_medium=RINewsline&utm\\_campaign=RI%20NL%20MAY17](https://www.researchinformation.info/news/digital-science-opens-russia-subsiary?utm_source=adestra&utm_medium=RINewsline&utm_campaign=RI%20NL%20MAY17)

Should be shortened to:

<https://www.researchinformation.info/news/digital-science-opens-russia-subsiary>

Note: In this example the characters following the '?' are related to how you arrived at the link (in this case via a link in an email).

Always test any shortened URLs you enter.

## Formatting displayed text

This text should display a shortened version of the URL, not the name of the website, unless the URL has to be very long, in which case do not use the whole URL as the display text, but instead consider using the title of the resource or other explanatory text.

Omit the 'http://' or 'https://' prefix from this field. Do not omit the 'www.' if it is present (although the address will most likely work without it), and do not add 'www.' if it is not included.

Correct	Incorrect
heart.cochrane.org	Cochrane Heart  http://heart.cochrane.org  www.heart.cochrane.org
www.cochrane.org	Cochrane website  http://cochrane.org  cochrane.org
www.nih.gov/health-information	https://www.nih.gov/health-information  nih.gov/health-information  www.nih.gov

## Grammar, punctuation and writing style

In this section:

## Active and passive voice

Traditionally the passive voice has been used by scientists and medical professionals on the basis that what happened was considered to be more important than who did it. However, use of the passive has declined, and Cochrane Reviews should use the active voice where possible, as it is generally more accessible and a clearer way of defining responsibilities and relationships.

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

Most sentences need to be written in the active voice. In situations where the identity of the subject is not important, and where the focus of the message is paramount, it is appropriate to use a passive construction. For example: 'The vitreous, retina and other internal structures in the eye can be viewed through a specialized microscope.'

## Adjectives as nouns

Avoid using adjectives as nouns when they are not used as nouns by a general readership.

A statement such as 'There is growing evidence of the impact of overweight on the incidence of diabetes' could be changed to 'There is growing evidence of the impact of being overweight on the incidence of diabetes'.

## And/or

Avoid using 'and/or' as it is not explicit. Try rephrasing the sentence; for example, 'fever and/or headache ...' to 'fever or headache, or both ...'. 'And/or' may be acceptable where rephrasing would make the reading cumbersome; for example, 'fever and/or headache and/or nausea ...'.

## Compared to/compared with

There are different views about the usage and specific meanings of 'compared with' and 'compared to', but they may be used interchangeably in Cochrane Reviews.

## Prefixes

### General guidance on the use of prefixes

Prefix	Guidance	Example
anti-	Use a hyphen with: <ul style="list-style-type: none"><li>• letters;</li><li>• names;</li><li>• words beginning with 'i';</li><li>• two-word compounds used as adjectives.</li></ul>	anti-HBs, anti-Bitis-Echis-Naja serum, anti-icteric, anti-gas gangrene serum
co-	A hyphen can be used as an aid to reading if the following word starts with a vowel. Do not insert a hyphen into well-established words. See examples.	co-ordinate, co-author, co-exist, co-intervention  comorbidity, coincidence, coalesce, coercion
inter-	Use a hyphen for compounds that are not	inter-group, international, interrelate

Prefix	Guidance	Example
	used commonly. Otherwise, do not use a hyphen, even if the following word starts with 'r'.	
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, micro-organism (UK spelling), microorganism (US spelling)
mid-	Use a hyphen for all words that have 'mid-' as a prefix, except for common words that are never hyphenated (e.g. midnight).	mid-urethral, mid-term, mid-treatment midnight, midwife
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.  Use of hyphen is optional if 'non' qualifies only one word.  Do not use a hyphen with Latin phrases.  Note: Latin phrases should be avoided where possible.	non-insulin dependent, non-profit making  non-smoker, nonviolent  materia non medica, non sequitur
post-	Either joined to the word it modifies or uses a hyphen if the following word starts with 't' (it does not stand alone)	postgraduate, postorbital, postoperative, post-treatment
pre-	A hyphen is normally used when the following word starts with 'e' or 'i'.  Established combinations are generally one word (except when the word begins with an 'e' or an 'i').  In other combinations, the hyphen is not necessary but is freely used if the compound is one made for the occasion (might be better to rephrase), or if any peculiarity in its form might prevent its elements from being instantly recognized.	pre-eclampsia, pre-embryo, pre-exist, pre-exposure, pre-install, pre-industrial  prearranged, prenatal, preoccupy, preschool, pre-empt  pre-medication, pre-tax, pre-war
re-	Use a hyphen if the following word starts with 'e'.	re-edit, re-educate, re-establish, re-enter, re-enlist

Prefix	Guidance	Example
	Rephrase when there would be confusion with another word.	re-cover (cover again) and recover (get better)
self-	All compound words with 'self' as a prefix should be hyphenated.	self-limited self-confidence
semi-	Use a hyphen if the following word starts with 'i'.	semi-independent, semicolon
sub-	Use a hyphen if the following word starts with 'b'.	sub-basal, sub-breed (note: sub-Saharan is one exception)
un-	Words starting with 'un-' are generally one word.  Rephrase or use a hyphen when there would be confusion with another word.	unnoticeable, unopened, unpaid, unpick  unionized (with a union) and un-ionized (without ions)

## Punctuation

### General guidance on the use of punctuation

Symbol	Guidance	Example
Brackets/parentheses	<p><b>UK English:</b> use round brackets throughout for nested brackets.</p> <p><b>US English:</b> use round brackets followed by square brackets for nested brackets.</p>	<p><b>UK English:</b> The standardized mean difference was -0.02 (95% confidence interval (CI) -0.13 to 0.08).</p> <p><b>US English:</b> The standardized mean difference was -0.02 (95% confidence interval [CI] -0.13 to 0.08).</p>
	Square brackets may be used in chemical formulae, mathematical formulae, edits to quotations, or to indicate an error in the original version of quotation.	<p>pH = -log<sub>10</sub> [H<sup>+</sup>]</p> <p>... as Jones said, "there are very few people who are resistant to [morphine]." (where morphine replaces 'this medication' to ensure contextual accuracy)</p> <p>Smith says "students tend to overlook there [sic] health".</p>
Colon	Follow a colon with a lower-case letter unless the following word has to start with an upper-case letter.	<p>Review topic: cancer</p> <p>Review topic: HIV/AIDS</p>
Comma	Use of a comma before 'and' and 'or' in lists is optional, but be consistent.	<p>I have read Cochrane Reviews about malaria, tuberculosis, and vaccines.</p> <p>I have read Cochrane Reviews about malaria, tuberculosis and vaccines.</p>
	Use commas before 'and', 'or', and 'but' in two-phrase sentences (when these	The reviews are written here, but they are available internationally.

Symbol	Guidance	Example
	words join the two main clauses).	The reviews are sent here by post, or they are sent here electronically.
Dash	There should be one space either side of a dash.	The reviews are sent here by post – or electronically – and then processed.
Full stop	Use one space (not two) after the full stop.  Note: when the 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.	
Hyphen	Hyphens are 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 'unionized' (with a union) and 'un-ionized' (without ions).	There was a six-week interval between doses.
Period	See full stop	
Quotation marks	Use double quotation marks for quoting dialogue and when quoting text from a written source. No other formatting is required for quotations (do not use italics).	In the study "12 participants experienced adverse effects" (Goodwin 1998).
	Use single quotation marks in all other instances.	The 'standard' approach is to count only major events.

## Simple and accessible English

In this section: [General guidance](#) | [Words and expressions to avoid](#) | [Plain language summaries](#) | [Additional resources](#)

### General guidance

Cochrane Reviews should be written in clear, simple English so that they can be understood by the broad and international readership of Cochrane. Simplicity and clarity are vital to [readability](#). Complex or ambiguous expressions should be avoided or reformulated to promote readability (see examples below). Where a simple English phrase can be used, do not use non-English expressions; for example use 'conversely', 'inversely', or 'the other way round', rather than 'vice versa'.

Words and expressions to avoid.

This table lists selected examples of complex expressions to avoid, and acceptable reformulations

Avoid	Preferred
herein	in
the majority of	most
in the majority of instances	usually
ab initio	from the start
as per	according to



per	by
e.g. Results not reported per intervention group	e.g. Results not reported by intervention group
There has been a close to two-fold increase in the incidence of infection.	The number of infections nearly doubled.
not only do	also
in the vast majority of the trials	in most of the trials
There was a loss of participants, with the main reason being death of the patient.	There was a loss of participants mainly due to deaths.
There were eight studies that compared different types of antibiotics.	Eight studies compared different types of antibiotics.

## Plain language summaries

A Cochrane [Plain language summary](#) is a stand-alone summary of a Cochrane Review written in plain English. It briefly describes the key question and findings of the review. It is clearly set out, uses words and sentence structures that are easy to understand and avoids technical terms and jargon. A clear, simple summary written in plain language helps people to understand complex health evidence. Cochrane Plain language summaries are freely available on [cochrane.org](http://cochrane.org) and in the Cochrane Library in a range of languages. The aim is that anyone looking for information about the key points of a Cochrane Review can read and understand them. See the [Cochrane Handbook for Systematic Reviews of Interventions](#) for guidance and the Plain language summary template.

## Additional resources

The following sections of the Style Manual provide further guidance on ways to promote simple and accessible English:

- [Active and passive voice](#)
- [Adjectives as nouns](#)
- [Tautology](#)
- [Verbs: single or plural](#)

In addition, many other resources provide examples of how to restructure sentences that may help authors promote plain English and improve readability. Examples include the [Plain English Campaign](#) or [Wikipedia's list of plain English words or phrases](#).

## Tautology

Avoid tautology, that is "the saying of the same thing twice over in different words" (*The New Oxford Dictionary of English*, 1998).

## Examples of tautology

Tautology	No tautology
We excluded trials of children with a <b>history</b> of headaches <b>in the past</b> .	We excluded trials of children with a history of headaches.
<b>UK</b> pressure ulcer prevalence estimates specifically for community settings have reported rates of 0.77 per 1000 adults in a <b>UK urban area</b> .	Pressure ulcer prevalence estimates specifically for community settings have reported rates of 0.77 per 1000 adults in a UK urban area.
<b>Resource use</b> (when presented as mean values with standard deviation) including <b>measures of resource use</b> , such as number of dressing changes, number of nurse visits, length of hospital stay, need for other interventions.	Resource use (when presented as mean values with standard deviation) including measures such as number of dressing changes, number of nurse visits, length of hospital stay, need for other interventions.
<b>Statistical heterogeneity</b> was described by $\text{Chi}^2$ 6.41; P value 0.27; $I^2$ 22%; indicating low <b>statistical heterogeneity</b> .	Statistical heterogeneity was low ( $\text{Chi}^2$ = 6.41; P = 0.27; $I^2$ = 22%).

## Tenses

See [Tense](#).

## Upper-case letters

In text and headings, use sentence case (first letter upper-case and subsequent letters lower-case, except for proper nouns and abbreviations).

This table lists exceptions, where upper-case letters should be used:

Section	Usage	Further information
Book titles and journal titles (but not book chapter titles or journal article titles)	Write in full using title case (all major words start with an upper-case letter)	<a href="#">References: reference fields</a>
Some bibliographic databases	The preferred format for the following databases is all upper-case letters: MEDLINE, CENTRAL, OLDMEDLINE, and CINAHL (not CINHAL). Some databases use a mixture of lower-case and upper-case letters, for example, Embase (not EMBASE), PsycLIT (not PsychLIT) and PsycINFO (not PsychINFO).	<a href="#">Search methods</a>
Abbreviations	Use upper-case letters to explain the abbreviation or acronym only if required by the abbreviated term, for example: <ul style="list-style-type: none"><li>• A MeaSurement Tool to Assess systematic Reviews (AMSTAR)</li><li>• a QUality Assessment tool for Diagnostic Accuracy Studies (QUADAS)</li><li>• Template for Intervention Description and Replication (TIDierR)</li></ul>	<a href="#">Formatting: abbreviations</a>
Pharmaceutical drug names	Pharmaceutical drug brand names, if used, should be written with a capital letter, but international standard drug names should not be capitalized.	<a href="#">Names and common terms: names</a>
Organism names	Names of organisms are given in the form <i>Genus species</i> (e.g. <i>Plasmodium falciparum</i> , <i>Staphylococcus aureus</i> ). The genus name starts with an upper-case letter, and the species name is all lower case. Both are italicized. Once an organism's name has been stated in full, use the abbreviated form thereafter. For the abbreviated form use the initial letter of the genus followed by the species name (e.g. <i>P falciparum</i> , <i>S aureus</i> ).	<a href="#">Names and common terms: names</a> <a href="#">Formatting: character formatting and typography</a>
P value	Use an upper-case 'P' (not italic), and do not add hyphen between the 'P' and the value	<a href="#">Numbers, statistics and units: statistical and mathematical presentation</a>

## Verbs: single or plural

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

In Cochrane Reviews, 'data' should always be treated as a plural noun, taking a plural verb (e.g. 'the data are ...', not 'the data is ...'). There is some debate about whether data can take the singular form of the verb when it is referring to a body of information rather than the actual numbers. In those cases, consider using a different word, such as 'information' or 'findings'.

'Errata', 'media', 'strata', and 'criteria' are plural nouns and take plural verbs. The singular forms of these words are 'erratum', 'medium', 'stratum', and 'criterion', which take singular verbs.

## Tense

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).

In reviews in which few or no trials are included, where not all the methods outlined in the protocol could be used, use the conditional in as simple a form as possible to make it clear what was planned but not executed.

## International considerations

In this section:

### Country names

**In this section:** [General guidance](#) | [Specific examples](#) | [Abbreviations](#) | [Further resources](#)

#### General guidance

In general, for countries with complex names use contemporary English terms and an accepted short form rather than the full name (e.g. 'United Kingdom' or 'UK' rather than 'United Kingdom of Great Britain and Northern Ireland').

When reporting the country or region of a study, use the terminology used in the studies and, if possible, place it in contemporary context, being sure to reflect changes in borders and names accurately (e.g. 'the study was conducted in Yugoslavia (i.e. Serbia, Croatia, Bosnia and Herzegovina, Slovenia, Macedonia and Montenegro at the time of writing; YYYY)' or 'the study was conducted in the Czech Republic (part of Czechoslovakia at the time of the study; YYYY)' if you know that the studies were conducted in that region).

#### Specific examples

**The Netherlands:** use 'the Netherlands' in running text but 'The Netherlands' at the start of headings or sentences.

**USA:** use 'USA' or 'the USA' (as appropriate) in running text when referring to the United States of America; other forms may be used when part of specific names, e.g. the 'US Food and Drug Administration'.

#### Abbreviations

For more information on abbreviations of country names, see [Common abbreviations that do not need to be defined](#).

#### Further resources

These resources may be helpful:

- [Wikipedia: List of sovereign states](#)
- [UK Government Permanent Committee on Geographical Names: Country names](#)

## Currency

Express currency as the currency abbreviation and amount (e.g. EUR 250, USD 50) using the recommended three-letter currency abbreviations ([ISO 4217](#)).

For more guidance on when to use these codes, see: [Common abbreviations: currency abbreviations](#)

For guidance on how to display currencies and amounts, see: [Units and systems of measurement: currencies](#)

## English language: regional differences

There are regional differences in the English language, and Cochrane Review Groups support both British (i.e. UK) and American (i.e. US) English. Cochrane Reviews must use only UK or US English throughout.

