



AMA MANUAL OF STYLE

A Guide for Authors and Editors 10th Edition



Contents

	Foreword	<i>v</i>
	Preface	<i>vii</i>
	Acknowledgments	<i>ix</i>
Section 1	Preparing an Article for Publication	
	1 Types of Articles	3
	2 Manuscript Preparation	7
	3 References	39
	4 Visual Presentation of Data	81
	5 Ethical and Legal Considerations	125
	6 Editorial Assessment and Processing	301
Section 2	Style	
	7 Grammar	315
	8 Punctuation	333
	9 Plurals	367
	10 Capitalization	371
	11 Correct and Preferred Usage	381
	12 Non-English Words, Phrases, and Accent Marks	421
	13 Medical Indexes	425
Section 3	Terminology	
	14 Abbreviations	441
	15 Nomenclature	529
	16 Eponyms	777
	17 Greek Letters	781
Section 4	Measurement and Quantitation	
	18 Units of Measure	787
	19 Numbers and Percentages	821
	20 Study Design and Statistics	835
	21 Mathematical Composition	907
Section 5	Technical Information	
	22 Typography	917
	23 Manuscript Editing and Proofreading	929
	24 Glossary of Publishing Terms	935
	25 Resources	967
	Index	977

1

Types of Articles

1.1
Reports of Original Data

1.2
Review Articles

1.3
Descriptive Articles

1.4
Consensus Statements and Clinical
Practice Guidelines

1.5
Articles of Opinion

1.6
Correspondence

1.7
Reviews of Books, Journals,
and Other Media

1.8
Other Types of Articles

2

Manuscript Preparation

2.1

Titles and Subtitles

- 2.1.1 Quotation Marks
- 2.1.2 Numbers
- 2.1.3 Drugs
- 2.1.4 Genus and Species
- 2.1.5 Abbreviations
- 2.1.6 Capitalization
- 2.1.7 Names of Cities, Counties, States, Provinces, and Countries

2.2

Bylines and End-of-Text Signatures

- 2.2.1 Authors' Names
- 2.2.2 Authorship
- 2.2.3 Degrees
- 2.2.4 Multiple Authors, Group Authors

2.3

Footnotes to Title Page

- 2.3.1 Order of Footnotes
- 2.3.2 Death
- 2.3.3 Author Affiliations

2.4

Running Foot

- 2.4.1 Name of the Publication
- 2.4.2 Title of the Article

2.5

Abstract

- 2.5.1 Structured Abstracts
- 2.5.2 Unstructured Abstracts
- 2.5.3 General Guidelines

2.6

Keywords

2.7

Epigraphs

2.8

Parts of a Manuscript, Headings, Subheadings, and Side Headings

- 2.8.1 Levels of Headings
- 2.8.2 Number of Headings
- 2.8.3 Items to Avoid in Headings

2.9

Addenda

2.10

Acknowledgment Section

- 2.10.1 Acceptance Date
- 2.10.2 Online Publication Ahead of Print
- 2.10.3 Affiliation Notes That Would Not Fit on Page 1
- 2.10.4 Correspondence Address
- 2.10.5 Author Contributions
- 2.10.6 List of Participants in a Group Study
- 2.10.7 Financial Disclosure
- 2.10.8 Funding/Support
- 2.10.9 Role of the Sponsor
- 2.10.10 Independent Statistical Analysis
- 2.10.11 Disclaimer
- 2.10.12 Previous Presentations
- 2.10.13 Additional Information (Miscellaneous Acknowledgments)
- 2.10.14 Additional Contributions
- 2.10.15 Preferred Citation Format

2.11

Appendixes

2.12

Online-Only (Supplementary) Material

3

References

3.1 Reference Style and the Uniform Requirements

3.2 Reference List

3.3 References Given in Text

3.4 Minimum Acceptable Data for References

3.5 Numbering

3.6 Citation

3.7 Authors

3.8 Prefixes and Partides

3.9 Titles

- 3.9.1 English-Language Titles
- 3.9.2 Non-English-Language Titles
- 3.9.3 Names of Organisms
- 3.9.4 Non-English Words and Phrases

