CRS core field guide – for reference records

NB CENTRAL fields are in <mark>pink.</mark>

Proposed fields will be available in CRS Web. Creating them in CENTRAL will be longer term.

Abstract (AB)

For journal records reproduce the abstract as it appears in the original record. For copyright reasons some abstracts will be removed when records are submitted to CENTRAL, though they are retained in your segment.

For trials records use the purpose/description information.

Abstract number field (AI)

(Proposed). To be alpha numeric. To be appended to the page field in CENTRAL until a field can be added.

Article ID numbers (EI)

(Proposed). For ePubs.

Author (AU)

For journal records use last name followed by initial/s. Authors separated by // e.g. Seboka G // Saunderson P // Currie H Jr. Leave field blank if authors are not known - do not use Anon.

For trials records the trials registration number currently maps to the author field. It should also map to the TN field.

Conference details (CD)

(Proposed). Reproduce as it appears in the original record. Will be published to the comments field in CENTRAL until a field can be added.

Date published (DP)

For trials records use the 'date first received' in full e.g. 2015 May 23.

DOI (DO)

Enter the DOI, removing http:// or https:// Ensure this field is populated for ePubs. DOIs always start with 10 e.g. 10.1038/ajg.2015.191.

Embase accession number (EM)

Enter the Embase number, do not prefix with 'EMBASE'. Do not add any other database IDs.

EMTREE headings (EMT)

Use // to separate EMTREE terms. Use / to separate a term from it's qualifier e.g. Hand Dermatoses/diagnosis.

Issue (NO)

Number of the journal issue in which the article was published. Do not use 'Iss'. Permitted abbreviations:

Part – Pt

Supplement - Suppl

Special Number – Spec No

Special Issue – Spec Iss

Anniversary number – Anniv No

Language published (LA)

Use the pick list of ISO codes. First letter is not capitalised. You can select more than one language.

MEDLINE publication type (PT)

Use // to separate the terms.

MeSH check words (MC)

Use // to separate the terms.

MeSH headings (MH)

Use // to separate MeSH terms. Use / to separate a term from it's qualifier e.g. Hand Dermatoses/diagnosis.

Original title (OT)

Use only for non-English language titles. Use sentence case, and no full stop at the end. Letter after a colon is lower case. No square brackets. No language label.

For trials records use the scientific title.

Other ID numbers (ID)

Use for IDs for references from databases other than PubMed and Embase, e.g. CINAHL, PsycINFO. Use // to separate IDs.

Owner (CC)

Automatically populated when a record is published in CENTRAL.

Pages (PG)

Use full pages format with a hyphen and no spaces e.g. 33-39. For ePubs use an enumber if there is one e.g. e0130145, and put a DOI in DOI field. Do not add text such as 'ePub'. Do not put abstract or poster numbers here, use the Abstract number field. For discontinuous page numbers write the ranges separated by a comma, e.g. 3, 6-8.

The page field will be converted on export to RevMan format (e.g. 33-39 will become 33-9) to comply with Cochrane Style Guide.

PII (AID article identifier field)

(Proposed). Number only. Do not prefix PII.

PMC number

(Proposed). Number only. Do not prefix PMC

Publication status (PST)

(Proposed change of name from Status of report (ST)). Use for ePub ahead of print.

PubMed accession number (PM)

Enter the PubMed number, do not prefix with PMID. Do not use for any other IDs, e.g. PMC.

Record type (RT)

(Proposed change of name from Type of report (RT)). To be a picklist: Journal article; Conference publication; Trial record; Letter; Other.

Source (SO)

Select from NLM authority list if possible. Use sentence case. Use full journal name. Only include the English translation in square brackets after a foreign language title if a translation is provided by the original journal or database.

For trials records, type the URL in full including http:// or https:// to the trial record (published to CENTRAL alongside the trial registry name).

For conference proceedings, enter the name of the conference as it appears, do not add 'Proceedings of' if this is not included.

The source field will be converted from sentence case to title case on export to RevMan format to comply with Cochrane Style Guide.

Study design (DE)

Use the pick list of RCT // CCT // ITS // CBA. If you are unsure if a study is an RCT, use CCT. If you keep other kinds of reference in your register e.g. systematic reviews or meta-analyses, create a separate, private, field to classify these publication types.

Title (TI)

Use sentence case with no full stop at the end. Letter after a colon is lower case. No square brackets. Do not label with publication type e.g. Abstract.

For trials records use the Plain language trial name.

Trial registry name (TR)

(Proposed). Enter the source trials register e.g. ClinicalTrials.gov. To be published to the source field in CENTRAL (alongside the URL from the source field) until a field can be added.

Trials registration number (TN)

Use the study registration identifier with no spaces e.g. NCT01132651. Use // to separate several identifiers for the same trial. Example: NCT01083433 // ISRCTN16250774.

URL

If an abstract or full-text paper is freely available, enter the URL here. This field is published in CENTRAL. It should not contain links to documents that are not freely available. Type the URL in full including http:// or https://.

For trials records use the URL to the trial record.

Volume (VL)

Number of the journal volume in which an article is published. Do not use 'Vol'. Permitted abbreviations:

Part – Pt

Supplement - Suppl

Special Number – Spec No

Special Issue – Spec Iss

Anniversary number – Anniv No

Year of publication (YR)

Enter the four digit year e.g. 2015. Use the DP field for fuller date of publication including day or month.

For trials records use the 'date first received' and just enter the year.

For conference proceedings, the year of the conference is not always the same as the year of proceedings publication; enter the year of proceedings publication here.