

Summary of Problems with Specialized Register and Handsearch Submissions

This form summarizes the various problems with specialized register and handsearch results submitted to the US Cochrane Center for *The Cochrane Library*, year 2004, all issues. The form was prepared by the US Cochrane Center, upon request of the Cochrane Collaboration Steering Group. Problems with specialized registers and handsearch results are summarized separately. Each major type of problem is subdivided into categories, with the number of submissions fitting each problem category listed in parentheses.

Specialized Registers (161 submissions total)

1. Submission forms
 - a. Incorrect version (1)
 - b. Missing- not submitted (2)
 - c. Incorrectly filled out- did not use field numbers to specify field contents (20)
 - d. Did not fill out separate page 3 for each workform (7)
2. Extra text in field - field not clean
 - a. Text in some records does not match submission form (61)
 - b. Extra text in addition to the data that is supposed to be there according to the submission form (19)
 - c. Language not formatted correctly (8)
3. Some records not publishable because required fields are missing or not formatted
 - a. Some sources missing (50)
 - b. Some titles missing (12)
 - c. Some dates missing or unacceptable
 - i. Date missing (32)
 - ii. Date in format which cannot be exported by ProCite (25)
4. Parsing problems- groups who submit text files have some records that are incorrectly formatted and cannot be imported (2)
5. Some fields could not be exported- information in field that does not exist in workform (7)
6. Author field improperly formatted (64)
7. Duplicates (29)

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8. No index file (1)
9. Database key file not submitted (1)
10. Key file had to be rebuilt (1)

Handsearch Results (58 submissions total)

1. Submission forms
 1. Missing- not submitted (1)
 2. Incorrect number of citations listed (1)
 3. Same field number specified for two things (2)
2. Some MEDLINE available records not downloaded from MEDLINE
 1. Missing UI (0)
 2. Missing PT (1)
 3. PT contains other text as well (4)
 4. Extraneous information in Note field (2)
 5. Missing PMID (5)
 6. Not downloaded at all (3)
3. Did not follow format in Handsearch Guide
 1. Journal Long Form not used (1)
 2. Conference Proceedings not used (1)
 3. Data in wrong fields (19)
 4. Language not formatted correctly (9)
 5. Extraneous information published in fields (10)
4. Type of submission
 1. Text file submission (0)
 2. Missing index file (2)
 3. Conversion problems with database (3)
5. Date formatted incorrectly (1)
6. Study design field
 1. Missing (1)
 2. Not clean (5)
 3. Formatted incorrectly (4)

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7. Missing source (1)
8. Contains duplicates (1)
9. Author field
 1. Incorrect separators (5)
 2. Contains foreign letters (1)