3.10 Subtitles

3.11 References to Print Journals

- 3.11.1 Complete Data
- 3.11.2 Names of Journals
- 3.11.3 Page Numbers and Dates
- 3.11.4 Discontinuous Pagination
- 3.11.5 Journals Without Volume or Issue Numbers
- 3.11.6 Parts of an Issue
- 3.11.7 Special or Theme Issue
- 3.11.8 Supplements
- 3.11.9 Abstracts and Other Material Taken From Another Source
- 3.11.10 Special Department, Feature, or Column of a Journal
- 3.11.11 Other Material Without Named Author(s) or With Named Authors and a Group Name
- 3.11.12 Discussants
- 3.11.13 Corrections
- 3.11.14 Retractions
- 3.11.15 Duplicate Publication

3.12

References to Print Books

- 3.12.1 Complete Data
- 3.12.2 Reference to an Entire Book
- 3.12.3 References to Monographs
- 3.12.4 Reference to a Chapter in a Book
- 3.12.5 Editors and Translators
- 3.12.6 Volume Number
- 3.12.7 Edition Number
- 3.12.8 Place of Publication
- 3.12.9 Publishers
- 3.12.10 Year of Publication
- 3.12.11 Page Numbers or Chapter Number

3.13

Special Print Materials

- 3.13.1 Newspapers
- 3.13.2 Government or Agency Bulletins
- 3.13.3 Serial Publications
- 3.13.4 Theses and Dissertations
- 3.13.5 Special Collections
- 3.13.6 Package Inserts
- 3.13.7 Patents
- 3.13.8 Unpublished Material
- 3.13.9 Personal Communications
- 3.13.10 Secondary Citations and Quotations (Including Press Releases)
- 3.13.11 Classical References

3.14

Other Media

- 3.14.1 Audiotapes, Videotapes, DVDs (Digital Video Disks)
- 3.14.2 Transcript of Television or Radio Broadcast

3.15

Electronic References

- 3.15.1 Online Journals
- 3.15.2 Books and Books on CD-ROM
- 3.15.3 Web Sites
- 3.15.4 Online Newspapers
- 3.15.5 Government/Organization Reports
- 3.15.6 Software
- 3.15.7 Software Manual or Guide
- 3.15.8 Databases
- 3.15.9 E-mail and E-mail List (Listserve) Messages
- 3.15.10 Online Conference Proceedings/Presentations
- 3.15.11 News Releases and Miscellaneous
- 3.15.12 Legal References

3.16

US Legal References

- 3.16.1 Method of Citation
- 3.16.2 Citation of Cases
- 3.16.3 Legislative Materials

4

Visual Presentation of Data

4.1

Tables

- 4.1.1 Types of Tables
- 4.1.2 Organizing Information in Tables
- 4.1.3 Table Components
- 4.1.4 Units of Measure
- 4.1.5 Punctuation
- 4.1.6 Abbreviations
- 4.1.7 Numbers
- 4.1.8 Tables That Contain Supplementary Information
- 4.1.9 Guidelines for Preparing and Submitting Tables

4.2

Figures

- 4.2.1 Statistical Graphs
- 4.2.2 Diagrams

4.2.3

Maps

- 4.2.4 Illustrations
- 4.2.5 Photographs and Clinical Imaging
- 4.2.6 Components of Figures
- 4.2.7 Titles, Legends, and Labels
- 4.2.8 Placement of Figures in the Text
- 4.2.9 Figures Reproduced or Adapted From Other Sources
- 4.2.10 Guidelines for Preparing and Submitting Figures
- 4.2.11 Consent for Identifiable Patients

4.3

Nontabular Material

- 4.3.1 Boxes
- 4.3.2 Sidebars

5

Ethical and Legal Considerations

5.1

Authorship Responsibility

- 5.1.1 Authorship: Definition, Criteria, Contributions, and Requirements
- 5.1.2 Guest and Ghost Authors
- 5.1.3 Unsigned Editorials, Anonymous Authors, Pseudonymous Authors
- 5.1.4 Number of Authors
- 5.1.5 Order of Authorship
- 5.1.6 Changes in Authorship
- 5.1.7 Group and Collaborative Authorship

