

Appendix 3

Cochrane Collaboration Data entry specifications for journal citation data not present in MEDLINE (1966 to present)

This summary provides instructions for manually entering citation information into ProCite or other bibliographic databases from reports of randomized controlled trials and controlled clinical trials that are not included in MEDLINE. These instructions should be used *only* for entering reports from journals not on MEDLINE; all MEDLINE-included reports should be downloaded directly. Instructions for entering citations from sources other than journals is described in Appendix 4 “Data entry specifications for non-journal article reference types.” Data entry specifications for each field are listed below. The field names listed are followed, in parentheses, by the optimal ProCite field to use for data entry. Please proofread citations before submitting the files to USCC to insure that the citations conform to these specifications.

Data entry specifications

The definitions for each field and the data format requirements are presented below. These specifications have been provided by the National Library of Medicine (NLM), as part of their requirements for eligibility of submitted citations.

1. **Author:** (mandatory) (ProCite Journal Long Form Field 1)

Name of personal authors for the article being cited. Use upper/lower case. Enter last name space one or two initials space name modifier such as Jr or Sr or 2nd or 3rd (translate Roman numerals to Arabic, e.g., II is entered as 2nd). Use the convention of semicolon space to separate multiple authors. Enter up to the first 25 authors; if more than 25, enter the first 24, put the last author as the 25th and type a + sign as the 26th. Use the convention of Anon for anonymous articles. Corporate authorship is also recorded in this field. If the acronym is used, try to determine the full name and also supply it.

Examples:

Author: Pinner M

Author: Lurie MB; Zappasodi P; Cardona-Lynch E; Dannenberg AM Jr

Author: Anon

2. **Article Title:** (mandatory) (ProCite Journal Long Form Field 4)

Title of the article. If article is in English, this is the original title. If the article is in another language, this is the title translated into English and should be enclosed in square brackets. Every title must end with some punctuation, usually a period, although a question mark or exclamation mark may occur. If the title already has another punctuation mark at the end, including the square bracket, then do not add a period. Use upper/lower case following the rules of English grammar. Capitalize only the first word of each sentence in the title. Greek letters must be spelled out, e.g., alpha.

Optional: Assignment of article classifications (“rubrics”)

Several common rubrics used by editors to classify article types have been standardized by NLM and are appended by them to the end of the article title. Rubrics describe articles other than “original articles.” Typically the classification terms used for these rubrics is clearly indicated by the editor of the journal. Do not assign a rubric – use the one assigned by the editor. For English language articles, type these rubrics inside square brackets. For non-English language articles, type these inside parentheses. The six rubric values used by NLM are:

classical article

clinical conference
editorial
interview
letter
news

Examples:

Title: Early study of tuberculosis.

Title: Tuberculosis. I. Allergy, anaphylactic and immune reactions in guinea-pigs following inoculation with heat-killed tubercle bacilli.

Title: Streptomycin: the present position.

Title: [Differentiation of human and bovine tubercle bacilli using thiophene-2-carboxylic acid hydrazide]

Title: Where are we headed? [editorial]

Title: Primary medical care [letter]

Title: [Gastroscopy: hazards (editorial)]

Title: Effects of smoking. Report of the American Medical Association.

Title: Air pollution. AIHA report. American Industrial Hygiene Association.

In addition, some Cochrane Groups chose to use the label [abstract] for reports of conference abstracts.

Optional: Retractions, Comments, and Erratum

Sometimes a journal article may contain a retraction, comment or published erratum; other times a journal article may have been retracted or be associated with a comment. The RevMan User Guide, Appendix G, provides guidance for dealing with each of these 'special situation' journal article citations when entering the record into RevMan. These special situations should be dealt with in a similar manner when hand keying such records into a reference management database. As shown in the examples below, the additional information provided (e.g., comment, retraction etc.) should always be enclosed in brackets, following the title. The following examples have been borrowed from the RevMan User Guide, Appendix G:

Title: Retraction notice: Effect of platinum compounds on murine lymphocyte mitogenesis [Retraction of Alsabti EA, Ghalib ON, Salem MH. In: Jpn J Med Sci Biol 1979;32:53-65]

Title: Effect of platinum compounds on murine lymphocyte mitogenesis [Retracted by Shishido A. In: Jpn J Med Sci Biol 1980;33:235-7]