The '-ize' suffix (e.g. randomize) is often associated with US English and '-ise' (e.g. randomise) with British English, when in fact '-ize' is also commonly used in British English. Cochrane Reviews can use either spelling but the choice should be applied consistently within a single Cochrane Review or document.

Note that the [Cochrane brand guidelines](#) state a preference for UK English with '-ize' spelling.

## Ethnic group names

When reporting the ethnicity of participants in studies, use the terminology used in the studies. If the terminology is obviously inaccurate or inappropriate, first mention the terminology used in the study, and follow it by the correct terminology in parentheses (e.g. 'The study included 843 Caucasian participants (understood to be white participants)'). When mentioning ethnic groups in other sections of the review use an acceptable contemporary term. There is no simple consensus on names, so where possible use precise descriptions rather than catch-all terms, being sure to distinguish between ethnicity and nationality (e.g. Croats versus Croatians).

These resources may be helpful:

- [Wikipedia: list of contemporary ethnic groups](#)
- [Wikipedia: race and ethnicity in the United States](#)
- [Economist Style Guide: ethnic groups](#)

## Names, common terms and terminology

In this section:

### Common terms and terminology

Some terms and phrases are commonly used in Cochrane documents. The way in which these should be presented is shown below. See also [Names specific to Cochrane](#).

Correct usage	Incorrect usage
care giver or caregiver (be consistent)	care-giver
Chi <sup>2</sup> statistic	Chi-squared test or statistic
Chi <sup>2</sup> test	Chi-square test or statistic

Correct usage	Incorrect usage
	$\chi^2$ statistic
cluster-randomized trial	cluster randomized trial
co-author	coauthor
controlled before-after studies	controlled before after studies
cross-over study/trial	cross over study/trial or crossover study/trial
double-blind Note: also single-blind, triple-blind	double blind Note: also single blind, triple blind
dropout Note: the verb form is 'drop out' without hyphenation	drop-out drop out
e-learning Note: at start of sentence use 'E-learning'	elearning e learning
end point or endpoint Note: 'time point' should be written as two separate words ( <a href="#">see below</a> )	end-point
evidence base evidence-based	evidence-base evidence based
false negative, false positive, true negative, true positive (when used as nouns)  e.g. the result was a false positive  false-positive, false-negative, true-negative, true-positive (when used as adjectives)  e.g. a false-positive result	—
fixed-effect model  Note: compared with random-effects model  Note: there is also a fixed-effects model (i.e. when the pool of studies is assumed to be fixed and only provides an estimate of the average of the effects of just these studies, without aiming at generalization to future studies), but this would rarely be appropriate for a Cochrane Review. If used it should be clearly indicated to avoid being changed to fixed-effect model.	fixed effect model fixed-effects model
follow up (verb) or follow-up (adjective or noun)  e.g. 'Seven participants were followed up for 10 days.' (verb)  e.g. 'The follow-up period was 10 weeks.' (adjective)  e.g. 'The follow-up was shorter than expected.' (noun)	—
forest plot	forrest plot

Correct usage	Incorrect usage
<p>GRADE</p> <p>More recently, GRADE assessments refer to 'certainty', rather than 'quality'. Use the terminology consistent with the GRADE guidance of software you are using, and in summary of findings tables, use the corresponding wording for the grades of evidence (see below).</p> <p>For certainty:</p> <p><b>GRADE Working Group grades of evidence</b>  <b>High certainty:</b> we are very confident that the true effect lies close to that of the estimate of the effect.  <b>Moderate certainty:</b> we are moderately confident in the effect estimate; the true effect is likely to be close to the estimate of the effect, but there is a possibility that it is substantially different.  <b>Low certainty:</b> our confidence in the effect estimate is limited; the true effect may be substantially different from the estimate of the effect.  <b>Very low certainty:</b> we have very little confidence in the effect estimate; the true effect is likely to be substantially different from the estimate of effect.</p> <p>For quality:</p> <p><b>GRADE Working Group grades of evidence</b>  <b>High quality:</b> further research is very unlikely to change our confidence in the estimate of effect.  <b>Moderate quality:</b> further research is likely to have an important impact on our confidence in the estimate of effect and may change the estimate.  <b>Low quality:</b> further research is very likely to have an important impact on our confidence in the estimate of effect and is likely to change the estimate.  <b>Very low quality:</b> we are very uncertain about the estimate.</p> <p>Note: for further information, see <a href="#">The GRADE Working Group clarifies the construct of certainty of evidence</a>.</p> <p>See also: <a href="#">Handbook version 6, chapter 14</a>.</p>	
<p>'Gram' should be capitalized and not hyphenated when used as Gram stain; gram negative and gram positive should be lowercase and only hyphenated when used as a unit modifier.</p> <p>e.g. Gram staining</p> <p>e.g. the bacteria were gram negative</p> <p>e.g. gram-positive and gram-negative bacteria</p>	<p>Gram-positive and Gram-negative bacteria</p> <p>gram positive and gram negative bacteria</p> <p>gram staining showed ...</p>
<p>handsearch</p> <p>e.g. We handsearched three journals.</p> <p>e.g. The handsearching process ...</p>	<p>hand search</p> <p>hand-search</p>
<p>hand washing</p> <p>Note: present as two words unless being used to modify a noun.</p> <p>e.g. The studies investigated hand washing for prevention of infections.</p> <p>e.g. The studies investigated hand-washing promotion for prevention of infections.</p>	<p>The studies investigated handwashing.</p> <p>The studies investigated hand-washing.</p> <p>The studies investigated handwashing promotion.</p> <p>The studies investigated hand washing promotion.</p>

Correct usage	Incorrect usage
health care (noun) or healthcare (adjective) e.g. healthcare professionals (adjective) e.g. important aspect of health care (noun)	—
$I^2$ statistic	I-squared statistic I-square statistic $I^2$ test
intention-to-treat analysis	intention to treat analysis
internet	Internet
low-income, middle-income, and high-income countries  Note: see the classifications of all countries according to their economies on the <a href="#">World Bank website</a>	developing countries developed countries
multiple-drug resistance multiple-drug resistant	multidrug resistance multidrug resistant
number needed to treat for an additional beneficial outcome	number-needed-to-treat-for-an-additional-beneficial-outcome  number needed to treat to benefit
number needed to treat for an additional harmful outcome	number-needed-to-treat-for-an-additional-harmful-outcome  number needed to treat to harm
online	on-line on line
open-label	open label
participant or person; participants or people  Note: use participant (for people participating in any trials/studies mentioned in the review) or person instead of subject or patient, unless it changes the meaning of the text (e.g. people with ulcers rather than patients with ulcers). If trials are exclusively concerned with a single population such as children or women, use children or women instead of participants.	—
per cent  Note: see also <a href="#">Guidance on usage and presentation of commonly used symbols</a>	percent
PICO: broadly speaking, PICO stands for 'population, intervention(s), comparison(s) and outcomes', but there is no standard definition. For example, the 'P' can stand for 'participants', 'population' or 'problem', and the 'C' for 'control', 'comparator' or 'comparison(s)'.	
preoperative	pre-operative or pre operative
perioperative	peri-operative or peri operative

Correct usage	Incorrect usage
postoperative	post-operative or post operative
quality:  low-quality (adjective)  moderate-quality (adjective)  high-quality (adjective)  e.g. high-quality evidence	  low quality (adjective)  moderate quality (adjective)  high quality (adjective)
random-effects model	random effects model random-effect model
regimen	regime
risk of bias  e.g. We assessed the risk of bias in the included studies using RoB 2.  e.g. We assessed the risk of bias in the included studies using RoB 1.  risk of bias assessment  risk of bias table  Note: For more about the names of Cochrane risk of bias tools, see <a href="#">Names specific to Cochrane</a> .	'risk of bias'  Risk of bias  risk-of-bias assessment  Risk of Bias Table
short-term or long-term (adjective)  e.g. short-term follow-up was three months  short term or long term (noun)  e.g. outcomes that occurred in the short term	—
summary of findings table	summary-of-findings table  Summary of findings table  'summary of findings' table  SoF table
subgroup	sub-group sub group
$\text{Tau}^2$	Tau-squared Tau-square $\text{Tau}^2$ statistic $\text{Tau}^2$ test $\text{T}^2$ $\text{t}^2$
text word	textword
time point	timepoint



Correct usage	Incorrect usage
	time-point
time-to-event analysis/data	time to event analysis/data
wait list or wait-list control (US English)	waitlist, wait list control
waiting list or waiting-list control (UK English)	waiting-list, waiting list control
website	web site
well-being	well being wellbeing
white (adjective)  e.g. The white participants ...  See also: <a href="#">ethnic group names</a>	white (noun)
World Wide Web	world wide web

## Names

In this section: [Frequently used names](#) | [Names specific to Cochrane](#) | [Family names](#) | [Pharmaceutical drug names](#) | [Organism names](#) | [Virus names](#) | [Country and ethnic group names](#)

### Frequently used names

Correct usage	Examples of incorrect usage
Centers for Disease Control and Prevention  Abbreviation: CDC	Centers for Disease Control  Center for Disease Control  Center for Disease Control and Prevention  Centre for Disease Control  Centre for Disease Control and Prevention  CDCP
Embase	EMBASE
GRADE  GRADEpro GDT  Note: the GRADE system is used to assess the quality of evidence in reviews, and summary of findings tables are generated using the GRADEpro GDT software.  Note: the abbreviation GRADE does not need to be defined in Cochrane Reviews (see <a href="#">Common abbreviations that do not need to be defined</a> ).	Grade  GRADEproGDT  GradeProGDT  Grading of Recommendations Assessment, Development and Evaluation

Correct usage	Examples of incorrect usage
PRISMA  Note: the abbreviation PRISMA does not need to be defined in Cochrane Reviews (see <a href="#">Common abbreviations that do not need to be defined</a> ).	Prisma  Preferred Reporting Items for Systematic Reviews and Meta-Analyses
PubMed	Pubmed  PUBMED
World Health Organization	World Health Organisation
Web of Science	Web of science  WOS

## Presentation of terms and names specific to Cochrane

Note: the following table displays the correct spelling and formatting of terms names specific to Cochrane.

Correct usage	Incorrect usage
Archie	ARCHIE
author or review author	reviewer
co-author	coauthor
Cochrane  In certain cases: The Cochrane Collaboration  Note: the full legal name of the organization is The Cochrane Collaboration, and this name was in general use prior to 2015.	the Cochrane Collaboration  The Collaboration  the collaboration
Cochrane Central Executive: <ul style="list-style-type: none"> <li>• Chief Executive Officer's Office</li> <li>• Editorial &amp; Methods Department</li> <li>• Knowledge Translation Department</li> <li>• Publishing, Research &amp; Development Department</li> <li>• Finance Services</li> <li>• Informatics and Technology Services</li> <li>• People Services</li> </ul>	Finance & Core Services  Cochrane Editorial Unit  IKMD Department  Cochrane Organisational Unit  Cochrane Secretariat  Membership, Learning & Support Services
Cochrane Groups: <ul style="list-style-type: none"> <li>• Fields</li> <li>• Networks</li> <li>• Methods Groups</li> <li>• Review Groups</li> <li>• Review Group Networks</li> <li>• Geographic Groups <ul style="list-style-type: none"> <li>◦ Associate Centres</li> <li>◦ Centres</li> <li>◦ Geographic Networks</li> <li>◦ Affiliates</li> </ul> </li> </ul>	Cochrane groups  entities  Methods groups  Branches

Correct usage	Incorrect usage
For names of Cochrane Groups, see: <ul style="list-style-type: none"> <li>• <a href="#">Geographic Groups</a></li> <li>• <a href="#">Review Groups</a></li> <li>• <a href="#">Review Group Networks</a></li> <li>• <a href="#">Fields and Networks</a></li> <li>• <a href="#">Methods Groups</a></li> </ul>	
the Cochrane Central Register of Controlled Trials	The Cochrane Central Register of Controlled Trials (CENTRAL)  <i>Cochrane Central Register of Controlled Trials (CENTRAL)</i>  Cochrane Central Register of Clinical Trials (CENTRAL)
the <i>Cochrane Database of Systematic Reviews</i>  Note: use italics for the <i>Cochrane Database of Systematic Reviews</i> (because it is a journal).	The Cochrane Database of Systematic Reviews <i>The Cochrane Database of Systematic Reviews</i>
the <i>Cochrane Handbook for Systematic Reviews of Interventions</i>  Note: can be referred to as 'the <i>Cochrane Handbook</i> ' or 'the <i>Handbook</i> ' in short after first mention, depending on context.	Cochrane Reviewers' Handbook  <i>The Cochrane Handbook for Systematic Reviews of Interventions</i>  The Handbook
the Cochrane Library  '...in the Cochrane Library'	<i>The Cochrane Library</i>  the <i>Cochrane Library</i>  '...on The Cochrane Library'
the Cochrane Editorial and Publishing Policy Resource	the Cochrane Editorial and Publishing Policy Manual  The Cochrane Editorial and Publishing Policy Resource  the Cochrane Editorial and Publishing Policy Resource
the Cochrane Methodology Register	The Cochrane Methodology Register
Cochrane Review protocol  protocol for a Cochrane Review	Cochrane Protocol  Cochrane Review Protocol
Cochrane Review	Cochrane Systematic Review  Cochrane Intervention Review  Cochrane review
Cochrane Review Group	Collaborative Review Group  Review Group
the Cochrane Style Manual  the Style Manual  ...in line with Cochrane style...	the Cochrane Style manual  The Cochrane Style Manual  the Cochrane Style Guide

Correct usage	Incorrect usage
Cochrane Style Basics	the style manual the Style Guide ...in line with Cochrane Style... Cochrane Style Manual Basics
Convenor	Convener
Co-ordinating Editor	Coordinating Editor
Information Specialist (as a role in a Cochrane Group)  Note: Before March 2016, Information Specialists were known as Trials Search Co-ordinators	Information specialist  Trial Search Co-ordinator  Trials Search Coordinator
Methodological Expectations of Cochrane Intervention Reviews (MECIR)	Methodological expectations of Cochrane intervention reviews  Mecir
MeerKat	Meerkat
Review Manager 5  RevMan 5 (abbreviation)  RevMan Web	ReviewManager  Revman  RevMan  RevManWeb
RoB 1  RoB 2  Note: these are official names for the Cochrane risk of bias tools	ROB 2  Rob 2  rob 2  Risk of bias 2
ROBINS-I	Robins-I  ROBINS I  ROBINS-1

## Family names

Where names have designation of rank within a family, such as 'Jr' or 'III', place family designations of rank at the end of the name, without punctuation, and use Arabic ordinals rather than Roman numerals.

Examples (in text): write

'James M LeMesurier, Jr' as 'James M LeMesurier Jr'  
'Roger G Smith III' as 'Roger G Smith 3rd'

Examples (in references section)

'James M LeMesurier, Jr.' becomes 'LeMesurier JM Jr'  
'Roger G Smith III' becomes 'Smith RG 3rd'

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

#### General guidance on Dutch family names in the text

<b>First name (or initial) before the family name</b>	van, de, der, and ter start with a lower-case letter	'Danielle van der Windt' or 'DA van der Windt'
<b>Only family name used</b>	Van, De, Der, and Ter start with an upper-case letter	'Van der Windt'

## Pharmaceutical drug names

Refer to pharmaceutical drugs using the [Recommended International Nonproprietary Name](#) (generic name; rINN; see note below), rather than 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 a brand name starts 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](#) (which provides information on medicines prescribed in the UK), the [WHO MedNet](#) (which can be accessed for free upon registration), and the [WHO Model Formulary](#) (which provides comprehensive information on medicines in the WHO Model List of Essential Medicines).

