

Author contact details 2

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The Cochrane format for entering the contact details for all authors in Cochrane Reviews is outlined below. A consistent format helps ensure that there is only one record per person entered in [Archie](#), Cochrane's central server for managing reviews and contact details.

Entering author contact details in Archie

Note: formats for email addresses, international telephone/fax numbers, and web addresses are based on the Telecommunication Standardization Sector of the International Telecommunication Union (ITU-T) Recommendation E.123: Notation for national and international telephone numbers, e-mail addresses and web addresses (02/2001).

Contact detail	Guidance	Correct	Incorrect
Name: prefix and suffix	Select correct prefix from drop-down menu.		
	Use open punctuation in suffix field, i.e. without full stops and with no extra spaces.	PhD	Ph.D
	Use 'Dr' or 'MD'; 'Dr' or 'PhD'.	Dr Jones Mr Jones, MD Dr Jones Mr Jones, PhD	Dr Jones, MD Dr Jones, MD Dr Jones, PhD Dr Jones, PhD
Name: first name and family name	Mandatory for all authors	John Smith	J Smith
Name: middle initials	Avoid punctuation and use initials only.	David RA Jones	David R.A. Jones
Name: middle initials	If authors want their middle name published as well as their first name, or are known by their middle name and prefer to use the initial for their first name followed by their full middle name, then enter their middle name in the first name field after their first name or initial.	First name: Paul Simon Middle initial: Family name: Johnson First name: P Simon Middle name: Family name: Johnson	First name: Paul Middle initial: Simon Family name: Johnson First name: P Middle name: Simon Family name: Johnson
Email address ^a	Lower-case letters Note: include only one email address in the email field	myname@domain.org	Myname@domain.org
Department/organization	Recommended for all authors if institutional address is available Type in details as they should appear. Author affiliations should be in English.	Department of Neurology	Neurology
City/Country	Mandatory for all authors	City: Liverpool	City: Liverpool L12 2AP
Zip/postal codes	Zip/postal codes must be entered in the specific separate field and not	Zip code: L12 2AP	Zip code: 9100 Aalborg

Contact detail	Guidance	Correct	Incorrect
	alongside the city name.		
Telephone and fax number (international notation ^a)	Separate groups of numbers using a space (not hyphens or full stops).	+44 151 123 4567 +44 151 1234567	+44-151-123-4567 +44.151.123.4567
	Do not use the trunk prefix '0'.	+44 151 123 4567 +44 151 1234567	+44 0151 123 4567 +44 (0)151 123 4567
	+ [country code] [area code] [local number]	+44 151 123 4567 +44 151 1234567	0151 123 4567
Web address ^a	Use without prefix 'http://'.	www.cochrane.org	http://www.cochrane.org

^aTelecommunication Standardization Sector of the International Telecommunication Union (ITU-T) Recommendation E.123: Notation for national and international telephone numbers, e-mail addresses and web addresses (02/2001)