5.2

Acknowledgments

- 5.2.1 Acknowledging Support, Assistance, and Contributions of Those Who Are Not Authors
- 5.2.2 Group and Collaborative Author Lists
- 5.2.3 Author Contributions
- 5.2.4 Authors' Conflicts of Interests and Financial Disclosures
- 5.2.5 Access to Data Statement
- 5.2.6 Funding and Role of Sponsors
- 5.2.7 Acknowledgment Elements and Order of Elements
- 5.2.8 Permission to Name Individuals
- 5.2.9 Personal Communication and Credit Lines

5.3

Duplicate Publication

- 5.3.1 Secondary Publication
- 5.3.2 Editorial Policy for Preventing and Handling Allegations of Duplicate Publication

5.4

Scientific Misconduct

- 5.4.1 Misrepresentation: Fabrication, Falsification, and Omission
- 5.4.2 Misappropriation: Plagiarism and Breaches of Confidentiality
- 5.4.3 Inappropriate Manipulation of Digital Images
- 5.4.4 Editorial Policy and Procedures for Detecting and Handling Allegations of Scientific Misconduct
- 5.4.5 Retractions, Expressions of Concern
- 5.4.6 Allegations Involving Unresolved Questions of Scientific Misconduct
- 5.4.7 Allegations Involving Manuscripts Under Editorial Consideration

5.5

Conflicts of Interest

- 5.5.1 Requirements for Authors
- 5.5.2 Reporting Funding and Other Support
- 5.5.3 Reporting the Role of the Sponsor
- 5.5.4 Access to Data Requirement
- 5.5.5 Requirements for Reporting Industry-Sponsored Studies
- 5.5.6 Requirements for Peer Reviewers
- 5.5.7 Requirements for Editors and Editorial Board Members
- 5.5.8 Handling Failure to Disclose Financial Interest

5.6

Intellectual Property: Ownership, Access, Rights, and Management

- 5.6.1 Ownership and Control of Data
- 5.6.2 Open-Access Publication and Scientific Journals
- 5.6.3 Copyright: Definition, History, and Current Law
- 5.6.4 Types of Works and Copyright Duration in the United States
- 5.6.5 Copyright Assignment or License
- 5.6.6 Copyright Notice and Registration
- 5.6.7 Copying, Reproducing, Adapting, and Other Uses of Content
- 5.6.8 Publishing Transcripts of Discussions, Symposia, and Conferences
- 5.6.9 Permissions for Reuse
- 5.6.10 Standards for Commercial Reprints and E-prints
- 5.6.11 Standards for Licensed International Editions
- 5.6.12 International Copyright Protection
- 5.6.13 Moral Rights
- 5.6.14 Copyright Resources
- 5.6.15 Patents
- 5.6.16 Trademark

5.7

Confidentiality

- 5.7.1 Confidentiality During Editorial Evaluation and Peer Review and After Publication
- 5.7.2 Confidentiality in Allegations of Scientific Misconduct
- 5.7.3 Confidentiality in Legal Petitions and Claims for Privileged Information
- 5.7.4 Confidentiality in Selecting Editors and Editorial Board Members

