

TSC User Guide to Managing Specialized Registers and Handsearch Records (Version 1.1)

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Revision History for this Guide

This table lists any additions, deletions or other changes made to the TSC Guide for Managing Specialized Registers and Handsearch Records

Version	Date	Author	Approved By	Purpose & Nature of Change
1.0	October 2007	TSC Working Group	TSC Working Group	New
1.1	August 2008	TSC Executive Group	TSC Executive Group	Revised procedures for FTP site clearance for submissions; see page 54-55 of guide
1.1	August 2008	TSC Executive Group	TSC Executive Group	Revised and renamed FTP instructions in Appendix 2; see page 59-66 of guide
1.1	August 2008	TSC Executive Group	TSC Executive Group	Added South Asian Cochrane Centre to list of Centres in Appendix C; see page 69
1.1	August 2008	TSC Executive Group	TSC Executive Group	Added Public Health Review Group to Appendix 3 and deleted the Health Promotion & Public Health Field from Appendix 3; see page 68

1. Introduction

1.1 Who is this guide for?

This Guide is for the person within a Cochrane Review Group (CRG), Field/Network or Centre who is responsible for developing, maintaining and submitting that entity's specialized register to the Cochrane Central Register of Controlled Trials (CENTRAL). This is usually the Trials Search Coordinator (TSC) or the Review Group Co-ordinator (RGC). For brevity, the relevant person is referred to as 'the TSC' throughout this document.

1.2 Aim of this guide

This document aims to guide TSCs in the development and maintenance of their entities' registers and provide guidance on the submission of these Specialized Registers and handsearch records for publication in CENTRAL.

It sets out guidance on the fields that should be used in each Specialized Register and handsearch file and describes the content of those fields. Registers may (and will) contain other fields but the majority of the fields and their content described here are those that are eligible for publication in CENTRAL (i.e. publishable fields) and are also compatible with the fields required for importing records into RevMan, and should be used across all registers. This guide also contains other fields (i.e. non-publishable fields) which may be useful in the continuing development of entities' registers.

2. Developing Specialized Registers and managing handsearch records

2.1 What records are covered by this guide?

This guide makes no distinction between Specialized Register (SR) and handsearch (HS) records. Irrespective of whether a record is downloaded from a bibliographic database or is entered by hand the guidance relating to fields and field content remain the same (please refer to Section 2.4 on copyright). This guidance is not retrospective so there is no requirement to amend records already in your Specialized Register.

2.2 What are Specialized Registers?

The development and management of a Specialized Register is one of the core functions of a Cochrane Review Group. A Specialized Register aims to contain all RCTs and other relevant trial reports within the scope of the CRG and submit this for publication in CENTRAL on a quarterly basis.

The role of Specialized Registers is to:

- a) Assemble a repository of reports of trials relating to the scope of the specialist entity
- b) Provide a reliable pool of reports of trials for review authors which is easily retrievable
- c) Share the contents of individual SRs with Cochrane Library users worldwide through the quarterly submission to CENTRAL.

2.3 What are handsearch records?

For complete identification of reports of trials electronic searching must be supplemented by manually conducting page by page searches of a variety of literature including journals and supplements, conference proceedings and abstracts, correspondence, internet sources.

Collaborators around the world carry out handsearching as part of the Cochrane worldwide handsearch programme. The programme is co-ordinated and managed by the US Cochrane Center, which operates a strict protocol for registering searches to ensure that each journal is handsearched only once, thereby avoiding duplication of effort and maximising resources. (see <http://apps1.jhsph.edu/cochrane/uscc.htm>)

Handsearchers undertake to identify all reports of trials whether or not the subject matches the scope of the entity co-ordinating the search. Trials matching the scope should be entered either electronically, if available, or manually into the entity's Specialized Register. Trials not relevant to the entity's scope are entered into a handsearch file and submitted for publication in CENTRAL. This guide refers to any such file of handsearched records and will be relevant to those entities who contribute to the handsearch programme.

2.4 Copyright

Records in registers should only be downloaded from bibliographic databases other than MEDLINE and forwarded to Wiley-Blackwell for inclusion in CENTRAL if you have obtained the appropriate permissions from the copyright owners. Otherwise, the citation should be entered by hand. The abstract and keywords should not be hand-entered, unless the appropriate permissions have been obtained, as these are likely to be subject to additional copyright restrictions. The fact that Wiley-Blackwell has permission to download records from certain databases, such as EMBASE, for inclusion in CENTRAL does not imply that Groups, Fields or others within or outside the Collaboration also have these rights.

Care should also be taken when adding unpublished reports and personal communications. Reports may be confidential and as such should not be included in CENTRAL. Similarly personal communications should only be submitted with the author's permission.

2.5 Software used for Specialized Registers and handsearch records

There are many software packages used by TSCs to organise and maintain their Specialized Registers and handsearch records. Presently, the software that is used by an entity for their register is determined by that entity.

The most common software packages used are the bibliographic management programs - ProCite, Reference Manager and EndNote. Relational database programs used include MeerKat (MS-Access based) and RefTrak.

Below is a list of software used for registers and which program is used by each entity.

Software program	Type of software	Entities using software	
ProCite	Bibliographic Management	Airways Group; Anaesthesia Group; Colorectal Cancer Group; Dementia and Cognitive Improvement Group; Depression, Anxiety and Neurosis Group; Developmental, Psychosocial and Learning Problems Group; Ear, Nose and Throat Disorders Group; Epilepsy Group; Eyes and Vision Group; Gynaecological Cancer Group; Hepato-Biliary Group; Infectious Diseases Group; Inflammatory Bowel Disease and Functional Bowel Disorders Group; Injuries Group	Lung Cancer Group; Menstrual Disorders and Subfertility Group; Methodology Review Group; Neuromuscular Disease Group; Oral Health Group; Pain, Palliative and Supportive Care Group; Pregnancy & Childbirth Group Prostatic Diseases and Urologic Cancers Group; Schizophrenia Group; Skin Group; Upper Gastrointestinal & Pancreatic Diseases Group; Wounds Group; Complementary Medicine Field; Iberoamerican Cochrane Centre; UK Cochrane Centre; US Cochrane Center
Reference Manager	Bibliographic Management	Back Group Bone, Joint and Muscle Trauma Group Breast Cancer Group Haematological Malignancies Group Heart Group Incontinence Group	Metabolic and Endocrine Disorders Group Multiple Sclerosis Group Peripheral Vascular Diseases Group Renal Group Tobacco Addiction Group Health Promotion and Public Health Field
EndNote	Bibliographic Management	Acute Respiratory Infections Group, Musculoskeletal Group Behavioural Medicine Field	Prehospital and Emergency Health Field Rehabilitation and Related Therapies Field Consumers and Communication Group
MeerKat	MS-Access relational database	Cystic Fibrosis and Genetic Disorders Group Drugs and Alcohol Group HIV/AIDS Group	Methodology Review Group; Pregnancy and Childbirth Group Renal Group Schizophrenia Group
RefTrak	Relational database	Stroke Group	
Biblioscope/Idealist	Bibliographic Management	Effective Practice and Organisation of Care Group	

2.6 Using bibliographic management software

Bibliographic management software programmes such as ProCite, Reference Manager and EndNote contain workforms for different types of references you may have in your register. For example, a journal workform or a book chapter workform. These may be referred to differently in different packages (*workforms* in ProCite and *reference types* in EndNote and Reference Manager).

To minimise errors when exporting data from your register when using these programs, it is recommended that entities use one single workform for all reference types regardless of the bibliographic reference management software package being used. This approach ensures that the same information appears in the same field across all records.

Groups preferring to use more than one workform should take great care in ensuring that field content is consistent across multiple workforms, e.g. in a journal article workform and a book chapter workform, the title should go into the same field. It is very important to ensure that the same field across multiple workforms contains the same type of information. If you choose to use multiple workforms you will not be able to use the standardised output filter provided for CENTRAL submissions unless all the fields across all workforms are consistent (See Section 3.4 Working with tagged text files for submission).

See below examples of one workform or multiple workforms and how they should be synchronised.

Workform Title:

Default Field Name:	Workform Specific Field Name:
(01) Author, Analytic:	Authors [AU:]
(03) Author Affiliation:	Contact address [AD:]
(04) Title, Analytic:	English title [TI:]
(05) Medium Designator:	Original title [TO:]
(06) Connective Phrase:	MEDLINE ID [AN:]
(07) Author, Monographic:	Other ID numbers [ID:]
(08) Author Role:	Language [LA:]
(10) Journal Title:	Journal/book/source [SO:]
(14) Medium Designator:	Medium [MD:]
(15) Edition:	Edition [EN:]
(16) Author, Subsidiary:	Editors [ED:]
(18) Place of Publication:	Place/City of Publication [CY:]
(19) Publisher Name:	Publisher Name [PB:]
(20) Date of Publication:	Date of Publication [YR:]
(22) Volume ID:	Volume [VL:]
(24) Issue ID:	Issue [NO:]
(25) Location in Work:	Pages [PG:]
(35) Document Type:	Reference type [RT:]
(36) Connective Phrase:	Copyright statement [AK:]
(38) Location/URL:	Web address/URL [UF:]
(39) CODEN:	Study design [DE:]
(42) Notes:	MEDLINE Publication Type [PT:]
(43) Abstract:	Abstract [AB:]
(44) Call Number:	Study ID/Registration no.
(45) Keywords:	MeSH terms/Keywords [KY:]

This is an example of a workform in ProCite that can be used for all reference types. It contains all the publishable fields for submission to CENTRAL. A single workform like this can be created in Reference Manager or EndNote.

Other non-publishable fields that are used by an entity can be added to this single workform.

Default Field Name:	Workform Specific Field Name:
(01) Author, Analytic:	Authors [AU:]
(03) Author Affiliation:	Contact address [AD:]
(04) Title, Analytic:	English title [TI:]
(05) Medium Designator:	Original title [TO:]
(06) Connective Phrase:	MEDLINE ID [AN:]
(07) Author, Monographic:	Other ID numbers [ID:]
(08) Author Role:	Language [LA:]
(10) Journal Title:	Journal/book/source [SO:]
(14) Medium Designator:	Medium [MD:]
(15) Edition:	Edition [EN:]
(16) Author, Subsidiary:	Editors [ED:]
(18) Place of Publication:	Place/City of Publication [CY:]
(19) Publisher Name:	Publisher Name [PB:]
(20) Date of Publication:	Date of Publication [YR:]
(22) Volume ID:	Volume [VL:]
(24) Issue ID:	Issue [NO:]
(25) Location in Work:	Pages [PG:]
(35) Document Type:	Reference type [RT:]
(36) Connective Phrase:	Copyright statement [AK:]
(38) Location/URL:	Web address/URL [UF:]
(39) CODDEN:	Study design [DE:]
(42) Notes:	MEDLINE Publication Type [PT:]
(43) Abstract:	Abstract [AB:]
(44) Call Number:	Study ID/Registration no.
(45) Keywords:	MeSH terms/Keywords [KY:]

These are examples of 2 workforms in ProCite for a Journal and a Book Chapter. They both contain the publishable fields for submission to CENTRAL; but each workform contains the same field names and tags for these fields across each workform.

Other non-publishable fields that are used by an entity can be added to these workforms.

Default Field Name:	Workform Specific Field Name:
(01) Author, Analytic:	Author [AU:]
(03) Author Affiliation:	Contact address [AD:]
(04) Title, Analytic:	English title of book chapter [TI:]
(05) Medium Designator:	Original title [TO:]
(08) Author Role:	Language [LA:]
(10) Journal Title:	Journal/Book/Source [SO:]
(15) Edition:	Edition [EN:]
(16) Author, Subsidiary:	Editors [ED:]
(18) Place of Publication:	Place/City of publication [CY:]
(19) Publisher Name:	Publisher Name [PB:]
(20) Date of Publication:	Date of Publication
(22) Volume ID:	Chapter [VL:]
(25) Location in Work:	Page(s) [PG:]
(35) Document Type:	Reference Type [RT:]
(36) Connective Phrase:	Acknowledgement [AK]
(38) Location/URL:	Web address/URL [UF:]
(43) Abstract:	Abstract [AB:]
(45) Keywords:	MeSH terms/Keywords [KY:]

2.7 Detailed guide to fields and field content for Specialized Registers and handsearch records

This section sets out detailed guidance on each of the fields that should be used for registers and handsearch records. It includes a description of the field, how information should be set out in the field, whether the field can be submitted to CENTRAL, the name of the tag in CENTRAL that corresponds to the field and the corresponding or suggested field to be used in ProCite, Reference Manager, EndNote and MeerKat. Following this guide consistently will ensure that all register and handsearch records should export easily and correctly for CENTRAL submissions and when importing records into RevMan.

NB. The guidance for SR and HS records is the same, i.e. there are no special rules for HS records, and they should be entered in exactly the same manner as the SR records.