Note: "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/](http://www.who.int/medicines/services/inn/en/) (accessed 7 July 2015).

There is no need to use trademark symbols (® or ™) with brand names. These symbols (® for registered; ™ for unregistered) are intended for use by owners of brand names to assert their ownership in their own documentation and advertising. There is no need to use these symbols with drug or product names in Cochrane Reviews, but brand names should always have an initial capital letter and correct spelling. If there is potential misunderstanding or ambiguity about the status of a name, the text should make it clear that it is a brand name, with the company name added if needed.

## Organism names

Names of organisms are given in the form *Genus species* (e.g. *Plasmodium falciparum*, *Staphylococcus aureus*). The genus name starts with an upper-case letter, and the species name is all lower case. Both are italicized. Once an organism's name has been stated in full, use the abbreviated form thereafter. For the abbreviated form use the initial letter of the genus followed by the species name (e.g. *P. falciparum*, *S. aureus*).

## Virus names

Do not italicize a virus name when used generically or when referring to a strain (e.g. herpes simplex virus, influenza A (H1N1) virus), and do not use capital letters unless the virus name includes a proper noun (e.g. West Nile virus, Ebola virus). Italicize species, genus, and family of a virus when used in a taxonomic sense. In this case, virus names should follow the rules of orthography of the International Committee on Taxonomy of Viruses (ICTV). The table below summarizes how to format virus names, but refer to <https://ictv.global/about/code> for a full overview of ICTV recommendations. It is usually not necessary to mention the taxonomy of a virus if it is well known.

#### Formatting of virus names

Note: this information comes from <https://ictv.global/about/code> where there are further examples of formatting rules and a full taxonomy index.

Type of term	Formatting	Examples
Virus order, family, subfamily, or genus	Italics with first letter of the name capitalized	<i>Herpesvirales</i> (order) <i>Herpesviridae</i> (family) <i>Alphaherpesvirinae</i> (subfamily) <i>Simplexvirus</i> (genus)
Species name	Italics with the first letter of the first name capitalized. Never abbreviate species names.  Exceptions: proper nouns, parts of proper nouns, or alphabetical identifiers may be capitalized even if they occur as the second word.	<i>Human alphaherpesvirus 1</i> <i>Mumps virus</i>  <i>West Nile virus</i> <i>Influenza A virus</i> <i>Enterovirus A</i>
Virus strain or generic name	Not italicized and the first letter of the first word is not capitalized, unless it is a proper noun or includes alphabetical identifiers	Ebola virus herpes simplex virus influenza A (H1N1) virus

## Country and ethnic groups' names

Refer to the section on international considerations for guidance on [country names](#) and [ethnic group names](#).

## Numbers, statistics, and units

In this section:

### Dates

In this section: [Standard date format](#) | [Regional considerations](#) | [Decades and centuries](#) | [Examples of formatting dates and time periods](#)

#### Standard date format

Cochrane documents always use this format and sequence for dates:

- day (numeral) month (always in full) year (four-digit numeral)

No additional punctuation or suffixes should be used.

#### Regional considerations

There are regional differences in the ways dates are expressed. Always use the standard format in Cochrane documents.

Be careful when referring to seasons, as they occur at different times of the year in different parts of the world.

#### Decades and centuries

Decades are always expressed as numerals, and century numbers may be expressed as numerals or written in full (e.g. '19th century' or 'nineteenth century').

#### Examples of formatting of dates and time periods

Note: the date formats in the examples below are for use in the text of Cochrane documents. Date formats to be used in references are described in the [References](#).

Correct	Incorrect
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
19th century or nineteenth century	19 <sup>th</sup> century

## Numbers

**In this section:** [Overview of number formatting](#) | [Examples of number formatting](#) | [Exceptions for numbers and ordered events less than 10](#) | [Numbers with five or more digits](#) | [Ranges of numbers](#) | [Number hyphenation](#) | [Large numbers](#)

### Overview of number formatting

- Numbers and ordered events less than 10 in full should be written as words, not numerals (see [examples](#)), although there are some [exceptions](#).
- Numbers with two or more digits should be written as numerals unless they are at the start of a sentence (see [examples](#)).
- Numbers between 1000 and 9999 should contain no punctuation.
- [Numbers with five or more digits](#) should include commas (not decimal points or full stops).
- Use 'from' and 'to' instead of a dash to describe a [range of numbers](#) in text. Numbers written out in full should be [hyphenated appropriately](#).
- Often, judgement is needed to determine the best presentation for a set of numbers.

### Examples of number formatting

Correct	Incorrect
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
112th	one hundred and twelfth

### 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; 6 trials, 1500 participants)  (3.1% at 6 months versus 4.7% at 5 months)
Sentence starts with a number	Spell number	Eleven per cent of people ...

Exception	Guidance	Example
		Twenty authors attended the workshop. Eight separate doses are described.
Number with a unit	Always use numerals	8 mg 25 mL 6 s 0.7 kg
Tables (see also: <a href="#">Tables in Cochrane Reviews</a> )	Numerals for all numbers including those < 10	—
Description of a measurement scale	Acceptable to include numeral	Outcomes were evaluated using the 9-point ORBIT classification.

## Numbers with five or more digits

Note: this is an exception to the style convention for SI units; see [Units and systems of measurement](#).

Correct	Incorrect
7677	7,677
10,000	10000
12,100	12.100

## Ranges of numbers

Correct	Incorrect
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)	The risk ratio was 0.38 (95% CI 0.30-0.49)
(MD –11.50 h, 95% CI –20.04 to –2.18)	(MD –11.50 h, 95% CI –20.04 - –2.18)
1% to 10%	1%-10%
4 mg to 5 mg	4-5 mg, or 4 to 5 mg

## Number hyphenation

Rule	Correct	Incorrect
Hyphenate compound numbers from twenty-one through to ninety-nine	ninety-seven one hundred and forty-two forty-three thousand and eighty-three	ninety seven one-hundred-and-forty-two one hundred and forty two forty three thousand and eighty-three forty three thousand and eighty three
Hyphenate written-out fractions	two-thirds two-fifths	two thirds two-third



Rule	Correct	Incorrect
		two fifths two-fifth

## Large numbers

Use '6.1 million' rather than '6,100,000'

Avoid 'billion' and 'trillion', due to ambiguity about their value. If they are used, they should be explained in terms of millions (e.g. '6 billion (6000 million)')

## Statistical and mathematical presentation

This section provides general guidance on the presentation of statistical and mathematical terms and values. Please also refer to the [Cochrane Handbook for Systematic Reviews of Interventions](#).

For guidance on abbreviating statistical terms commonly used in Cochrane Reviews see [Common abbreviations](#).

	Guidance	Correct	Incorrect
<b>Decimal places</b>	Odds ratios, risk ratios, and standardized mean differences should usually be quoted to two decimal places.  For very large or very small values, use judgement to determine whether fewer or more decimal places should be used to express the appropriate level of precision.	12.26	12.3
<b>Decimal points</b>	Use full stops, not commas.	15.51	15,51
<b>Equals sign</b>	For values that are represented by a mathematical symbol (e.g. P and I <sup>2</sup> ) use an equal sign and do not include the word "value" when used to present a value. For terms that are represented as abbreviations (e.g. RR, OR, MD) do not use an equals sign.	P = 0.015  I <sup>2</sup> = 20%  RR 0.05	P value = 0.015 P 0.015  I <sup>2</sup> 20%  RR value 0.05 RR = 0.05
<b>Mathematical equations</b>	Avoid building equations or formulae spaced over two or more lines in the text of the review, as text formatting will change during publication process.	2 = 10/5	10 2 = --- 5
	Use spaces either sides of '-', '+', and '=' symbols in mathematical equations.  See also: <a href="#">Guidance on spacing around commonly used symbols</a>	SE = sqrt((1/r1) + (1/(n1 - r1)) + (1/r2) + (1/(n2 - r2)))	SE = sqrt((1/r1)+(1/(n1-r1))+(1/r2)+(1/(n2-r2)))

	Guidance	Correct	Incorrect
<b>Number needed to treat (NNT)</b>	Express all NNTs as positive whole numbers, all decimals being rounded up.  Use 'number needed to treat for an additional beneficial outcome' and its abbreviation 'NNTB', not 'number needed to treat' or 'NNT'. Similarly, use 'number needed to treat for an additional harmful outcome' (NNTH) to specify a harmful event.	NNTB or NNTH  NNTB 10	NNT or NNH  NNT 10.5
<b>P value</b>	P values should be stated exactly, apart from values less than 0.001, which should be expressed as $P < 0.001$ .	$P = 0.03$ $P < 0.001$	$P < 0.05$ $P = 0.0005$
	Use the phrase 'P value' in text if referring to the statistic, but use 'P = ' when presenting a value.	We calculated the P value.  $P = 0.05$	We calculated P.  P value = 0.05
	Use an upper-case 'P' (not italic), and do not add hyphen between the 'P' and the value	P value	p value  <i>P</i> value  P-value  p-value
	P values should be expressed with two significant figures and up to three decimal places.	$P = 0.23$ $P = 0.051$ $P = 0.003$ $P = 0.001$	$P = 0.232$ $P = 0.05$ $P = 0.0025$ $P = 1.3 \times 10^{-3}$
<b>Sample and population sizes</b>	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.	—	—
<b>Summary statistic and confidence interval</b>	Only use abbreviations for summary statistics (e.g. RR or MD) and confidence interval (CI) if they have already been defined (see <a href="#">Abbreviations and acronyms</a> for further guidance).	The risk ratio (RR) was 0.38 (95% confidence interval (CI) 0.30 to 0.49)	—
	Separate summary statistic from its CI using a comma if inside a single set of brackets.	...was statistically significant (RR 0.09, 95% CI 0.02 to 0.38)	—

	Guidance	Correct	Incorrect
	Define the CI (e.g. 95% or 99%).	(odds ratio 1.11, 95% CI 0.98 to 1.20)	(odds ratio 1.11, CI 0.98 to 1.20)
	Separate the CIs with 'to' instead of using a hyphen.	(mean difference –11.11 hours, 95% CI –20.04 to –2.18)	(mean difference –11.11 hours; 95% CI –20.04- –2.18)
<b>Order of presentation of information in results brackets</b>	<p>Where multiple pieces of information are presented within a bracket, use this order and punctuation:</p> <p>(summary statistic, CI; P value, <math>I^2</math>; number of studies, number of participants; level of evidence; link to analysis).</p> <p>Note: it is permissible to use numerals for numbers under 10 in results brackets.</p> <p>Note: it is not necessary to include all these parameters for every result.</p>	(MD –11.11 hours, 95% CI –20.04 to –2.18; P = 0.01, $I^2$ = 20%; 6 studies, 3011 participants; moderate-certainty evidence; <a href="#">Analysis 1.1</a> )	(MD –11.11 hours; 95% CI –20.04- –2.18, P 0.01; $I^2$ 20%, six studies, n = 3011; <i>moderate certainty evidence</i> ) <a href="#">Analysis 1.1</a>

## Units and systems of measurement

In this section: [Standard units](#) | [Commonly used units](#) | [Prefixes for SI units](#) | [General guidance on SI units](#) | [Currencies](#)

### Standard units

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

### Commonly used units

This table lists SI units and other units that are often used in Cochrane Reviews. The full list of SI units and further information is available from the [International Bureau of Weights and Measures](#) (BIPM) and the [NIST Reference on Constants, Units, and Uncertainty](#).

Unit name	Symbol	Type
kilogram	kg	base unit
microgram	µg	base unit
metre	m	base unit
second (unit of time)	s	base unit
cubic metre	m <sup>3</sup>	derived unit
degree Celsius	°C	derived unit

Unit name	Symbol	Type
metre per second	m/s	derived unit
square metre	m <sup>2</sup>	derived unit
day	d	non-SI unit
degree	°	non-SI unit
hour	h	non-SI unit
litre  Note: the 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'.	L	non-SI unit
minute (unit of time)	min	non-SI unit
minute (measurement of angle)	'	non-SI unit
second (measurement of angle)	"	non-SI unit

## Prefixes for SI units

This table includes the SI prefixes commonly used in Cochrane Reviews.

Factor	Name and symbol	Example
10 <sup>-1</sup>	deci (d)	decilitre (where 'litre' is the base unit)
10 <sup>-2</sup>	centi (c)	centimetre (where 'metre' is the base unit)
10 <sup>-3</sup>	milli (m)	milligram (where 'gram' is the base unit)
10 <sup>-6</sup>	micro (μ)	microlitre
10 <sup>-9</sup>	nano (n)	nanogram

## General guidance on SI units

SI units and their derivatives should follow the style conventions listed below. Unlike most [abbreviations and acronyms](#), it is not necessary to define the full unit name on first use.

These are a selection of style conventions from NIST and BIPM (see links above). 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 (e.g. 150,739) instead of thin, fixed spaces (150 739).

Guidance	Correct	Incorrect
Unit symbols are unaltered when plural	10 mg	10 mgs
Unit symbols are not followed by a full stop, except when followed by normal sentence punctuation	I added 60 μg of salt.	I added 60 μg. of salt.

Guidance	Correct	Incorrect
The unit symbol to which a numerical value belongs, and the mathematical operation that applies to the value of a quantity, should be clear.	20 °C to 30 °C  123 g ± 2 g	20 °C-30 °C 20 to 30 °C  123 ± 2 g (123 ± 2) g
Values of quantities: use Arabic numerals plus symbols for units	m = 5 kg  the current was 15 A	m = five kilograms m = five kg  the current was 15 amperes
Put one space between the numerical value and the unit symbol. Do not put a space between a prefix and the unit symbol.  Note: except in the case of superscript units for angles or degrees (e.g. 2° 3').	2 s  25 nL	2s  25 n L
When a value with unit is used as a modifier before a noun, write out the name of the metric quantity and use a hyphen between the numeral and unit.	a 2-second delay  a 20-liter container	a 2-s delay  a 20 L container
When combining units, use 'per' rather than <sup>-1</sup>	mg/kg	mg kg <sup>-1</sup>
Do not mix information with unit symbols or names	the water content is 20 mL/kg	20 mL H <sub>2</sub> O/kg  20 mL of water/kg
Informal references to non-SI units, such as a historical quotes 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.

## Currencies

Currencies are expressed using the standard three-letter codes ([ISO-4217](#)). For guidance on when to use these see: [Common abbreviations: currency abbreviations](#).

Guidance	Correct	Incorrect
Currency codes go before the amount.	USD 4 million  4 million US dollars	4 million USD  US dollars 4 million
Add a space between the code and the amount.	EUR 300  300 euros	EUR300  300euros
Currencies (dollars, euros) are do not have a capital letter, but any associated nations or regions will be capitalized as normal.	15 euros  30,000 Canadian dollars	15 Euros  30,000 Canadian Dollars

## References

In this section:

## Entering and citing references

In this section:

### References in Cochrane Reviews

References are divided into two groups: 1) references to studies; and 2) other references. The references to studies comprise included, excluded, and ongoing studies as well as studies awaiting classification. The other references comprise additional references (e.g. those used in the background or discussion sections) and references to other published versions of the review (including the protocol).

