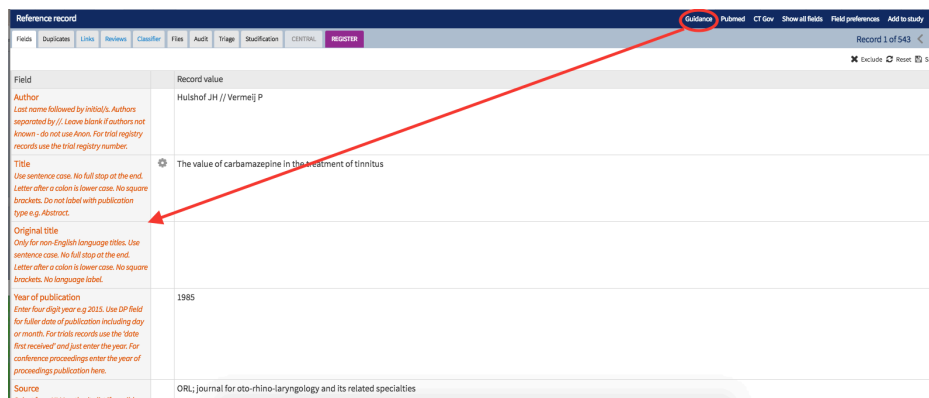


The full HarmoniSR rules are available on the Information Specialist portal:

<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.



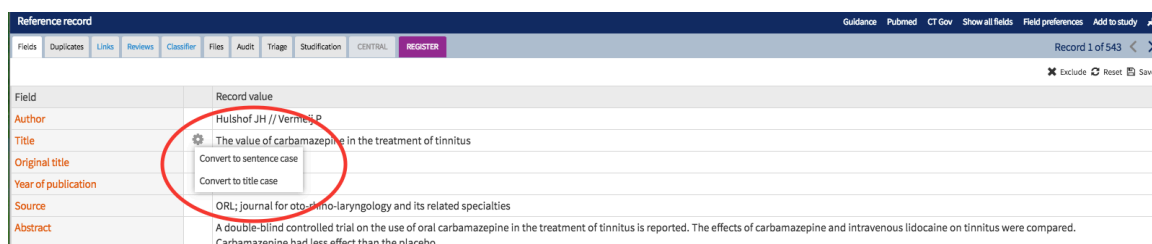
Field	Record value
Author <small>Last name followed by initial/s. Authors separated by //. Leave blank if authors not known - do not use Anon. For trial registry records use the trial registry number.</small>	Hulshof JH // Vermeij P
Title <small>Use sentence case. No full stop at the end. Letter after a colon is lower case. No square brackets. Do not label with publication type e.g. Abstract.</small>	The value of carbamazepine in the treatment of tinnitus
Original title <small>Only for non-English language titles. Use sentence case. No full stop at the end. Letter after a colon is lower case. No square brackets. No language label.</small>	
Year of publication <small>Enter four digit year e.g. 2015. Use DP field for fuller date of publication including day or month. For trials records use the 'date first received' and just enter the year. For conference proceedings enter the year of proceedings publication here.</small>	1985
Source <small>Author(s) Name, Title, Journal, Year, Page No.</small>	ORL; journal for oto-rhino-laryngology and its related specialities

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:

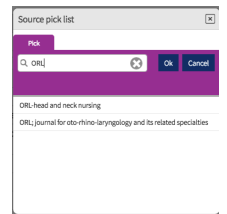
Author – particularly that they follow the format surname first initial (Smith J) and that all authors are listed (separated by //). You will occasionally find that author’s full first names are imported and records from reviews will have the author list abbreviated with et al.

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.



Field	Record value
Author	Hulshof JH // Vermeij P
Title	The value of carbamazepine in the treatment of tinnitus
Original title	Convert to sentence case
Year of publication	Convert to title case
Source	ORL; journal for oto-rhino-laryngology and its related specialities
Abstract	A double-blind controlled trial on the use of oral carbamazepine in the treatment of tinnitus is reported. The effects of carbamazepine and intravenous lidocaine on tinnitus were compared. Carbamazepine had less effect than the placebo.

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.

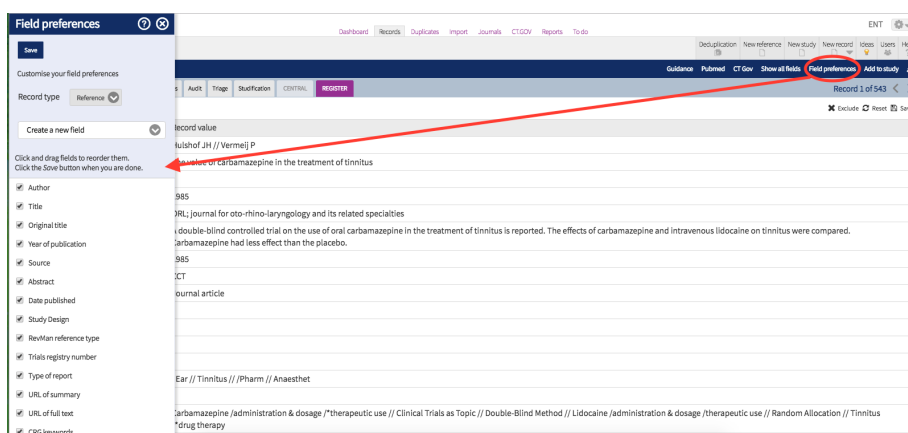
CRG keywords – in the past other keywords have imported into this field. They should be moved to the appropriate keyword field. If in doubt use the Other keyword field. CRG keywords field is published to CENTRAL.

ISSN – should be numerical only

Reyman reference type – you may also like to add this, as it will help CRS Web convert records to the correct format for Reyman. 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.

Global edit

Choose a global edit option to change the content of fields in multiple records

Records to be actioned

- All records from current folder
- 3 marked records on current page

Global edit options

- Copy one field to another
- Add text to the start of a field
- Add text to the end of a field
- Add the content of one field to the end of another
- Set the content of a field

Global edit | Export | Find and replace | Add to folder | Add to study | Remove from folder | Add to... | Remove from... | Add to marked list | Merge marked records

(143 records) Page 1 of 3

#	Title	Author	Year	Source
1	Adaptive chemoradiation therapy for head and neck cancer based on multiparametric MRI: Interim results of a prospective randomized trial	Hawkins PG // Lee JY // Li P // Lee C...	2018	International journal of radiation oncology
2	Eight weeks of omeprazole 20 mg significantly reduces both laryngopharyngeal reflux and comorbid chronic rhinosinusitis signs and symptoms	Anzic SA // Turkalj M // Zupan A // L...	2018	Clinical otolaryngology
3	Prospective randomized investigation implementing immunonutritional therapy using a nutritional supplement with a high blend ratio of omega-3 fatty acids	Hanai N // Terada H // Hirakawa H // ...	2018	Japanese journal of otolaryngology, head and neck surgery, and facial plastic surgery

Reference record | Guidance | Pubmed | CT Gov | Hide empty fields | Field preferences | Add to study

This record matches someone else's and some fields are different to yours. [Click here to see them](#)

Record value

Hawkins PG // Lee JY // Li P // Lee C // Mierzwa M // Aryal MP // Arnould GS // Worden F // Swiecicki PL // Spector ME // Schipper M // Cao Y // Eisbruch A

If you have any questions about using the information in this guide contact:

cis-support@cochrane.org.