References	
Entering and citing references	1
References in Cochrane Reviews	2
Entering references	1
Citing references	2
Reference fields	
Reference types	ś
Overview of reference types	
Journal articles	
Cochrane publications	3
Conference proceedings	
Books, monographs, theses	
Internet references	
Software	
Other reference types	
Differences between Cochrane and NLM style	

# 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 <u>Reference fields</u> 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 <u>https://documentation.cochrane.org/revman-kb/populate-import-and-organize-data-228786750.html</u>) 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 <u>Overview of reference types</u>.

For detailed examples of reference types and how to populate reference fields, see the <u>Reference types</u> 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 <u>Citing Medicine</u>, 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 <u>Differences between</u> <u>Cochrane and NLM style</u>.

# 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)
		Chronological: (Bakri 1988a; Bakri

	<b>Chronological</b> : (Bakri 1988a; Bakri 1988b; Slinn 2001; Davis 2003)	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	The study was successful (Robeson 1990).	The study was successful [Robeson 1990].
within the closest punctuation. Note: see below for single sentences containing multiple pieces of information	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';	Garner 2001 WOMAN 2017	_
	use the year of publication of the primary reference for the trial.		Duckell 0000 c. Duckell 0000
	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)
Authors	List the first six authors before using 'et al'; precede 'et al' by a comma	Smith H, Tavender E, Klaes D, Hinds P, Remmington T, Sparkes V, et al	_
	Note: when entering authors in the Cochrane Register of Studies (CRS) all authors should be listed when possible.		
	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	Schoenfeld KT, Belfield S, Miller PD	Schoenfeld KTM, Belfield Sean, Miller, P. D.

Field	Guidance	Correct	Incorrect
	that receive Cochrane content at publication. Note: see 'Family names' in the section on <u>Names</u> for advice about Dutch and Chinese names, and designations of rank.		
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 dissertation)	Write in full using title case (i.e. each substantive word starts with an upper-case letter). 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). Do not use italics.	Sports Injuries and Their Treatment Staphylococcus aureus	Sports injuries and their treatment <i>Staphylococcus aureus</i>
Original title	Include non-English title only if provided by the journal or database	_	_
Journal title	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. 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).	Journal of Pharmacy and Pharmacology PLOS One	J Pharm Pharmacol PLOS ONE PLos One

Field	Guidance	Correct	Incorrect
	Do not include 'The' at the start of journal names. 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').	Lancet Journal of Physiology	The Lancet The Journal of Physiology
	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
Identifiers	Use of identifiers is optional (they may aid identification of the reference and allow a hyperlink from the reference to the article). 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).		
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).

Journal articles	<ul> <li>Standard</li> <li>Both personal authors and an organization as an author</li> <li>Organization as an author</li> <li>No named author</li> <li>Not in English</li> <li>In volume with supplement</li> <li>In issue with supplement</li> <li>In volume with part</li> <li>In issue with part</li> <li>In issue with no volume</li> <li>In press</li> <li>Electronic publication ahead of print</li> </ul>
Cochrane publications	<ul> <li><u>Cochrane Review protocol</u></li> <li><u>Cochrane Review</u></li> <li><u>Comment on a Cochrane Review</u></li> <li><u>Cochrane Handbooks</u></li> <li><u>Chapter of a Cochrane Handbook</u></li> <li><u>Cochrane Editorial and Publishing Policy Resource</u></li> <li><u>Cochrane Style Manual</u></li> </ul>
Conference proceedings	<ul> <li><u>Full conference proceedings as a journal supplement</u></li> <li><u>Conference abstract as a journal supplement</u></li> <li><u>Full conference proceedings not in a journal format</u></li> <li><u>Conference abstract not in a journal format</u></li> </ul>
Books, monographs, theses and dissertations	<ul> <li>With personal author(s)</li> <li>With editor(s), compiler as author</li> <li>With organization as author and publisher</li> <li>Chapter in an edited book</li> <li>Dissertation or thesis</li> </ul>
<u>Websites</u>	
Software	
<u>Other</u>	<ul> <li>Personal communication <ul> <li><u>Email message</u></li> <li><u>Letter</u></li> <li><u>Other (e.g. conversation)</u></li> </ul> </li> <li>Unpublished data <ul> <li>Figure, table or appendix in a journal article</li> <li>Study listed in a trial register</li> <li>Ongoing study (not listed in trial register)</li> <li>Scientific or technical report</li> <li>Supplementary materials</li> </ul> </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
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Authors	Osrin D, Vaidya A, Shrestha Y, Baniya RB, Manandhar DS, Adhikari RK, et al
English title	Effects of antenatal multiple micronutrient supplementation on birthweight and gestational duration in Nepal: double-blind, randomised controlled trial
Journal/book/source	Lancet
Date of publication	2005
Volume	365
Issue	9463
Pages	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.