2.7.1 AUTHOR (Tag = AU)	
Description of field	All authors, either personal or corporate .
What reference types should this field be completed for?	This field should be completed for all reference types
How should information in this field be formatted?	<p>Author names should be in the form of last name followed by space followed by initials followed by the separator used by your software program. You will need to set the output style to convert the separator into a comma for the text file to be submitted to CENTRAL. See examples below:</p> <p>Personal authors Smith SS Brown BB//Smith SS//Weinstein AM Jr</p> <p>Corporate authors Tacrolimus Maintenance Transplantation Group International Trial Foundation</p> <p>Personal & corporate authors Brown BB//Smith SS//Weinstein AM Jr//Aspirin Working Group Brown BB//Smith SS//Weinstein AM Jr//for the Aspirin Working Group</p> <p>No author Anon</p> <p>If you prefer to leave this field blank in your register you can set the output style to insert the word Anon in the text file which you submit to CENTRAL.</p> <p>Shortened list of authors Please list all authors if you have them. If you are not able to list all authors for a record (e.g. some handsearch records may contain only the first few authors), then use the expression 'et al' [which stands for 'and others'] at the end of the list of authors preceded by a separator used by your software program* Smith SS//Brown BB//et al</p> <p>*Your Reference Management Software program will use different separators between authors. For example: ProCite uses // Reference Manager uses ; Endnote uses a separate line for each author name.</p>
Can this field be submitted to CENTRAL?	YES
How should information in this field be formatted for submission to CENTRAL?	<p>Last name and initials separated by a comma. See examples below: Smith SS, Brown BB Smith SS, Brown BB, et al Smith BB, Brown KL, Aspirin Working Group</p> <p>You will need to configure your output filter to make sure that authors' names are formatted correctly for export (e.g. that the software separator is converted into a comma). (See Section 3.4 Working with tagged text files for submission).</p>
Tag for export to CENTRAL	AU:
ProCite field number & name	[01] Authors
Reference Manager field number & name	[04] Authors
EndNote field	Author
MeerKat field	Author

2.7.2 ENGLISH TITLE (Tag = TI)

Description of field	Contains the full English title of a record. A translated title is put in square brackets.
What reference types should this field be completed for?	This field MUST be completed for all reference types as it is a mandatory field.
How should information in this field be formatted?	<ul style="list-style-type: none"> o Written in lower case except for the first letter of the first word of each sentence in the title and proper nouns, place names, acronyms etc. DO NOT insert a full stop at the end of the title. o Effects of smoking on lung capacity o [Immunosuppressive agents for kidney recipients. A randomised controlled trial of tacrolimus] o AIDS in Africa <p>It is optional to add a classification at the end of the title in square brackets to indicate a reference type. The classifications available are:</p> <p>Abstract or abstract + number [abstract] [abstract no: 1234] Title of a book [book]* Chapter of book [section of book]* Editorial [editorial] Letter [letter] News [news] Report [report]* Dissertation [dissertation]* Chapter of a dissertation [dissertation]*</p> <p>For example</p> <ul style="list-style-type: none"> o Immunosuppressive agents for kidney recipients. A randomised controlled trial of tacrolimus [abstract] o Aspirin for vasculitis. A randomised controlled trial [abstract no: PO1234] o [Zinc for the common cold] [letter] o School adjustment of children with congenital heart disease [dissertation] <p>*SPECIAL NOTE ABOUT BOOKS, DISSERTATIONS & REPORTS. The title of a book, dissertation or report should normally be entered in the Title field. See example 22, 23, 24, 26,32 in Section 2.8 BUT when a record refers to a specific chapter in a book, dissertation or report, the TITLE field is used for the title of the chapter and the SOURCE field used for the title of the book, dissertation or report. See example 25 & 27 in Section 2.8 Please also refer to Section 2.7.4 for further guidance on the use of the Source field</p> <p>Please note inserting the title of a book, dissertation and a report in the English Title field differs from current RevMan guidance on entering references.</p>
Can this field be submitted to CENTRAL?	YES. This field MUST be submitted. It is mandatory and records without a title will not be published
How should information in this field be submitted for CENTRAL	As in examples above
Tag for export to CENTRAL	TI:
ProCite field number & name	[04] English title
Reference Manager field number & name	[03] English title
EndNote field	Title
MeerKat field	English Title

2.7.3 ORIGINAL TITLE (Tag = TO)

Description of field	Contains the full original title for a paper published in a language other than English
What reference types should this field be completed for?	This field should be completed for all reference types
How should information in this field be formatted?	<p>Written in lower case except for the first letter of the first word of each sentence in the title and proper nouns, place names, acronyms etc. However, if the language is German then keep the format as it is downloaded or copy the format of the original if you are entering the title by hand (i.e. upper case for the first letter of each noun). DO NOT insert a full stop at the end of the title.</p> <ul style="list-style-type: none"> ○ Preparation cutanee a la chirurgie etude prospective comparant un agent depilatoire au rasage ○ Tuberculose et VIH: drame de l'Afrique ○ Metformin - ein effektiver Therapieansatz in der Behandlung des polyzystischen Ovarsyndroms
Can this field be submitted to CENTRAL?	YES
How should information in this field be submitted for CENTRAL	As in examples above
Tag for export to CENTRAL	TO:
ProCite field number & name	[05] Original title
Reference Manager field number & name	[13] Original title
EndNote field	Custom
MeerKat field	Original title

2.7.4 SOURCE – Journal/book/source (Tag = SO)

Description of field	<p>Contains the source of a record such as:</p> <ul style="list-style-type: none"> • the name of a journal • details of a conference • the title of a book (where title of a book chapter is in the title field) • the name of a website or webpage • a personal communication • a scientific or technical report (where section of report is in the title field) • a dissertation (where the title of a dissertation chapter is in the title field)
What reference types should this field be completed for?	This field should be completed for all reference types
How should information in this field be formatted?	<p>Information should be formatted as below.</p> <p>Name of Journal When the full journal title or the abbreviated journal title are available use the full journal title. Current RevMan guidance requires the full journal title Some journals have changed name to a shortened version as the full journal title e.g. BMJ, JAMA, BJOG so be careful to use the appropriate version for the publication year of your reference.</p> <ul style="list-style-type: none"> ○ New England Journal of Medicine ○ Lancet ○ Journal of the American Society of Nephrology ○ Journal of the American Medical Association (from 1883 to June 1960) but JAMA (from July 1960 to present) <p>Conference source Use the following format for reports from stand-alone conference proceedings that are NOT PUBLISHED IN A JOURNAL i.e. they are published as a separate conference proceedings book or on a CD or on a website</p> <ul style="list-style-type: none"> ○ Proceedings of the 24th Annual Meeting of the American Society of Cardiology; 2007 Apr 24-29; Brussels, Belgium ○ 12th ERA-EDTA Conference; 2005 May 3-10; Florence, Italy ○ World Transplant Congress. 19th Meeting of the International Transplantation Society; 1997 Feb 2-6; San Diego (CA) <p>[See example 19 in Section 2.8 for conference abstracts published in a journal]</p> <p>*Title of book, dissertation, or report (where the title of the chapter is in the Title field)</p> <ul style="list-style-type: none"> ○ Sports injuries & their treatment ○ Drug-induced headaches <p>*SPECIAL NOTE: Only use the Source field for the title of a book, dissertation or report, if the record is referring to a specific chapter of a book, dissertation or report. (In these cases the specific chapter will be entered in the Title field.) See examples 25 & 27 in Section 2.8. Please also refer to Section 2.7.2 for further guidance on the use of the Title field.</p> <p>Name of website or web page</p> <ul style="list-style-type: none"> ○ Controlled-Trials.com [www.controlled-trials.com] ○ ClinicalTrials.gov [www.clinicaltrials.gov] ○ University of Pisa [www.pisauniversiatis.edu.it] <p>Personal communication</p> <ul style="list-style-type: none"> ○ Personal communication <p>Scientific or technical report</p> <ul style="list-style-type: none"> ○ Bethesda (MD): National Institutes of Health, National Heart and Lung Institute; 1974 Apr. Report No:NIH-NHLI-69-2185-4
Can this field be submitted to CENTRAL?	YES
How should information in this field be submitted for CENTRAL	As in examples above
Tag for export to CENTRAL	SO:
ProCite field number & name	[10] Journal/book/source
Reference Manager field number & name	[11] Journal/book/source
EndNote field	Secondary title
MeerKat field	Journal/book/source

2.7.5 YEAR OF PUBLICATION (Tag = YR)

Description of field	The date of publication of a record. The 4 digit year must appear at the beginning of this field. Records must have a year that is greater than 1000 and less than or equal to the current year. Records without a year or in the wrong format will not be published in CENTRAL.
What reference types should this field be completed for?	This field MUST be completed for all reference types
How should information in this field be formatted?	<p>Begin this field with a 4 digit year e.g. 1999 2006</p> <p>Abbreviate months to 3 characters e.g. 1999 May 2006 Oct</p> <p>Days can be included 1999 May 12</p> <p>Spell out the seasons if part of date 1999 Spring 2006 Fall-Winter</p> <p>If there is date range, use hyphens with no spaces to show this 1999-2001 1999 Dec 31-1960 Jan 14</p> <p>For items that are published electronically ahead of a print version (Epub) Put the full year, month and day of its electronic or online publication in this field. 2008 Jan 16</p> <p>Please do not put the dates that a conference was held (apart from the year) in this field; full information about the conference dates goes in the SOURCE field only.</p>
Can this field be submitted to CENTRAL?	YES. This field MUST be submitted. It is mandatory and records without a publication year will not be published
How should information in this field be submitted for CENTRAL	<p>As in examples above The register may contain data in a mixture of UK format (yr day month) and US format (yr month day). The output style can be configured to ensure that the 4 digit year is published at the start of this field.</p> <p>Please note that year of publication entered such as 19th May 1999 will be rejected. The 4 digit year must be at the start of this field.</p>
Tag for export to CENTRAL	YR:
ProCite field number & name	[20] Date of Publication
Reference Manager field number & name	[05] Date of publication
EndNote field	Year
MeerKat field	Date of publication

2.7.6 VOLUME (Tag = VL)

Description of field	Contains a volume number and also the volume supplement or part number if required
What reference types should this field be completed for?	This field should be completed for all reference types when available. Current RevMan guidance requires the volume field to be populated
How should information in this field be formatted?	4 Pt 1 Suppl Suppl 2 Spec No Anniv No Spring Suppl Special Research Suppl
Can this field be submitted to CENTRAL?	YES
How should information in this field be submitted for CENTRAL	This field can also contain supplement information to a volume and is formatted as in the examples above
Tag for export to CENTRAL	VL:
ProCite field number & name	[22] Volume
Reference Manager field number & name	[12] Volume
EndNote field	Volume
MeerKat field	Volume

2.7.7 ISSUE (Tag = NO)

Description of field	Contains the issue, part number or supplement.
What reference types should this field be completed for?	This field should be completed for all reference types when available
How should information in this field be formatted	<p>4 Pt 1 Suppl Suppl 2 Spec No Anniv No Spring Suppl Special Research Suppl</p> <p>For the following supplement information, please use the following abbreviations:</p> <p>Part - Pt Supplement - Suppl Special Number - Spec No Special issue - Spec Iss Anniversary number - Anniv No</p>
Can this field be submitted to CENTRAL?	YES
How should information in this field be submitted for CENTRAL	As the examples above
Tag for export to CENTRAL	NO:
ProCite field number & name	[24] Issue ID
Reference Manager field number & name	[15] Issue
EndNote field	Number
MeerKat field	Issue

2.7.8 PAGES (Tag = PG)

Description of field	Contains the start and end pages and/or it may contain the abstract number from a conference paper or poster
What reference types should this field be completed for?	This field should be completed for all reference types where possible
How should information in this field be formatted?	<p>One page only 1466</p> <p>Separate multiple pages with a hyphen but no space 785-90 xxvi-xxviii</p> <p>If pages do not follow consecutively, separate pages with a comma and space 232, 236 34-6, 38-40, 43</p> <p>For pages that include letters use the following patterns 24a-25a S24-9 or S24-S29 but not S24-S9</p> <p>For discussions that follow an article, include the term 'discussion' followed by page numbers 13-20; discussion 21-4</p> <p>For articles published ahead of the print version that have no page numbers use: [Epub ahead of print]</p> <p>Please ensure that abstract numbers are not confused with page numbers by inserting the phrase 'Abstract no' e.g. For abstracts with no page number use Abstract no: PO1234 For abstracts with page number use 245, Abstract no: PO1234</p>
Can this field be submitted to CENTRAL?	YES
How should information in this field be submitted for CENTRAL	As examples above
Tag for export to CENTRAL	PG:
ProCite field number & name	[25] Pages
Reference Manager field number & name	[09] Start page [10] End page
EndNote field	Pages
MeerKat field	Pages

2.7.9 EDITION (Tag = EN)

Description of field	Use for the edition of a book (but not the first) or a software package only if available.
What reference types should this field be completed for?	This field should be completed for books or software programs
How should information in this field be formatted?	2nd 3.1 for Windows
Can this field be submitted to CENTRAL?	YES
How should information in this field be submitted for CENTRAL	As examples above
Tag for export to CENTRAL	EN:
ProCite field number & name	[15] Edition
Reference Manager field number & name	[23] Edition
EndNote field	Edition
MeerKat field	Edition

2.7.10 EDITORS (Tag = ED)

Description of field	Use for the editors of a book or a stand-alone conference proceedings if available
What reference types should this field be completed for?	This field should be completed for books or stand-alone conference proceedings if available.
How should information in this field be formatted?	<p>Editors' names should be in the form of last name followed by space followed by initials followed by the separator used by your software program. You will need to set the output style to convert the separator into a comma for the text file to be submitted to CENTRAL. See examples below:</p> <p>Personal editors Smith SS Brown BB//Smith SS//Weinstein AM Jr</p> <p>Corporate editors Tacrolimus Maintenance Transplantation Group International Trial Foundation</p> <p>Personal & corporate editors Brown BB//Smith SS//Weinstein AM Jr//Aspirin Working Group Brown BB//Smith SS//Weinstein AM Jr//for the Aspirin Working Group</p>
Can this field be submitted to CENTRAL?	YES
How should information in this field be submitted for CENTRAL	<p>Last name and initials of editors separated by a comma. See examples below:</p> <p>Smith SS, Brown BB Smith SS, Brown BB Smith BB, Brown KL, Aspirin Working Group</p> <p>You will need to configure your output filter to make sure that editors' names are formatted correctly for export (e.g. that the software separator is converted into a comma). (See Section 3.4 Working with tagged text files for submission).</p>
Tag for export to CENTRAL	ED:
ProCite field number & name	[16] Editors
Reference Manager field number & name	[14] Editors
EndNote field	Subsidiary Author
MeerKat field	Editors