Each study has a Study ID (usually made up of the last name of the first author plus the year) used to refer and link to the study within the review. Each study has one or more references. Other references have Reference IDs (usually made up of the last name of the first author plus the year).

### Entering references

#### Reference fields

When references are entered manually in RevMan Web, different reference fields need to be completed (e.g. author(s), title, journal, page numbers etc.). For guidance on content and presentation of the different reference fields, see the [Reference fields](#) section. Note that text formatting is applied to references entered in RevMan Web during the publishing process; for example, journal titles and book titles are converted to italic text on publication.

#### Reference types

References can be typed in manually or imported from files generated by standard bibliographic software (see <https://documentation.cochrane.org/revman-kb/populate-import-and-organize-data-228786750.html>) or from the Cochrane Register of Studies. It is preferable to use the importing method. Different types of references can be entered into RevMan Web. See [Overview of reference types](#).

For detailed examples of reference types and how to populate reference fields, see the [Reference types](#) section. If a reference does not fit into one of the available categories, select 'Other' and use the available fields in a way that gives an appropriately formatted reference. You can also refer to [Citing Medicine](#), the National Library of Medicine's guide for citing references, for other reference types, such as a patents, legal material, or journal articles with a retraction, comment, or erratum. See also [Differences between Cochrane and NLM style](#).

### Citing references

This table provides guidance on inserting references in the text in Cochrane Reviews. The study and reference IDs must be linked to the reference list.

Guidance	Correct	Incorrect
Separate multiple citations with a semicolon.	(Smith 2000; Robb 2001)	(Smith 2000, Robb 2001)
List in alphabetical or chronological order (from earliest to latest), and be consistent within a single document.	<b>Alphabetical:</b> (Bakri 1988a; Bakri 1988b; Davis 2003; Slinn 2001)	<b>Alphabetical:</b> (Bakri 1988a; Bakri 1988b; Slinn 2001; Davis 2003)
	<b>Chronological:</b> (Bakri 1988a; Bakri 1988b; Slinn 2001; Davis 2003)	<b>Chronological:</b> (Bakri 1988a; Bakri 1988b; Davis 2003; Slinn 2001)

No 'and' before the final citation	(Davis 2001; Omari 1988; Preston 1988; Slinn 2001)	(Davis 2001; Omari 1988; Preston 1988; and Slinn 2001)
Citations can be used as part of a sentence or placed in round brackets within the closest punctuation.  Note: see below for single sentences containing multiple pieces of information	The study was successful (Robeson 1990).	The study was successful [Robeson 1990].
	The study was successful (Griffin 1990); it confirmed previous findings (Howes 1995).	The study (Griffin 1990) was successful; it confirmed previous findings (Howes 1995).
	Williams 1991 reports the full details.	(Williams 1991) reports the full details.
Sentences that include multiple pieces of information supported by a number of citations should be structured so that it is clear to which piece of information each citation refers.	Smith 1990 included women only, while Jones 1999 included men only.  or:  One trial included women only (Smith 1990), while another included men only (Jones 1999).	One trial (Smith 1990) included women only, while another (Jones 1999) included men only.
Rephrase to avoid using 'et al.' in the text.	Boddy and colleagues wrote that...	Boddy et al. wrote that...
	The Boddy study mentions...	

## Reference fields

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

The table below has guidance on the correct way of entering information into the various reference fields in RevMan Web. RevMan Web automatically inserts punctuation at the appropriate locations in the formatted reference, so ensure that there is no full stop at the end of each reference field.

Field	Guidance	Correct	Incorrect
Study ID or Reference ID	Generally, preferred Cochrane format uses family name of first author and year of publication  Alternatively, if a trial is more widely known by an acronym, authors can use the format 'TRIALNAME YYYY'; use the year of publication of the primary reference for the trial.	Garner 2001  WOMAN 2017	—
	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)

Field	Guidance	Correct	Incorrect
Authors	List the first six authors before using 'et al'; precede 'et al' by a comma  Note: when entering authors in the Cochrane Register of Studies (CRS) all authors should be listed when possible.	Smith H, Tavender E, Klaes D, Hinds P, Remington T, Sparkes V, et al	—
	No 'and' before the final	Smith H, Tavender E, Klaes D, Hinds P	Smith H, Tavender E, Klaes D, and Hinds P
	Authors' names should be written with the family name first, followed by a maximum of two initials. The family name should be followed by one space and a maximum of two initials. There should be no full stops or spaces between initials, though they may be hyphenated where appropriate. Given names should not appear in full, but be restricted to an initial. Authors should be separated by a comma.  It is particularly important to ensure that author data is entered accurately, as the author data is automatically processed by organisations that receive Cochrane content at publication.  Note: see 'Family names' in the section on <a href="#">Names</a> for advice about Dutch and Chinese names, and designations of rank.	Schoenfeld KT, Belfield S, Miller PD	Schoenfeld KTM, Belfield Sean, Miller, P. D.
English title (journal article)	Sentence case: first letter of the first word in upper case; other words in lower case unless they are proper nouns or require an upper-case letter  If the title includes a colon, the word after the colon should start with a lower-case letter unless it is a proper noun or requires an upper-case letter (e.g. Epidemiology: Scotland a suitable microcosm?).  Do not use italics.	Antibiotics for treating infection  The importance of vitamin A  Implementing GRADE  Vitamin D for preventing cancer: evidence and health beliefs  Staphylococcus aureus infection control in clinics	Antibiotics For Treating Infection  The importance of vitamin a  Implementing Grade  Vitamin D for preventing cancer: Evidence and health beliefs  <i>Staphylococcus aureus</i> infection control in clinics
English title (book or	Write in full using title case	Sports Injuries and Their	Sports injuries and their



Field	Guidance	Correct	Incorrect
dissertation)	<p>(i.e. each substantive word starts with an upper-case letter).</p> <p>Note: titles of book chapters should be written in sentence case (i.e. first letter of the first word in upper case; other words in lower case unless they are proper nouns or require an upper-case letter).</p> <p>Do not use italics.</p>	<p>Treatment</p> <p><i>Staphylococcus aureus</i></p>	<p>treatment</p> <p><i>Staphylococcus aureus</i></p>
Original title	Include non-English title only if provided by the journal or database	—	—
Journal title	<p>Write in full using title case (i.e. each substantive word starts with an upper-case letter). Follow Style Manual guidance rather than stylings proposed by the journals or its publisher. Select titles from the journal pick list.</p> <p>Note: enter journal names in regular text in the References section of RevMan Web, as they are italicized automatically when the review is published (however, in the text of the review they should be input in italics).</p>	<p>Journal of Pharmacy and Pharmacology</p> <p>PLOS One</p>	<p>J Pharm Pharmacol</p> <p>PLOS ONE</p> <p>PLos One</p>
	<p>Do not include 'The' at the start of journal names.</p> <p>Journal titles sometimes change; use the title current at the time of publication (e.g. <i>British Medical Journal</i> changed to <i>BMJ</i> in 1988, then to <i>The BMJ</i> in 2014, although both <i>BMJ</i> and <i>The BMJ</i> are entered as 'BMJ').</p>	<p>Lancet</p> <p>Journal of Physiology</p>	<p>The Lancet</p> <p>The Journal of Physiology</p>
	For non-English language journal titles, include an English translation in square brackets after the original title only if the translation is provided by the journal or database.	Zhonghua Yi Xue Za Zhi [Chinese Medical Journal]	Zhonghua Yi Xue Za Zhi (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

Field	Guidance	Correct	Incorrect
Identifiers	<p>Use of identifiers is optional (they may aid identification of the reference and allow a hyperlink from the reference to the article).</p> <p>Note: identifiers are not automatically included in the reference field slots provided in RevMan Web. When entering an identifier, authors must click on the 'Add Identifier' button below the reference fields input table and select the type of identifier wanted (i.e. MEDLINE, PubMed, Embase, DOI, Central, or Other).</p>	—	—
DOI (type of identifier)	Include where provided	10.1002/14651858. CD004577.pub2	DOI: 10.1002/14651858. CD004577.pub2

## Reference types

In this section:

## Overview of reference types

### Overview of reference types

This section provides information about how to insert the following reference types into Review Manager 5 (RevMan 5).

<a href="#">Journal articles</a>	<ul style="list-style-type: none"> <li>• <a href="#">Standard</a></li> <li>• <a href="#">Both personal authors and an organization as an author</a></li> <li>• <a href="#">Organization as an author</a></li> <li>• <a href="#">No named author</a></li> <li>• <a href="#">Not in English</a></li> <li>• <a href="#">In volume with supplement</a></li> <li>• <a href="#">In issue with supplement</a></li> <li>• <a href="#">In volume with part</a></li> <li>• <a href="#">In issue with part</a></li> <li>• <a href="#">In issue with no volume</a></li> <li>• <a href="#">In press</a></li> <li>• <a href="#">Electronic publication ahead of print</a></li> </ul>
<a href="#">Cochrane publications</a>	<ul style="list-style-type: none"> <li>• <a href="#">Cochrane Review protocol</a></li> <li>• <a href="#">Cochrane Review</a></li> <li>• <a href="#">Comment on a Cochrane Review</a></li> <li>• <a href="#">Cochrane Handbooks</a></li> <li>• <a href="#">Chapter of a Cochrane Handbook</a></li> <li>• <a href="#">Cochrane Editorial and Publishing Policy Resource</a></li> <li>• <a href="#">Cochrane Style Manual</a></li> </ul>
<a href="#">Conference proceedings</a>	<ul style="list-style-type: none"> <li>• <a href="#">Full conference proceedings as a journal supplement</a></li> <li>• <a href="#">Conference abstract as a journal supplement</a></li> <li>• <a href="#">Full conference proceedings not in a journal format</a></li> <li>• <a href="#">Conference abstract not in a journal format</a></li> </ul>

<a href="#">Books, monographs, theses and dissertations</a>	<ul style="list-style-type: none"> <li>• <a href="#">With personal author(s)</a></li> <li>• <a href="#">With editor(s), compiler as author</a></li> <li>• <a href="#">With organization as author and publisher</a></li> <li>• <a href="#">Chapter in an edited book</a></li> <li>• <a href="#">Dissertation or thesis</a></li> </ul>
<a href="#">Websites</a>	
<a href="#">Software</a>	
<a href="#">Other</a>	<ul style="list-style-type: none"> <li>• Personal communication <ul style="list-style-type: none"> <li>◦ <a href="#">Email message</a></li> <li>◦ <a href="#">Letter</a></li> <li>◦ <a href="#">Other (e.g. conversation)</a></li> </ul> </li> <li>• <a href="#">Unpublished data</a></li> <li>• <a href="#">Figure, table or appendix in a journal article</a></li> <li>• <a href="#">Study listed in a trial register</a></li> <li>• <a href="#">Ongoing study (not listed in trial register)</a></li> <li>• <a href="#">Scientific or technical report</a></li> <li>• <a href="#">Supplementary materials</a></li> </ul>

## Journal articles

**In this section:** [Standard](#) | [Both personal authors and an organization or group as an author](#) | [Organization or group as an author](#) | [Personal authors writing on behalf of an organization or group](#) | [No named author](#) | [Not in English](#) | [In volume with supplement](#) | [In issue with supplement](#) | [In volume with part](#) | [In issue with part](#) | [In issue with no volume](#) | [In press and submitted](#) | [Electronic publication ahead of print](#) | [Copublished articles](#)

### Standard

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

**Example with article number:** Chadwick G, Varagunam M, Brand C, Riley SA, Maynard N, Crosby T, et al. Coding of Barrett's oesophagus with high-grade dysplasia in national administrative databases: a population-based cohort study. BMJ Open 2017;7:e014281.

<b>Reference type</b>	Journal article
-----------------------	-----------------

<b>Authors</b>	Chadwick G, Varagunam M, Brand C, Riley SA, Maynard N, Crosby T, et al
<b>English title</b>	Coding of Barrett's oesophagus with high-grade dysplasia in national administrative databases: a population-based cohort study
<b>Journal/book/source</b>	BMJ Open
<b>Date of publication</b>	2017
<b>Volume</b>	7
<b>Issue</b>	
<b>Pages</b>	e014281

### Both personal authors and an organization or group 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.

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

### Personal authors writing on behalf of an organization or group

**Example:** Zhang W-H, Deneux-Tharaux C, Brocklehurst P, Juszczak E, Joslin M, Alexander S, on behalf of the EUPHRATES Group. Effect of a collector bag for measurement of postpartum blood loss after vaginal delivery: cluster randomised trial in 13 European countries. *BMJ* 2010;340:c293.

<b>Reference type</b>	Journal article
<b>Authors</b>	Zhang W-H, Deneux-Tharaux C, Brocklehurst P, Juszczak E, Joslin M, Alexander S, on behalf of the EUPHRATES Group  Note: organization separated from authors by a comma. If more than six authors, put 'et al,' after the sixth author, followed by 'on behalf of [organization name]'
<b>English title</b>	Effect of a collector bag for measurement of postpartum blood loss after vaginal delivery: cluster randomised trial in 13 European countries
<b>Journal/book/source</b>	BMJ

Date of publication	2010
Volume	340
Issue	
Pages	c293

## Organization or group as an author

**Example:** GRADE Working Group. Grading quality of evidence and strength of recommendations. BMJ 2004; 328:1490-4.

Reference type	Journal article
Authors	GRADE Working Group
English title	Grading quality of evidence and strength of recommendations
Journal/book/source	BMJ
Date of publication	2004
Volume	328
Issue	
Pages	1490-4

## No named author

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

Reference type	Other
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

## 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	Recommended dietary allowances for pregnant women affected with phenylketonuria

	Note: leave this section blank if an English translation is not available.  Note: do not include the language of the original article at the end of the title.
<b>Original title</b>	Recommandations diététiques pour les femmes enceintes atteintes de phénylcétonurie
<b>Journal/book/source</b>	Archives de Pédiatrie
<b>Date of publication</b>	2001
<b>Volume</b>	8
<b>Issue</b>	4
<b>Pages</b>	397-406

NOTE: for references in languages that use a non-Latin alphabet, e.g. Chinese or Russian, all fields must be completed in Romanized transliteration and not in the original script, as in the example below.

**Example:** Jia CL, Jiang GS, Yang XX, Dou HQ, Li CR. Effects on Helicobacter pylori reinfection in gastric mucosa by two oral plaque control methods. Huaxi Kongqiang Yixue Zazhi [West China Journal of Stomatology] 2009;27(2):172-4.

<b>Reference type</b>	Journal article
<b>Authors</b>	Jia CL, Jiang GS, Yang XX, Dou HQ, Li CR
<b>English title</b>	Effects on Helicobacter pylori reinfection in gastric mucosa by two oral plaque control methods.  Note: do not include the language of the original article at the end of the title.
<b>Original title</b>	Note: leave this section blank if the original title is not available.
<b>Journal/book/source</b>	Huaxi Kongqiang Yixue Zazhi [West China Journal of Stomatology]
<b>Date of publication</b>	2009
<b>Volume</b>	27
<b>Issue</b>	2
<b>Pages</b>	172-4

### 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.

<b>Reference type</b>	Journal article
<b>Authors</b>	Bowman CM
<b>English title</b>	The long-term use of inhaled tobramycin in patients with cystic fibrosis
<b>Journal/book/source</b>	Journal of Cystic Fibrosis

<b>Date of publication</b>	2002
<b>Volume</b>	1 Suppl 2
<b>Pages</b>	194-8

### 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.

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

### In volume with part

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

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

### 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.

<b>Reference type</b>	Journal article
<b>Authors</b>	Edwards L, Meyskens F, Levine N
<b>English title</b>	Effect of oral iso-tretinoin on dysplastic nevi
<b>Journal/book/source</b>	Journal of the American Academy of Dermatology

<b>Date of publication</b>	1989
<b>Volume</b>	20
<b>Issue</b>	2 Pt 1
<b>Pages</b>	257-60

### 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.

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

### In press or submitted to a journal

Articles that have been accepted for publication can be cited as 'in press' articles. Articles that have been submitted to a journal, but not yet accepted for publication, must not be cited in that form. Instead they are cited as unpublished data.