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

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

Issue	6
Pages	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.

Reference type	Journal article
Authors	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]'
English title	Effect of a collector bag for measurement of postpartum blood loss after vaginal delivery: cluster randomised trial in 13 European countries
Journal/book/source	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.
Original title	Recommandations diététiques pour les femmes enceintes atteintes de phénylcétonurie
Journal/book/source	Archives de Pédiatrie
Date of publication	2001
Volume	8
Issue	4
Pages	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.

Reference type	Journal article
Authors	Jia CL, Jiang GS, Yang XX, Dou HQ, Li CR
English title	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.
Original title	Note: leave this section blank if the original title is not available.

Journal/book/source	Huaxi Kongqiang Yixue Zazhi [West China Journal of Stomatology]
Date of publication	2009
Volume	27
Issue	2
Pages	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.

Reference type	Journal article
Authors	Bowman CM
English title	The long-term use of inhaled tobramycin in patients with cystic fibrosis
Journal/book/source	Journal of Cystic Fibrosis
Date of publication	2002
Volume	1 Suppl 2
Pages	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.

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

Reference type	Journal article
Authors	Hanly C

English title	Metaphysics and innateness: a psycho-analytic perspective
Journal/book/source	International Journal of Psychoanalysis
Date of publication	1988
Volume	69
Issue	Pt 3
Pages	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.

Reference type	Journal article
Authors	Edwards L, Meyskens F, Levine N
English title	Effect of oral iso-tretinoin on dysplastic nevi
Journal/book/source	Journal of the American Academy of Dermatology
Date of publication	1989
Volume	20
Issue	2 Pt 1
Pages	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.

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

Reference type	Other

Authors	Johnson AB, Smith CD
English title	A review of treatments for chronic disorders
Journal/book/source	Journal of Medicine
Date of publication	(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]

Reference type	Other
Authors	Feldman RD, Zou GY, Vandervoort MK, Wong CJ, Nelson SA, Feagan BG
English title	A simplified approach to the treatment of uncomplicated hypertension. A cluster randomized, controlled trial.
Journal/book/source	Hypertension
Date of publication	2009 Feb 23 [Epub ahead of print]
Identifier: DOI	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.

Reference type	Cochrane Protocol
Authors	Ranganathan LN, Ramaratnam S
English title	Zonisamide monotherapy for epilepsy
	Note: do not add the word '[Protocol]' because the software enters this automatically.
Journal/book/source	Cochrane Database of Systematic Reviews
Date of publication	2007
Issue	4
Identifier - DOI	10.1002/14651858.CD006789

1	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.

Reference type	Cochrane Review
Authors	Herbert RD, de Noronha M, Kamper SJ
English title	Stretching to prevent or reduce muscle soreness after exercise
Journal/book/source	Cochrane Database of Systematic Reviews
Date of publication	2011
Issue	7
Identifier - DOI	10.1002/14651858.CD004577.pub3
	Note: the CD number is included in the DOI and does not need to be repeated.

# 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

Reference type	Correspondence
Authors	Cosmi E, Belli P, Montisci M
English title	Comment on: Fundal pressure during the second stage of labour
Journal/book/source	www.cochranelibrary.com/cdsr/doi/10.1002/14651858.CD0060 67.pub3/detailed-comment/en?messageId=167119701
Date of Publication	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. Registered on 11 January 2019.

Reference ID	Teoh 2019
Reference type	Other

Authors	Teoh A
English title	Anti-fibrotic therapies for idiopathic pulmonary fibrosis and other fibrotic interstitial lung diseases [title]
Journal/book/source	www.cochrane.org/title/anti-fibrotic-therapies-idiopathic- pulmonary-fibrosis-and-other-fibrotic-interstitial-lung-diseases
Date of publication	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.

Reference type	Cochrane review
Authors	Moons KG, Hooft L, Williams K, Hayden JA, Damen JA, Riley RD
English title	Implementing systematic reviews of prognosis studies in Cochrane [Editorial]
Journal/book/source	Cochrane Database of Systematic Reviews
Date of publication	2018
Issue	10
Identifier - DOI	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. 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.

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

#### 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.

Reference type	Book
Authors	Higgins JP, Thomas J, Chandler J, Cumpston M, Li T, Page MJ, Welch VA, editor(s)
English title	Cochrane Handbook for Systematic Reviews of Interventions
Date of publication	2019
Edition	2nd
Publisher name	John Wiley & Sons
City of publication	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/.

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

#### 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.

Reference type	Other

Authors	Deeks JJ, Bossuyt PM, Gatsonis C, editor(s)
English title	Cochrane Handbook for Systematic Reviews of Diagnostic Test Accuracy Version 1.0.0. The Cochrane Collaboration, 2013
Journal/book/source	Available from srdta.cochrane.org

#### **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

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

## 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 <u>training.cochrane.org/versions-and-changes-handbook</u>. 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.

