Registration hints and tips

Please note that registrants are responsible for ensuring that all information provided in the registration form is accurate, up to date, and consistent with the ANZCTR data field definitions.

* All records must be written in comprehensible and coherent **English**.
* Please use **sentence case**.
* Check your submission for any **spelling or grammatical** errors.
* Please do not 'cut and paste' information from other applications that includes formatted text (e.g. bullet points) when entering data on the ANZCTR as these are often not compatible with our system and the systems that we export data to. The following **symbols** should be replaced with an alternative option as per suggestions below:
    - bullet points with asterisk '*', letters or numbers
    - accented characters with the appropriate unaccented text (e.g. 'Sao' instead of 'São')
    - the ® and ™ symbols with the text 'Registered Trademark' and 'Trademark' respectively
    - Greek symbols (α, ß, µ) with the appropriate text (e.g. alpha, beta, micro)
    - the '∘' symbol with the appropriate text (e.g. degrees)
    - the '±' symbol with the text +/-
    - ≥ and ≤ symbols with the text 'greater than or equal to' and 'less than or equal to' respectively
    - Superscript/subscript with the appropriate text (e.g. ^2 or 'squared' instead of ^{2})
* If you wish to provide any tables, appendices or figures, please attach them to the 'Attachments' field on step 9 of the form.
* The full name for each **acronym** should be provided at first mention, leaving the acronym in brackets afterwards. The acronym only may then be used for the remainder of the form.
* Please also avoid using medical abbreviations such as' b.d.', 'p.o.' and 'p.r.n.' Instead use the appropriate lay terms, e.g. 'twice daily', 'orally', and 'as required'.