**Example:** Johnson AB, Smith CD. A review of treatments for chronic disorders. Journal of Medicine (in press).

<b>Reference type</b>	Other
<b>Authors</b>	Johnson AB, Smith CD
<b>English title</b>	A review of treatments for chronic disorders
<b>Journal/book/source</b>	Journal of Medicine
<b>Date of publication</b>	(in press)

### 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]. [DOI: 10.1161/HYPERTENSIONAHA.108.123455]

<b>Reference type</b>	Other
<b>Authors</b>	Feldman RD, Zou GY, Vandervoort MK, Wong CJ, Nelson SA, Feagan BG
<b>English title</b>	A simplified approach to the treatment of uncomplicated hypertension. A cluster randomized, controlled trial.
<b>Journal/book/source</b>	Hypertension



<b>Date of publication</b>	2009 Feb 23 [Epub ahead of print]
<b>Identifier: DOI</b>	10.1161/HYPERTENSIONAHA.108.123455  Note: it is highly desirable to have a DOI for e-publications.

## Copublished articles

Some journal articles are published in two or more journals simultaneously, usually to reach a particular audiences or to publicize cross-journal initiatives. If such articles are included as studies, then all references should be added under the study ID. If such articles are additional references, then cite one only of them.

## Cochrane publications

**In this section:** [Protocol](#) | [Cochrane Review](#) | [Comment on a Cochrane Review](#) | [Registered title](#) | [Editorial](#) | [Handbooks](#) | [Handbook chapter](#) | [Cochrane Editorial and Publishing Policy Resource](#) | [Cochrane Style Manual](#)

### Protocol for a Cochrane Review

**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.

<b>Reference type</b>	Cochrane Protocol
<b>Authors</b>	Ranganathan LN, Ramaratnam S
<b>English title</b>	Zonisamide monotherapy for epilepsy  Note: do not add the word '[Protocol]' because the software enters this automatically.
<b>Journal/book/source</b>	Cochrane Database of Systematic Reviews
<b>Date of publication</b>	2007
<b>Issue</b>	4
<b>Identifier - DOI</b>	10.1002/14651858.CD006789  Note: the CD number is included in the DOI and does not need to be repeated.

### Cochrane Review

**Example:** Herbert RD, de Noronha M, Kamper SJ. Stretching to prevent or reduce muscle soreness after exercise. Cochrane Database of Systematic Reviews 2011, Issue 7. CD004577. DOI: 10.1002/14651858.CD004577.pub3.

<b>Reference type</b>	Cochrane Review
<b>Authors</b>	Herbert RD, de Noronha M, Kamper SJ
<b>English title</b>	Stretching to prevent or reduce muscle soreness after exercise
<b>Journal/book/source</b>	Cochrane Database of Systematic Reviews
<b>Date of publication</b>	2011
<b>Issue</b>	7
<b>Identifier - DOI</b>	10.1002/14651858.CD004577.pub3

	Note: the CD number is included in the DOI and does not need to be repeated.
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## Comment on a Cochrane Review, Protocol or Editorial

All published comments on articles in the *Cochrane Database of Systematic Reviews* have a unique URL that can be used to cite the comment. The comment URL can be found by accessing the full text of the comment on the Cochrane Library and then copying the URL that is displayed by the browser.

**Example:** Cosmi E, Belli P, Montisci M. Comment on: Fundal pressure during the second stage of labour. 12 March 2018. [www.cochranelibrary.com/cdsr/doi/10.1002/14651858.CD006067.pub3/detailed-comment/en?messageId=167119701](http://www.cochranelibrary.com/cdsr/doi/10.1002/14651858.CD006067.pub3/detailed-comment/en?messageId=167119701)

<b>Reference type</b>	Correspondence
<b>Authors</b>	Cosmi E, Belli P, Montisci M
<b>English title</b>	Comment on: Fundal pressure during the second stage of labour
<b>Journal/book/source</b>	<a href="http://www.cochranelibrary.com/cdsr/doi/10.1002/14651858.CD006067.pub3/detailed-comment/en?messageId=167119701">www.cochranelibrary.com/cdsr/doi/10.1002/14651858.CD006067.pub3/detailed-comment/en?messageId=167119701</a>
<b>Date of Publication</b>	12 March 2018

## Registered title

**Example:** Teoh A. Anti-fibrotic therapies for idiopathic pulmonary fibrosis and other fibrotic interstitial lung diseases [title]. [www.cochrane.org/title/anti-fibrotic-therapies-idiopathic-pulmonary-fibrosis-and-other-fibrotic-interstitial-lung-diseases](http://www.cochrane.org/title/anti-fibrotic-therapies-idiopathic-pulmonary-fibrosis-and-other-fibrotic-interstitial-lung-diseases). Registered on 11 January 2019.

Reference ID	Teoh 2019
<b>Reference type</b>	Other
<b>Authors</b>	Teoh A
<b>English title</b>	Anti-fibrotic therapies for idiopathic pulmonary fibrosis and other fibrotic interstitial lung diseases [title]
<b>Journal/book/source</b>	<a href="http://www.cochrane.org/title/anti-fibrotic-therapies-idiopathic-pulmonary-fibrosis-and-other-fibrotic-interstitial-lung-diseases">www.cochrane.org/title/anti-fibrotic-therapies-idiopathic-pulmonary-fibrosis-and-other-fibrotic-interstitial-lung-diseases</a>
<b>Date of publication</b>	Registered on 11 January 2019

## Editorial

Editorials published on the Cochrane Library are part of the *Cochrane Database of Systematic Reviews*.

**Example:** Moons KG, Hooft L, Williams K, Hayden JA, Damen JA, Riley RD. Implementing systematic reviews of prognosis studies in Cochrane [Editorial]. *Cochrane Database of Systematic Reviews* 2007, Issue 10. Art. No.: CD006789. DOI: 10.1002/14651858.CD006789.

<b>Reference type</b>	Cochrane review
<b>Authors</b>	Moons KG, Hooft L, Williams K, Hayden JA, Damen JA, Riley

	RD
<b>English title</b>	Implementing systematic reviews of prognosis studies in Cochrane [Editorial]
<b>Journal/book/source</b>	Cochrane Database of Systematic Reviews
<b>Date of publication</b>	2018
<b>Issue</b>	10
<b>Identifier - DOI</b>	10.1002/14651858.ED000129  Note: the ED number is included in the DOI and does not need to be repeated.

## Handbooks

*Note: the new version (version 6) of the Cochrane Handbook for Systematic Reviews of Interventions was published in book and online form in October 2019. The online version was updated in February 2021 (version 6.2), so if citing the online version please cite version 6.2. The book version should only be cited if the book version was used as the reference material.*

*If authors need to cite previous versions, an example of the 2011 online version is shown below; all other previous versions can be found at [training.cochrane.org/versions-and-changes-handbook](https://training.cochrane.org/versions-and-changes-handbook). References from previous versions of the Handbook need to be formatted in the way shown below, and not as recommended within the Handbooks themselves.*

### 2021 online version: Cochrane Handbook for Systematic Reviews of Interventions

*Note: make sure to use the reference type 'Other', and not 'Book' or 'Section of book'.*

#### To cite the full online Handbook, please use:

Higgins JP, Thomas J, Chandler J, Cumpston M, Li T, Page MJ, Welch VA, editor(s). Cochrane Handbook for Systematic Reviews of Interventions Version 6.2 (updated February 2021). Cochrane, 2021. Available from [training.cochrane.org/handbook](https://training.cochrane.org/handbook).

<b>Reference type</b>	Other
<b>Authors</b>	Higgins JP, Thomas J, Chandler J, Cumpston M, Li T, Page MJ, Welch VA, editor(s)
<b>English title</b>	Cochrane Handbook for Systematic Reviews of Interventions Version 6.2 (updated February 2021). Cochrane, 2021
<b>Journal/book/source</b>	Available from <a href="https://training.cochrane.org/handbook">training.cochrane.org/handbook</a>

### 2019 book version: Cochrane Handbook for Systematic Reviews of Interventions

#### To cite the print edition of the Handbook, please use:

Higgins JP, Thomas J, Chandler J, Cumpston M, Li T, Page MJ, Welch VA, editor(s). Cochrane Handbook for Systematic Reviews of Interventions. 2nd Edition. Chichester (UK): John Wiley & Sons, 2019.

<b>Reference type</b>	Book
<b>Authors</b>	Higgins JP, Thomas J, Chandler J, Cumpston M, Li T, Page MJ, Welch VA, editor(s)
<b>English title</b>	Cochrane Handbook for Systematic Reviews of Interventions

<b>Date of publication</b>	2019
<b>Edition</b>	2nd
<b>Publisher name</b>	John Wiley & Sons
<b>City of publication</b>	Chichester (UK)

### 2011 online version: Cochrane Handbook for Systematic Reviews of Interventions

*Note: the online version of the Cochrane Handbook for Systematic Reviews of Interventions has been replaced by a more current version (version 6.2). We are keeping the 2011 online version in the Style Manual for practical reasons, but make sure to cite the version used in the review. Also make sure to use the reference type 'Other', and not 'Book' or 'Section of book'.*

**Example:** Higgins JP, Green S, editor(s). Cochrane Handbook for Systematic Reviews of Interventions Version 5.1.0 (updated March 2011). The Cochrane Collaboration, 2011. Available from [training.cochrane.org/handbook/archive/v5.1/](http://training.cochrane.org/handbook/archive/v5.1/).

<b>Reference type</b>	Other
<b>Authors</b>	Higgins JP, Green S, editor(s)
<b>English title</b>	Cochrane Handbook for Systematic Reviews of Interventions Version 5.1.0 (updated March 2011). The Cochrane Collaboration, 2011
<b>Journal/book/source</b>	Available from <a href="http://training.cochrane.org/handbook/archive/v5.1/">training.cochrane.org/handbook/archive/v5.1/</a>

### Cochrane Handbook for Systematic Reviews of Diagnostic Test Accuracy

*Note: make sure to use the reference type 'Other', and not 'Book' or 'Section of book'.*

**Example:** Deeks JJ, Bossuyt PM, Gatsonis C, editor(s). Cochrane Handbook for Systematic Reviews of Diagnostic Test Accuracy Version 1.0.0. The Cochrane Collaboration, 2013. Available from [srdta.cochrane.org](http://srdta.cochrane.org).

<b>Reference type</b>	Other
<b>Authors</b>	Deeks JJ, Bossuyt PM, Gatsonis C, editor(s)
<b>English title</b>	Cochrane Handbook for Systematic Reviews of Diagnostic Test Accuracy Version 1.0.0. The Cochrane Collaboration, 2013
<b>Journal/book/source</b>	Available from <a href="http://srdta.cochrane.org">srdta.cochrane.org</a>

### GRADE Handbook

**Example:** Schünemann H, Brożek J, Guyatt G, Oxman A, editor(s). Handbook for grading the quality of evidence and the strength of recommendations using the GRADE approach (updated October 2013). GRADE Working Group, 2013. Available from [gdt.guidelinedevelopment.org/app/handbook/handbook.html](http://gdt.guidelinedevelopment.org/app/handbook/handbook.html)

<b>Reference type</b>	Other
<b>Authors</b>	Schünemann H, Brożek J, Guyatt G, Oxman A, editor(s)
<b>English title</b>	Handbook for grading the quality of evidence and the strength of recommendations using the GRADE approach (updated October 2013). GRADE Working Group, 2013
<b>Journal/book/source</b>	Available from

## Handbook chapters

*Note: the new version (version 6) of the Cochrane Handbook for Systematic Reviews of Interventions was published in book and online form in October 2019. The online version was updated in February 2021 (version 6.2), so if citing chapters in the online version please cite version 6.2. Chapters in the book version should only be cited if the book version was used as the reference material.*

*If authors need to cite previous versions, an example of a chapter from the 2011 online version is shown below; all other previous versions can be found at [training.cochrane.org/versions-and-changes-handbook](https://training.cochrane.org/versions-and-changes-handbook). References from previous versions of the Handbook need to be formatted in the way shown below, and not as recommended within the Handbooks themselves.*

### 2021 online version: Chapter of the Cochrane Handbook of Systematic Reviews of Interventions with authors

*Note: make sure to use the reference type 'Other', and not 'Book' or 'Section of book'.*

**Example:** Lefebvre C, Glanville J, Briscoe S, Littlewood A, Marshall C, Metzendorf M-I, et al. Chapter 4: Searching for and selecting studies. In: Higgins JP, Thomas J, Chandler J, Cumpston M, Li T, Page MJ, Welch VA, editor(s). Cochrane Handbook for Systematic Reviews of Interventions Version 6.2 (updated February 2021). Cochrane, 2021. Available from [training.cochrane.org/handbook](https://training.cochrane.org/handbook).

<b>Reference type</b>	Other
<b>Authors</b>	Lefebvre C, Glanville J, Briscoe S, Littlewood A, Marshall C, Metzendorf M-I, et al
<b>English title</b>	Chapter 4: Searching for and selecting studies. In: Higgins JP, Thomas J, Chandler J, Cumpston M, Li T, Page MJ, Welch VA, editor(s). Cochrane Handbook for Systematic Reviews of Interventions Version 6.2 (updated February 2021). Cochrane, 2021
<b>Journal/book/source</b>	Available from <a href="https://training.cochrane.org/handbook">training.cochrane.org/handbook</a>

### 2019 book version: Chapter of the Cochrane Handbook of Systematic Reviews of Interventions with authors

**Example:** Lefebvre C, Glanville J, Briscoe S, Littlewood A, Marshall C, Metzendorf M-I, et al. Chapter 4: Searching for and selecting studies. In: Higgins JP, Thomas J, Chandler J, Cumpston M, Li T, Page MJ, Welch VA, editor(s). Cochrane Handbook for Systematic Reviews of Interventions. 2nd Edition. Chichester (UK): John Wiley & Sons, 2019:67-108.

<b>Reference type</b>	Section of book
<b>Authors</b>	Lefebvre C, Glanville J, Briscoe S, Littlewood A, Marshall C, Metzendorf M-I, et al
<b>English title</b>	Chapter 4: Searching for and selecting studies
<b>Journal/book/source</b>	Cochrane Handbook for Systematic Reviews of Interventions
<b>Date of publication</b>	2019
<b>Pages</b>	67-108
<b>Edition</b>	2nd
<b>Editor(s)</b>	Higgins JP, Thomas J, Chandler J, Cumpston M, Li T, Page MJ, Welch VA

<b>Publisher name</b>	John Wiley & Sons
<b>City of publication</b>	Chichester (UK)

#### 2011 online version: Chapter of the Cochrane Handbook of Systematic Reviews of Interventions with authors

*Note: the online version of the Cochrane Handbook for Systematic Reviews of Interventions has been replaced by a more current version (version 6.2). We are keeping the old online version in the Style Manual for practical reasons, but make sure to cite the version used in the review. Also make sure to use the reference type 'Other', and not 'Book' or 'Section of book'.*

**Example:** Lefebvre C, Manheimer E, Glanville J. Chapter 6: Searching for studies. In: Higgins JP, Green S, editor(s). Cochrane Handbook for Systematic Reviews of Interventions Version 5.1.0 (updated March 2011). The Cochrane Collaboration, 2011. Available from [training.cochrane.org/handbook/archive/v5.1/](http://training.cochrane.org/handbook/archive/v5.1/).

