



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	Cochrane Style Basics
<div><div>Abbreviations, acronyms and initialisms</div><div>When to use abbreviations, acronyms and initialisms Formatting abbreviations Common abbreviations Abbreviations to avoid</div></div> <div><div>Grammar, punctuation and writing style</div><div>Active and passive voice Adjectives as nouns And/or Compared to/compared with Prefixes Punctuation Simple and accessible English Tautology Tenses Upper-case letters Verbs: single or plural</div></div> <div><div>Numbers, statistics, and units</div><div>Numbers: overview; numbers and ordered events less than 10; exceptions; numbers with five or more digits; ranges of numbers; number hyphenation; large numbers Statistical and mathematical presentation Units and systems of measurement; standard units; commonly used units; prefixes for SI units; SI units general guidance</div></div> <div><div>Cochrane Review specific</div><div>Content, structure, and format Titles Abstracts Author contact details Plain language summaries Headings Tense Search methods Tables Figures Software</div></div> <div><div>International considerations</div><div>Country names: general guidance; specific examples; abbreviations; further resources Currency English language: regional differences Ethnic group names</div></div> <div><div>References</div><div>Entering and citing references in Cochrane Reviews Reference fields Reference types: overview; journal articles; Cochrane publications; conference proceedings; books, monographs, theses, dissertations; other reference types Differences between Cochrane and NLM style</div></div> <div><div>Formatting</div><div>Character formatting: bold; italic; underline; subscript and superscript Indentation Ligatures Lists: within paragraphs; bulleted and ordered lists Paragraph break Symbols and special characters Website addresses</div></div> <div><div>Names, common terms and terminology</div><div>Names: frequently used; specific to Cochrane; family names; pharmaceutical drugs; organisms; viruses; countries and ethnic groups Common terms and terminology</div></div> <div><div>About this manual</div><div>Using the manual Revising the manual Contributors Latest changes What's new (2016)</div></div>	<div><div> Cochrane</div><div><div>Cochrane Style Basics</div><div>A collection of essential style guidelines for authors of Cochrane Reviews and protocols</div><div>From the Cochrane Style Manual community.cochrane.org/style-manual</div></div><div><div>Last updated: April 2019</div><div>Trusted evidence. Informed decisions. Better health.</div><div></div></div></div>