The full HarmoniSR rules are available on the Information Specialist portal:

http://community.cochrane.org/organizational-info/resources/resources-groups/information-specialists-portal/specialised-register

A brief summary of the guidance is also available from within CRS Web. When viewing a record select ‘Guidance’ and a description will appear below the field names.

Records must meet the HarmoniSR guidance before they are published to CENTRAL. Wherever possible CRS Web will convert records as appropriate but there are a few areas where the machine is not able to do this successfully, and records will occasionally need very minor edits.

You should focus on checking the following fields:

**Author** – particularly that they follow the format surname first initial (Smith J) and that all authors are listed (separated by //). You will occasionally find that author’s full first names are imported and records from reviews will have the author list abbreviated with et al.

**Title (and Original title)** – Check the title is in Sentence case. These can be converted automatically by selecting the cog symbol. You should then check that acronyms and proper names have converted correctly.
**Source** – check the source is in sentence case and whenever possible that it follows the NLM format. There is a type-a-head feature that allows you to check this.

**Volume, Issue and pages** – should follow the prescribed formats

**Year and Date of publication** – year should only contain the 4-digit year. Date of publication can contain additional information on the publication date (where available), and should follow the Medline format 2018 May 10. This may need manually changing, particularly for records from trial registries.

**CRG keywords** – in the past other keywords have imported into this field. They should be moved to the appropriate keyword field. If in doubt use the Other keyword field. CRG keywords field is published to CENTRAL.

**ISSN** – should be numerical only

**Revman reference type** – you may also like to add this, as it will help CRS Web convert records to the correct format for Revman. This is a type-a-head, and should follow the style guide.

**Study design** – Should only contain those study designs eligible for CENTRAL. This is a type-a-head.

You may like to change your field preferences so these fields appear at the top of the record. Select ‘Field preferences’ and a pop out will appear on the left. Please consult the accompanying quick reference guide and short video B3: Working with records for further information on how to change these preferences.

You may also like to use the global edit function to tidy up consistent differences in batches of records. This function can be found on the record listing view and will reveal a pop up window on the left. Please consult the accompanying quick reference guide and short video B4: Global edit for further information on how to use this feature.
If you have any questions about using the information in this guide contact:

cis-support@cochrane.org.