- 5.8 **Protecting Research Participants' and Patients' Rights in Scientific Publication**
 - 5.8.1 Ethical Review of Studies and Informed Consent
 - 5.8.2 Patients' Rights to Privacy and Anonymity
 - 5.8.3 Rights in Published Reports of Genetic Studies
 - 5.8.4 Patients' Rights in Essays and News Reports in Biomedical Journals
- 5.9 **Defamation, Libel**
 - 5.9.1 Living Persons and Existing Entities
 - 5.9.2 Public and Private Figures
 - 5.9.3 Groups of Individuals
 - 5.9.4 Statements of Opinion
 - 5.9.5 Works of Fiction
 - 5.9.6 Republication and News Reporting
 - 5.9.7 Defense Against Libel
 - 5.9.8 Minimizing the Risk of Libel
 - 5.9.9 Demands to Correct, Retract, or Remove Libelous Information
 - 5.9.10 Other Liability Concerns
- 5.10 **Editorial Freedom and Integrity**
 - 5.10.1 Maintaining Editorial Freedom: Cases of Editorial Interference and the Rationale for Mission, Trust, and Effective Oversight and Governance
 - 5.10.2 Ensuring a Trust Relationship Between Journal Editors, Publishers, and Owners
- 5.11 **Editorial Responsibilities, Roles, Procedures, and Policies**
 - 5.11.1 The Editor's Responsibilities
 - 5.11.2 Acknowledging Manuscript Receipt
 - 5.11.3 Editorial Responsibility for Manuscript Assessment
 - 5.11.4 Editorial Responsibility for Peer Review
 - 5.11.5 Editorial Responsibility for Rejection
 - 5.11.6 Editorial Responsibility for Revision
 - 5.11.7 Editorial Responsibility for Acceptance
 - 5.11.8 Correspondence (Letters to the Editor)
 - 5.11.9 Corrections (Errata)
 - 5.11.10 Role of the Editorial Board
 - 5.11.11 Disclosure of Editorial Practices, Procedures, and Policies
 - 5.11.12 Editorial Audits and Research
 - 5.11.13 Editorial Quality Review
- 5.12 **Advertisements, Advertorials, Sponsorship, Supplements, Reprints, and E-prints**
 - 5.12.1 Advertisements
 - 5.12.2 Criteria for Advertisements Directed to Physicians and Other Health Care Professionals
 - 5.12.3 Advertorials
 - 5.12.4 Sponsored Supplements
 - 5.12.5 Other Forms of Sponsorship
 - 5.12.6 Advertising and Sponsorship in Online Publications
 - 5.12.7 Reprints and E-prints
- 5.13 **Release of Information to the Public and Journal/Author Relations With the News Media**
 - 5.13.1 Release of Information to the Public
 - 5.13.2 Expedited Publication and Release of Information Early Online
 - 5.13.3 Embargo
 - 5.13.4 Suggestions for Authors Interacting With the News Media
 - 5.13.5 News Releases

6

Editorial Assessment and Processing

6.1

Editorial Assessment

- 6.1.1 Editorial Decisions
- 6.1.2 Assessment Criteria
- 6.1.3 Peer Review
- 6.1.4 Selection of Reviewers
- 6.1.5 Statistical Review
- 6.1.6 Concealing of Author and Reviewer Identities
- 6.1.7 Revision
- 6.1.8 Appealing a Rejection
- 6.1.9 Postpublication Review

6.2

Editorial Processing

- 6.2.1 Manuscript Editing
- 6.2.2 Composition, Page Makeup, and Web Content
- 6.2.3 Proofreading
- 6.2.4 Advertising
- 6.2.5 Issue Makeup and Review
- 6.2.6 Reprints
- 6.2.7 Corrections
- 6.2.8 Index

7

Grammar

7.1

Nouns

- 7.1.1 Modifiers (Noun Strings)
- 7.1.2 Modifying Gerunds
- 7.1.3 Subject-Complement Agreement

7.2

Pronouns

- 7.2.1 Personal Pronouns
- 7.2.2 Relative Pronouns
- 7.2.3 Indefinite Pronouns

7.3

Verbs

- 7.3.1 Voice
- 7.3.2 Mood
- 7.3.3 Tense
- 7.3.4 Double Negatives
- 7.3.5 Split Infinitives and Verb Phrases
- 7.3.6 Contractions

7.4

Modifiers

- 7.4.1 Misplaced Modifiers
- 7.4.2 Verbal Phrase Dangers

7.5

Diction

- 7.5.1 Homonyms
- 7.5.2 Idioms, Colloquialisms, and Slang
- 7.5.3 Euphemisms
- 7.5.4 Clichés

7.6

Sentence Fragments

7.7

Parallel Construction

- 7.7.1 Correlative Conjunctions
- 7.7.2 Elliptical Comparisons
- 7.7.3 Series or Comparisons
- 7.7.4 Lists