2.7.11 PUBLISHER NAME (Tag = PB)

Description of field	Use for the name of the publisher of a book, a dissertation or a stand-alone conference proceedings
What reference types should this field be completed for?	This field should be completed for books, stand-alone conference proceedings and dissertations if available
How should information in this field be formatted?	As examples below: For book publishers <ul style="list-style-type: none"> • Allen & Unwin • Kluwer • Elsevier • Thomson Publishing For dissertations <ul style="list-style-type: none"> • University of Pittsburgh • Macquarie University
Can this field be submitted to CENTRAL?	YES
How should information in this field be submitted for CENTRAL	As examples below: For book publishers Allen & Unwin Kluwer Elsevier Thomson Publishing For dissertations University of Pittsburgh Macquarie University
Tag for export to CENTRAL	PB:
ProCite field number & name	[19] Publisher name
Reference Manager field number & name	[17] Publisher name
EndNote field	Publisher
MeerKat field	Publisher

2.7.12 PLACE/CITY OF PUBLICATION (Tag = CY)

Description of field	Use for the place of publication of a book, a dissertation, report or a stand-alone conference proceedings if available. PLEASE DO NOT PUT THE LOCATION OF A CONFERENCE IN THIS FIELD. See SOURCE field for conference proceedings information
What reference types should this field be completed for?	This field should be completed for books, dissertations, reports or stand-alone conference proceedings if available
How should information in this field be formatted?	As examples below: <ul style="list-style-type: none"> • Sydney • Boston, Massachusetts For cities in the United States, please also include the state. If two cities of publication are given, use the first only.
Can this field be submitted to CENTRAL?	YES
How should information in this field be submitted for CENTRAL	As examples below: <ul style="list-style-type: none"> ◆ Sydney ◆ Boston, MA
Tag for export to CENTRAL	PB:
ProCite field number & name	[18] Place/city of publication
Reference Manager field number & name	[16] Place/city of publication
EndNote field	Place published
MeerKat field	City of publication

2.7.13 MEDLINE ID (Tag = AN)

Description of field	Use for the MEDLINE ID i.e. PubMed number. Do not include any other IDs in this field; it is for the MEDLINE ID only. In MEDLINE [Ovid] this field is called the Unique Identifier; In PubMed, this field is called the PMID.
What reference types should this field be completed for?	Optional for MEDLINE references
How should information in this field be formatted?	10189756
Can this field be submitted to CENTRAL?	NO
How should information in this field be submitted for CENTRAL	This field should not be submitted to CENTRAL. It is ignored if it is part of your submission. IDs that are submitted in Specialized Registers are not published in CENTRAL.
Tag for export to CENTRAL	AN:
ProCite field number & name	[06] MEDLINE ID
Reference Manager field number & name	[33] MEDLINE ID
EndNote field	Accession number
MeerKat field	Accession number

2.7.14 OTHER ID NUMBERS (Tag = ID)

Description of field	Use for other database accession numbers other than MEDLINE such as EMBASE IDs or CENTRAL ID.
What reference types should this field be completed for?	Optional for references from databases other than MEDLINE if available
How should information in this field be formatted?	A name or identifier of the database source must be used e.g. EMBASE 00097897867 for an EMBASE number or CN-123456 for a record from CENTRAL If you have these in separate fields please feel free to keep them separate. If you have more than one ID number in the same field, we recommend using the following format separated by a semi-colon. e.g. EMBASE 00097897867; CN-123456
Can this field be submitted to CENTRAL?	NO
How should information in this field be submitted for CENTRAL	This field should not be submitted to CENTRAL. It is ignored if it is part of your submission. IDs that are submitted in Specialized Registers are not published in CENTRAL.
Tag for export to CENTRAL	ID:
ProCite field number & name	[07] Other ID numbers
Reference Manager field number & name	[29] Other ID numbers
EndNote field	Electronic Resource Number?
MeerKat field	Accession number

2.7.15 ABSTRACT (Tag = AB)

Description of field	<p>This is a free text field for the abstract of a record; it can also be used for other information as appropriate. For example, if a report from conference proceedings is published in a journal but you also have the information about the conference itself, it can be put in this field.</p> <p>If you have records from databases other than MEDLINE in your Specialized Register, make sure that you have copyright permission to publish this record with the abstract.</p> <p>PLEASE DO NOT PUT A CONFERENCE ABSTRACT NUMBER in this field (See guidance on 2.7.2 TITLE and 2.7.8 PAGE fields)</p>
What reference types should this field be completed for?	This field should be completed for all reference types when available.
How should information in this field be formatted?	This is a free text field
Can this field be submitted to CENTRAL?	YES
How should information in this field be submitted for CENTRAL	As described above.
Tag for export to CENTRAL	AB:
ProCite field number & name	[43] Abstract
Reference Manager field number & name	[25] Abstract
EndNote field	Abstract
MeerKat field	Abstract

2.7.16 KEYWORDS (Tag = KY)

Description of field	Contains MeSH terms for MEDLINE records and / or other keywords assigned by CRGs. Keywords which are for internal use only (review numbers or other notes) should not be put in this field
What reference types should this field be completed for?	This field should be completed for all reference types when available
How should information in this field be formatted?	Each term needs to be separated by a semi-colon. Example of keywords derived from an electronic database record <i>Transplantation; Basiliximab; Immunosuppressive Agents; *Calcium Channel Blockers/tu [Therapeutic Use]; *Diabetic Nephropathies/dt [Drug Therapy]</i> Example of CRG-assigned keywords <i>Pregnancy Prevention; Teenagers; Adolescents; Young People; Mixed Sex; Secondary Education; Community Site; Community Worker; Parent; Teacher; Health Professional</i>
Can this field be submitted to CENTRAL?	YES
How should information in this field be submitted for CENTRAL	As described above.
Tag for export to CENTRAL	KY:
ProCite field number & name	[45] MeSH terms/Keywords
Reference Manager field number & name	[07] MeSH terms/Keywords
EndNote field	Keywords
MeerKat field	Index terms for MeSH headings; CRG Assigned Keywords

2.7.17 STUDY DESIGN (Tag = DE)

Description of field	This is the study design assigned by the TSC, i.e. RCT or CCT. It is NOT (necessarily) the same as the MEDLINE Publication Type which is contained in the MEDLINE Publication Type field [PT:]. One of these four study design codes can be assigned to a record: Randomized Controlled Trial [RCT] Controlled Clinical Trial [CCT] Controlled Before and After Study [CBA] Interrupted Time Series [ITS]
What reference types should this field be completed for?	This field can be completed for all reference types when applicable
How should information in this field be formatted?	The following abbreviations can be used for the above study designs: RCT CCT CBA ITS
Can this field be submitted to CENTRAL?	YES
How should information in this field be submitted for CENTRAL	As above
Tag for export to CENTRAL	DE:
ProCite field number & name	[39] Study design
Reference Manager field number & name	[18] Study design
EndNote field	Label
MeerKat field	Part of study record (or use User defined field in reference record). The Field is <i>Design</i> in a study record and it is automatically attached to this field when record is imported

2.7.18 MEDLINE Publication Type (Tag = PT)

Description of field	This is the Publication Type assigned to a record by MEDLINE indexers. For example, Randomized Controlled Trial, Controlled Clinical Trial
What reference types should this field be completed for?	This field can be downloaded for MEDLINE records only
How should information in this field be formatted?	As it is downloaded. For example Randomized Controlled Trial, Controlled Clinical Trial
Can this field be submitted to CENTRAL?	YES
How should information in this field be submitted for CENTRAL	As it is downloaded as examples above.
Tag for export to CENTRAL	PT:
ProCite field number & name	[42] MEDLINE Publication type
Reference Manager field number & name	[30] MEDLINE Publication type
EndNote field	Type of report
MeerKat field	Notes or a User defined field

2.7.19 CONTACT ADDRESS (Tag = AD)

Description of field	Contains the contact details of authors or investigators of reports. Can contain names, addresses, phone numbers and e-mail addresses.
What reference types should this field be completed for?	This field can be completed for all reference types if available
How should information in this field be formatted?	The full contact details should all be on one line. Use a comma to separate parts of this information. Do NOT use carriage returns/ or press enter to separate parts of this information. For example Jane Brown, University of Auckland, Tel: +61 2 345678, janeb@uni.edu.au
Can this field be submitted to CENTRAL?	YES
How should information in this field be submitted for CENTRAL	As in the example above.
Tag for export to CENTRAL	AD:
ProCite field number & name	[03] Contact address
Reference Manager field & number	[32] Contact address
EndNote field	Author address
MeerKat field	Notes or Contacts in study record

2.7.20 REFERENCE TYPE (Tag = RT)

Description of field	It is optional to assign a reference type to a record; the following reference types can be assigned required: Journal article, book, section of book, conference proceedings, correspondence, dissertation, unpublished data, scientific or technical report, unpublished material, in press, publications on the Internet
What reference types should this field be completed for?	It is optional to assign a reference type to a record.
How should information in this field be formatted?	If assigning a reference type, use one of the types listed above
Can this field be submitted to CENTRAL?	Not currently
How should information in this field be submitted for CENTRAL	This field is not currently published in CENTRAL
Tag for export to CENTRAL	RT:
ProCite field number & name	[35] Reference type
Reference Manager field number & name	[31] Reference type
EndNote field & number	Custom?
MeerKat field	N/A

2.7.21 URL (Tag = UF)

Description of field	Use for links to a web resource.
What reference types should this field be completed for?	This field should be completed for all reference types if available.
How should information in this field be formatted	Only one URL may be included in this field and there should be no other text in the field If the first four characters in the field are not 'http' a hyper link will not be created, e.g. http://www.trial.com.au
Can this field be submitted to CENTRAL?	YES
How should information in this field be submitted for CENTRAL	A URL in this field should begin with http:// otherwise a web link cannot be created. The web li should be formatted as examples below http://www.trial.com.au http://www.trial.com.au/rcts/ http://www.cochrane.org/archie.php
Tag for export to CENTRAL	UF:
ProCite field number & name	[38] Location/URL
Reference Manager field number & name	[36] Location/URL
EndNote field	URL
MeerKat field	URL

2.7.22 STUDY OR TRIAL REGISTRATION NUMBER

Description of field	This field is for a study or trial identification number such as the ISRCTN or a ClinicalTrials.gov number
What reference types should this field be completed for?	All trials or other studies where the trial / study ID is known
How should information in this field be formatted?	The trial / study number should be preceded by the name of the register / study sponsor etc. For example, ISRCTN90876543 NCT000786453 If there is more than one such number for a single trial / study they should all be listed and separated as follows: ISRCTN90876543; NCT000786453
Can this field be submitted to CENTRAL?	NO
How should information in this field be submitted for CENTRAL	Not applicable at present
Tag for export to CENTRAL	N/A
ProCite field number & name	[44] MEDLINE Secondary ID
Reference Manager field number & name	[19] MEDLINE Secondary ID
EndNote field & number	Custom?
MeerKat field	User Defined field

2.7.23 LANGUAGE (Tag = LA)

Description of field	To be used for records that are in a language other than English
What reference types should this field be completed for?	This field should be completed for all reference types if applicable
How should information in this field be formatted?	The first 3 letters of the original language of the record should be entered. For example Ger for German Fre for French For a list of language abbreviations see the MEDLINE/PubMed Language Table go to: http://www.nlm.nih.gov/bsd/language_table.html
Can this field be submitted to CENTRAL?	YES
How should information in this field be submitted for CENTRAL	As described above.
Tag for export to CENTRAL	LA:
ProCite field number & name	[08] Language
Reference Manager field number & name	[27] Language
EndNote field	Language
MeerKat field	Language

2.7.24 ACKNOWLEDGEMENT (Tag = AK)

Description of field	Acknowledgement of copyright or other rights' owners should be listed here in accordance with any agreements to re-publish records in CENTRAL. For example; 'This record is republished in CENTRAL from the Education and Resources Information Centre (ERIC) database with the permission of the database sponsors (the US Institute of Education Sciences and the US Department of Education)'.
What reference types should this field be completed for?	All where such permissions are necessary and have been granted
How should information in this field be formatted?	As described above.
Can this field be submitted to CENTRAL?	No. This field cannot currently be submitted to CENTRAL but Wiley-Blackwell are in the process of implementing it.
How should information in this field be submitted for CENTRAL	As described above.
Tag for export to CENTRAL	AK:
ProCite field number & name	[36] Connective Phrase
Reference Manager field number & name	
EndNote field	Custom
MeerKat field	User defined

2.8. Reference types

This section sets out detailed guidance on what information to enter in what field across a range of reference types. Use this section together with the information in Section 2.7 as a guide to entering records into your Specialized Register or when entering handsearch records.

For example, if you have a journal article which has only a corporate author, or an Internet publication and you are not sure how to enter this record in your Specialized Register, by checking the list of examples below, you will find how this may be done.

N.B. The examples contain only the essential fields required for each reference type, and for space considerations, other fields such as abstract, keywords, MEDLINE ID, Other ID, etc, which may be relevant for particular records, have not been displayed except in the Standard Journal example.

