

**Reference fields** ..... 2

## 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'; use the year of publication of the primary reference for the trial.	Garner 2001  WOMAN 2017	—
	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  Note: when entering authors in the Cochrane Register of Studies (CRS) all authors should be listed when possible.	Smith H, Tavender E, Klaes D, Hinds P, Remington T, Sparkes V, et al	—
	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	Schoenfeld KT, Belfield S, Miller PD	Schoenfeld KTM, Belfield Sean, Miller, P. D.

Field	Guidance	Correct	Incorrect
	<p>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.</p> <p>It is particularly important to ensure that author data is entered accurately, as the author data is automatically processed by organisations that receive Cochrane content at publication.</p> <p>Note: see 'Family names' in the section on <a href="#">Names</a> for advice about Dutch and Chinese names, and designations of rank.</p>		
English title (journal article)	<p>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</p> <p>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?).</p> <p>Do not use italics.</p>	<p>Antibiotics for treating infection</p> <p>The importance of vitamin A</p> <p>Implementing GRADE</p> <p>Vitamin D for preventing cancer: evidence and health beliefs</p> <p><i>Staphylococcus aureus</i> infection control in clinics</p>	<p>Antibiotics For Treating Infection</p> <p>The importance of vitamin a</p> <p>Implementing Grade</p> <p>Vitamin D for preventing cancer: Evidence and health beliefs</p> <p><i>Staphylococcus aureus</i> infection control in clinics</p>
English title (book or dissertation)	<p>Write in full using title case (i.e. each substantive word starts with an upper-case letter).</p> <p>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).</p> <p>Do not use italics.</p>	<p>Sports Injuries and Their Treatment</p> <p><i>Staphylococcus aureus</i></p>	<p>Sports injuries and their treatment</p> <p><i>Staphylococcus aureus</i></p>
Original title	Include non-English title only if provided by the journal or	—	—

Field	Guidance	Correct	Incorrect
	database		
Journal title	<p>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.</p> <p>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).</p>	<p>Journal of Pharmacy and Pharmacology</p> <p>PLOS One</p>	<p>J Pharm Pharmacol</p> <p>PLOS ONE</p> <p>PLos One</p>
	<p>Do not include 'The' at the start of journal names.</p> <p>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').</p>	<p>Lancet</p> <p>Journal of Physiology</p>	<p>The Lancet</p> <p>The Journal of Physiology</p>
	<p>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.</p>	<p>Zhonghua Yi Xue Za Zhi [Chinese Medical Journal]</p>	<p>Zhonghua Yi Xue Za Zhi (Chinese Medical Journal)</p>
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	<p>Use of identifiers is optional (they may aid identification of the reference and allow a hyperlink from the reference to the article).</p> <p>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</p>	—	—

Field	Guidance	Correct	Incorrect
	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