<b>Reference type</b>	Other
<b>Authors</b>	Lefebvre C, Manheimer E, Glanville J
<b>English title</b>	Chapter 6: Searching for studies. In: Higgins JP, Green S, editor(s). Cochrane Handbook for Systematic Reviews of Interventions Version 5.1.0 (updated March 2011). The Cochrane Collaboration, 2011
<b>Journal/book/source</b>	Available from <a href="http://training.cochrane.org/handbook/archive/v5.1/">training.cochrane.org/handbook/archive/v5.1/</a>

#### 2021 online version: Chapter of Cochrane Handbook for Systematic Reviews of Interventions with editors

*Note: make sure to use the reference type 'Other', and not 'Book' or 'Section of book'.*

**Example:** Li T, Higgins JP, Deeks JJ, editor(s). Chapter 5: Collecting data. In: Higgins JP, Thomas J, Chandler J, Cumpston M, Li T, Page MJ, Welch VA, editor(s). Cochrane Handbook for Systematic Reviews of Interventions Version 6.2 (updated February 2021). Cochrane, 2021. Available from [training.cochrane.org/handbook](http://training.cochrane.org/handbook).

<b>Reference type</b>	Other
<b>Authors</b>	Li T, Higgins JP, Deeks JJ, editor(s)
<b>English title</b>	Chapter 5: Collecting data. In: Higgins JP, Thomas J, Chandler J, Cumpston M, Li T, Page MJ, Welch VA, editor(s). Cochrane Handbook for Systematic Reviews of Interventions Version 6.2 (updated February 2021). Cochrane, 2021
<b>Journal/book/source</b>	Available from <a href="http://training.cochrane.org/handbook">training.cochrane.org/handbook</a>

#### 2019 book version: Chapter of Cochrane Handbook for Systematic Reviews of Interventions with editors

**Example:** Li T, Higgins JP, Deeks JJ, editor(s). Chapter 5: Collecting data. In: Higgins JP, Thomas J, Chandler J, Cumpston M, Li T, Page MJ, Welch VA, editor(s). Cochrane Handbook for Systematic Reviews of Interventions. 2nd Edition. Chichester (UK): John Wiley & Sons, 2019:109-142.

<b>Reference type</b>	Section of book
<b>Authors</b>	Li T, Higgins JP, Deeks JJ, editor(s)
<b>English title</b>	Chapter 5: Collecting data
<b>Journal/book/source</b>	Cochrane Handbook for Systematic Reviews of Interventions
<b>Date of publication</b>	2019

<b>Pages</b>	109-142
<b>Edition</b>	2nd
<b>Editor(s)</b>	Higgins JP, Thomas J, Chandler J, Cumpston M, Li T, Page MJ, Welch VA
<b>Publisher name</b>	John Wiley & Sons
<b>City of publication</b>	Chichester (UK)

#### 2011 online version: Chapter of Cochrane Handbook for Systematic Reviews of Interventions with editors

*Note: the online version of the Cochrane Handbook for Systematic Reviews of Interventions has been replaced by a more current version (version 6.2). We are keeping the old online version in the Style Manual for practical reasons, but make sure to cite the version used in the review. Also make sure to use the reference type 'Other', and not 'Book' or 'Section of book'.*

**Example:** O'Connor D, Green S, Higgins JP, editor(s). Chapter 5: Defining the review question and developing criteria for including studies. In: Higgins JP, Green S, editor(s). Cochrane Handbook for Systematic Reviews of Interventions Version 5.1.0 (updated March 2011). The Cochrane Collaboration, 2011. Available from [training.cochrane.org/handbook/archive/v5.1/](http://training.cochrane.org/handbook/archive/v5.1/).

<b>Reference type</b>	Other
<b>Authors</b>	O'Connor D, Green S, Higgins JP, editor(s)
<b>English title</b>	Chapter 5: Defining the review question and developing criteria for including studies. In: Higgins JP, Green S, editor(s). Cochrane Handbook for Systematic Reviews of Interventions Version 5.1.0 (updated March 2011). The Cochrane Collaboration, 2011
<b>Journal/book/source</b>	Available from <a href="http://training.cochrane.org/handbook/archive/v5.1/">training.cochrane.org/handbook/archive/v5.1/</a>

#### Chapter of the Cochrane Handbook for Systematic Reviews of Diagnostic Test Accuracy

*Note: make sure to use the reference type 'Other', and not 'Book' or 'Section of book'.*

**Example:** Deeks JJ, Wisniewski S, Davenport C, editor(s). Chapter 4: Guide to the contents of a Cochrane Diagnostic Test Accuracy Protocol. In: Deeks JJ, Bossuyt PM, Gatsonis C, editor(s). Cochrane Handbook for Systematic Reviews of Diagnostic Test Accuracy Version 1.1. The Cochrane Collaboration, 2013. Available from [methods.cochrane.org/sdt/handbook-dta-reviews](http://methods.cochrane.org/sdt/handbook-dta-reviews).

<b>Reference type</b>	Other
<b>Authors</b>	Deeks JJ, Wisniewski S, Davenport C, editor(s)
<b>English title</b>	Chapter 4: Guide to the contents of a Cochrane Diagnostic Test Accuracy Protocol. In: Deeks JJ, Bossuyt PM, Gatsonis C, editor(s). Cochrane Handbook for Systematic Reviews of Diagnostic Test Accuracy Version 1.1. The Cochrane Collaboration, 2013
<b>Journal/book/source</b>	Available from <a href="http://methods.cochrane.org/sdt/handbook-dta-reviews">methods.cochrane.org/sdt/handbook-dta-reviews</a>

#### Cochrane Editorial and Publishing Policy Resource

*Note: this can be entered in RevMan 5 by using the reference type 'Other' and pasting the full reference in the 'English Title' field. Make sure to update the access date.*

**Example:** Cochrane Editorial and Methods Department. Cochrane Editorial and Publishing Resource. community.cochrane.org/editorial-and-publishing-policy-resource (accessed on 9 May 2018).

**Example:** Cochrane Editorial and Methods Department. Permission to re-use material from the Cochrane Database of Systematic Reviews. Cochrane Editorial and Publishing Resource (updated 18 June 2018). community.cochrane.org/editorial-and-publishing-policy-resource/cochrane-review-management/cochrane-peer-review-policy (accessed on 9 August 2018).

## Cochrane Style Manual and Style Basics

See [How to cite](#).

## Conference proceedings

**In this section:** [Full conference proceedings as a journal supplement](#) | [Conference abstract as a journal supplement](#) | [Full conference proceedings not in a journal format](#) | [Conference abstract not in a journal format](#)

### Full conference proceedings as a journal supplement

**Example:** American Thoracic Society. American Thoracic Society 2013 International Conference, 2013 May 17-22; Philadelphia (PA). American Journal of Respiratory and Critical Care Medicine 2013;187(Meeting Abstracts).

Reference type	Journal article  Note: do not use 'Conference proceedings' as Reference type in this instance.
Authors	American Thoracic Society
English title	American Thoracic Society 2013 International Conference, 2013 May 17-22; Philadelphia (PA)
Journal/book/source	American Journal of Respiratory and Critical Care Medicine
Date of publication	2013
Volume	187
Issue	Meeting Abstracts

### Conference abstract as a journal supplement

**Example** Egnatios J, Frankwich KA, Kenyon ML, Rutledge T, Liao PS, Gupta S, et al. Nutrigenetic-guided dietary intervention and weight loss: a randomized controlled feasibility trial. Gastroenterology 2015;148(4 Suppl 1):S11.

Reference type	Journal article  Note: do not use 'Conference proceedings' as Reference type in this instance.
Authors	Egnatios J, Frankwich KA, Kenyon ML, Rutledge T, Liao PS, Gupta S, et al
English title	Nutrigenetic-guided dietary intervention and weight loss: a randomized controlled feasibility trial
Journal/book/source	Gastroenterology
Date of publication	2015
Volume	148
Issue	4 Suppl 1



## Full conference proceedings not in journal format

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

<b>Reference type</b>	Conference proceedings
<b>Journal/book/source</b>	Child abuse and neglect: a medical community response. First AMA National Conference on Child Abuse and Neglect; 1984 Mar 30-31; Chicago (IL)  <i>Title of the proceedings book (if there is a separate title). Conference title; date the conference took place in the format YYYY MM DD-DD; place of conference</i>  Note: do not add 'Proceedings of', or similar, before conference name.
<b>Date of publication</b>	1985  <i>Year the proceedings book/issue was published</i>
<b>Editor(s)</b>	Vivian VL
<b>Publisher name</b>	American Medical Association
<b>City of publication</b>	Chicago (IL)  <i>City where the proceedings book/issue was published. If online, enter the URL of publication.</i>

## Conference abstract not in journal format

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

<b>Reference type</b>	Conference proceedings
<b>Authors</b>	Harley NH
<b>English title</b>	Comparing radon daughter dosimetric and risk models  <i>Title of the conference paper</i>
<b>Journal/book/source</b>	Indoor air and human health. Seventh Life Sciences Symposium; 1984 Oct 29-31; Knoxville (TN)  <i>Title of the proceedings book (if there is one). Conference title; date the conference took place in the format YYYY MM DD-DD; place of conference</i>  Note: do not add 'Proceedings of', or similar, before conference name.
<b>Date of publication</b>	1985
<b>Pages</b>	69-78
<b>Editor(s)</b>	Gammage RB, Kaye SV
<b>Publisher name</b>	Lewis

City of publication	Chelsea (MI) <i>City where the proceedings book/issue was published. If online, enter the URL of publication.</i>
Identifier - Other	Note: if an abstract number is available, add it as an identifier.

## Books, monographs, theses

In this section: [With personal author\(s\)](#) | [With editor\(s\), compiler as author](#) | [With organization as author and publisher](#) | [Chapter in an edited book](#) | [Dissertation or thesis](#)

For books published in the USA or Canada follow the city of publication with the two-letter abbreviation for the state or province. For books published in other countries, follow the city of publication with the name of the country. Use the anglicized form of city names, e.g. 'Vienna' not 'Wien'. For more information about place names see [Citing Medicine: General rules for place of publication](#).

If a book has been assigned an International Standard Book Number (ISBN) that number may be inserted into the 'Other ID' field. Begin with 'ISBN' followed by a space then the number, ignoring all hyphens in the number, e.g. 'ISBN 9780071463898'.

### With personal author(s)

**Example:** Colson JH, Armour WJ. *Sports Injuries and Their Treatment*. 2nd edition. London (UK): Stanley Paul, 1986.

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

### With editor(s), compiler as author

**Example:** Diener HC, Wilkinson M, editor(s). *Drug Induced Headache*. New York (NY): Springer-Verlag, 1988.

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

### With organization as author and publisher

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

Reference type	Book
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<b>Authors</b>	Virginia Law Foundation
<b>Journal/book/source</b>	The Medical and Legal Implications of AIDS
<b>Date of publication</b>	1987
<b>Publisher name</b>	The Foundation
<b>City of publication</b>	Charlottesville (VA)

## Chapter in an edited book

**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 (PA): Saunders, 1974:457-72.

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

## Dissertation or thesis

**Example:** Hayden C. *Towards an Understanding of the Role of Cranial Osteopathy in the Treatment of Infantile Colic [Masters thesis]*. Maidstone (UK): European School of Osteopathy, 2007.

<b>Reference type</b>	Book
<b>Authors</b>	Hayden C
<b>Journal/book/source</b>	Towards an Understanding of the Role of Cranial Osteopathy in the Treatment of Infantile Colic [Masters thesis]
<b>Date of publication</b>	2007
<b>Publisher name</b>	European School of Osteopathy
<b>City of publication</b>	Maidstone (UK)

## Internet references

When citing a website, consider whether the reference is a 'dynamic' web page that may be updated intermittently or a dated publication posted on a web page. The former type needs an 'accessed' date so that the citation reflects the state of the website at the time it was referred to. The Reference ID in such cases will usually be the year of the access date. For dated publications (e.g. reports) hosted on websites, there is no access date needed, and the Reference ID will include the year of the publication date. See also: [Scientific or technical reports](#).

## General guidance

- When writing the URL, do not include the preceding 'http://' or 'https://'.
- If the date of access is unknown, use '(accessed prior to DD Month YYYY)' using the date on which the review is being edited.
- Keep URLs as short as possible; it is often possible to trim characters from the end. Aim for the simplest version of the url that delivers the page being cited.

**Example:** World Health Organization. Occupational health. [www.who.int/occupational\\_health](http://www.who.int/occupational_health) (accessed 10 February 2019).

Reference ID	WHO 2019
Reference type	Other
Authors	World Health Organization
English title	Occupational health
Journal/book/source	<a href="http://www.who.int/occupational_health">www.who.int/occupational_health</a>
Date of publication	(accessed 10 February 2019)

**Example:** Wikipedia. Archie Cochrane. [en.wikipedia.org/wiki/Archie\\_Cochrane](http://en.wikipedia.org/wiki/Archie_Cochrane) (accessed 1 March 2019).

Reference ID	Wikipedia 2019
Reference type	Other
Authors	Wikipedia
English title	Archie Cochrane
Journal/book/source	<a href="http://en.wikipedia.org/wiki/Archie_Cochrane">en.wikipedia.org/wiki/Archie_Cochrane</a>
Date of publication	(accessed 1 March 2019)

**Example:** World Health Organization. Workers' health: global plan of action; May 2007. Available at [www.who.int/occupational\\_health/publications/global\\_plan/en](http://www.who.int/occupational_health/publications/global_plan/en)

Reference ID	WHO 2007
Reference type	Other
Authors	World Health Organization
English title	Workers' health: global plan of action; May 2007
Journal/book/source	Available at <a href="http://www.who.int/occupational_health/publications/global_plan/en">www.who.int/occupational_health/publications/global_plan/en</a>
Date of publication	

## Software

In this section: [RevMan](#) | [RevMan 5](#) | [GRADEpro GDT](#) | [Covidence](#) | [R](#) | [Stata](#)

### RevMan

**Example:** Review Manager (RevMan) [Computer program]. Version 7.2.0. The Cochrane Collaboration, 2024. Available at [revman.cochrane.org](http://revman.cochrane.org).

**Note:** use the most up-to-date version number (edition) and date. Check the RevMan Help Menu: Help > About. Details are available in the [RevMan Web Knowledge Base](#).

Reference ID	RevMan 2024
Reference type	Computer program
English title	Review Manager (RevMan)
Date of publication	2024
Edition	7.2.0
Publisher name	The Cochrane Collaboration
Medium	Available at <a href="http://revman.cochrane.org">revman.cochrane.org</a>

## RevMan 5

**Example:** Review Manager 5 (RevMan 5) [Computer program]. Version 5.4. Copenhagen: The Cochrane Collaboration, 2020.

**Note:** RevMan 5 is no longer supported by Cochrane.

Reference ID	Review Manager 2020
Reference type	Computer program
English title	Review Manager 5 (RevMan 5)
Date of publication	2020
Edition	5.4
Publisher name	The Cochrane Collaboration
City of publication	Copenhagen

## GRADEpro GDT

**Example:** GRADEpro GDT [Computer program]. Version accessed 6 August 2016. Hamilton (ON): McMaster University (developed by Evidence Prime). Available at [grade.pro.org](http://grade.pro.org).