REFERENCE TYPE	
Journal article	For all articles published in journals (e.g. full articles, news items, letters to the editor and conference abstracts)
Conference proceeding	For all papers or abstracts from conference proceedings which are not published in journals i.e. they are published as a separate conference proceedings book or on a CD or on a website
Book	For books or other monographs & dissertations
Section of book	For chapters in books, etc
Correspondence	For personal communications
Other	For items such as scientific or technical reports, patents, publications on the Internet, unpublished material in press, newspaper articles, legal material, audiovisual material, maps
Unpublished data	For data on file

The following examples are based on RevMan (Version 4.3.1) guidance on how to store different types of reference

JOURNAL PUBLICATIONS

1. Standard journal article
2. Journal article with organisation as author
3. Journal article with no author
4. Journal article not in English and without an English translation of the title
5. Journal article not in English but with an English translation of the title
6. Journal article in volume with supplement
7. Journal article in issue with supplement
8. Journal article in volume with part
9. Journal article in volume, then issue with part
10. Journal article in issue with no volume
11. Journal article with no issue and no volume
12. Journal article with pagination in Roman numerals
13. Journal article of a particular type e.g. letter, editorial, news
14. Journal article containing retraction
15. Journal article which has been retracted
16. Journal article containing a comment
17. Journal article commented on
18. Journal article with published erratum
19. Journal article published electronically ahead of print with no volume, issue or page numbers

CONFERENCE PROCEEDINGS

20. Abstract or other item from conference proceedings published in a journal
21. Abstract or other item from conference proceedings that is not published in a journal (i.e. published as a separate conference proceedings book or on a CD or on a website)

BOOKS/DISSERTATIONS (INCLUDING SECTIONS OF BOOKS/DISSERTATIONS)

22. Books and other monographs with personal author(s)
23. Books and other monographs with editor(s), or compiler as author
24. Books and other monographs with organisation as author and publisher
25. Dissertation
26. Chapter in a book
27. Chapter in a dissertation

CORRESPONDENCE

28. Personal communications

OTHER

29. Publications on the Internet (with a publication date)
30. Publications on the Internet (without a publication date)
31. Unpublished material, in press
32. Scientific or technical report
33. Newspaper article
34. Legal material

UNPUBLISHED DATA

35. Data on file

'IMPOSSIBLE' REFERENCES

If you have a reference that does not fall into one of the categories above, you should use the Author [AU], Title [TI], source [SO] and YR fields if available.

JOURNAL PUBLICATIONS

1. Standard journal article	
Authors:	You CH, Lee KY, Chey RY, Menguy R
English title:	Electrogastrographic study of patients with unexplained nausea, bloating and vomiting
Journal/book/source:	Gastroenterology
Date of publication:	1980
Volume:	79
Issue: 2	2
Pages:	311-4
MEDLINE ID:	123456
MEDLINE Publication type:	Randomized Controlled Trial
Study design:	RCT
Abstract:	A long term study of patients with unexplained symptoms.
Keywords:	Nausea; Bloating; Stomach
MEDLINE Secondary ID:	ClinicalTrials.gov NCT12345678

2. Journal article with organisation as author	
Authors:	Royal Marsden Hospital Bone-Marrow Transplantation Team
English title:	Failure of syngeneic bone-marrow graft without preconditioning in post-hepatitis marrow aplasia
Journal/book/source:	Lancet
Date of publication:	1977
Volume:	79
Issue:	4
Pages:	742-4

3. Journal article with no author	
Authors:	Anon
English title:	Coffee drinking and cancer of the pancreas [editorial]
Journal/book/source:	British Medical Journal
Date of publication:	1981
Volume:	283
Issue:	12
Pages:	628

* Please note that this differs from current RevMan guidance which has an empty author field

4. Journal article not in English and without an English translation of the title*	
Authors:	Massone L, Borghi S, Pestarino A, Piccini R, Gambini C
Original title:	Localisations palmaires purpuriques de la dermatite herpetiforme
Journal/book/source:	Annales de dermatologie et de venerologie
Date of publication:	1987
Volume:	114
Issue:	5
Pages:	1545-7

***A record without an English language translation of the title is not publishable in CENTRAL**

5. Journal article not in English but with an English translation of the title	
Authors:	Berard JP, Curt I, Piech JJ, Ruiz F
English title	Hydroxyethylamidons versus gelatines: impact on the cost of replacement in an emergency resuscitation service
Original title:	Hydroxyethylamidons versus gelatines: Impact sur le cout du remplissage dans un service de reanimation
Journal/book/source:	Annales de dermatologie et de venerologie
Date of publication:	1995
Volume:	14
Issue:	4
Pages:	R335
Language:	Fre For a list of language abbreviations see the MEDLINE/PubMed Language Table http://www.nlm.nih.gov/bsd/language_table.html

6. Journal article in volume with supplement	
Authors:	Magni F, Rossoni G, Berti F
English title	BN-52021 protects guinea-pig from heart anaphylaxis
Journal/book/source:	Pharmacological research communications
Date of publication:	1988
Volume:	20 Suppl 5
Pages:	75-8

7. Journal article in issue with supplement	
Authors:	Gardos G, Cole JO, Haskell D, Marby D, Paine SS, Moore P
English title	The natural history of tardive dyskinesia
Journal/book/source:	Journal of clinical psychopharmacology
Date of publication:	1988
Volume:	8
Issue:	4 Suppl
Pages:	31S-37S
8. Journal article in volume with part	
Authors:	Hanly C
English title	Metaphysics and innateness: a psycho-analytic perspective
Journal/book/source:	The International journal of psychoanalysis
Date of publication:	1988
Volume:	69
Issue:	Pt 3
Pages:	389-99
9. Journal article in volume, then issue with part	
Authors:	Edwards L, Meyskens F, Levine N
English title	Effect of oral iso-tretinoin on dysplastic nevi
Journal/book/source:	Journal of the American Academy of Dermatology
Date of publication:	1989
Volume:	20
Issue:	2 Pt 1
Pages:	257-60
10. Journal article in issue with no volume	
Authors:	Baumeister AA
English title	Origins and control of stereotyped movements
Journal/book/source:	Monograph of the American Association of Mental Deficiency
Date of publication:	1978
Issue:	3
Pages:	353-84

11. Journal article with no issue and no volume	
Authors:	Danoek K
English title	Skiing in and through the history of medicine
Journal/book/source:	Nordisk medicinhistorisk arsbok
Date of publication:	1982
Pages:	86-100
12. Journal article with pagination on Roman numerals	
Authors:	Brown J
English title:	Art and medicine
Journal/book/source:	Journal of medicine
Date of publication:	2002
Vol:	21 Suppl 6
Pages:	XXVI-XXVII
13. Journal article of a particular type e.g. letter, editorial, news	
Authors:	Spargo PM, Manners JM
English title	DDAVP and open heart surgery [letter]
Journal/book/source:	Anaesthesia
Date of publication:	1989
Volume:	44
Issue:	3
Pages:	363-4
14. Journal article containing retraction	
Authors:	Shishido A
English title:	Retraction notice: Effect of platinum compounds on murine lymphocyte mitogenesis [Retraction of Alsabti EA, Ghalib ON, Salem MH. In: Japanese journal of medical science & biology 1979; 32:53- 65]
Journal/book/source:	Japanese journal of medical science & biology
Date of publication:	1980
Volume:	33
Issue: 2	2
Pages:	235-7

15. Journal article which has been retracted	
Authors:	Alsabti EA, Ghalib ON, Salem MH
English title:	Effect of platinum compounds on murine lymphocyte mitogenesis [Retracted by Shishido A. In: Japanese journal of medical science & biology 1980; 33: 235-7]
Journal/book/source:	Japanese journal of medical science & biology
Date of publication:	1979
Volume:	32
Issue: 2	2
Pages:	53-65
16. Journal article containing a comment	
Authors:	Piccoli A, Bossatti A
English title:	Early steroid therapy in IgA neuropathy: still an open question [comment on: Nephron 1988; 48: 12-7]
Journal/book/source:	Nephron
Date of publication:	1989
Volume:	51
Issue: 2	2
Pages:	289-91
17. Journal article commented on	
Authors:	Kobayashi Y, Fujii K, Hiki Y, Tateno S, Kurokawa A, Kamiyama M
English title:	Steroid therapy in IgA nephropathy: a retrospective study in heavy proteinuric cases [comment in: Nephron 1989; 51: 289-91]
Journal/book/source:	Nephron
Date of publication:	1988
Volume:	48
Pages:	12-7

18. Journal article with published erratum	
Authors:	Schofield A
English title:	The CAGE questionnaire and psychological health [published erratum appears in British journal of addiction 1989;84: 701]
Journal/book/source:	British journal of addiction
Date of publication:	1988
Volume:	83
Pages:	761-4
19. Journal article published electronically ahead of print with no volume, issue or page numbers	
Authors:	Gardos G, Cole JO, Haskell D, Marby D, Paine SS, Moore P
English title	An effective treatment for chronic wound infections
Journal/book/source:	Journal of wounds
Date of publication:	2008 Jan 16
Volume:	
Issue:	
Pages:	[Epub ahead of print]

CONFERENCE PROCEEDINGS

20. Abstract or other item from a conference proceedings published in a journal	
Authors:	Smith BB, Brown KL, Aspirin Working Group
*English title	Aspirin for vasculitis. A randomised controlled trial [abstract no: 123]
Journal/book/source:	Journal of Kidney Disease
Date of publication:	2006
Volume:	44
Issue:	13 Program & Abstracts
*Pages:	245, Abstract no: 123
Abstract:	World Transplant Congress. 19 th Meeting of the International Transplantation Society; 1997 Feb 2-6; San Diego (CA) [This information is optional]

* You can choose to put an abstract number in either the title or page number field

21. Abstract or other items from conference proceedings that are not published in a journal i.e. published as a separate conference proceedings book, on a CD or on a website	
Authors:	Smith BB, Brown KL
English title	Tacrolimus for kidney transplant recipients - a randomised controlled trial [abstract no: 456]*
Journal/book/source:	Proceedings of the 24 th Annual Meeting of the American Society of Nephrology; 2007 Apr 24-29; Brussels, Belgium
Date of publication:	2007
Pages:	245, Abstract no: 456*
**Editors:	Brown LL
**Publisher name:	American Medical Association
**City of Publication:	Boston, Massachusetts

* As with 19 you can choose to put an abstract number in either the title or page number field

** These fields are optional. Complete the information for these fields only if available

BOOKS/DISSERTATIONS (INCLUDING SECTIONS OF BOOKS/DISSERTATIONS)

22. Books and other monographs with personal author(s) *	
Authors:	Colson JH, Armour WJ
English title	Sports injuries and their treatment
Date of publication:	2006
Edition:	2nd
Publisher name:	Wiley
City of publication:	London

23. Books and other monographs with editor(s) or compiler as author(s) *	
Authors:	Diener HC, Wilkinson M, editors
English title	Drug-induced headache
Date of publication:	2004
Edition:	2nd
Publisher name:	Springer-Verlag
City of publication:	Berlin

24. Books and other monographs with organisation as author and publisher*	
Authors:	Virginia Law Foundation
English title	The medical and legal implications of AIDS
Date of publication:	2002
Edition:	2nd
Publisher name:	The Foundation
City of publication:	Charlottesville, VA

25. Chapter in a book	
Authors:	Weinstein L, Swartz MN
English title:	Pathologic properties of invading microorganisms [Section of book]
Journal/book/source:	Pathologic physiology: mechanisms of disease
Date of publication:	1974
Pages:	457-72
Edition:	5th
Publisher name:	Saunders
City of publication:	Philadelphia, PA

26. Dissertation*	
Authors:	Youssef NM
English title:	School adjustment of children with congenital heart disease [dissertation]
Date of publication:	2000
Publisher name:	University of Pittsburgh
City of publication:	Pittsburgh, PA
27. Chapter in a dissertation	
Authors:	Fairley JW
English title:	A prospective randomized controlled trial of Functional Endoscopic Sinus Surgery: Endoscopic middle meatal antrostomy versus conventional inferior meatal antrostomy. Interim results
Journal/book/source:	Correlation of nasal symptoms with objective findings and surgical outcome measurement [dissertation]
Date of publication:	1993
Pages:	561-9
Publisher name:	University of London
City of publication:	London

* Please note that this differs from current RevMan guidance which has the monographic title in the Journal/book/source field & the title field empty (therefore the record would not be published in CENTRAL)

CORRESPONDENCE

28. Personal communications*	
Authors:	Moustgaard R
English title:	This would not be published in CENTRAL as it has no title
Journal/book/source:	Personal communication
Date of publication:	2001 Dec 28

*Do not submit records of this type to CENTRAL for publication without author/trialist permission

OTHER

29. Publications on the Internet (with a publication date)	
Authors:	Smith JJ, Biotech
English title:	FAVORIT – Fish oil & vasculitis
Journal/book/source:	ClinicalTrials.gov (www.clinicaltrials.gov) (accessed 10 May 2003)
Date of publication:	2001
URL:	http://www.clinicaltrials.gov/NCT001002345

30. Publications on the Internet (without a publication date)	
Authors:	Sikov WM, Akerley W
English title:	A multicenter, open-label, randomized study of three schedules of weekly Taxol induction therapy followed by weekly Taxol maintenance therapy in metastatic breast cancer patients (Protocol No. TAX/MEN.10; Theradex # B98-1290)
Journal/book/source:	Bristol-Myers Squibb Clinical Trial Results [accessed 19 Nov 2007]
Date of publication:	2007*
URL:	http://ctr.bms.com/pdf//TAXMEN10.pdf

***Date of publication is the year the publication was accessed (This differs from current RevMan guidance)**

31. Unpublished material, in press*	
Authors:	Lillywhite HD, Donald JA
English title:	Pulmonary blood flow regulation in an aquatic snake
Journal/book/source:	Nature
Date of publication:	In press

***This will not be published in CENTRAL as it has no 4 digit number in the year field**

32. Scientific or technical report	
Authors	Akutsu T
English title:	Total heart replacement device
Date of publication:	2003
Journal/book/source:	Bethesda (MD): National Institutes of Health, National Heart and Lung Institute; 1974 Apr. Report No.: NIH-NHLI-69-2185-4

33. Newspaper article	
Authors	Rensberger B, Specter B
English title:	CFCs may be destroyed by natural process
Date of publication:	2003
Journal/book/source:	The Washington Post
Volume:	Sect. A
Pages:	2 (col.5)

34. Legal material	
English title:	Toxic Substances Control Act: Hearing on S. 776 Before the Subcomm. on the Environment of the Senate Comm. on Commerce. 94th Cong., 1st Sess. 343 (1975)
Date of publication:	2003
Journal/book/source:	Cleveland (OH): Academy of Medicine of Cleveland, 1987

UNPUBLISHED DATA

35. Data on file*	
Authors:	UK/Asia trialists
English title:	Individual patient data (as supplied 1 April 1995)
Journal/book/source:	Data on file

***Do not submit records of this type to CENTRAL for publication without author/trialist permission.**

***Without a 4 digit number in the year field this record will not be published in CENTRAL**

3. Submitting Specialised Registers and handsearch records for publication in CENTRAL

3.1 When to Submit

The deadlines for submission of registers are available on *The Cochrane Library* website <http://www3.interscience.wiley.com/cgi-bin/mrwhome/106568753/SubmissionDeadlines.html>

The submission dates are also available on ARCHIE in the Calendar. The Calendar is available through the Organiser and you can set your preferences for the way the Calendar displays (for example, having the Calendar on your login page) by logging into ARCHIE, choosing Tools – Preferences

Specialized Register (SR) and handsearch (HS) records must be received by these deadlines if they are to be included in the next issue of CENTRAL but can be submitted at any time before the deadline. It is ideal to submit Specialized Registers four times per year, so that the most up to date register is always included in each quarterly issue of CENTRAL.

