

## CRS core field guide – for reference records for books, book chapters, theses and dissertations

NB CENTRAL fields are in pink.

### Abstract (AB)

For theses/dissertations reproduce the abstract as it appears in the original record. For copyright reasons some abstracts will be removed when records are submitted to CENTRAL, though they are retained in your segment.

### \*Author (AU)

Use last name followed by initial/s. Authors separated by // e.g. Seboka G // Saunderson P // Currie H Jr. Leave field blank if authors are not known - do not use Anon.

Editors recorded in Editor (ED) field.

### City of publication (CY)

For books and book chapters use city of publication, e.g. London.

For theses/dissertations use city of awarding institution and country, or state and country, e.g. London, UK or Washington, USA

### Date published (DP)

Use full date of publication where applicable, e.g. 2015 May 23.

### Edition (EN)

For books/book chapters use number only, e.g. 5 not 5<sup>th</sup>.

CRS will automatically convert as appropriate for Revman formatting.

### Editor (ED)

Use last name followed by initial/s. Names separated by // e.g. Seboka G // Saunderson P // Currie H Jr. Authors should be recorded in AU.

When the editors field is used, the content will be exported to the author field in Revman with the edition of the word 'editor'.

### **DOI (DO)**

Enter the DOI, removing http:// or https:// Ensure this field is populated for ePubs. DOIs always start with 10 e.g. 10.1038/ajg.2015.191.

### **Embase accession number (EM)**

Enter the Embase number, do not prefix with 'Embase'. Do not add any other database IDs.

### **EMTREE headings (EMT)**

Use // to separate EMTREE terms. Use / to separate a term from it's qualifier e.g. Hand Dermatoses/diagnosis.

### **ISBN (IN)**

Do not prefix ISBN, do not use spaces or hyphens.

### **Language published (LA)**

Use the pick list of ISO codes. First letter is not capitalised. You can select more than one language.

### **MEDLINE publication type (PT)**

Use // to separate the terms.

### **MeSH check words (MC)**

Use // to separate the terms.

### **MeSH headings (MH)**

Use // to separate MeSH terms. Use / to separate a term from it's qualifier e.g. Hand Dermatoses/diagnosis.

### Original title (OT)

Use only for non-English language titles. Use sentence case, and no full stop at the end. Letter after a colon is lower case. No square brackets. No language label.

### Other ID numbers (ID)

Use for IDs for references from databases other than PubMed and Embase, e.g. CINAHL, PsycINFO. Use // to separate IDs.

### Owner (CC)

Automatically populated when a record is published in CENTRAL.

### Pages (PG)

For book chapters use full pages format with a hyphen and no spaces e.g. 33-39. For discontinuous page numbers write the ranges separated by a comma, e.g. 3, 6-8.

The page field will be converted on export to RevMan format (e.g. 33-39 will become 33-9) to comply with Cochrane Style Manual.

### Publisher (PB)

Reproduce as appears. For theses/dissertations use the name of awarding institution.

### PubMed accession number (PMC)

Enter the PubMed number, do not prefix with PMID. Do not use for any other IDs, e.g. PMC.

### Revman Reference type (RTY)

Should match Revman reference type for exporting. Use the picklist of Journal articles // Cochrane publications // Conference proceedings // Books, monographs theses and dissertations // Other. Please follow the style guide: <http://community.cochrane.org/style-manual/references/reference-types/overview-reference-types>

Where information is held in other relevant fields, e.g. TY or RT this will map to these categories. More granular information can be kept in Type of report or a private field.

## Source (SO)

Leave blank

## Study design (DE)

Use the pick list of RCT // CCT // ITS // CBA. If you are unsure if a study is an RCT, use CCT. If you keep other kinds of reference in your register e.g. systematic reviews or meta-analyses, create a separate, private, field to classify these publication types.

## Title (TI)

Use sentence case with no full stop at the end. Letter after a colon is lower case. No square brackets. Do not label with publication type in square brackets e.g. [Abstract].

## Trials registration number (TN)

Use the study registration identifier with no spaces e.g. NCT01132651. Use // to separate several identifiers for the same trial. Example: NCT01083433 // ISRCTN16250774. For trials registered in a national registry and on a platform like ICTRP where trials from many national registries are collated, use the trial registration number from the original source in preference to the number provider by the aggregator, e.g. UMIN000014944 not JPRN-UMIN000014944.

## Type of report (RT)

Picklist: book // dissertation // thesis

NB thesis = MA and dissertation = PhD

## URL

If an abstract or full-text paper is freely available, enter the URL here. This field is published in CENTRAL. It should not contain links to documents that are not freely available. Type the URL in full including <http://> or <https://>.

For trials records use the URL to the trial record.

**Volume (VL)**

Use for multi-volume books. Do not use add 'Vol'.

**Year of publication (YR)**

Enter the four digit year e.g. 2015. Use the DP field for fuller date of publication including day or month.