7.8

Subject-Verb Agreement

- 7.8.1 Intervening Phrase
- 7.8.2 False Singulars
- 7.8.3 False Plurals
- 7.8.4 Parenthetical Plurals
- 7.8.5 Collective Nouns
- 7.8.6 Compound Subject
- 7.8.7 Shift in Number of Subject and Resultant Subject-Verb Disagreement
- 7.8.8 Subject and Predicate Noun Differ in Number
- 7.8.9 *Every* and *Many a*
- 7.8.10 *One of Those*
- 7.8.11 *Number*

7.9

The Paragraph

8

Punctuation

- 8.1**
Period, Question Mark, Exclamation Point
 - 8.1.1 Period
 - 8.1.2 Question Mark
 - 8.1.3 Exclamation Point

- 8.2**
Comma, Semicolon, Colon
 - 8.2.1 Comma
 - 8.2.2 Semicolon
 - 8.2.3 Colon

- 8.3**
Hyphens and Dashes
 - 8.3.1 Hyphen
 - 8.3.2 Dashes

- 8.4**
Forward Slash (Virgule, Solidus)
 - 8.4.1 Used to Express Equivalence or Duality
 - 8.4.2 Used to Mean *per*
 - 8.4.3 In Dates
 - 8.4.4 In Equations
 - 8.4.5 In Ratios
 - 8.4.6 In Phonetics, Poetry

- 8.5**
Parentheses and Brackets
 - 8.5.1 Parentheses
 - 8.5.2 Brackets

- 8.6**
Quotation Marks
 - 8.6.1 Quotations
 - 8.6.2 Dialogue
 - 8.6.3 Titles
 - 8.6.4 Single Quotation Marks
 - 8.6.5 Placement
 - 8.6.6 Omission of Opening or Closing Quotation Marks
 - 8.6.7 Coined Words, Slang
 - 8.6.8 Apologetic Quotation Marks
 - 8.6.9 *So-called*
 - 8.6.10 Common Words Used in a Technical Sense
 - 8.6.11 Definition or Translation of Non-English-Language Words
 - 8.6.12 Titles of Works
 - 8.6.13 Indirect Discourse, Discussions
 - 8.6.14 Block Quotations

- 8.7**
Apostrophe
 - 8.7.1 To Show Possession
 - 8.7.2 Possessive Pronouns
 - 8.7.3 Possessive of Compound Terms
 - 8.7.4 Joint Possession
 - 8.7.5 Using Apostrophes to Form Plurals
 - 8.7.6 Units of Time and Money as Possessive Adjectives
 - 8.7.7 Prime

- 8.8**
Ellipses
 - 8.8.1 Omission Within a Sentence
 - 8.8.2 Omission at the End of a Sentence or Between Complete Sentences
 - 8.8.3 Grammatically Incomplete Expressions
 - 8.8.4 Omissions in Verse
 - 8.8.5 Omissions Between or at the Start of Paragraphs
 - 8.8.6 Change in Capitalization
 - 8.8.7 Omission of Ellipses
 - 8.8.8 Ellipses in Tables

9

Plurals

9.1
How Plurals Are Formed

9.2
Collective Nouns

9.3
Latin and Greek vs English

9.4
Microorganisms

9.5
Abbreviations

9.6
Plurals of Symbols, Letters, Numbers, and Years

9.7
When Not to Use Plurals

9.8
False Singulars

10

Capitalization

- 10.1 First Word of Sentences, Statements, Quotations, Titles, Subtitles, and Table Headings
- 10.2 Titles and Headings
 - 10.2.1 Titles of Medical Articles
 - 10.2.2 Hyphenated Compounds
- 10.3 Proper Nouns
 - 10.3.1 Geographic Names
 - 10.3.2 Sociocultural Designations
 - 10.3.3 Events, Awards, and Legislation
 - 10.3.4 Eponyms and Words Derived From Proper Nouns
 - 10.3.5 Proprietary Names
 - 10.3.6 Organisms
 - 10.3.7 Seasons, Deities, Holidays
 - 10.3.8 Tests
 - 10.3.9 Official Names
 - 10.3.10 Titles and Degrees of Persons
- 10.4 Designators
- 10.5 Types and Sections of Articles
- 10.6 Acronyms and Initialisms
- 10.7 Capitalized Computer Terms
- 10.8 "Intercapped" Compounds