3.2 What to Submit

3.2.1 Required fields for CENTRAL

Two fields must be completed for a record to be published in CENTRAL: year of publication and title. In addition, the contents of the publication year field must be greater than 1000 and less than or equal to the current year. (See 3.4 *Working with tagged text files for submission* for full details about formatting mandatory fields).

3.2.2 Submission limitations

Each quarter, the TSC should submit a maximum of two tagged text files to Wiley-Blackwell for each submission. One of these files will be the Specialized Register (where applicable) and the other will be handsearch records (however not all Groups submit handsearch records on a regular basis). All handsearch records must be submitted as one file regardless of reference type.

3.2.3 New vs. existing records

DO NOT submit only those records that have been modified or added to the Specialized Register since the previous submission; the 'whole' register should be submitted each time. Conversely, for handsearch records, it is expected that these will be submitted once only – and are cumulated by Wiley-Blackwell into the handsearch file that is published in CENTRAL.

3.3 What format to use when submitting

Specialized Registers and handsearch records must be submitted in 'tagged text' format as a text file (also known as an ASCII file) **with the extension '.txt'**. A tagged text file is a plain text file where the data in each field of a reference appears on a separate line. An example of the format of the acceptable tagged text format for submissions is below.

Please do not submit your files in any format other than a .txt file

Example of tagged text file format

Field tags (as exist in output filter of style)

Record separator (as exists in output filter or style)

AU: Rankin IJ, Rebus JB, Clark S
TI: The naming of the dead
SO: British Journal of Forensic Medicine
YR: 2001
VL: 23
NO: 5
PG: 234-6
DE: RCT
%%%%
AU: Lodge DM
TI: Therapy
SO: Journal of Medical Breakthroughs
VL: 5
NO: 9
YR: 2004
PG: 234-45
DE: CCT
%%%%

3.4 Working with tagged text files for submission

1. How do I create a tagged text file?

Tagged text files are created in reference management programs such as ProCite, Reference Manager and EndNote by generating a bibliography that uses a special output style or filter. These files are then saved as .txt files.

Generic output filters for use with ProCite, Reference Manager and EndNote have been distributed to all entities. Their file names are:

Tagged_text_submission_ProCite.pos
Tagged_text_submission_Reference_Manager
Tagged_text_submission_EndNote.

These output styles should be copied to your reference management software.

For ProCite users:

copy the output style into the Styles folder within ProCite.

For Reference Manager users:

copy the output style into the Styles folder within Reference Manager.

For EndNote users:

copy the output style into the Styles folder within EndNote.

These output styles may require editing or modifying by you depending on the fields used in your Specialised Register and handsearch records.

The essential element in getting a tagged text file to export or output the data from your Specialized Register correctly is to make sure that the tags in your output filter (e.g. AU are matched to the correct field for that data in your Specialized Register.

For example, in the table is a tagged text output filter for use with ProCite. The information for the AU: tag in the generic filter is contained in ProCite field [01 Author]. If, for example, you had author information in ProCite field [08] in your Specialized Register, then you would need to modify the filter so that ProCite field [08] was matched to the AU: tag.

The same principle applies for Reference Manager and EndNote filters.

2. How do I create a tagged text file? (cont.)

The **tags** in your output filter or style should not be edited or modified; they must remain as they are shown in section 2.7 *Detailed guide to fields and field content for Specialised Registers and handsearch records*

e.g. tag for the Author field must always be AU; Year must always be YR, Volume must always be VL, etc

You can add a tag to the filter but it must be one that is in *Appendix 1*. You can also delete a tag (other than the Title or Year) from the filter.

You must **not** edit or modify the tags in your output filter or style; they must match the tags in *Appendix 1*;

You can add a tag to the filter but it must be one that is in *Appendix 1*

TAG	Field in Filter
AU:	<01 Author>
TI:	<04 Title (of report)>
TO:	<26 Original title>
SO:	<10 Journal Title>
YR:	<20 Year of Publication>
VL:	<22 Volume number>
NO:	<24 Issue number>
PG:	<25 Page number(s)>
DE:	<39 Study design>
AB:	<40 Abstract>
%%%%%	

If you use a variety of workforms (e.g. Journal, Conference Proceeding, Abstract) in your Specialized Register, you need to make sure that all the tags and fields that you wish to be published for a record are matched correctly in your output style or filter.

Tagged text files are the default for a submission from MeerKat so filters have not been included here, but one could be produced if required. Contact Gail Higgins (gailh2@chw.edu.au). The same principles (as detailed above) in relation to using the tags in *Appendix 1*. apply if using MeerKat.

3. How do I test to see if this output style will work on my Specialized Register and handsearch records?

It is essential to test the output styles on the records in your Specialized Register and handsearch records. Before doing that you need to make sure that all the tags (e.g. AU:) you need are in the output style and that these tags are correctly matched to the fields where the data sits in your register in either ProCite, Reference Manager or EndNote. To do this:

1. Select some records (**at least 10 recommended**, carefully selected to cover all the tags used in CENTRAL) from your register for **each workform** (e.g. Journal, Conference Proceeding, Abstract, Thesis) that you have used.
2. Note the fields used in each of these workforms and check whether or not the tags and fields as set out in the output style match.
3. If the tags and fields don't match, you will need to modify the output style (details on editing and modifying a filter are below)
4. When you are satisfied that the output style will work on your register and handsearch records, you can test the filter on your sample records.

Instructions on how to test this output style in ProCite, Reference Manager and EndNote are detailed below.

4. How do I test the output style in ProCite?

1. Select some records (**at least 10 recommended**, carefully selected to cover all the tags used in CENTRAL) from your Specialized Register for **each workform** (e.g. Journal, Conference Proceeding, Abstract, Thesis) that you have used.
 2. Go to *File – Print Bibliography*
 3. From the window that appears:
 - i. In *Show*, select *Marked Records or All records*
 - ii. In *Output Style*: select the *Tagged_text_submission_Procite* filter
 - iii. Click on *Configure* and make sure that:
 - o Under the *Reference list* tab, the *Reference List title* is empty and the *Numbering* box is unticked.
 - o Under the *Fields* tab, under *Short Form*, click on *Select Fields* and *Select All*, click *OK*
 4. Click on *Save*, choose a file name and ensure *Save as Type* is *Text Only*, then click *Save*. You now have a tagged text file
 5. Open the file in Word or Notepad to check that all records have exported correctly.
-

5. How do I test the output style in Reference Manager?

1. Select some records (**at least 10 recommended**, carefully selected to cover all the tags used in CENTRAL) from your Specialized Register for **each workform** (e.g. Journal, Conference Proceeding, Abstract, Thesis) that you have used.
 2. Go to *Tools – Bibliography – Generate from Reference List*
 3. From the window that appears:
 - i. Choose which records to include (all or marked)
 - ii. From *Destination*, choose *File*
 - iii. In *Output Style*, select the *Tagged_text_submission_Reference_manager* output style
 - iv. In *Optional Fields*, select any that you want to be included in the file and click *OK*
 - v. Under *Bibliography* tab, *make sure* the *Bibliography Title* is empty and the *Numbering* box is unticked with *Prefix* and *Suffix* empty. Click *OK*
 - vi. Click on *Save*, choose a file name and ensure *Save as Type* is *Text Only*, then click *Save*. You now have a tagged text file
 - vii. Open the file in Word or Notepad to check that all records have exported correctly.
-

6. How do I test the output style in EndNote

1. Select some records (**at least 10 recommended**, carefully selected to cover all the tags used in CENTRAL) from your Specialized Register for **each workform** (e.g. Journal, Conference Proceeding, Abstract, Thesis) that you have used.
 2. On the main menu bar, choose *Select another style*.
 3. From the window that appears select *Find and locate*
-

the *Tagged_Text_submission_EndNote* style and click *Choose*

4. Then choose *File – Export* and choose a name for the file with the extension *.txt*
5. Open the file in Word or Notepad to check that all records have exported correctly.

7. How do I edit a tagged text output filter in ProCite?

To edit an output filter in ProCite

1. Go to *File – Open*. Locate the output filter you wish to edit
2. The output filter tags and fields will be visible in the *Bibliography* tab ready for editing.

8. How do I edit a tagged text output filter in Reference Manager?

To edit an output filter in Reference Manager:

1. Go to *Tools – Bibliography – Open Output Style*
2. Select the output style you wish to edit
3. Click on the *Bibliography* tab and the tags and fields in the output filter will be displayed ready for editing

9. How do I edit a tagged text output filter in EndNote?

To edit an output filter in EndNote:

1. Go to *Edit – Output Files* – Click *Find* to locate the correct style, then click *Edit*
2. Select the output style you wish to edit
3. Click on templates under *Bibliography* to see the tags used in this filter.

10. Who do I contact if I am having problems producing a tagged text file or using an output style?

Please contact Gail Higgins at gailh2@chw.edu.au if you need help editing an output filter or creating a tagged text file.

If you are experiencing difficulties using or modifying these filters or producing a tagged text file, please send a sample of records (zipped or compressed) as a ProCite, Reference Manager or EndNote database to gailh2@chw.edu.au and an appropriate output filter will be devised for your records.

3.5 Where and how to submit

All Specialized Registers and handsearch records must be submitted either as zipped e-mail attachments to Wiley-Blackwell or via FTP to the UK Cochrane Centre's FTP site for retrieval by Wiley-Blackwell.

3.5.1 Zipped e-mail submissions

Files with zipped e-mail attachments should be sent to cl-submission@wiley.co.uk

You should include the following information in the subject line of the e-mail:

CENTRAL submission: [year] [issue] [SR or HS] [group code], e.g. CENTRAL submission: 2007 2 SR-UPPERGI.

3.5.2 Zipped FTP submissions

Zipped files submitted by FTP should be placed on the UK Cochrane Centre (UKCC) FTP site.

Instructions are outlined in **Appendix 2: Using FTP to submit your Specialized Register or handsearch records**

If you use the FTP site you need to e-mail Wiley-Blackwell at cl-submission@wiley.co.uk indicating that you have submitted a Specialized Register and/or handsearch records. You should include the following information in the subject line of the email:
CENTRAL submission: [year] [issue] [SR or HS] [group code]
e.g. CENTRAL submission: 2007 2 SR-UPPERGI.

It is no longer necessary to complete submission forms. E-mail notification to Wiley-Blackwell is sufficient.

3.6 Naming your files for submission

For Specialized Registers, entities should name their files with the prefix SR followed by their entity code (e.g. PREG). Please **do not put a date** in the file name. For example:

SR-PREG.txt
SR-RENAL.txt
SR-BREASTCA.txt

Entities submitting handsearch records should name their files with the prefix HS followed by their entity code. For example,

HS-PREG.txt
HS-RENAL.txt
HS-BREASTCA.txt

A list of entity codes (if they have one) and file names that should be used for submissions is attached in *Appendix 2: File naming conventions for submissions*. If your Review Group or Field does not have a code listed below, please contact Gail Higgins at gailh2@chw.edu.au

Centres submitting handsearch records should name their files as detailed in *Appendix 3*.

3.7 Schedule for clearance of all files from the UKCC FTP site 2008-2009

Each quarter entities submit their registers and handsearch records onto the UKCC FTP site. In order to ensure that the site only contains those files that need to be processed for the current issue of CENTRAL, a timetable has been scheduled to clear all files from the submission site 3 weeks after a submission deadline.

The clearance of the files will be carried out by David Lefebvre, IT Manager at the UKCC.

The table below is the schedule for the clearance of all files from the UKCC FTP site that reside in the registers folder at <ftp://ftp.cochrane.co.uk/registers> 3 weeks after a submission deadline for 2008-2009.

