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## Names

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### 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
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

Correct usage	Incorrect usage
<p>Cochrane</p> <p>In certain cases: The Cochrane Collaboration</p> <p>Note: the full legal name of the organization is The Cochrane Collaboration, and this name was in general use prior to 2015.</p>	<p>the Cochrane Collaboration</p> <p>The Collaboration</p> <p>the collaboration</p>
<p>Cochrane Central Executive:</p> <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>	<p>Finance &amp; Core Services</p> <p>Cochrane Editorial Unit</p> <p>IKMD Department</p> <p>Cochrane Organisational Unit</p> <p>Cochrane Secretariat</p> <p>Membership, Learning &amp; Support Services</p>
<p>Cochrane Groups:</p> <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> <p>For names of Cochrane Groups, see:</p> <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>	<p>Cochrane groups</p> <p>entities</p> <p>Methods groups</p> <p>Branches</p>
the Cochrane Central Register of Controlled Trials	<p>The Cochrane Central Register of Controlled Trials (CENTRAL)</p> <p><i>Cochrane Central Register of Controlled Trials (CENTRAL)</i></p> <p>Cochrane Central Register of Clinical Trials (CENTRAL)</p>
<p>the <i>Cochrane Database of Systematic Reviews</i></p> <p>Note: use italics for the <i>Cochrane Database of Systematic Reviews</i> (because it is a journal).</p>	<p>The Cochrane Database of Systematic Reviews</p> <p><i>The Cochrane Database of Systematic Reviews</i></p>
<p>the <i>Cochrane Handbook for Systematic Reviews of Interventions</i></p> <p>Note: can be referred to as 'the <i>Cochrane Handbook</i>' or 'the <i>Handbook</i>' in short after first mention, depending on context.</p>	<p>Cochrane Reviewers' Handbook</p> <p><i>The Cochrane Handbook for Systematic Reviews of Interventions</i></p> <p>The Handbook</p>
the Cochrane Library	<i>The Cochrane Library</i>

Correct usage	Incorrect usage
'...in the Cochrane Library'	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... Cochrane Style Basics	the Cochrane Style manual The Cochrane Style Manual the Cochrane Style Guide 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

Correct usage	Incorrect usage
	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 (名字 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](#).