11

Correct and Preferred Usage

11.1
Correct and Preferred Usage of
Common Words and Phrases

11.2
Redundant, Expendable, and Incomparable
Words and Phrases

11.2.1 Redundant Words
11.2.2 Expendable Words and Circumlocution
11.2.3 Incomparable Words

11.3
Back-formations

11.4
Jargon

11.5
Age and Sex Referents

11.6
Anatomy

11.7
Clock Referents

11.8
Laboratory Values

11.9
Articles

11.10
Inclusive Language

11.10.1 Sex/Gender
11.10.2 Race/Ethnicity
11.10.3 Age
11.10.4 Disabilities
11.10.5 Sexual Orientation

12

Non-English Words, Phrases, and Accent Marks

12.1
Non-English Words, Phrases, and Titles
12.1.1 Use of Italics
12.1.2 Translation of Titles
12.1.3 Capitalization and Punctuation

12.2
Accent Marks (Diacritics)

13

Medical Indexes

13.1

Index Style

- 13.1.1 Alphabetization and Sorting
- 13.1.2 Consistency
- 13.1.3 Letter-by-Letter vs Word-by-Word
- 13.1.4 Capitalization of Main Entries
- 13.1.5 Abbreviations
- 13.1.6 Locators
- 13.1.7 Indented vs Run-in Style

13.2

Features of Indexes

- 13.2.1 Types of Index
- 13.2.2 Cross-references

13.2.3

Generic Cross-references

- 13.2.4 Double-postings
- 13.2.5 Inversions
- 13.2.6 Subentry Levels
- 13.2.7 Vocabulary Control

13.3

Periodical Indexing

13.4

Controlled Vocabulary Indexing

13.5

Online and Electronic Indexes

14

Abbreviations

14.1
Academic Degrees, Certifications,
and Honors

14.2
US Military Services and Titles
14.2.1 US Military Services
14.2.2 US Military Officer Titles (Grades/Ranks)

14.3
Days of the Week, Months, Eras

14.4
Local Addresses

14.5
Cities, States, Counties, Territories,
Possessions; Provinces; Countries

14.6
Names and Titles of Persons

14.7
Business Firms

14.8
Agencies and Organizations

14.9
Collaborative Groups

14.10
Names of Journals

14.11
Clinical, Technical, and Other
Common Terms

14.12
Units of Measure

14.13
Elements and Chemicals

14.14
Radioactive Isotopes

15 Nomenclature

15.1

Blood Groups, Platelet Antigens, and Granulocyte Antigens

- 15.1.1 Blood Groups
- 15.1.2 Platelet-Specific Antigens
- 15.1.3 Granulocyte Antigens

15.2

Cancer

- 15.2.1 Cancer Stage
- 15.2.2 The TNM Staging System
- 15.2.3 Bethesda System
- 15.2.4 Multiple Endocrine Neoplasia
- 15.2.5 Molecular Cancer Terminology

15.3

Cardiology

- 15.3.1 Electrocardiographic Terms
- 15.3.2 Electrograms
- 15.3.3 Heart Sounds
- 15.3.4 Murmurs
- 15.3.5 Jugular Venous Pulse
- 15.3.6 Echocardiography
- 15.3.7 Pacemaker Codes
- 15.3.8 Implanted Cardioverter/Defibrillators
- 15.3.9 Pacemaker-Lead Code
- 15.3.10 Heart Disease Classifications
- 15.3.11 Coronary Artery Angiographic Classifications
- 15.3.12 Cellular and Molecular Cardiology

15.4

Drugs

- 15.4.1 The Drug Development and Approval Process
- 15.4.2 Nonproprietary Names
- 15.4.3 Proprietary Names
- 15.4.4 Chemical Names
- 15.4.5 Code Designations
- 15.4.6 Trivial Names
- 15.4.7 Drugs With Inactive Components
- 15.4.8 Stereoisomers
- 15.4.9 Combination Products
- 15.4.10 Drug Preparation Names That Include a Percentage
- 15.4.11 Multiple-Drug Regimens
- 15.4.12 Drug Abbreviations
- 15.4.13 Nomenclature for Biological Products
- 15.4.14 Vitamins and Related Compounds
- 15.4.15 Herbals and Dietary Supplements

