**CENTRAL authority records in CRS Web (CRSW)**

**What are CENTRAL authority records?**

There will be two kinds of authority record in CENTRAL:

1. PubMed records which have been imported to CENTRAL via the automatic search feed will be designated authority records once the HarmoniSR filter has been applied.
2. Records that have not come from PubMed, but have been checked by a Cochrane Information Specialist (CIS) to ensure that the values in the core bibliographic fields are correct (Author (AU), Pages (PG), Issue (NO), Source (SO), Title (TI), Volume (VL) and Year of Publication (YR)) will also become authority records.

Authority record status can only be applied to CENTRAL journal references. Once a reference has been designated an authority record, the core fields cannot be edited any further, neither in CENTRAL nor within a Cochrane Information Specialist’s (CIS) own CRS segment. It will still be possible for a CIS to edit other fields in the record (including user-defined fields) in their own segment.

**How does a CIS designate non-PubMed records as authority records?**

Any CIS can designate a non-PubMed reference as an authority record. When doing so they must check the core fields AU, PG, IS, SO, TI, VL and YR against the original paper either in hard copy or full text electronic format. Checking against a bibliographic database record (e.g. PubMed or Embase) is not sufficient.

There will be more detailed information on the process of creating an authority record in the CRSW help files.

**What happens if an authority record is wrong?**

If a CIS believes an authority record has errors in the core fields, they should raise the issue via CIS Support who will review the record (tsc-support@cochrane.org ).

**Do I have to create authority records?**

There is no obligation for Cochrane groups to create authority records, but doing so will help improve the bibliographic quality of CENTRAL records. This benefits both the group’s register and the wider Cochrane and research communities.