Title: Early steroid therapy in IgA neuropathy: still an open question [comment on: Nephron 1988;48:12-7]

Title: Steroid therapy in IgA nephropathy: a retrospective study in heavy proteinuric cases [comment in: Nephron 1989;51:289-91]

Title: The CAGE questionnaire and psychological health [published erratum appears in Br J Addict 1989;84:701]

3. Original Title: (mandatory, where available) (ProCite Journal Long Form Field 5)

This field is relevant for non-English language articles only. If English is the original language, leave this field blank. For non-Roman alphabets, the original title is a transliteration of the original title. If not available, use the convention of [data not available]. End field with a period unless another punctuation mark is present.

Examples:

TT: Die Differenzierung humaner und boviner Tuberkelbakterien mit Hilfe von Thiophen-2-carbonsaure-hydrazid.

TT: [data not available]

4. Journal: (mandatory) (ProCite Journal Long Form Field 10)

The full name of the journal title.

Examples:

Journal: New England Journal of Medicine

Journal: Lancet

Journal: Journal of Biological Chemistry

Journal: Acta Chemica Scandinavica

5. Year: (mandatory) (ProCite Journal Long Form Field 20)

Date of publication as taken from the cover of the journal volume and/or issue being cited. Must begin with a four-digit year. Abbreviate months to three characters (initial letter is a capital) and include day, if present on the cover. Spell out seasons. Use hyphens with no spaces to indicate ranges.

Examples:

Year: 1963

Year: 1960 Oct

Year: 1957 Jul-Aug

Year: 1959 Dec 12

Year: 1959 Dec 14-18

Year: 1959 Nov 28-Dec 5

Year: 1959 Dec 31-1960 Jan 4

Year: 1959-60

Year: 1955 Spring

Year: 1955 Fall-Winter

6. Volume: (mandatory, unless journal has only a year or uses Issue not Volume) (ProCite Journal Long Form Field 22)

Volume number of the journal in which the article appears. If the piece is a part or supplement to a volume, include the supplement information. Use Arabic numbers. Always use these abbreviations:

1. "Pt" to stand for "Part" in any language,
2. "Suppl" to stand for "Supplement,"
3. "Spec No" to stand for "Special Number," and

4. “Anniv No” to stand for “Anniversary Number.”

Note the use of parentheses around part information, but not around supplement information.

Examples:

Volume: 9
Volume: 41

For Part 1 of Volume, use:

Volume: 8(Pt 1)

For an unnumbered Supplement to Volume 8, use:

Volume: 8 Suppl

For a numbered Supplement to Volume 8, use:

Volume: 8 Suppl 1

For an unnumbered Supplement to a Year, use:

Volume: Suppl

For a numbered Supplement to a Year, use:

Volume: Suppl 1

Do not confuse a Supplement Series, a distinctive entity that has its own ISSN and Journal Title Abbreviation, with the “Suppl” convention described here and in the Issue description above. For example, “Acta Physiologica Scandanavica. Supplementum” is a separately published series with its own ISSN and journal title as distinct from Acta Physiologica Scandanavica.

Issue number 4 of Volume 65 of Acta Physiologica Scandanavica:

Journal: Acta Physiologica Scandanavica

Issue: 4

Volume: 65

Year: 1965 Dec

Supplement 261 of Acta Physiologica Scandanavica:

Journal: Acta Physiologica Scandinavica Suppl

Volume: 261

Year: 1965

7. Issue: (mandatory unless journal has only a year or uses Volume not Issue) (ProCite Journal Long Form Field 24)

The number for the issue or part to the volume. If the piece is a part or supplement to an issue, include this information. Use Arabic numbers. Always use these abbreviations:

1. “Pt” to stand for “Part” in any language,
2. “Suppl” to stand for “Supplement,”
3. “Spec No” to stand for “Special Number,” and
4. “Anniv No” to stand for “Anniversary Number.”

Examples:

Issue: 4
Issue: 12

For Part 1 of Issue number 7, use -
Issue: 7 (Pt 1)

For an unnumbered Supplement to Issue 3, use -
Issue: 3 Suppl

For a numbered Supplement to Issue 3, use -
Issue: 3 Suppl 1

8. Pages: (mandatory) (ProCite Journal Long Form Field 25)

Inclusive pagination for the article. Do not enter redundant digits. Separate concurrent pages with a hyphen and no spaces. Separate non-concurrent pages with a comma space. For discussions following an article, indicate such using the convention of semicolon space discussion space followed by the pagination for the discussion. This practice assures that the correct citation for the article proper is recorded for bibliographic control purposes and alerts the user to additional, relevant information.