15.5

Equipment, Devices, and Reagents

15.6

Genetics

- 15.6.1 Nucleic Acids and Amino Acids
- 15.6.2 Human Gene Nomenclature
- 15.6.3 Oncogenes and Tumor Suppressor Genes
- 15.6.4 Human Chromosomes
- 15.6.5 Nonhuman Genetic Terms
- 15.6.6 Pedigrees

15.7

Hemostasis

- 15.7.1 Primary Hemostasis
- 15.7.2 Endothelial Factors
- 15.7.3 Secondary Hemostasis
- 15.7.4 Inhibition of Coagulation and Fibrinolysis

15.8

Immunology

- 15.8.1 Chemokines
- 15.8.2 CD Cell Markers
- 15.8.3 Complement
- 15.8.4 Cytokines
- 15.8.5 HLA/Major Histocompatibility Complex
- 15.8.6 Immunoglobulins
- 15.8.7 Lymphocytes

15.9

Isotopes

- 15.9.1 Elements
- 15.9.2 Radiopharmaceuticals
- 15.9.3 Radiopharmaceutical Compounds Without Approved Names
- 15.9.4 Radiopharmaceutical Proprietary Names
- 15.9.5 Uniform Labeling
- 15.9.6 Hydrogen Isotopes
- 15.9.7 Metastable Isotopes

15.10

Molecular Medicine

- 15.10.1 Molecular Terminology: Other Sections of Chapter 15
- 15.10.2 Molecular Terms: Considerations and Examples
- 15.10.3 Enzyme Nomenclature

15.11

Neurology

- 15.11.1 Nerves
- 15.11.2 Electroencephalographic Terms
- 15.11.3 Evoked Potentials
- 15.11.4 Polysomnography and Sleep Stages
- 15.11.5 Molecular Neuroscience

15.12

Obstetric Terms

15.12.1 GPA

15.12.2 TPAL

15.12.3 Apgar Score

15.13

Ophthalmology Terms

15.14

Organisms and Pathogens

15.14.1 Biological Nomenclature

15.14.2 Bacteria: Additional Terminology

15.14.3 Virus Nomenclature

15.14.4 Prions

15.15

Psychiatric Terminology

15.15.1 *Diagnostic and Statistical Manual of Mental Disorders (DSM)*

15.15.2 Other Psychiatric Terminology

15.16

Pulmonary, Respiratory, and Blood Gas Terminology

15.16.1 Symbols

15.16.2 Abbreviations

15.16.3 Mechanical Ventilation

15.17

Radiology Terms

15.17.1 Resources

15.17.2 Terms

16 Eponyms

16.1
Eponymous vs Noneponymous Terms

16.2
Nonpossessive Form

17

Greek Letters

17.1
Greek Letter vs Word

17.2
Capitalization After a Greek Letter

17.3
Greek Alphabet

17.4
Page Composition and Electronic Formats

18 Units of Measure

18.1

SI Units

- 18.1.1 Base Units
- 18.1.2 Derived Units
- 18.1.3 Prefixes

18.2

Expressing Unit Names and Symbols

- 18.2.1 Capitalization
- 18.2.2 Products and Quotients of Unit Symbols

18.3

Format, Style, and Punctuation

- 18.3.1 Exponents
- 18.3.2 Plurals
- 18.3.3 Subject-Verb Agreement
- 18.3.4 Beginning of Sentence, Title, Subtitle
- 18.3.5 Abbreviations
- 18.3.6 Punctuation
- 18.3.7 Hyphens
- 18.3.8 Spacing

18.4

Use of Numerals With Units

- 18.4.1 Expressing Quantities
- 18.4.2 Decimal Format
- 18.4.3 Number Spacing
- 18.4.4 Multiplication of Numbers
- 18.4.5 Indexes