Submission	Submission deadlines	Date for clearance of all files from UK FTP site
Issue 3 2008	15 May 15 2008	28 June 2008
Issue 4 2008	14 August 2008	5 September 2008
Issue 1 2009	13 November 2008	6 December 2008
Issue 2 2009	19 February 2009	12 March 2009
Issue 3 2009	14 May 2009	4 June 2009
Issue 4 2009	13 August 2009	3 Sept 2009
Issue 1 2010	12 November 2009	3 Dec 2009

Submission deadlines can be found on the Cochrane Library web site at:

<http://www3.interscience.wiley.com/cgi-bin/mrwhome/106568753/SubmissionDeadlines.html>

3.8 Feedback on submissions

Once Wiley-Blackwell has begun the processing of submissions, entities will receive an e-mail notification from Wiley-Blackwell detailing the number of records that were submitted. At a later date, Wiley-Blackwell will send a report to Gail Higgins as the Wiley-Blackwell liaison person detailing individual records which were not published along with the reason why these records were not published. Individual entities will receive a report detailing these records and the actions that need to be taken to allow these records to be published in future issues of CENTRAL

Appendix 1: Update Software's System for Publishing CENTRAL Records

Drafted by: Mark Starr, 5 October 2000

Major revision: Hazim Timimi 9 September 2002

Minor revision: Hazim Timimi 15 June 2005

Extract from original created: TSC Working Group 13 December 2007

Data format for the submission of specialised registers.

Specialised Registers and hand search results to be published in The Cochrane Library CENTRAL database must be provided by USCC to Update Software in the "tagged text" format specified below.

Each file must be an ASCII text file, not a rich text format or a word document. A record delimiter of %%%% should separate each record in the file. The record delimiter must be on a separate line. A tag should only appear once per record. Please do not embed tags within fields. The following table lists the acceptable tags and fields that Update Software can process from submissions.

Tag	Description	Format	Comments
AU:	Authors	All authors in form last name initial. Separate names with comma.	
TI:	English title	Full English title.	Record must have a title because these are used in the "index" display of The Cochrane Library
TO:	Original language title	Format as for English title	
SO:	Name of journal/book/source		
YR:	Year of publication	4 character year	The 4-digit year must be given in the first four characters of this field. Records must have a year that is greater than 1000 and less than or equal to the current year. Entries such as "19th May 1999" will cause the record to be rejected.
VL:	Volume	Can also contain volume supplement e.g. 50 Suppl 5	
NO:	Issue	Can also contain issue supplement e.g. 1 Suppl Can also be used for volume part, e.g. Pt 69	
PG:	Pages	Start and end pages, e.g. 50-55	
EN:	Edition	Edition of book, e.g. 2nd or software platform e.g. 3.1 for Windows.	
ED:	Editors	Format as for authors	
PB:	Publisher name		
CY:	City of publication		
MD:	Medium	Only relevant if reference type is Computer software, e.g. floppy disk, CD-ROM	
AN:	Medline ID	Numeric	This field is ignored; IDs submitted in Specialised Register files are not published in CENTRAL

ID:	Other id numbers	If more than one separate with semi-colon.	This field is ignored; IDs submitted in Specialised Register files are not published in CENTRAL
AB:	Abstract	Free text	Embedded tabs will be removed on publication.
KY:	Keyword terms	Each term should be separated with a semi-colon.	
DE:	Study design		Not the same as MEDLINE publication type.
PT:	MEDLINE publication type	Free text	
AD:	Contact address	Complete address on one line. Use commas to separate address lines. No carriage returns	
RT:	Reference type	Please standardise to the following values: Journal article Book Section of book Conference proceedings Correspondence Computer program Unpublished data Cochrane review Other Scientific or technical report Patent Newspaper article Audiovisual Legal material Map Unpublished material, in press Publications on the Internet	Refer to the RevMan 4.0 User Guide Appendix G for more detailed information. This field is not currently published in CENTRAL
SN:	Study name	Free text	
PD:	Proceedings date		
PL:	Proceedings location		
UF:	URL of full text article	Only one URL should be included. No other text should be in the field. e.g. http://www.update-software.com	If the first 4 characters of the supplied field are not "http" then will not be able to create hyperlink
US:	URL of summary or abstract	As for UF	As for UF
CO:	For comments for a particular reference that one often gets when downloading from MEDLINE		
LA:	Language if other than English		
CC:	Collaboration code	The SR or HS code used to indicate the Cochrane entity that is linked to the record	Must be upper case and included in the list of agreed codes. e.g. SR-PREG
AK			Copyright statements, etc This field is not currently published in CENTRAL

If a field is empty, you can either provide the tag with no information following (record 1 below) or leave the tag out altogether (record 2 below); both options will be processed successfully.

Example file format:

AU: Wones RG
TI: Failure of low-cost audits with feedback to reduce laboratory test utilization
TO:
SO: Medical Care
YR: 1996
VL: 25
NO: 1
PG: 10-11
EN:
ED:
PB:
CY:
MD:
AN: 87114199
ID:
AB:
SN: Wones 1996
DE: RCT
RT: Journal article
%%
AU: Diener HC
SO: Drug-induced headache
YR: 1988
PB: Springer-Verlag
PG: 25-30
CY: New York
RT: Book
%%
AU: Weinstein L
TI: Pathologic properties of invading microorganisms
SO: Pathologic physiology: mechanisms of disease
YR: 1974
PB: Saunders
PG: 457-72
ED: Sodeman WA Jr, Sodeman WA
CY: Philadelphia
RT: Section of book
%%
AU: Demicheli, V. and Jefferson, T.
YR: 1997
TI: An exploratory review of the economics of recombinant vaccines against hepatitis C
SO: Organisation for economic co-operation and development. The economic aspect of biotechnologies related to human health, Part 1: Biotechnology and medical innovation
RT: Scientific or technical report

Appendix 2: Using FTP to submit your Specialized Register or handsearch records

This appendix is intended as a guide for uploading Specialized Registers and handsearch records to an FTP site and is not intended as a comprehensive set of instructions for using FTP programs.

1. What is FTP?

FTP (File Transfer Protocol) is useful for transporting large files, such as Specialized Registers, that cannot easily be transferred using e-mail. You will be transferring your Specialized Register from your local computer to a remote FTP site, so that it can be accessed by Wiley-Blackwell. This document describes two of the most common methods, using Windows Explorer and an FTP client CoreFTP Lite.

2. How to use Windows Explorer for FTP access

- Start Windows Explorer and enter the URL of the TSCs' section of the UKCC FTP site - <ftp://tscs@ftp.cochrane.co.uk> – into the address bar.

You will then be prompted for the password, which can be obtained from the Information Specialists at the UK Cochrane Centre – Carol Lefebvre and Anne Eisinga
Tel: +44 (0)1865 516300 (or 517603); clefebvre@cochrane.co.uk;
aeisinga@cochrane.co.uk).

- Double-click on the 'registers' folder.
- The simplest method to transfer files is to use the 'drag and drop' technique.
- Reduce the size of the Windows Explorer window that is displaying the registers folder and open another copy of Windows Explorer and locate the file you wish to transfer from your PC to the FTP site.
- Size both Windows Explorer windows so that you can see the contents of each.
- Drag and drop your file into the open registers folder on the FTP site. Close down both copies of Windows Explorer.

3. How to obtain FTP client software

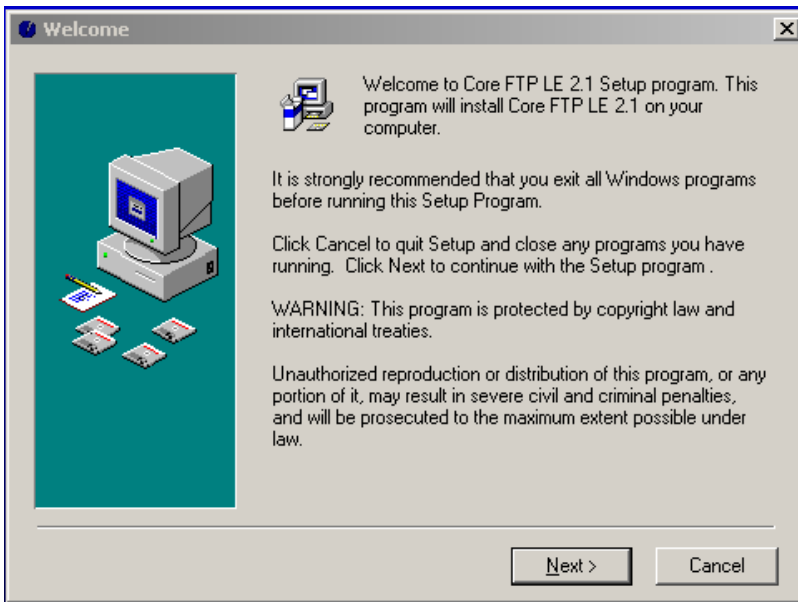
You should contact the IT department at your home institution as there may already be a program available for you to use. They can also help with any problems that may arise with institutional firewalls. Some TSCs may find that they are unable to install an FTP client without getting permission from their IT department. If your home institution does not provide access to an FTP client, there are many packages that are freely available from software download sites. The instructions below are for one such program, CoreFTP Lite.

4. Installing an FTP client program

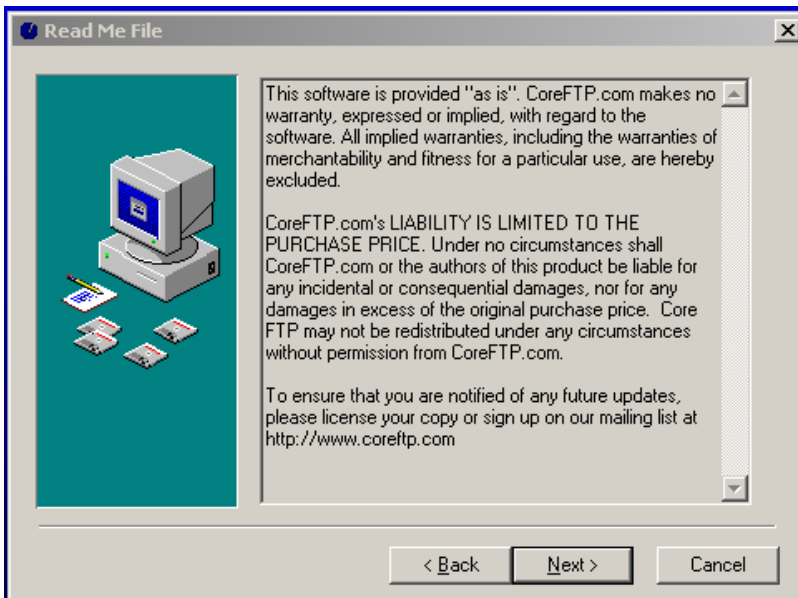
The procedure to install and configure a typical FTP client is set out below. The program chosen is CoreFTP Lite, which is a free program downloadable from the internet at <http://www.coreftp.com/download.html>. These notes should also be helpful in configuring other FTP clients as the process is similar in most cases.

Installation

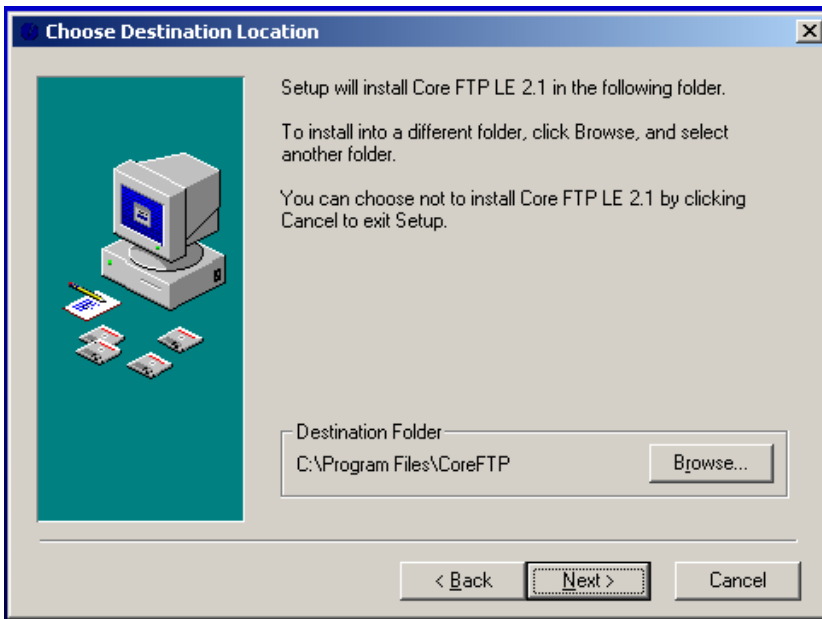
Download the installation file CoreFTPLite.exe to your desktop, and then double-click on it to start installation.



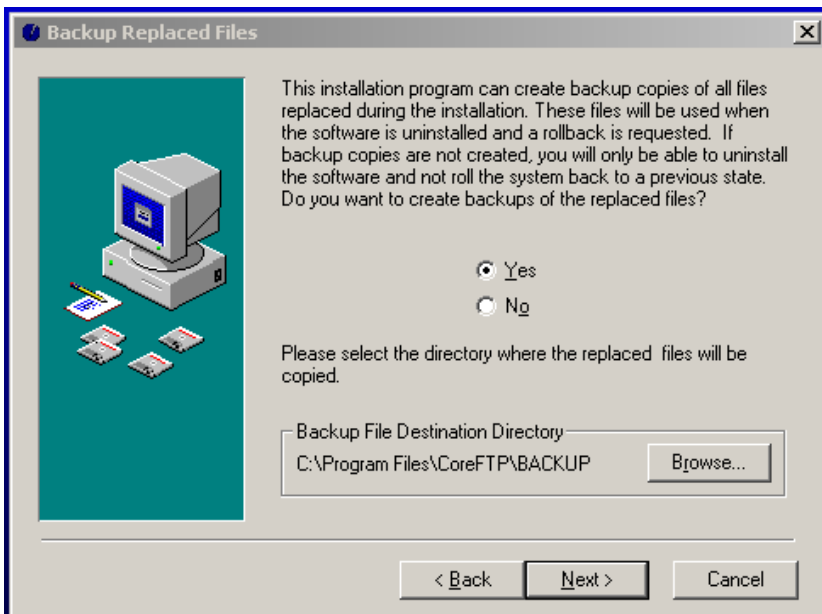
Click Next.



