Cochrane Style Manual

The Cochrane Style Manual is designed to help review authors, editors, and copy-editors to use consistent style and terminology when working on Cochrane Reviews and other Cochrane content.

All Cochrane Reviews and protocols must adhere to the guidance contained in the Cochrane Style Manual.

The Cochrane Style Manual does not explain how to prepare a Cochrane Review and does not cover every word choice or every context. Authors and editors will need to use their knowledge and judgement when applying the guidance, but any deviation should be for a good reason rather than personal preference.

Cochrane Style Basics is a shorter collection of essential style guidelines, intended for authors and others who need to understand the key points of Cochrane style.

### Cochrane Style Manual

| Abbreviations, acronyms and initials When to use abbreviations, acronyms and initials | Formatting Character formatting (bold, italic, underlining, subscripts, superscripts) |
| Title, abstracts, and formal titles | Lists: itemized, bulleted, and ordered lists |
| First language summaries | Paragraph breaks and special characters |
| Headings | Symbols |
| Search methods | Abbreviations and initialisms |
| Tables | Adjectives to avoid |
| Figures | Active and passive voice |
| Grammar, punctuation and writing style | Nouns, common terms and terminology |
| Agreement: singular and plural | Names frequently used specific to Cochrane family names |
| Countries and regions | Geographic regions |
| State names | Ethnographic groups |
| Science and mathematics | Common terms and terminology |

### Cochrane Style Basics

- Cochrane Review specific:
  - Content, structure, and format |
  - Abstracts |
  - Author details |
  - First language summaries |
  - Headings |
  - Tense |
  - Search methods |
  - Tables |
  - Figures |
  - Software

- Formatting:
  - Character formatting (bold, italic, underlining, subscripts, superscripts) |
  - Lists: itemized, bulleted, and ordered lists |
  - Paragraph breaks and special characters |

- Abbreviations and initialisms:
  - When to use abbreviations, acronyms and initialisms |
  - Adjectives to avoid |

- Grammar, punctuation and writing style:
  - Active and passive voice |
  - Agreement: singular and plural |
  - Countries and regions |
  - States |
  - Science and mathematics |

- Numbers, statistics, and units:
  - Numbers: overview, numbers and ordered exercises less than 10 |
  - Numbers multiple digits, range of numbers |
  - Number: hyphens, large numbers |
  - Mathematical presentation: units and systems of measurement |

- References:
  - Entering and citing references in Cochrane Reviews |
  - Reference format: journal articles, Cochrane publications, conference proceedings, books, monographs, theses, dissertations, other reference types |

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Last updated: April 2018

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