

Reference fields 2

Reference fields

References need to be entered into Review Manager 5 (RevMan 5) using the designated fields (see Figure 1). Different reference types, such as journal articles and books, need information in different fields.

Figure 1 Screenshot of Review Manager 5 reference fields

The screenshot shows the 'Text of Review' window in Review Manager 5. The window title is 'Text of Review' and it contains two tabs: 'Smith 2005' and '[Empty]'. The 'Study: Smith 2005' is selected. The 'Reference Type' is set to 'Journal article'. There is a checkbox for 'This is the primary reference for the study' which is currently unchecked. Below this is a form with the following fields:

Authors:	
English Title:	
Original Title:	
Journal/Book/Source:	
Date of Publication:	
Volume:	
Issue:	
Pages:	
Edition:	
Editor(s):	
Publisher Name:	
City of Publication:	
Medium:	

Below the form is an 'Identifiers' section with a table for entering identifiers:

Type	Value

Buttons for 'Add Identifier' and 'Delete Identifier' are located to the right of the table.

The table below has guidance on the correct way of entering information into the various reference fields in RevMan 5. RevMan 5 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	<p>Generally, preferred Cochrane format uses family name of first author and year of publication</p> <p>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</p>	<p>Garner 2001</p> <p>WOMAN 2017</p>	—

Field	Guidance	Correct	Incorrect
	trial.		
	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 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 that receive Cochrane content at publication. Note: see 'Family names' in the section on Names for advice about Dutch and Chinese names, and designations of rank.	Schoenfeld KT, Belfield S, Miller PD	Schoenfeld KTM, Belfield Sean, Miller, P. D.
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	Antibiotics for treating infection The importance of vitamin A Implementing GRADE Vitamin D for preventing cancer: evidence and health	Antibiotics For Treating Infection The importance of vitamin a Implementing Grade Vitamin D for preventing cancer: Evidence and health

Field	Guidance	Correct	Incorrect
	<p>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>beliefs</p> <p>Staphylococcus aureus infection control in clinics</p>	<p>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>Staphylococcus aureus</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 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 5, 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>
	For non-English language journal titles, include an English translation in square brackets after the original title only if the translation is	Zhonghua Yi Xue Za Zhi [Chinese Medical Journal]	Zhonghua Yi Xue Za Zhi (Chinese Medical Journal)

Field	Guidance	Correct	Incorrect
	provided by the journal or database.		
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 5. 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).</p>	—	—
DOI (type of identifier)	Include where provided	10.1002/14651858. CD004577.pub2	DOI: 10.1002/14651858. CD004577.pub2