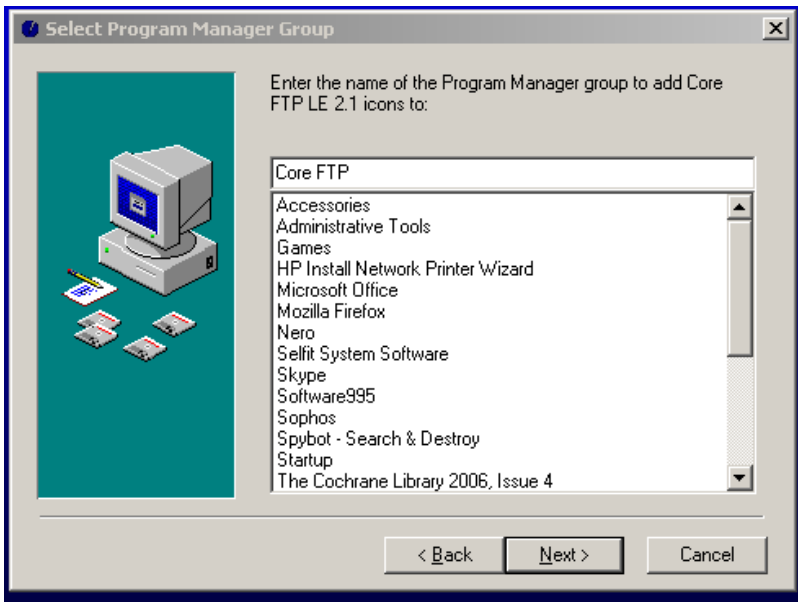
Click Next.



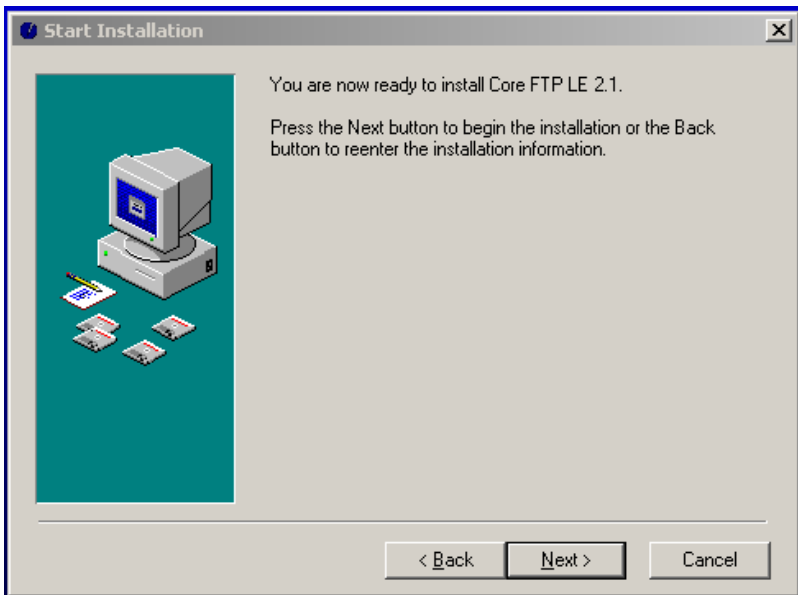
Click Next.



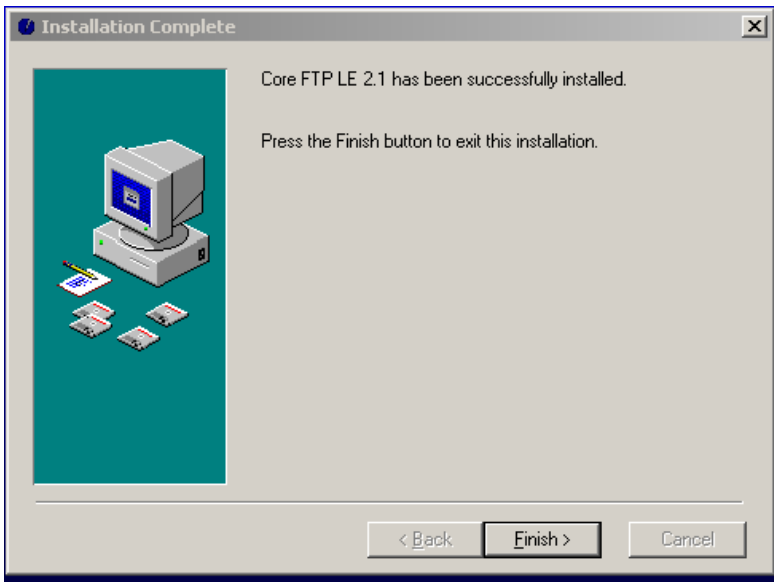
Click Next.



Click Next.



Click Next.

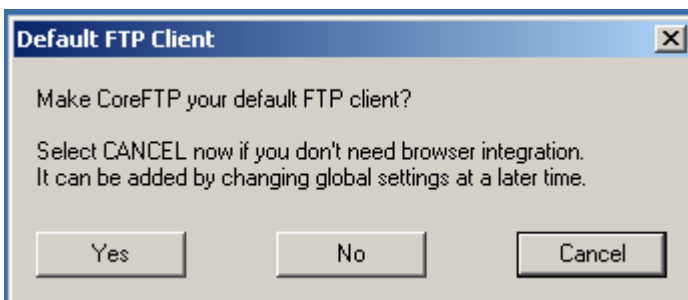


Click Finish.

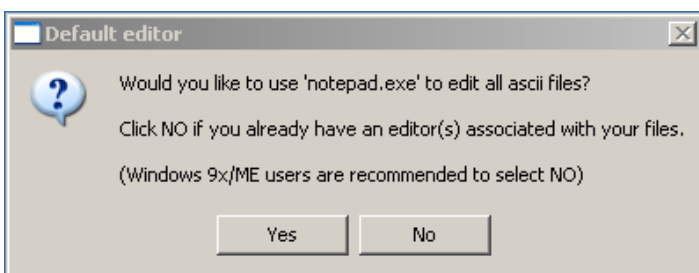
You can now delete the original installation program from your desktop.

Configuration

Double-click on the CoreFTPLite icon on your desktop to start the program. The first time you run the program you will be asked a couple of questions relating to the configuration of the program.

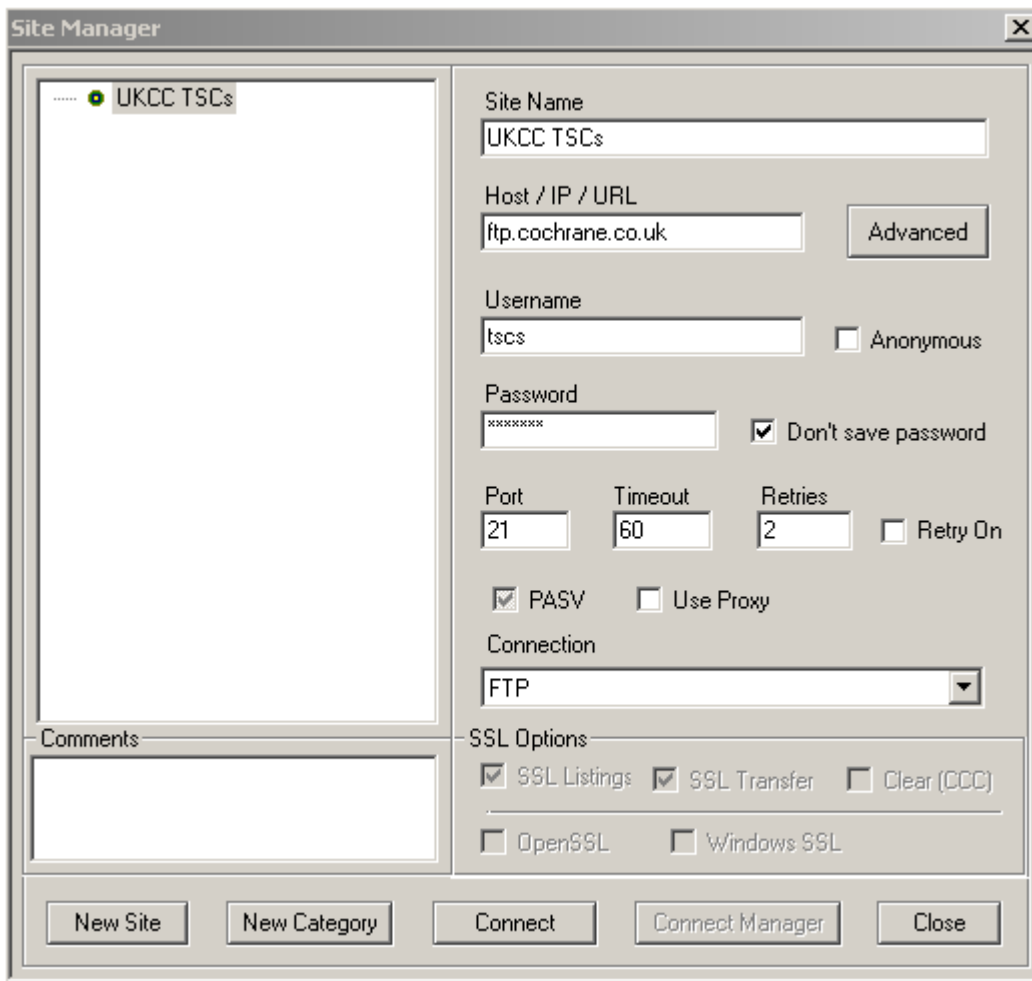


Click Cancel.



Click No.

The Site Manager dialogue box opens.

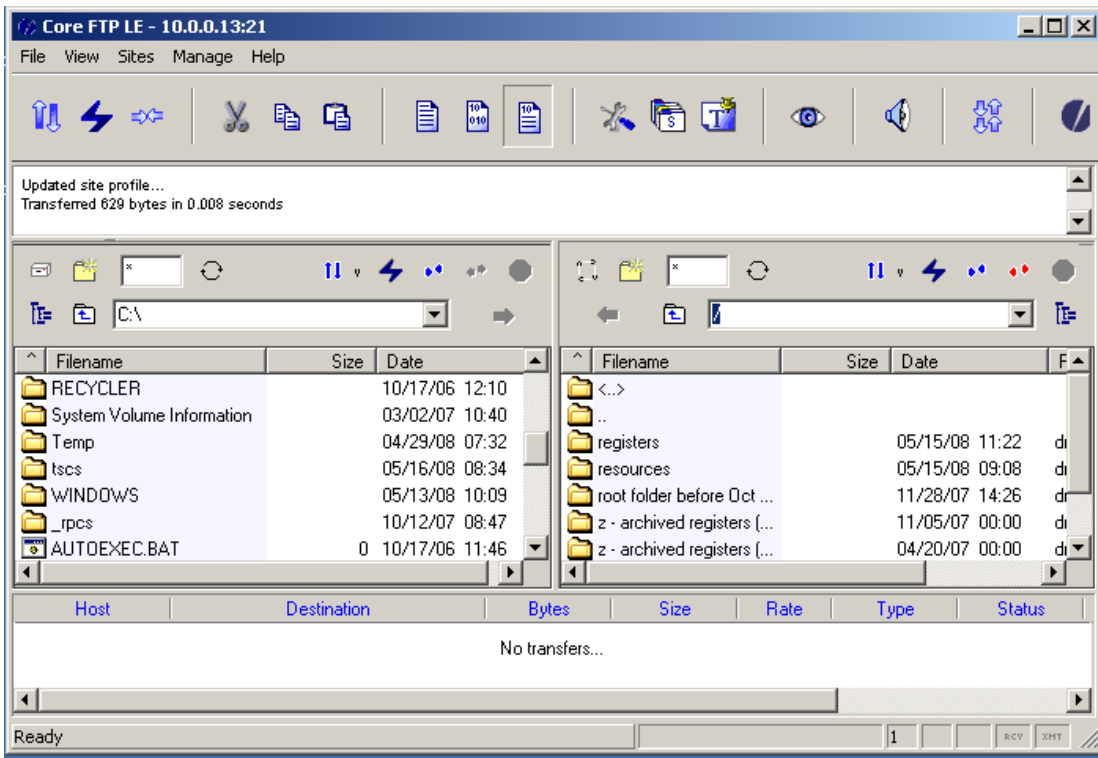


Enter the following information into this dialogue box as shown above:

Site Name	UKCC TSCs
Host/IP/URL	ftp.cochrane.co.uk
Username	tscs
Password	enter the password (see section 2 of this appendix)
Connection	FTP