Reference type	Other
Authors	Lefebvre C, Glanville J, Briscoe S, Littlewood A, Marshall C, Metzendorf M-I, et al
English title	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
Journal/book/source	Available from training.cochrane.org/handbook

#### 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.

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

Reference type	Other
Authors	Lefebvre C, Manheimer E, Glanville J
English title	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
Journal/book/source	Available from training.cochrane.org/handbook/archive/v5.1/

#### 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.

Reference type	Other

Authors	Li T, Higgins JP, Deeks JJ, editor(s)
English title	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
Journal/book/source	Available from training.cochrane.org/handbook

#### 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.

Reference type	Section of book
Authors	Li T, Higgins JP, Deeks JJ, editor(s)
English title	Chapter 5: Collecting data
Journal/book/source	Cochrane Handbook for Systematic Reviews of Interventions
Date of publication	2019
Pages	109-142
Edition	2nd
Editor(s)	Higgins JP, Thomas J, Chandler J, Cumpston M, Li T, Page MJ, Welch VA
Publisher name	John Wiley & Sons
City of publication	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/.

Reference type	Other
Authors	O'Connor D, Green S, Higgins JP, editor(s)
English title	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
Journal/book/source	Available from training.cochrane.org/handbook/archive/v5.1/

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.

Reference type	Other
Authors	Deeks JJ, Wisniewski S, Davenport C, editor(s)
English title	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
Journal/book/source	Available from methods.cochrane.org/sdt/handbook-dta- reviews

# **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
Pages	S11

## 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.

Reference type	Conference proceedings
Journal/book/source	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).</i> <i>Conference title; date the conference took place in the format</i> <i>YYYY MM DD-DD; place of conference</i>
	Note: do not add 'Proceedings of', or similar, before conference name.
Date of publication	1985
	Year the proceedings book/issue was published
Editor(s)	Vivian VL
Publisher name	American Medical Association
City of publication	Chicago (IL)
	City where the proceedings book/issue was published. If online, enter the URL of publication.

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.

Reference type	Conference proceedings
Authors	Harley NH
English title	Comparing radon daughter dosimetric and risk models
	Title of the conference paper
Journal/book/source	Indoor air and human health. Seventh Life Sciences Symposium; 1984 Oct 29-31; Knoxville (TN)
	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
	Note: do not add 'Proceedings of', or similar, before conference name.
Date of publication	1985
Pages	69-78
Editor(s)	Gammage RB, Kaye SV
Publisher name	Lewis
City of publication	Chelsea (MI)
	City where the proceedings book/issue was published. If online, enter the URL of publication.
Identifier - Other	Note: if an abstract number is available, add it as an identifier.

# Books, monographs, theses

In this section: <u>With personal author(s)</u> | <u>With editor(s)</u>, compiler as author | <u>With organization as author and publisher</u> | <u>Chapter</u> in an edited book | <u>Dissertation or thesis</u>

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 <u>Citing Medicine: General rules for place of publication</u>

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
Authors	Virginia Law Foundation
Journal/book/source	The Medical and Legal Implications of AIDS
Date of publication	1987
Publisher name	The Foundation
City of publication	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.

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

Reference type	Book
Authors	Hayden C
Journal/book/source	Towards an Understanding of the Role of Cranial Osteopathy in the Treatment of Infantile Colic [Masters thesis]
Date of publication	2007
Publisher name	European School of Osteopathy
City of publication	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: <u>Scientific or technical reports</u>.

#### 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 (accessed 10 February 2019).

Reference ID	WHO 2019
Reference type	Other
Authors	World Health Organization
English title	Occupational health
Journal/book/source	www.who.int/occupational_health
Date of publication	(accessed 10 February 2019)

Example: Wikipedia. Archie Cochrane. 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	en.wikipedia.org/wiki/Archie_Cochrane
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

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 www.who.int/occupational_health/publications/global_plan/en
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.

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

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 revman.cochrane.org

# 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 gradepro.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
Publisher name	McMaster University (developed by Evidence Prime)
City of publication	Hamilton (ON)
Medium	Available at gradepro.org

# Covidence

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

Reference type	Computer program
English title	Covidence
Date of publication	
Edition	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
Publisher name	Veritas Health Innovation
City of publication	Melbourne, Australia
Medium	Available at covidence.org

**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.

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

## Stata

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

Reference type	Computer program
English title	Stata
Date of publication	2017
Edition	15
Publisher name	StataCorp
City of publication	College Station, TX, USA
Medium	Available at www.stata.com

# Other reference types

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

### 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
	Author of the email
English title	Allocation concealment used in our trial [personal communication]
	Email subject line
Journal/book/source	Email to: C Keystone

	Email recipient
Date of publication	27 November 2009
	Date email sent

# 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)	
	Letter author (letter author's affiliation)	
English title	[personal communication]	
Journal/book/source	Letter to: C Keystone (Vaccine Review Study Team, London, UK)	
	Letter recipient (letter recipient's affiliation)	
Date of publication	27 November 2009	
	Date letter sent	
Volume	Located at: [insert archive name and address]	
	Complete this section if the letter is available in a public archive	

# 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.

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

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

Reference type	Unpublished data	
Authors	UK/Asia trialists	
English title	Individual patient data (as supplied 1 April 1995)	
Journal/book/source	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.

