

Wiley AMA Manual of Style: A Usage Guide

File name: Wiley AMA Manual of Style

Version date: 01 June 2018

Version	Date	Distribution History	Status and summary of changes
Version 1.1	01 June 2018	Journal copyedit levels stakeholder group	Standardization of JSS conflicts with AMA manual; Addition of deviation/exceptions allowed; hyphenated given names in How to Cite section.

Table of Contents

Preface.....	3
Part I: Structuring and XML Tagging	4
Part II: Mechanical Editing.....	4
2. Manuscript Elements.....	4
2.1 Running Head.....	4
2.2 Article Category.....	4
2.3 Title.....	5
2.4 Title Page Footnotes.....	5
2.5 Doc Head/Logos.....	6
2.6 Author Byline	6
2.7 Author Affiliation.....	6
2.8 Author Correspondence Footnote	7
2.9 Funding Information.....	7
2.10 Abbreviations	7
2.11 Author Contributions.....	7
2.12 Articles Without an Abstract or Keywords	8
2.13 Front Page Footnotes.....	8
2.14 Conflicts of Interest.....	9
2.15 Copyright Line.....	9
2.16 Author Bio (If Applicable).....	9
2.17 Abstract.....	10
2.18 How to Cite	10
2.19 Keywords (If Applicable)	11
2.20 Received/Accepted Dates	12
2.21 Epigraphs	12
2.22 Heading Levels.....	13
2.23 Lists (Numbered, Bulleted, Run-in).....	13
2.24 Equations.....	14
2.25 Extracts	14
2.26 Enunciations (Math Statements)	14
2.27 Endnotes.....	15
2.28 References	15
2.28.1 Reference Citations in Text.....	15
2.28.2 Reference List.....	15
2.29 Figure Placement and Legend.....	17
2.30 Figure Citation in Text.....	18
2.31 Table Placement and Legend.....	18
2.32 Table Notes.....	19
2.33 Table Citation in Text.....	19
2.34 APPENDIX (If Applicable).....	19

2.35 Acknowledgments.....	20
2.36 Supporting Information.....	20
2.37 Quotation Marks.....	20
2.38 Punctuation Within Quotation Marks.....	20
2.39 Parentheses and Brackets.....	21
2.40 Units of Measure.....	21
2.40.1 SI Derived Units.....	21
2.40.2 SI Prefixes.....	22
2.41 Numbers and Percentages.....	22
2.42 Small Caps.....	23
2.43 Frequently Asked Questions (FAQs).....	23
2.44 Exceptions/Deviations from AMA style.....	23
Part III: Copyediting Level 1.....	24
3.1 Mechanical Editing.....	24
3.2 Copyediting.....	24
3.2.1 Nouns.....	24
3.2.2 Pronouns.....	24
3.2.2.1 Personal Pronouns.....	24
3.2.2.2 Relative Pronouns.....	24
3.2.3 Verbs.....	24
3.2.3.1 Voice.....	24
3.2.3.2 Mood.....	25
3.2.4 Tense.....	25
3.2.5 Subject-Verb Agreement.....	25
3.2.5.1 Intervening Phrase.....	25
3.2.5.2 False Singulars.....	25
3.2.5.3 False Plurals.....	25
3.2.5.4 Collective Nouns.....	26
3.2.5.5 Compound Subject.....	26
3.2.5.6 Shift in Number of Subject and Resultant Subject-Verb Disagreement.....	26
3.2.5.7 Subject and Predicate Nominative Differ in Number.....	26
3.2.5.8 Indefinite Pronouns.....	26
3.2.6 Comma.....	26
3.2.6.1 Use a Comma.....	26
3.2.6.2 Do Not Use a Comma.....	27
3.2.7 Semicolon.....	27
3.2.8 Colon.....	27
3.2.8.1 Use a Colon.....	27
3.2.8.2 Do Not Use a Colon.....	27
3.2.9 Hyphenation.....	27
3.2.9.1 When Not to Use Hyphens.....	29
3.2.10 Dashes.....	29
3.2.10.1 Em Dash.....	29
3.2.10.2 En Dash.....	29
3.2.11 Virgule (Solidus).....	30
3.2.12 Apostrophe.....	30
3.2.13 Ellipses.....	30
3.2.14 Latin and Greek Versus English.....	30
3.2.15 Capitalization.....	31
3.2.15.1 Do Not Capitalize.....	32
3.2.16 Italics.....	32
3.2.17 Abbreviations.....	32
3.2.18 Nomenclature.....	34
3.2.18.1 Cardiology.....	35
3.2.18.2 Drugs.....	35

