

Appendix 5. Submission Form for Hand Search Results (cont'd)

B. Submission information

1. Date form completed: ___ ___ / ___ ___ / ___ ___ ___
month day year

2. Please provide the following information

a. Have you prepared your database(s) in ProCite?

Yes (If yes, continue to question 2.b)

No (If no, please indicate software and version number used):

Software name: _____ Version number: _____

b. Location of file(s) (check one and complete section):

Disk(s) enclosed. Specify number of disks: _____

FTP: site and directory: _____

E-mail sent: ___ ___ / ___ ___ / ___ ___ ___
month day year

Other (specify): _____

c. Check types of citations in this submission package (check one box only):

This submission package contains exclusively confirmed randomized controlled trials (RCTs) and controlled clinical trials (CCTs), as defined by the Cochrane Collaboration (see below*)

This submission package contains other citations in addition to RCTs and CCTs

*Please check the box indicating that the submission contains exclusively RCTs and CCTs only if you have read the full reports associated with each citation to the point that you were able to determine that the records meet the Cochrane criteria: *A trial is considered an RCT or CCT only if the individuals followed in the trial were definitely or possibly assigned prospectively to one of two (or more) alternative forms of healthcare using*

- *Random allocation or*
- *Some quasi-random method of allocation (such as alternation, date of birth or case record number)*

Appendix 5. Submission Form for Hand Search Results (cont'd)

C. Description of electronic file of MEDLINE downloaded citations

All citations submitted to the USCC that are included in MEDLINE must be downloaded directly from MEDLINE. To determine whether a particular journal is available on MEDLINE, either directly search for the journal on MEDLINE, or use the NLM's Locator Plus or List of Serials Indexed for Online Users (both available at: <http://www.nlm.nih.gov/libserv.html>). [Please note that some reports from MEDLINE indexed journals, particularly conference abstracts, are not included on MEDLINE.]

All citations downloaded from MEDLINE must be combined in a single electronic bibliographic database file that contains *only* MEDLINE downloaded citations. Each record is required to include all of the required fields listed below. (Do not forget to include the MEDLINE Publication Type, PubMed Identifier, and the MEDLINE Unique Identifier fields; your citations cannot be processed without this information.) The Study Design code assigned by the Trials Search Coordinator or hand searcher is also required; it must be stored in a separate field from the MEDLINE Publication Type. ProCite users should store the required field contents listed below in specific ProCite fields, as listed in the "Guide for Submission of Hand Search Results to the Cochrane Central Register of Controlled Trials (CENTRAL)."

If no MEDLINE downloaded citations are included, check here and skip to D.

1. Name of file containing MEDLINE downloaded citations including extension that indicates software used (e.g., HSEYEML.pdt and HSEYEML.pdx or HSEYEML.rmd and HSEYEML.rmx) and number of citations.

a. Name of file: _____

b. Number of citations: _____ RCTs _____ CCTs

Please continue...

Appendix 5. Submission Form for Hand Search Results (cont'd)

c. Provide the “other field name” and “other field number” if different from ProCite for each field below:

<u>Required Field Contents:</u>	<u>ProCite field name (number):</u>	<u>Other Field Name (if relevant):</u>	<u>Other Field # (if relevant):</u>
Author	Author, Analytic (01)	_____	_____
Title of Article	Article Title (04)	_____	_____
Journal Name	Journal Title (10)	_____	_____
Date of Publication	Date of Publication (20)	_____	_____
Volume	Volume ID (22)	_____	_____
Issue	Issue ID (24)	_____	_____
Pages	Page(s) (25)	_____	_____
Abstract	Abstract (43)	_____	_____
Publication Type	Notes (42)	_____	_____
MEDLINE Unique Identifier	Call Number (44)	_____	_____
PubMed Unique Identifier	Connective Phrase (6)	_____	_____
Study Design	CODEN (39)	_____	_____
MeSH Terms	Keywords (45)	_____	_____
Original Title (where available)	Medium Designator (5)	_____	_____
Language (where available)	Author Role (8)	_____	_____

Please do not include any fields other than those listed above with MEDLINE downloaded citations.

Appendix 5. Submission Form for Hand Search Results (cont'd)

D. Description of electronic file of journal article citations not included on MEDLINE

Journal article citations not included on MEDLINE must be combined in a single electronic bibliographic database that contains only these non-MEDLINE journal article citations (i.e., contains no citations available on MEDLINE). To determine whether a particular journal is available on MEDLINE, either directly search for the journal on MEDLINE, or use the NLM's Locator Plus or List of Serials Indexed for Online Users (both available at: <http://www.nlm.nih.gov/libserv.html>) to check whether the journal is included on MEDLINE. [Please note that some reports from MEDLINE indexed journals, particularly abstracts, are not included on MEDLINE.]