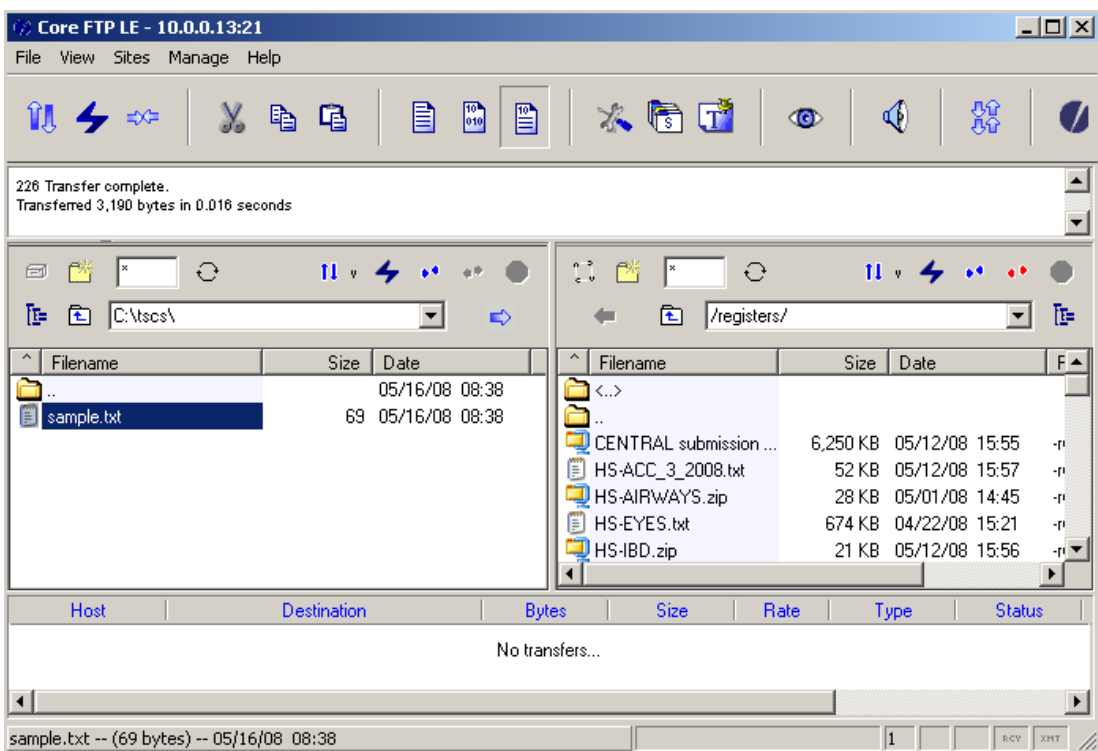
If you are using a shared computer, you should also put a tick in the 'Don't save password' box.

Now click Connect, and you will be connected to the TSCs' section of the UKCC FTP server. You will see the following window:

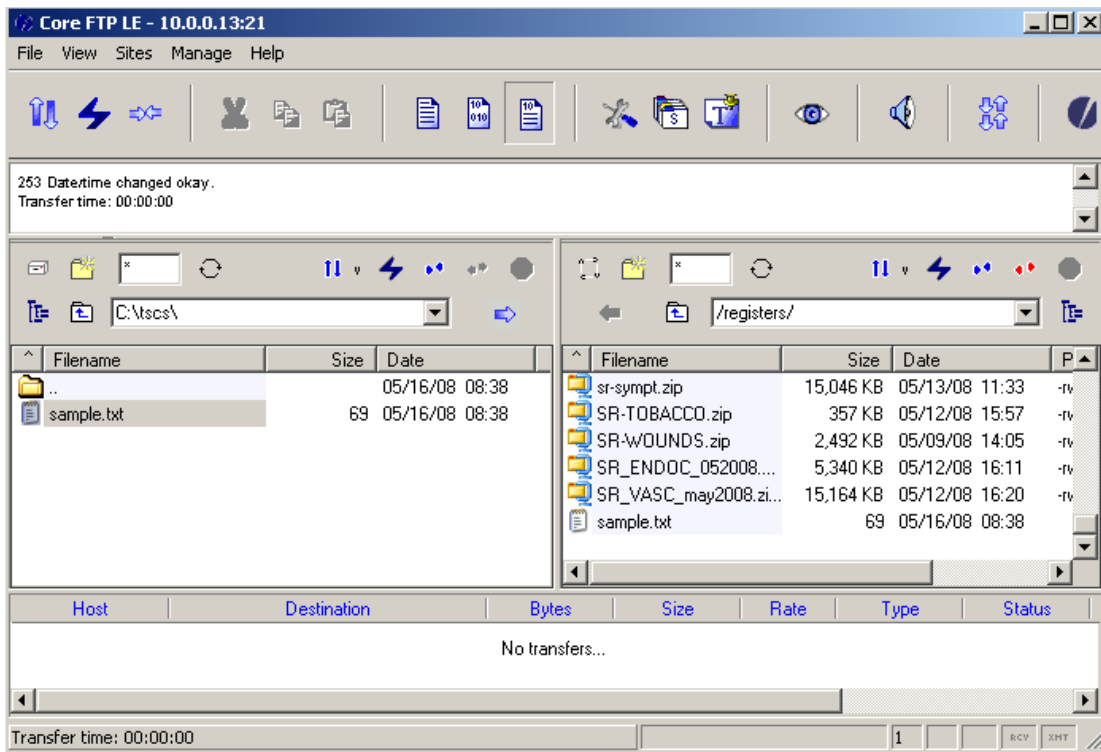


In the left-hand pane, the files and folders on your local hard disk are displayed. The right-hand pane shows the files and folders on the FTP site. In this example, we are transferring a file called sample.txt from the folder \tscs on the local hard disk to the folder \registers on the FTP site.

Double-click on the \tscs folder in the left-hand pane, and then double-click on the \registers folder in the right-hand pane. The following window is displayed showing the files in the selected folders.



Now highlight the file sample.txt in the \tscs folder, and click on the blue arrow above the left-hand pane. The file is uploaded to the FTP site and appears in the right-hand pane.



Close CoreFTP Lite by going to File, Exit.

The next time you run CoreFTP Lite the Site Manager dialogue box will open. Highlight UKCC TSCs in the site list and click on Connect to access the TSCs' section of the UKCC FTP site.

APPENDIX 3: File naming conventions for submissions

Review Group	SR Code for Submissions	File name to use when submitting Specialized Register submissions	File name to be used when submitting handsearch records
Acute Respiratory Infections Group	SR-ARI	SR-ARI.txt	HS-ARI.txt
Airways Group	SR-AIRWAYS	SR-AIRWAYS.txt	HS-AIRWAYS.txt
Anaesthesia Group	SR-ANAESTH	SR-ANAESTH.txt	HS-ANAESTH.txt
Back Group	SR-BACK	SR-BACK.txt	HS-BACK.txt
Bone, Joint and Muscle Trauma Group	SR-MUSKINJ	SR-MUSKINJ.txt	HS-MUSKINJ.txt
Breast Cancer Group	SR-BREASTCA	SR-BREASTCA.txt	HS-BREASTCA.txt
Childhood Cancer Group	SR-CHILDCA	SR-CHILDCA.txt	HS-CHILDCA.txt
Colorectal Cancer Group	SR-COLOCA	SR-COLOCA.txt	HS-COLOCA.txt
Consumers and Communication Group	SR-COMMUN	SR-COMMUN.txt	HS-COMMUN.txt
Cystic Fibrosis and Genetic Disorders Group	SR-CF	SR-CF.txt	HS-CF.txt
Dementia and Cognitive Impairment Group	SR-DEMENTIA	SR-DEMENTIA.txt	HS-DEMENTIA.txt
Depression, Anxiety and Neurosis Group	SR-DEPRESSN	SR-DEPRESSN.txt	HS-DEPRESSN.txt
Developmental, Psychosocial and Learning Problems Group	SR-BEHAV	SR-BEHAV.txt	HS-BEHAV.txt
Drugs and Alcohol Group	SR-ADDICTN	SR-ADDICTN.txt	HS-ADDICTN.txt
Ear, Nose and Throat Disorders Group	SR-ENT	SR-ENT.txt	HS-ENT.txt
Effective Practice and Organisation of Care Group	SR-EPOC	SR-EPOC.txt	HS-EPOC.txt
Epilepsy Group	SR-EPILEPSY	SR-EPILEPSY.txt	HS-EPILEPSY.txt
Eyes and Vision Group	SR-EYES	SR-EYES.txt	HS-EYES.txt
Fertility Regulation Group	SR-FERTILREG	SR-FERTILREG.txt	HS-FERTILREG.txt
Gynaecological Cancer Group	SR-GYNAECA	SR-GYNAECA.txt	HS-GYNAECA.txt
Haematological Malignancies Group	SR-HAEMATOL	SR-HAEMATOL.txt	HS-HAEMATOL.txt
Heart Group	SR-VASC	SR-VASC.txt	HS-VASC.txt
Hepato-Biliary Group	SR-LIVER	SR-LIVER.txt	HS-LIVER.txt
HIV/AIDS Group	SR-HIV	SR-HIV.txt	HS-HIV.txt
Hypertension Group	SR-HTN	SR-HTN.txt	HS-HTN.txt
Incontinence Group	SR-INCONT	SR-INCONT.txt	HS-INCONT.txt
Infectious Diseases Group	SR-INFECTN	SR-INFECTN.txt	HS-INFECTN.txt
Inflammatory Bowel Disease and Functional Bowel Disorders Group	SR-IBD	SR-IBD.txt	HS-IBD.txt
Injuries Group	SR-INJ	SR-INJ.txt	HS-INJ.txt
Lung Cancer Group	SR-LUNGCA	SR-LUNGCA.txt	HS-LUNGCA.txt
Menstrual Disorders and Subfertility Group	SR-MENSTR	SR-MENSTR.txt	HS-MENSTR.txt

Metabolic and Endocrine Disorders Group	SR-ENDOC	SR-ENDOC.txt	HS-ENDOC.txt
Movement Disorders Group	SR-MOVEMENT	SR-MOVEMENT.txt	HS-MOVEMENT.txt
Multiple Sclerosis Group	SR-MS	SR-MS.txt	HS-MS.txt
Musculoskeletal Group	SR-MUSKEL	SR-MUSKEL.txt	HS-MUSKEL.txt
Neonatal Group	SR-NEONATAL	SR-NEONATAL.txt	HS-NEONATAL.txt
Neuromuscular Disease Group	SR-NEUROMUSC	SR-NEUROMUSC.txt	HS-NEUROMUSC.txt
Oral Health Group	SR-ORAL	SR-ORAL.txt	HS-ORAL.txt
Pain, Palliative and Supportive Care Group	SR-SYMPT	SR-SYMPT.txt	HS-SYMPT.txt
Peripheral Vascular Diseases Group	SR-PVD	SR-PVD.txt	HS-PVD.txt
Pregnancy and Childbirth Group	SR-PREG	SR-PREG.txt	HS-PREG.txt
Prostatic Diseases and Urologic Cancers Group	SR-PROSTATE	SR-PROSTATE.txt	HS-PROSTATE.txt
Public Health Group	SR-HEALTHP	SR- HEALTHP.txt	HS- HEALTHP.txt
Renal Group	SR-RENAL	SR-RENAL.txt	HS-RENAL.txt
Schizophrenia Group	SR-SCHIZ	SR-SCHIZ.txt	HS-SCHIZ.txt
Sexually Transmitted Diseases Group	SR-STD	SR-STD.txt	HS-STD.txt
Skin Group	SR-SKIN	SR-SKIN.txt	HS-SKIN.txt
Stroke Group	SR-STROKE	SR-STROKE.txt	HS-STROKE.txt
Tobacco Addiction Group	SR-TOBACCO	SR-TOBACCO.txt	HS-TOBACCO.txt
Upper Gastrointestinal and Pancreatic Diseases Group	SR-UPPERGI	SR-UPPERGI.txt	HS-UPPERGI.txt
Wounds Group	SR-WOUNDS	SR-WOUNDS.txt	HS-WOUNDS.txt
Fields	SR Code for Submissions	File name to use for Specialized Register submissions	File name to be used for handsearch record submissions
Behavioural Medicines Field	SR-BEHAVMED	SR-BEHAVMED.txt	HS-BEHAVMED.txt
Cancer Network	SR-CANCER	SR-CANCER.txt	HS-CANCER.txt
Child Health Field	SR-CHILD	SR-CHILD.txt	HS-CHILD.txt
Complementary Medicine	SR-COMP MED	SR-COMP MED.txt	HS-COMP MED.txt
Health Care of Older People Field			
Health Equity Field			
Neurological Network			
Occupational Health Field			
Prehospital and Emergency Health Field			
Primary Health Care Field			
Rehabilitation and Related Therapies Field	SR-REHAB	SR-REHAB.txt	HS-REHAB.txt
Vaccines Field			
Social, Psychological, and Educational Controlled Trials Register	SR-SPECTR	SR-SPECTR.txt	HS-SPECTR.txt

Centres	Code for Submissions	File name to be used for handsearch record submissions
Australasian Cochrane Centre	ACC	HS-ACC.txt
Brazilian Cochrane Centre	BCC	HS-BCC.txt
Canadian Cochrane Centre	CANCC	HS-CANCC.txt
Chinese Cochrane Centre	CHINESECC	HS-CHINESECC.txt
Dutch Cochrane Centre	DCC	HS-DCC.txt
German Cochrane Centre	GCC	HS-GCC.txt
Iberoamerican Cochrane Centre	IBEROCC	HS-IBEROCC.txt
Italian Cochrane Centre	ITALCC	HS-ITALCC.txt
Nordic Cochrane Centre	NCC	HS-NCC.txt
South African Cochrane Centre	SACC	HS-SACC.txt
South Asian Cochrane Centre	SASIANCC.txt	HS-SASIANCC.txt
Thai Cochrane Centre	TCN	HS-TCN.txt
UK Cochrane Centre	UKCC	HS-UKCC.txt
US Cochrane Center	USCC	HS-USCC.txt
National Blood Service Systematic Review Initiative	NBSSI	HS-NBSSI.txt

