

# AMA Style Guide

A must-have guide for anyone involved in medical and scientific writing



## What Is AMA Style?

An editorial style developed by the American Medical Association (AMA) for the preparation of manuscripts laid out according to the *AMA Manual of Style*.

- Use AMA Style for scientific and medical materials.
- The flexibility and expansion of the rules makes it useful for a number of contexts, including scientific research papers, clinical studies, authoritative articles, and published manuscripts.

- Guidance for authors, editors, researchers, etc.
- Important! The rules covered in this guide are accurate according to the *AMA Manual of Style*, 10th edition.

## PREPARING AN ARTICLE FOR PUBLISHING

### Titles & Subtitles

- Keep titles and subtitles concise, clear, and specific.
  - **Avoid:** Birth Defects and Factors.
  - **Use:** Factors Contributing to Birth Defects
- Avoid too much detail.
  - **Avoid:** The Effects of Carbohydrate Intake on Blood Sugar in Patients with Type 2 Diabetes
  - **Use:** Carbohydrate Intake and Patients with Diabetes
- Avoid phrases such as *effects of*, *use of*, *treatment of*, and *role of*, as these make titles wordy.
  - **Avoid:** The Use of Selective Serotonin Reuptake Inhibitors on Patients with Major Depressive Disorder
  - **Use:** Selective Serotonin Reuptake Inhibitors and Patients with Major Depressive Disorder
- The subtitle supports the title but does not serve as an extension of the title.
  - **Avoid:** Psychiatric Disorders: Explaining Racial Differences
  - **Use:** Racial Differences in Hospitalization Rates for Psychiatric Disorders
- Avoid stating conclusions in titles and subtitles.
  - **Avoid:** Basal Cell Carcinoma is Common in Patients with a History of Sunburns
  - **Use:** Prevalence of Basal Cell Carcinoma in Patients
- Use double quotation marks in titles and subtitles, not single quotation marks.
  - **Avoid:** The "Five Rights" of Medication Management
  - **Use:** The "Five Rights" of Medication Management
- Spell out numbers at the beginning of titles and subtitles unless they begin with specific years.
  - **Avoid:** 55 Years of Nursing History: 1920 to 1970
  - **Use:** Fifty-five Years of Nursing History: 1920 to 1970
- Spell out ordinals first through ninth.
  - **Avoid:** The 3rd Clinical Trial Results
  - **Use:** The Third Clinical Trial Results

- Avoid using brand names of drugs in titles and subtitles. Instead, use the generic name of the drug.
  - **Avoid:** Side Effects of Zoloft
  - **Use:** Side Effects of Sertraline
- Put genus and species names in italics.
  - **Avoid:** *Staphylococcus aureus* Infection in Hospital Patients
  - **Use:** *Staphylococcus aureus* Infection in Hospital Patients
- Avoid abbreviations in titles and subtitles and spell out words unless spacing is an issue.
  - **Avoid:** Prevalence of TB Following Opening of New Hospital
  - **Use:** Prevalence of Tuberculosis Following Opening of New Hospital
- Capitalize the first letter of all major words, excluding articles and prepositions of 3 or fewer letters.
  - **Avoid:** Pertussis Infection in Adolescents
  - **Use:** Pertussis Infection in Adolescents
- Capitalize 2-letter verbs.
  - **Avoid:** The Epidemic of Influenza is Widespread
  - **Use:** The Epidemic of Influenza Is Widespread

### Parts of a Manuscript

- Use headings and subheadings to break up text and organize information in a logical progression. Avoid abbreviations and citing references, figures, or tables in headings and subheadings. Maintain a consistent style and typeface for each level.
- **Abstracts** should summarize the main point(s) of an article and include the objective, methods, results, and conclusions of a study.
  - **Addenda** are materials added to an article after it has been published or accepted for publication. An addendum may be incorporated directly into the text or at the very end of the article.
  - **Acknowledgements** are located between the body of the text and the references. They contain information about the publication, contributors, financial disclosure, funding/support, sponsors, and disclosures.

### Ethical & Legal Considerations

- Use ethical practices when preparing materials for publication. Medical and scientific content is often regulated by ethical and legal standards.
- **Authorship:** The names of people who participate in the creation of a document, theory/idea, or study who have the right to take public responsibility for their contribution. Names of authors and contributors must be noted in the publication.
- **Acknowledgements:** Information that is listed about funding, grants, sponsors, donors, and anyone who makes intellectual contributions but are not considered "authors" (i.e., data analysis assistance).
- To avoid conflicts of interest, authors must disclose their financial interests and relationships (e.g., if they receive funding from pharmaceutical companies or research centers). Personal relationships may also need to be disclosed.
- Confidentiality must be protected in published work. Personal identifiers (i.e., names, dates of birth) of case study or clinical research participants must never be used without authorization from the individuals. Patients have rights to anonymity and privacy.
- **Copyright:** Published materials may be subject to copyright laws. Intellectual property, such as data or the theories and findings of researchers, is protected under copyright laws. Authors and editors may need to obtain the rights to publish materials that are copyrighted.
- Use sensitive language when referring to individuals who have diseases or disorders (i.e., do not call an individual by their disease).
  - Incorrect:** He is a diabetic.
  - Correct:** He has diabetes.
- To uphold ethical and legal standards, avoid:
  - Plagiarism
  - Conflicts of interest
  - Confidentiality breaches
  - Omission, falsification, or fabrication of information/data

## STYLE & USAGE

### Consistent typographic style

- Use serif type (e.g., Times New Roman) for body text.
- Use sans serif type (e.g., Arial) for titles and headers.
- Use boldface for headers or (optionally) when calling attention to references in a text.
  - EX:** Prevalence and incidence data are shown in Figure 2.
- Use italics for non-English words; however, no italics are used for words or phrases that are part of the English language.
  - EX:** The parents were not opposed to trying *in vitro*.
- Use italics for genus and species names in singular

form. Do not italicize genus and species names in plural form.

- EX:** *staphylococci*
- EX:** *Staphylococcus*
- In enumerations, use italics for lowercase letters that are set in parentheses.
  - EX:** The list of factors in the survey included: (a) height, (b) weight, and (c) body mass index.
- Use italics for chemical prefixes and mathematical expressions.
  - EX:** *N*-acetyl-D-glucosamine      **EX:**  $\sin x = a/b$
- Use italics when referring to terms as terms in a sentence.
  - EX:** The technical name for the cuff used to measure

blood pressure is *sphygmomanometer*.

- Use italics sparingly for emphasis. Avoid putting large blocks of text in italics.
- Use small capital letters to indicate time (e.g., AM, PM) and to indicate eras (e.g., BC, AD).

### Commas

- Commas indicate pauses in a sentence. They are used to separate thoughts and list items in a series.
- Use commas.
  - To separate groups of words and phrases
  - After dependent clauses that open a sentence

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**Léo Pomar**



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