Please use this page to describe the submitted file that contains *only* those journal article citations not included on MEDLINE. Each record must include the required fields listed below, where available. All other fields are optional. Please identify the field number corresponding to each required and optional field, if different from the ProCite field suggested. Hand enter these non-MEDLINE citations according to the specifications provided in Appendix 2, **Data entry specifications for journal citation data not already present in MEDLINE (1966 to present)**. ProCite users should store the required and optional field contents listed below in specific ProCite fields, as listed in the "Guide for Submission of Hand Search Results to the Cochrane Central Register of Controlled Trials (CENTRAL)."

If no non-MEDLINE downloaded journal article citations are included, check here and skip to E.

1. Name of file containing citations not included on MEDLINE including extension that indicates software used (e.g., HSEYENML.pdt and HSEYENML.pdx or HSEYENML.rmd and HSEYENML.rmx) and number of citations.

a. Name of file: _____

b. Number of citations: _____ RCTs _____ CCTs

- c. Provide the "other field name" and "other field number" if different from ProCite for each field below:

<u>Required Field Contents:</u>	<u>ProCite field name (number):</u>	<u>Other Field Name (if relevant):</u>	<u>Other Field # (if relevant):</u>
Author	Author, Analytic (01)	_____	_____
English Title	Article Title (04)	_____	_____
Journal Name	Journal Title (10)	_____	_____
Date of Publication	Date of Publication (20)	_____	_____
Volume (where available)	Volume ID (22)	_____	_____
Issue (where available)	Issue ID (24)	_____	_____
Pages	Page(s) (25)	_____	_____
Study Design	CODEN (39)	_____	_____
Original (non-English) Title	Medium Designator (5)	_____	_____
Language	Author Role (8)	_____	_____

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<u>Optional Field Contents:</u>	<u>ProCite field name (number):</u>	<u>Other Field Name (if relevant):</u>	<u>Other Field # (if relevant):</u>
Abstract	Abstract (43)	_____	_____
Other		_____	_____
Other		_____	_____
Other		_____	_____
Other		_____	_____

Please continue...

Appendix 5. Submission Form for Hand Search Results (cont'd)

E. Description of electronic file of non-journal article citations (non-MEDLINE)

Non-journal article citations such as conference proceedings not published in journals, books, book chapters, letters, etc. must be combined in a single electronic bibliographic database that contains only these citations. Use this form to describe the contents of each ProCite (or Reference Manager or Endnote) workflow in this database. Please copy this page and complete a separate list for each workflow (e.g., journal article, book chapter) if the submitted file contains more than one workflow/reference type. (Indicate the total number of pages of your Submission Form on your fax or E-mail cover sheet.) In the space provided, please identify the field number corresponding to the field. Certain fields apply only to certain record types (in parentheses). Write N/A (not applicable) in the field number space whenever the listed field contents type does not apply to the particular workflow.

Name of Workflow:

If no non-journal citations are included, check here. You have completed this form.

2. Name of file containing non-journal article citations not included on MEDLINE including extension that indicates software used (e.g., HSPREGNJA.pdt and HSPREGNJA.pdx or HSPREGNJA.rmd and HSPREGNJA.rmx) and number of citations.

a. Name of file: _____

b. Number of citations: _____ RCTs _____ CCTs

c. Identify the field name and field number (#) you have used to correspond to each field:

<u>Field Contents:</u>	<u>Field Name:</u>	<u>Field #:</u>
Author	_____	_____
Title (of Report, Conf. Proc. And Book Chapter)	_____	_____
Source (e.g., Book Title)	_____	_____
Date of Publication (or Year(s) of Unpublished Study)	_____	_____
Pages	_____	_____
Abstract	_____	_____
Conference Date (Conf. Proceedings only)	_____	_____
Conference Location (Conf. Proceedings only)	_____	_____
Keywords	_____	_____
Original Title	_____	_____
Study Design	_____	_____
Editor (Book and Book Chapter)	_____	_____
Edition (Book and Book Chapter)	_____	_____
Location of Publication (Book and Book Chapter)	_____	_____
Publisher Name (Book and Book Chapter)	_____	_____
Contact Address (Unpublished Study)	_____	_____
Other	_____	_____
Other	_____	_____