

Quick ref guides HarmoniSR – what to check

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

http://community.cochrane.org/organizational-info/resources/resourcesgroups/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.

Reference record		Guidance Pubmed CT Gov Show all fields Field preferences Add to study 📌
Fields Duplicates Links Reviews Class	assifier Files Audk Triage Studification CENTINA. ABGISTER	Record 1 of 543 < >
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Field	Record value	
Author 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.		
Title 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.		
Original title 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.		
Year of publication Enter four digityear ag 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.		
Source	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.

Reference record	Guidance Pubmed CT Gov Show all fields Field preferences Add to study 📌
Fields Duplicates Links Reviews Classifier Files Audit Triage Studification CENTRAL REGISTER	Record 1 of 543 < 📏
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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-phino-laryngology and its related specialties	
Abstract A double-blind controlled trial on the use of oral carbamazepine in the treatment of tinnitus Carbamazepine had less effect than the placebo.	is reported. The effects of carbamazepine and intravenous lidocaine on tinnitus were compared.

Source pick list	×
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ORL-head and neck nursh	8
ORL; journal for oto-rhind	-laryngology and its related specialties

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 typea-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.

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Click and drag fields to reorder them. Click the Save button when you are done.	-	a where or Carbamazepine in the treatment of tinnitus
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Source		985
Abstract		<i>α</i>
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Study Design		
RevMan reference type		
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 URL of full text 		arbamazepine /administration & dosage //therapeutic use // Clinical Trials as Topic // Double-Blind Method // Lidocaine /administration & dosage /therapeutic use // Random Allocation // Tinnitus
CRG keywords		*drug therapy

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.

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

cis-support@cochrane.org.