Reference type	Other	
Authors	Osrin D, Vaidya A, Shrestha Y, Baniya RB, Manandhar DS, Adhikari RK, et al	
English title	Effects of antenatal multiple micronutrient supplementation on birthweight and gestational duration in Nepal: double-blind, randomised controlled trial	
Journal/book/source	Lancet	
Date of publication	2005	
Volume	365	
Issue	9463	
Pages	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 (first received 10 August 2005).

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

# 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 (accessed 1 June 2016).

Reference type	Other	
Study ID	Der Hoeven ongoing	
	Contact person's family name plus word 'ongoing'	
Authors	Der Hoeven EJRJ, Schonewille WJ, Vos JA.	
	Listed contact people	
English title	Basilar artery international cooperation study (BASICS) trial	
	Main title of trial as given in document (in sentence case)	
Original title		
Journal/book/source	www.basicstrial.com	
	Description of source where ongoing study located (e.g. website address)	
Date of publication	(accessed 1 June 2016)	
	Date above website accessed, given in brackets	

# 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.

Reference type	Other	
Authors	Akutsu T	
English title	Total heart replacement device	
Journal/book/source	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 <u>Citing Medicine: examples of citations to parts of journal articles</u>.

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 <u>*Citing Medicine*</u> is a useful resource that covers a wide range of referencing specificities. It is largely compatible with Cochrane style.

For certain <u>reference types</u>, <u>reference fields</u>, and <u>formatting details</u>, 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 <u>useful sections in *Citing Medicine*</u> 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*.

	Cochrane Style Manual (correct)	Citing Medicine (incorrect)
Authors	Only the first six should be listed, and followed by 'et al' as described in Reference fields.	<i>Citing Medicine</i> asks for all authors to be listed.
	Note: when entering information in the Cochrane Register of Studies (CRS), it is preferable to enter as many authors as possible.	
Date of publication	When entering a date in Review Manager 5 (RevMan 5), include only the year of publication for most references types.	<i>Citing Medicine</i> recommends including the month and day of the publication date.
	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.	
	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</i> <i>Medicine</i> recommends writing both the date of electronic publication and the full date of publication.
City and country of publication	Write country names in full, except for countries listed in the table <u>Common</u> <u>abbreviations that do not need to be</u> <u>defined</u> (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).
Journal names	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.

	Cochrane Style Manual (correct)	Citing Medicine (incorrect)
Edition and editors of books	editor(s) editor(s)	editor editors
	edition	ed.
Punctuation between year of publication	Oxford University Press, 2013	Oxford University Press; 2013
and journal or publisher	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- Zubeitung ermoglicht tagliche Einmalgabe]. Fortschritte der Medzin 1997;115(33):54.	Neue Nifedipin-Zubeitung ermoglicht 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.

Торіс	Summary of <i>Citing Medicine</i> guidance	Citing Medicine sections
Citing websites without titles	If no title can be determined, construct a title with the first words present on the page.	Chapter 25. Web sites. Box 15: Determining the title
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.]).	Chapter 23. Journals on the Internet.Location (Pagination) for Journal Articleson the InternetChapter 23. Journals on the Internet. Box54. No numbers appear on the pages ofthe article)Chapter 25. Web sites. Box 83. No pagenumbers appear on the pages of the part)
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 <u>reference fields</u> above and the general section on <u>Reference fields</u> .	Chapter 1. Journal Titles for Journal Articles
Ambiguities with names and surnames	Capitalize surnames according to how they appear in the original article cited.	Chapter 1. Journals. Author for Journal <u>Title</u> Chapter 1. Journals. Box 1. Surnames with hyphens and other punctuation in them Chapter 1. Journals. Box 3. Given names containing punctuation, a prefix, a preposition, or particle Chapter 1. Journals. Box 5. Designations of rank in a family, such as Jr and III
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.	Chapter 1. Journals. Box 58. Errata Chapter 1. Journals. Box 59. Retractions

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').	Chapter 1. Journals. Box 53. Discontinuous page numbers
Dates crossing months in conference proceedings	Write the date format as follows 'YYYY Month DD-Month DD' (e.g. '2014 February 23-March 2').	Chapter 3. Conference publications. Box 24. Dates cross months