3.2.18.3 Radioactive Isotopes	35
3.2.18.4 Equipment, Devices, and Reagents	35
3.2.18.5 Genetics	35
3.2.18.6 Pulmonary and Respiratory Terminology	36
3.2.19 Eponyms	36
3.2.20 Greek Letters	36
3.2.21 Gene Names	37
3.2.22 General Rules	37
3.2.23 Spelling out Numbers	37
3.2.24 Frequently Asked Questions (FAQs)	38
3.2.25 Exceptions/Deviations from AMA style	39
Part IV: Copyediting Level 2	39
4.1 Mechanical Editing	39
4.2 Copyediting	39
4.2.1 Preferred Spelling	39
4.2.2 Parallel Construction	40
4.2.2.1 Correlative Conjunctions	40
4.2.2.2 In Series or Comparisons	40
4.2.3 Misplaced Modifiers	40
4.2.3.1 Verbal Phrase Dangers	40
4.2.4 Commonly Misused Words and Phrases	40
4.2.5 Jargon	42
4.2.6 Anatomy	42
4.2.7 Disabilities	42
4.2.8 Grammar	42
4.2.9 Usage	42
4.2.10 Scientific and Mathematical Content	42
4.2.11 Manuscript Components	43
4.2.12 Frequently Asked Questions (FAQs)	43
4.2.13 Exceptions/Deviations from AMA style	43
Part V: Copyediting Level 3	43
5.1 Mechanical Editing	43
5.2 Copyediting	43
5.2.1 Spelling	43
5.2.2 Grammar	44
5.2.3 Syntax	44
5.2.4 Usage	44
5.2.5 Scientific and Mathematical Content	44
5.2.6 Manuscript Components	44
5.2.7 Typography	45

Preface

This manual has been prepared specifically for people who edit manuscripts to be published by Wiley. It contains the following parts:

Part I: Structuring and XML Tagging.

Part II: Mechanical Editing. This presents the specific requirements for content editing and formal style or mark-up.

Part III: Copyediting Level 1. Copyediting includes elements of both mechanical and language editing and also editing of the scientific and mathematical content.

Part IV: Copyediting Level 2. This presents the specific requirements for language editing pertaining to level 2.

Part V: Copyediting Level 3. This knowledge has been collected in numerous excellent reviews of good editorial practice. We acknowledge the most important of these sources, to which this manual owes a great deal: *AMA Manual of Style*, 10th edition.

We look forward to receiving further suggestions for improving this manual.

This style manual does not pretend to be complete or neutral and might change according to the *AMA Manual of Style*.

Part I: Structuring and XML Tagging

Structuring is the process by which the typesetter identifies the various elements in the article and applies the electronic tagging (mark-up), including the metadata, DOI, author names, affiliations, headings, paragraphs, tables, figures, charts, links, and so on, according to WileyML 3G specifications.

Structuring (not the technical or content style sheets within the journal-specific style sheet [JSS]) and XML tagging of the manuscript according to WileyML 3G specifications have to be done by the typesetter (ie, the Wiley production team/vendor).

Part II: Mechanical Editing

Mechanical editing comprises the technical and content-related editing specifically mentioned in the journal style sheet. Here are the rules that have to be followed for journals adhering to the New Journal Design AMA style, regardless of their level of editing.

2. Manuscript Elements

2.1 Running Head

- Author surname in caps and et al in small caps, roman, full stop at end (van, der, etc. in small caps)
Single author: Surname
Two authors: Surname 1 and Surname 2
More than two authors: Surname 1 et al. [et al. in roman with period]

Miscellaneous categories (Editorial, Letter to the Editor, Correspondence): The article category should be used as running head in full caps
- When this information appears at the top of the page, it is called a running head; when it appears at the bottom of the page, it is called a running foot.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 19.

