Symbols and special characters

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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](#).)

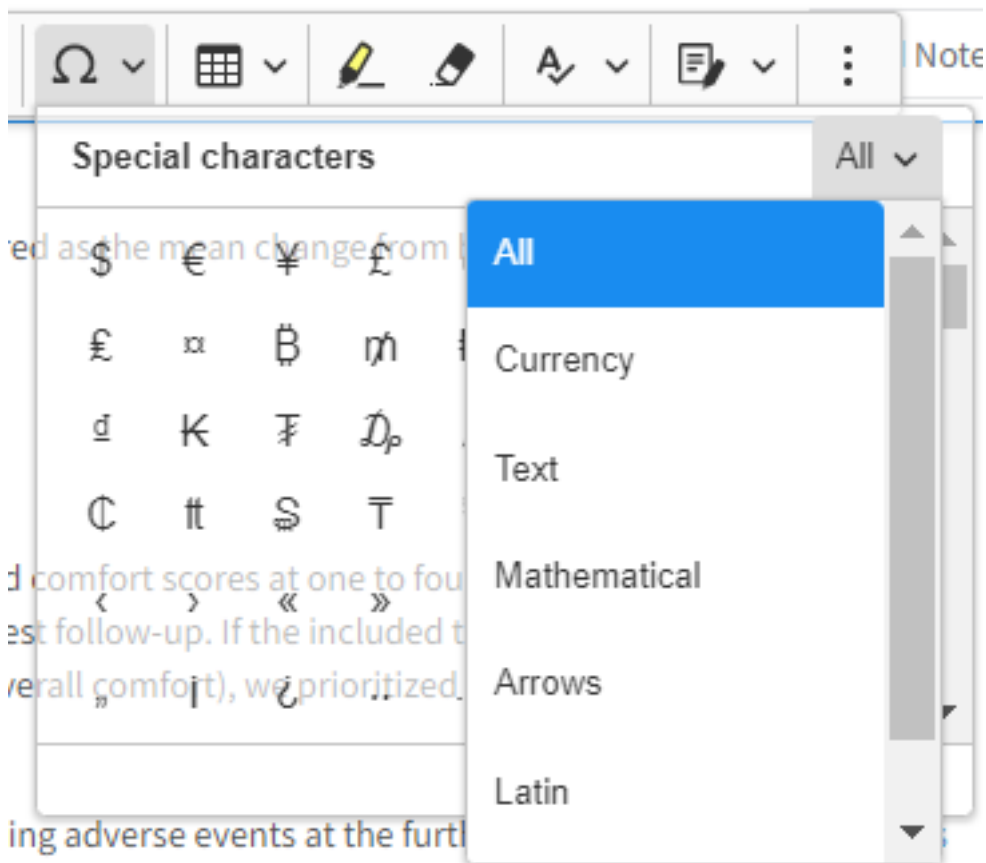## Guidance on usage and presentation of commonly used symbols

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 [Statistical and mathematical presentation](#).
/	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. *Annals of Nutrition & Metabolism*).	One space either side
%	percentage	The percentage sign can be used in a block of text when it is used with a numeral.	There is no space between the number and the percentage sign, e.g. 15%.

Symbol	Description	Usage	Spacing
		e.g. Fewer than 90% of the participants completed the study. Use 'per cent' instead of '%' when starting a sentence and when the number is written in full (i.e. not a numeral). e.g. Three per cent of people suffer from . . .	
™, ®	Trademark (® for registered; ™ for unregistered)	The trademark symbols are not normally used in Cochrane Reviews. See Pharmaceutical drug names.	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.	For degrees of arc, the degree symbol follows the number without any intervening space, e.g. 43°. 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. Note: degree symbols are not used for temperatures measured on the Kelvin scale, e.g. 373.15 K.

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 (he
≤	8804	2264	
≥	8805	2265	
μ	0181	03BC	
° (degree symbol)	0176	00B0	
² (superscript 2)	0178	00B2	
³ (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	ş	
369	ű	
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	ˆ
9827	♣
127	(delete mark)
978	ϒ
8250	›
8773	≅
8222	„
8727	∗
402	ƒ
8200	(punctuation space)
8240	‰
8706	∂
8800	≠
928	Π
8207	(right-to-left mark)
8719	∏
8733	∝
8736	∠
376	Ÿ
8596	↔
8660	⇔
8709	∅
8721	∑
8743	∧