18.5

Conventional Units and SI Units in *JAMA* and the *Archives Journals*

- 18.5.1 Length, Area, Volume, Mass
- 18.5.2 Temperature
- 18.5.3 Time
- 18.5.4 Visual Acuity
- 18.5.5 Pressure
- 18.5.6 pH
- 18.5.7 Solutions and Concentration
- 18.5.8 Energy
- 18.5.9 Drug Doses
- 18.5.10 Laboratory Values
- 18.5.11 Radiation
- 18.5.12 Currency

19

Numbers and Percentages

19.1

Use of Numerals

- 19.1.1 Numbers of 4 or More Digits to Either Side of the Decimal Point
- 19.1.2 Mixed Fractions
- 19.1.3 Measures of Time
- 19.1.4 Measures of Temperature
- 19.1.5 Measures of Currency

19.2

Spelling Out Numbers

- 19.2.1 Beginning a Sentence, Title, Subtitle, or Heading
- 19.2.2 Common Fractions
- 19.2.3 *One* Used as a Pronoun
- 19.2.4 Accepted Usage
- 19.2.5 Ordinals

19.3

Combining Numerals and Words

- 19.3.1 Rounded Large Numbers

- 19.3.2 Consecutive Numerical Expressions

19.4

Use of Digit Spans and Hyphens

19.5

Enumerations

19.6

Abbreviating *Number*

19.7

Forms of Numbers

- 19.7.1 Decimals
- 19.7.2 Percentages
- 19.7.3 Reporting Proportions and Percentages
- 19.7.4 Reporting Rates and Ratios
- 19.7.5 Roman Numerals

20

Study Design and Statistics

- 20.1 The Manuscript: Presenting Study Design, Rationale, and Statistical Analysis
 - 20.1.1 Abstract and Introduction
 - 20.1.2 Methods
 - 20.1.3 Results
 - 20.1.4 Discussion (Comment)
- 20.2 Randomized Controlled Trials
 - 20.2.1 Parallel-Design Double-blind Trials
 - 20.2.2 Crossover Trials
 - 20.2.3 Equivalence and Noninferiority Trials
- 20.3 Observational Studies
 - 20.3.1 Cohort Studies
 - 20.3.2 Case-Control Studies
 - 20.3.3 Case Series
- 20.4 Meta-analysis
- 20.5 Cost-effectiveness Analysis, Cost-Benefit Analysis
- 20.6 Studies of Diagnostic Tests
- 20.7 Survey Studies
- 20.8 Significant Digits and Rounding Numbers
 - 20.8.1 Significant Digits
 - 20.8.2 Rounding
- 20.9 Glossary of Statistical Terms
- 20.10 Statistical Symbols and Abbreviations

21

Mathematical Composition

21.1
Copy Marking

21.2
Displayed vs Run-In

21.3
Stacked vs Unstacked

21.4
Exponents
21.4.1 Fractional Exponents vs Radicals
21.4.2 Negative Exponents
21.4.3 Logarithmic Expressions

21.5
Long Formulas

21.6
Expressing Multiplication and Division

21.7
Commonly Used Symbols

21.8
Typography and Capitalization

21.9
Punctuation

21.10
Spacing With Mathematical Symbols

22 **Typography**

22.1
Basic Elements of Design

22.2
Typefaces, Fonts, and Sizes

22.3
Spacing

22.3.1 Letterspacing
22.3.2 Word Spacing
22.3.3 Line Spacing

22.4
Layout

22.5
Specific Uses of Fonts

22.5.1 Lowercase
22.5.2 Capital (Uppercase)
22.5.3 Boldface
22.5.4 Italics
22.5.5 Small Caps

23

Manuscript Editing and Proofreading

23.1
Editing and Proofreading Marks

23.2
Proofreading Sample

23.3
Electronic Text Editing

25

Resources

25.1
General Dictionaries

25.2
Medical and Scientific Dictionaries

25.3
General Style and Usage

25.4
Medical/Scientific Style and Usage

25.5
Writing

25.6
Ethical and Legal Concerns

25.7
Peer Review

25.8
Illustrations/Displaying Data

25.9
Databases

25.10
Guidelines

25.11
Professional Scientific Writing, Editing,
and Communications Organizations
and Groups