Reference type	Computer program
English title	GRADEpro GDT
Date of publication	
Edition	accessed 6 August 2016  Note: when computer programs are browser-based and do not have an explicit version number, supply an accessed date instead of a version number.  Note: do not add 'Version' in Edition field; it is added automatically

<b>Publisher name</b>	McMaster University (developed by Evidence Prime)
<b>City of publication</b>	Hamilton (ON)
<b>Medium</b>	Available at <a href="http://grade.pro">grade.pro</a>

## Covidence

**Example:** Covidence [Computer program]. Version accessed 10 January 2017. Melbourne, Australia: Veritas Health Innovation. Available at [covidence.org](http://covidence.org).

<b>Reference type</b>	Computer program
<b>English title</b>	Covidence
<b>Date of publication</b>	
<b>Edition</b>	accessed 10 January 2017  Note: when computer programs are browser-based and do not have an explicit version number, supply an accessed date instead of a version number.  Note: do not add 'Version' in Edition field; it is added automatically
<b>Publisher name</b>	Veritas Health Innovation
<b>City of publication</b>	Melbourne, Australia
<b>Medium</b>	Available at <a href="http://covidence.org">covidence.org</a>

## R

**Example:** R: A language and environment for statistical computing [Computer program]. Version 3.4.2. Vienna, Austria: R Foundation for Statistical Computing, 2017. Available at [www.R-project.org](http://www.R-project.org).

<b>Reference type</b>	Computer program
<b>English title</b>	R: A language and environment for statistical computing
<b>Date of publication</b>	2017
<b>Edition</b>	3.4.2
<b>Publisher name</b>	R Foundation for Statistical Computing
<b>City of publication</b>	Vienna, Austria
<b>Medium</b>	Available at <a href="http://www.R-project.org">www.R-project.org</a>

## Stata

**Example:** Stata [Computer program]. Version 15. College Station, TX, USA: StataCorp, 2017. Available from [www.stata.com](http://www.stata.com).

<b>Reference type</b>	Computer program
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English title	Stata
Date of publication	2017
Edition	15
Publisher name	StataCorp
City of publication	College Station, TX, USA
Medium	Available at <a href="http://www.stata.com">www.stata.com</a>

## Other reference types

In this section: **Personal communication:** [email message](#); [letter](#); [other \(e.g. conversation\)](#) | [Unpublished data](#) | [Figure, table or appendix in a journal article](#) | [Study listed in a trial register](#) | [Ongoing study \(not listed in trial register\)](#) | [Scientific or technical report](#) | [Supplementary materials](#)

### 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>Author of the email</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>

### 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>

<b>Date of publication</b>	27 November 2009 <i>Date letter sent</i>
<b>Volume</b>	Located at: [insert archive name and address]  <i>Complete this section if the letter is available in a public archive</i>

### Personal communication: other communication (e.g. conversation)

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

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

### Unpublished data

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

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

### Figure, table or appendix in a journal article

Use this format when referencing a figure, table or appendix within a journal article, or when reproducing such material in a Cochrane Review.

**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. Figure, Trial profile; p. 958.

<b>Reference type</b>	Other
<b>Authors</b>	Osrin D, Vaidya A, Shrestha Y, Baniya RB, Manandhar DS,



	Adhikari RK, et al
<b>English title</b>	Effects of antenatal multiple micronutrient supplementation on birthweight and gestational duration in Nepal: double-blind, randomised controlled trial
<b>Journal/book/source</b>	Lancet
<b>Date of publication</b>	2005
<b>Volume</b>	365
<b>Issue</b>	9463
<b>Pages</b>	955-62. Figure, Trial profile; p. 958

### Study listed in a trial register

**Example:** NCT00119132. Effectiveness of intermittent preventive treatment for malaria in children [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](http://clinicaltrials.gov/show/NCT00119132) (first received 10 August 2005).

<b>Reference type</b>	Other
<b>Study ID</b>	NCT00119132 <i>Trial registration number</i>
<b>Authors</b>	NCT00119132 <i>Trial registration number</i>
<b>English title</b>	Effectiveness of intermittent preventive treatment for malaria in children  <i>Use 'Brief title' or 'Public title' of trial as given in register (in sentence case)</i>
<b>Original title</b>	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  <i>Use any other title that may be included in the register (in sentence case)</i>
<b>Journal/book/source</b>	<a href="http://clinicaltrials.gov/show/NCT00119132">clinicaltrials.gov/show/NCT00119132</a> <i>Website address showing trial registration form</i>
<b>Date of publication</b>	(first received 10 August 2005)  <i>Date the study record was first posted to the trials register</i>

### Ongoing study (not in trial register or journal)

**Example:** Der Hoeven EJRJ, Schonewille WJ, Vos JA. BASilar artery International Cooperation Study (BASICS) trial. [www.basicstrial.com](http://www.basicstrial.com) (accessed 1 June 2016).

<b>Reference type</b>	Other
<b>Study ID</b>	Der Hoeven ongoing  <i>Contact person's family name plus word 'ongoing'</i>

<b>Authors</b>	Der Hoeven EJRJ, Schonewille WJ, Vos JA. <i>Listed contact people</i>
<b>English title</b>	Basilar artery international cooperation study (BASICS) trial <i>Main title of trial as given in document (in sentence case)</i>
<b>Original title</b>	
<b>Journal/book/source</b>	www.basicstrial.com <i>Description of source where ongoing study located (e.g. website address)</i>
<b>Date of publication</b>	(accessed 1 June 2016) <i>Date above website accessed, given in brackets</i>

## Scientific or technical report

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

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

## Supplementary materials

Supplementary materials could refer to data or other resources that are published as part of an article (so would have the same authors, date, and underlying source, but would be designated as supplementary material) or could refer to accompanying or linked materials (with different authors, title, date, etc). Therefore, when citing supplementary materials consider whether the materials are presented as part of the main article or as work that has been published independently from the main article.

For supplementary materials that are part of an article, cite the article as usual, but add the section name/number and title of the supplementary materials to the end of the reference. For further guidance and examples, refer to [Citing Medicine: examples of citations to parts of journal articles](#).

For supplementary materials that are independent of the article, locate the primary source for the supplementary material and cite according to the [reference type](#).

## Differences between Cochrane and NLM style

**In this section:** [Overview](#) | [Reference types](#) | [Reference fields](#) | [Formatting differences](#) | [Useful sections in Citing Medicine](#)

### Overview

The US National Library of Medicine (NLM)'s [Citing Medicine](#) is a useful resource that covers a wide range of referencing specificities. It is largely compatible with Cochrane style.

For certain [reference types](#), [reference fields](#), and [formatting details](#), Cochrane style differs from *Citing Medicine*, and authors should stick to recommendations in the Cochrane Style Manual. These differences are listed below.

There are some [useful sections in Citing Medicine](#) that may be helpful for handling non-standard reference types or other aspects

not specified by the Cochrane Style Manual.

## Reference types

Reference types for which authors should follow the Cochrane Style Manual regardless of recommendations from *Citing Medicine*:

- Cochrane documents;
- letters, emails, and personal communication;
- computer programs;
- ongoing studies;
- publications on the Internet.

## Reference fields

This table gives details of reference fields for which authors should follow Cochrane Style Manual regardless of recommendations from *Citing Medicine*.

	<b>Cochrane Style Manual (correct)</b>	<b><i>Citing Medicine</i> (incorrect)</b>
<b>Authors</b>	Only the first six should be listed, and followed by 'et al' as described in <a href="#">Reference fields</a> .  Note: when entering information in the Cochrane Register of Studies (CRS), it is preferable to enter as many authors as possible.	<i>Citing Medicine</i> asks for all authors to be listed.
<b>Date of publication</b>	When entering a date in Review Manager 5 (RevMan 5), include only the year of publication for most references types.  Note: except for conference proceedings event dates, newspaper articles, websites, and correspondence.  Note: when entering references in the Cochrane Register of Studies (CRS), month - and even day of publication - can be entered when available.	<i>Citing Medicine</i> recommends including the month and day of the publication date.
	In Cochrane Reviews and protocols, only write '(in press)' without writing the expected date of publication.	When a study is in press, <i>Citing Medicine</i> recommends writing the publication date as 'forthcoming YYYY' where YYYY is the year of expected publication.
	If the article is an electronic publication ahead of print, add the date of electronic publication followed by '[Epub ahead of print]'. If the article is now fully published, do not add '[Epub ahead of print]' and simply enter the year the article was published.	For publications that are published, but were available online before publication (i.e. electronic publication (Epub)), <i>Citing Medicine</i> recommends writing both the date of electronic publication and the full date of publication.
<b>City and country of publication</b>	Write country names in full, except for countries listed in the table <a href="#">Common abbreviations that do not need to be defined</a> (i.e. UK, USA).	<i>Citing Medicine</i> permits country names to be written in full (e.g. Germany), or international abbreviations to be used (e.g. DE).
<b>Journal names</b>	Journal names should always be written in full and selected from the journal pick list.	<i>Citing Medicine</i> asks for journal names to be written in the abbreviated form (e.g. Proc Natl Acad Sci USA).

## Formatting differences

There are some differences between the styles of Cochrane and *Citing Medicine*, due to software limitations, or to promote consistency across different reference types.

	<b>Cochrane Style Manual (correct)</b>	<b><i>Citing Medicine</i> (incorrect)</b>
Edition and editors of books	editor(s) editor(s)	editor editors
	edition	ed.
Punctuation between year of publication and journal or publisher	Oxford University Press, 2013	Oxford University Press; 2013
	Lancet 2012;377:783-4	Lancet. 2012;377:783-4
Page numbers in book chapters and	Oxford University Press, 2013:21-30	Oxford University Press; 2013. p. 21-30

conference proceedings		
Presentation of original and translated titles in non-English articles	New nifedipine preparation makes single daily dose possible [Neue Nifedipin-Zubereitung ermöglicht tagliche Einmalgabe]. Fortschritte der Medizin 1997;115(33):54.	Neue Nifedipin-Zubereitung ermöglicht tagliche Einmalgabe [New nifedipine preparation makes single daily dose possible]. Fortschr Med. 1997;115(33):54. German.

## Useful sections in *Citing Medicine*

This table lists some useful sections in *Citing Medicine* that offer additional guidance.

Topic	Summary of <i>Citing Medicine</i> guidance	<i>Citing Medicine</i> sections
Citing websites without titles	If no title can be determined, construct a title with the first words present on the page.	<a href="#">Chapter 25. Web sites. Box 15: Determining the title</a>
Missing page numbers	In general for online journals, use the pagination written on the PDF article including any added letter (e.g. 1-18 or e34-7). For missing page numbers, count the average number of pages or screens, and place the number in square brackets followed by 'p.' (e.g. [3 p.]).	<a href="#">Chapter 23. Journals on the Internet. Location (Pagination) for Journal Articles on the Internet</a>  <a href="#">Chapter 23. Journals on the Internet. Box 54. No numbers appear on the pages of the article</a>  <a href="#">Chapter 25. Web sites. Box 83. No page numbers appear on the pages of the part</a>
Journal with changing names (e.g. <i>British Medical Journal</i> to <i>BMJ</i> )	Use the name of the journal at the time of the first publication of the article cited (e.g. write ' <i>British Medical Journal</i> ' for a paper of 1983, but ' <i>BMJ</i> ' for a paper of 2013).  Note: do not abbreviate the journal titles. See section on <a href="#">reference fields</a> above and the general section on <a href="#">Reference fields</a> .	<a href="#">Chapter 1. Journal Titles for Journal Articles</a>
Ambiguities with names and surnames	Capitalize surnames according to how they appear in the original article cited.	<a href="#">Chapter 1. Journals. Author for Journal Title</a>  <a href="#">Chapter 1. Journals. Box 1. Surnames with hyphens and other punctuation in them</a>  <a href="#">Chapter 1. Journals. Box 3. Given names containing punctuation, a prefix, a preposition, or particle</a>  <a href="#">Chapter 1. Journals. Box 5. Designations of rank in a family, such as Jr and III</a>
Citing references with errata or articles that have been retracted	Add the phrases 'Erratum in:', 'Erratum for:', 'Retraction in:', or 'Retraction of:', depending on the case, and follow it by 'Name of the journal YYYY; volume(issue):pages'. All this information should be entered in the 'Pages' reference field in RevMan 5.	<a href="#">Chapter 1. Journals. Box 58. Errata</a>  <a href="#">Chapter 1. Journals. Box 59. Retractions</a>

Discontinuous page numbering	Write the ranges of the pagination of the article, separated by a comma. If there are more than three ranges, follow the third page range by the mention 'passim' (e.g. '3, 6-8', but '1-3, 6, 8-15 passim').	<a href="#">Chapter 1. Journals. Box 53. Discontinuous page numbers</a>
Dates crossing months in conference proceedings	Write the date format as follows 'YYYY Month DD-Month DD' (e.g. '2014 February 23-March 2').	<a href="#">Chapter 3. Conference publications. Box 24. Dates cross months</a>

## Tables and figures

In this section:

### General guidelines for figures and tables

Each figure and table must have a caption providing a brief description (or explanation) of the figure and must be referred to in the review text (via a link in RevMan Web).

To ensure the best presentation of published reviews (particularly in the PDF version), Cochrane Reviews should include a maximum of six figures, but ideally between three and five. Only the most important tables should remain as 'Additional tables' and other additional tables should be moved to the Appendices and referenced with a hyperlink.

Further guidelines about figures and tables are available via [support for user of RevMan Web](#).

## Tables

**In this section:** [Types of tables](#) | [Formatting: cell alignment](#) | [Width and height](#) | [Title](#) | [Column headings](#) | [Row headings](#) | [Table body](#) | [Footnotes: examples; positioning; multiple footnotes](#)

*Additional guidance on how to present text in tables in Cochrane Reviews is in development and will be added to this section.*

### Types of tables in RevMan Web

There are five types of table available in RevMan Web.

Table	Description	Permitted formatting	Footnotes permitted?
<b>Tables in main text</b>	Used for presenting limited amounts information in tabular format within the main body of text	Same as available within main text plus heading cells, cell alignment, and cell merge	No
<b>'Characteristics of studies' tables</b>	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
<b>'Risk of bias' tables</b>	Used for additional characteristics of included studies, such as details of	Same as available within main text	Yes

Table	Description	Permitted formatting	Footnotes permitted?
	allocation concealment. (These are called 'Assessment of methodological quality tables' in diagnostic reviews.)		
<b>'Summary of findings' tables</b>	Can be generated with GRADEproGDT software and imported into RevMan Web	See Grade Profiler software	Yes
<b>Additional tables</b>	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 the main text.	Same as available within main text plus 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 [Types of tables in Review Manager 5](#)) have three further options: heading cells, which applies heading style to the cell (shown as bold in RevMan Web); [cell alignment](#), which allows a choice of horizontal and vertical alignments; 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 (e.g. in a single word if the word runs over two lines) because the text layout will also change during the publication process.