Examples:

Pages: 785-817
Pages: 483-7
Pages: 1622
Pages: 232, 240
Pages: 34-6, 87-91, 110-2
Pages: 13-20; discussion 21-4
Pages: XXVI-XXVII

These pagination examples are the ones that most frequently occur. Many other variations might be encountered; contact the person listed at the bottom of this document for questions about how to handle special pagination situations.

9. Language: (mandatory, where available) (ProCite Journal Long Form Field 8)

This field is relevant for non-English language articles only. If English is the only language, do not enter Eng; leave this field blank. Use a three-character abbreviation with only the first character as a capital letter. The abbreviation is usually the first three letters of the language (Fre for French). See the table below for a list of common abbreviations. Separate multiple languages with semicolon space. If one of the multiple languages is English, enter Eng as the first language.

Examples:

LA: Swe
LA: Eng; Ger

MEDLARS Language Table

USMARC Language Codes Used by MEDLINE and its Backfiles

Afr - AFRIKAANS

Kor - KOREAN

Ara -	ARABIC	Lat -	LATIN
Arm -	ARMENIAN	Mac -	MACEDONIAN
Bul -	BULGARIAN	May -	MALAYSIAN
Cat -	CATALAN	Mul -	MULTILINGUAL
Chi -	CHINESE	Nor -	NORWEGIAN
Cze -	CZECH	Per -	PERSIAN, MODERN
Dan -	DANISH	Pol -	POLISH
Dut -	DUTCH (1401-)	Por -	PORTUGUESE
Eng -	ENGLISH	Rum -	ROMANIAN, RUMANIAN
Fin -	FINNISH	Rus -	RUSSIAN
Fre -	FRENCH	Scs -	SERBO-CROATIAN (CYRILLIC)
Geo -	GEORGIAN	Scr -	SERBO-CROATIAN (ROMAN)
Ger -	GERMAN (1350-)	Slo -	SLOVAK
Gre -	GREEK, MODERN	Slv -	SLOVENE
Heb -	HEBREW	Spa -	SPANISH
Hun -	HUNGARIAN	Swe -	SWEDISH
Ice -	ICELANDIC	Tha -	THAI
Ind -	INDONESIAN	Tur -	TURKISH
Ita -	ITALIAN	Ukr -	UKRAINIAN
Jpn -	JAPANESE		

10. Study Design: (mandatory) (ProCite Journal Long Form Field 39)

Each citation should be tagged with the study design classification that the TSC has assigned. The two possible study design classifications are RCT and CCT. Although some groups have chosen to widen the scope of their search to include review articles, meta-analyses or other sources of references to RCTs and CCTs, *only* citations to RCTs and CCTs should be sent to theUSCC.

11. Abstract: (mandatory if available for download *and copyright permissions have been granted by the copyright owners. Should not be typed in without permission.*) (ProCite Journal Long Form Field 43)

Note: Conference proceedings published in journals should be hand entered in the same manner as journal articles. That is, only the journal citation information needs to be provided, as specified in this appendix; the information about the conference name, date and location is not necessary. If, however, you wish to provide information about the conference name, date or location, all of this information should be entered in the abstract field, either in place of the abstract or following the abstract.

Sample records:

ProCite Journal Long Form Field

Field contents

Example 1:

Author (1):	Helmholtz HF
Title (4):	[Passive transfer of tuberculin hypersensitivity in the guinea pig]
Original Title (5):	Über passive Übertragung der Tuberkulin-Überempfindlichkeit bei Meerschweinchen.
Language (8):	Ger
Journal (10):	Zeitschrift für Immunitätsforschung
Year (20):	1909
Volume (22):	3
Pages (25):	371-5
Study design (39):	RCT

Example 2:

Author (1):	Anon
Title (4):	Streptomycin: the present position.
Journal (10):	British Medical Journal
Year (20):	1948
Volume (22):	2
Pages (25):	831
Study Design (39):	CCT

Questions/Comments?

For assistance, please contact your regional Cochrane Center, or:

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