## Cell 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 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 (i.e. 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

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. Use numbers instead of words in tables (see [Exceptions to basic rules for numbers and ordered events less than 10](#)). Only use full stops to end blocks of text when the block ends with a full sentence.

**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 bottom aligned, but this should only be done when it makes sense visually.

**Blank cells:** 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 [Examples of table footnotes](#) below). Use superscript lower-case letters to denote footnotes. Where a footnote symbol follows punctuation, place the footnote symbol immediately after the punctuation mark unless it is a dash or closing bracket. Where a footnote refers to a specific point within a sentence, place the footnote symbol immediately after the relevant phrase (see [Examples of correct and incorrect positioning of footnote symbols](#) below). The placement of the footnote symbol should go from left to right, followed by top to bottom. When a footnote refers to the whole table, for example referencing the source of the table content, the footnote symbol 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, using a soft return between footnotes (i.e. hold the shift key when pressing return). Footnotes may or may not be full sentences, but if they are full sentences they should end with a full stop.

### Examples of table footnotes

Use a superscript letter for a footnote. <sup>a</sup>	The order of footnotes should go left to right, followed by top to bottom. <sup>b</sup>
A third footnote could be used here. <sup>c</sup>	—

<sup>a</sup>Use the same superscript letter in the footnote text below the table.

<sup>b</sup>Footnotes that are full sentences should finish with a full stop.

<sup>c</sup>Start each footnote on a new line. Use a soft return (i.e. hold the shift key when pressing return) between new lines.

### Examples of correct and incorrect positioning of footnote symbols

Correct	Incorrect
The analysis does not include the full study. <sup>a</sup>	The analysis does not include the full study <sup>a</sup> .
The doses were inconsistent (from 0.5 mg to 10 mg <sup>b</sup> ) and reported only once a day.	The doses were inconsistent (from 0.5 mg to 10 mg) <sup>b</sup> and reported only once a day.



The doses <sup>c</sup> were inconsistent (from 0.5 mg to 10 mg).	The doses were inconsistent (from 0.5 mg to 10 mg) <sup>c</sup> .
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<sup>a</sup>Footnote referring to the full sentence

<sup>b</sup>Footnote referring to the information in parentheses

<sup>c</sup>Footnote referring specifically to the word 'doses'

## How to format multiple footnotes

If you need to add multiple footnotes to one statement, use commas to separate the footnote letters but do not add spaces after the commas.

Here is an example.<sup>a,b,c</sup>

In cases where there are a large number of footnotes to be applied, it is acceptable to display a range with a hyphen. This will be a judgement based on the context in the table and should be applied consistently within the table.

Here is another example.<sup>b-h</sup>

If there are a large number of footnotes but the range is not continuous, then a mix of commas and hyphens is necessary.

Sometimes you may need to take this approach.<sup>b,c,f-j</sup>

## Figures

### Figures in Cochrane Reviews

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

Use the guidance provided in the [Considerations and recommendations for figures in Cochrane reviews: graphs of statistical data](#) and the [RevMan Web Knowledge Base](#) 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.

## About this manual

In this section:

## Using the manual

Style manuals exist to improve consistency and clarity of text, and to ensure that terminology, names, and usage reflect current best practice and branding. They also work as a repository of decisions on usage, thus reducing duplicated or conflicting decision-making efforts for authors and editors.

The Cochrane Style Manual is different from some other style manuals, in that it allows for some flexibility in style, reflecting the distributed nature of Cochrane editorial and author teams, but it also aims to bring unity and a recognizable journal style where there may be unhelpful variation.

All Cochrane Reviews and protocols must adhere to the guidance contained in the Cochrane Style Manual. The Cochrane Style Manual does not explain how to prepare a Cochrane Review and does not cover every word choice or every context. Authors and editors will need to use their knowledge and judgement when applying the guidance, but any deviation should be for a good reason rather than personal preference.

This manual is primarily for use with Cochrane Reviews and associated content, but it may be applicable to other Cochrane content. You should also refer to the [Cochrane Brand Guidelines](#).

## Revising the manual

The Cochrane Style Manual is revised in response to suggestions from users or from the [Cochrane Style Manual Working Group](#). Updates response to changes within Cochrane or to incorporate new standards. Major changes are recorded on the [Latest changes](#) page. A log of changes made between 2010 (version 4.1 of the Cochrane Style Guide) and July 2016 (when the Cochrane Style Manual was released in this format) is available at [What's new](#).

Suggestions for additions, clarifications or other improvements should be sent to [ces@cochrane.org](mailto:ces@cochrane.org).

## Contributors

The Cochrane Style Manual is overseen by the Cochrane Style Manual Working Group and is maintained by the [Cochrane Editorial & Methods Department](#) in collaboration other contributors.

The Cochrane Style Manual Working Group is supported by core funding from Cochrane, initially through the Quality Advisory Group (until April 2009) and then through the Cochrane Editorial Unit (from April 2009; now the Cochrane Editorial & Methods Department)

## Cochrane Style Manual Working Group

- John Hilton (convenor), Senior Editor, Cochrane Editorial & Methods Department
- Elizabeth Royle (convenor), Copy Editing Manager, Cochrane Editorial & Methods Department
- Clare Dooley, Copy Edit Support
- Luisa Fernandez Mauleffinch, Managing Editor, Cochrane Oral Health Group
- Gillian Gummer, Copy Edit Support
- Nikki Jahnke, Assistant Managing Editor, Cochrane Cystic Fibrosis and Genetic Disorders Group
- Rachael Kelly, Managing Editor, Cochrane Epilepsy Group
- Joey Kwong, Copy Edit Support
- Harriet MacLehose, Senior Editor, Cochrane Editorial & Methods Department
- Dolores Matthews, Copy Edit Support
- Heather Maxwell, Copy Edit Support
- Tracey Remington, Managing Editor, Cochrane Cystic Fibrosis and Genetic Disorders Group
- Sera Tort, Clinical Editor, Cochrane Editorial & Methods Department

## Contacts

If you wish to suggest changes or additions to the Style Manual, or if you have any other queries, please contact [ces@cochrane.org](mailto:ces@cochrane.org).

## Acknowledgements

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## Latest changes

For recent changes to the Cochrane Style Manual see: <https://community.cochrane.org/style-manual/latest-changes>

## History of the manual

The current format of the Cochrane Style Manual was launched in July 2016, replacing the Cochrane Style Guide, which was

published as a PDF document and updated intermittently until October 2010. The Cochrane Style Guide was originally developed by the participants of project called the 'Prospective copy edit pilot', that was approved for use within Cochrane on 6 December 2002.

On this page we list the substantive edits and changes that were made to the Style Manual in its July 2016 version compared with its previous major edition (i.e. Cochrane Style Guide 4.1 edition; October 2010). For changes made since July 2016, a list of [latest changes](#) is continuously updated.

## Changes to between Style Guide version 4.1 and July 2016 edition of Style Manual

### General changes

- Moved from a static PDF version to a dynamic online version
- Name changed from 'Cochrane Style Guide' to 'Cochrane Style Manual'
- Chapters organized thematically rather than alphabetically
- Chapters organized into smaller units with more links
- Table of contents giving a visual overview of the Style Manual
- Addition of information about how users may give feedback via [ideas.cochrane.org](https://ideas.cochrane.org)

### Abbreviations and acronyms

#### When to use abbreviations and acronyms

- [New guidance](#) on usage of abbreviations: use only if the term has three or more words; use if the term is used frequently in a section or in the review, or if the abbreviation or acronym is more familiar than the full name
- [New guidance](#) on redefining abbreviations and acronyms in the 'Abstract', 'Plain language summary', 'Main text', and 'Authors' conclusions' sections of reviews, and in the legends of tables or figures
- [New guidance](#) on the use of abbreviations in titles and headings
- [New guidance](#) permitting the use of abbreviations at the start of sentences

#### Common abbreviations

- [New guidance](#) on common abbreviations that do not need to be defined
- [New guidance](#) on formatting of 'i.e.', 'e.g.' and 'etc.': always use internal full stops and do not follow with a comma

#### Abbreviations to avoid

- [New section](#) on avoiding Latin abbreviations for dosing and some other abbreviations

### Cochrane Review specific

#### Abstracts

- [New brief guidance](#) on abstracts, with links for further information

#### Headings

- [Revised guidance](#) on the use of predefined headings and drop-down heading styles

#### Search methods

- [Updated and expanded section](#) on how to describe search sources and search dates

### Formatting

#### Italics

- [Updated section](#) with examples to illustrate how to present species names in an abbreviated form after their first mention

#### Ligatures

- [New guidance](#) about avoiding the use of ligatures (e.g. æ, œ, ß, ff)

## Lists

- New examples added to section on [formatting of lists](#)

## Paragraph break

- [New guidance](#) that soft returns are recommended in footnotes

## Symbols and special characters

- [New guidance](#) about how to access special characters in Review Manager (RevMan) 5

## Grammar and writing style

### Active and passive voice

- [Expanded section](#) on the use of active and passive voice

### Adjectives as nouns (new section)

- [New guidance](#) to avoid the use of adjectives (e.g. overweight) as nouns

### And/or

- [Guidance changed](#) to allow 'and/or' in cases where reformulation would be awkward

### Compared to/compared with

- [New section](#) outlining the potential difference in meaning between 'compared to' and 'compared with', and guidance that a distinction between these is not needed in Cochrane Reviews

### Prefixes

- [New guidance](#) for the prefixes 'micro' and 'self'

### Punctuation

- [Expanded section](#) includes the use of square brackets (used in chemical and mathematical formulae and in edits or comments on quotations) and presentation of quotations

### Simple and accessible English

- [New section](#) about the importance of readability in Cochrane Reviews, with examples and links to other resources

### Tautology

- [Expanded section](#) with more examples

### Verbs: single or plural

- [Expanded section](#) with more specific guidance about group and plural nouns (e.g. data) and the verb forms they should take

## International considerations

### English Language: regional differences

- [Guidance added](#) about the use of '-ise' and '-ize' word endings, with reference to the Cochrane brand guidelines

### Country names

- [New section](#) with guidance about how to refer to countries and regions in Cochrane Reviews and protocols

## Ethnic group names

- [New section](#) with guidance about how to describe ethnic groups

## Names and common terms

### Common terms

- [Expanded guidance](#) on usage of common terms (e.g. 'double-blind', 'dropout' (noun), 'drop out' (verb), 'postoperative') and the terms 'participant', 'patient' and 'person'

### Names

- [Section updated](#) to reflect branding changes and add further examples and resources
- [New guidance](#) on frequently used names
- [Expanded guidance](#) on family names, including formatting of designation of rank within a family, such as 'Jr' or '3rd'
- [New guidance](#) on virus names
- [New guidance](#) on pharmaceutical drug names and trademark symbols

## Numbers, statistics, and units

### Numbers

- [Guidance expanded and reorganized](#) with additional examples and minor corrections
- [New guidance](#) on number hyphenation (when written as words - not as numerals - in text)
- [New guidance](#) about the use of the terms million, billion, and trillion

### Statistical and mathematical presentation

- [New or updated guidance](#) on use and presentation of P values, decimal places, equals and other signs, and summary statistics

### Units and systems of measurement

- [Expanded guidance](#) on commonly used units (e.g. added microgram (µg), guidance on second as a unit of time and as an angle measurement)
- [New guidance](#) that the abbreviation L (not l) should be used for litre (also applies to mL, nL, etc.)
- [New guidance](#) for use of units as modifiers before a noun: write out the name of the metric quantity and use a hyphen between the numeral and unit, e.g. a 20-liter container

## References

- Guidance has been adapted to correspond where possible with the referencing style of the National Library of Medicine (NLM)'s *Citing Medicine*, so that authors have an external resource to consult when particular cases are not covered by the Style Manual.
- [New section](#) on differences between Cochrane and NLM style
- New guidance on references entered in the Cochrane Register of Studies (CRS)

### Citing references

- [New guidance](#) on: citing references in chronological order (cite from the earliest to the latest date); how to include multiple citations that refer to separate items of information; and avoiding using 'et al' in the text (only for use in references)

### Reference fields

- [New guidance](#):
  - Enter up to six authors into references in RevMan but enter all authors (where possible) when importing a reference into the CRS
  - Use a comma before 'et al'.

- Italics should not be used in article or book titles, or for species names
- Journal titles should be picked from the journal pick list
- Exclude 'The' at the beginning of journal titles (e.g. 'The Lancet' should be inserted as 'Lancet')
- Inclusion of digital object identifiers (DOIs)

## Journal articles

- [Expanded guidance](#) adapted in the light of general changes
- Strengthened recommendation to include a DOI for journal articles in press.
- New guidance to use parentheses around 'in press'.

## Cochrane publications

- [Section expanded](#) with new examples and updates in line with recent changes to Cochrane publications and minor changes to bring Cochrane publications more in line with other publications
- [New guidance](#) on best practice for citing the *Cochrane Handbook for Systematic Reviews of Interventions*
- [New guidance](#) on how to cite the *Cochrane Handbook for Systematic Reviews of Diagnostic Test Accuracy* and [its chapters](#)

## Conference proceedings

- [Section updated](#) with new examples
- [New guidance](#) on how to complete each field when entering references
- [New guidance](#) for conference proceedings as journal supplements and conference abstracts in a journal supplement

## Other reference types

- [Section updated](#) with new examples
- [New guidance](#) on citing GRADEpro GDT
- Guidance on citing maps and newspaper articles removed
- [New guidance](#) on how to reference figures, tables or appendices from an article (e.g. for reuse in Cochrane Reviews)

## Differences between Cochrane and NLM style

- [New section](#) explaining differences between Cochrane style and NLM's *Citing Medicine*, including information on some frequently occurring issues in referencing: websites without titles; missing page numbers; changes in journal names; ambiguities with authors' names and surnames; references with errata or articles that have been retracted; discontinuous page numbering; dates crossing months in conference proceedings

## Tables and figures

### Tables in Cochrane Reviews

- [New guidance](#) on formatting body text in tables, including the use of numerals (instead of words) and full stops (used to end blocks of text only if the block ends with a full sentence)
- [Expanded guidance](#) on footnotes, providing clarification and examples

## About this manual

- [New sections](#) on how to use the manual, how the manual is updated, and who contributed to its development

## How to cite

### How to cite the Cochrane Style Manual

Cochrane Style Manual Working Group. Cochrane Style Manual. [community.cochrane.org/style-manual](https://community.cochrane.org/style-manual) (accessed on 1 December 2018).

**Note:** change the date shown above to the date you accessed the manual.

## How to cite Cochrane Style Basics

Cochrane Style Manual Working Group. Cochrane Style Basics. November 2018. Available from [community.cochrane.org/style-manual/cochrane-style-basics](https://community.cochrane.org/style-manual/cochrane-style-basics).

**Note:** change the date shown above to the date of the version you used.

## Cochrane Style Basics

[Cochrane Style Basics](#) is a collection of 'style essentials' designed to provide Cochrane Review authors and editors with a useful list of some of the key points from the Cochrane Style Manual. It is in PDF format and includes links to relevant sections of the Cochrane Style Manual.

Cochrane Style Basics can work as a guide for new authors or as a refresher for more experienced authors and editors, and it can be used at the start of the writing process or to prepare reviews for copy-editing. If you have suggestions for how Style Basics could be improved or how it could be used, please contact [production@cochrane.org](mailto:production@cochrane.org).

Cochrane Style Basics is updated periodically. The current version was published in **August 2022**.