2.2 Article Category

- The category name should be ranged left, should be in all caps, and should be underlined in the PDF file.

- Use for all article types.
- The category name should be placed above the article title.

2.3 Title

- The article title should be in sentence case.
- Do not capitalize articles (eg, a, an, the), prepositions of three or fewer letters, coordinating conjunctions (and, or, for, nor, but), or the *to* in infinitives.
- The article title should be bolded and roman.
- Uppercase the word after a colon.
- Spell out numerals if they appear at the beginning of the title.
- No drug names should appear in the title or subtitle; use the approved generic or nonproprietary name and query the author.
- Genus and species should be expanded and italicized.
- A unit of measure that follows a number (as a quantity) at the beginning of a sentence, title, or subtitle should not be abbreviated.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 20.

For example:

Sexual dysfunction and response to medications in multiple sclerosis

2.4 Title Page Footnotes

In AMA style, do not use symbols for title page footnotes except for a “death” dagger (†) for deceased authors.

Below is an example of AMA title page footnotes followed by a suggested hierarchy.

For example:

Author Affiliations: Department of Pediatrics, Baylor College of Medicine, Houston, Texas.

†Died November 3, 2005.

A list of the XYZ Group members (collaborative authors) can be cited in affiliation footnote or acknowledgement section.

Corresponding Author. John A. Doe, MD, Department of Pediatrics, Baylor College of Medicine, 1 Baylor Plaza, Houston, TX 77030 (jdoe@baylor.edu).

The hierarchy of the footnote elements on the title page is as follows:

- Equal contribution.
- Present address.
- Paper presentation.
- Deceased author.

For more information, refer to *AMA Manual of Style*, 10th edition, p 16.

2.5 Doc Head/Logos

- The doc head is set in all caps and is bolded.
- Logos are used in front of the doc head below the history date rule.

For example:

Received: 3 June 2015 | Accepted: 6 October 2015

DOI 10.1002/jcb.99929

ARTICLE


WILEY

Journal of Cellular Biochemistry

2.6 Author Byline

- Title case should be used.
- The first name should be spelled out.
- Do not use “and” before the last author name.
- Author names should be linked to affiliations with superscript Arabic numbers. If there is just one affiliation, then no superscript numbers should be used.
- The superscript Arabic numbers should be closed up with the author surname.
- Author names should be separated by a vertical bar.
- An asterisk should not be used to denote corresponding authors in the New Journal Design (**updated October 3, 2016**).
- The ORCID ID logo will appear in the PDF with a hyperlink to the ORCID ID (check for the ORCID ID in the metadata) (**updated 23 Feb 2017**). Copyeditors are not responsible for applying the ORCID logo.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 13.

For example:

Young C. Suh MD¹ | Hyunsuk P. Suh MD, PhD² | Jong S. Lee MD, PhD¹ |
Jee S. Chang MD³ | Joon P. (Jp) Hong MD, PhD, MMM¹ 
Anjing^{Q1} Zhong MS^{1,2,3} | Yiping Tian MS^{1,2,4}

2.7 Author Affiliation

- Affiliations should be in title case and roman.
- Affiliations should be linked to authors with superscripted Arabic numerals.
- No street addresses are allowed.
- US state names should be spelled out in affiliations (eg, Michigan) and abbreviated in the corresponding address with postal abbreviations (eg, MI).
- List the department, institution, city, and state (in the United States) or country (outside the United States).

For example:

Department of Neurology, University of Southern California Medical School, Los Angeles, California.

For more information, refer to *AMA Manual of Style*, 10th edition, p 18.

2.8 Author Correspondence Footnote

- The complete mailing address is provided.
- “Correspondence” should be set in bold and roman.
- Remove additional address information (eg, fax or telephone numbers).
- US state names should be abbreviated with postal abbreviations (eg, NM).
- Add a full stop at the end of the correspondence address.
- Use semicolons to separate e-mail addresses if the corresponding author has more than one.

For example:

Correspondence: Patrick J. Gullane, MB, FRCS, University Health Network, University of Toronto, 200 Elizabeth St, Suite 8N-800, Toronto, ON M5G 2C4, Canada (patrick.gullane@uhn.on.ca).

For more information, refer to *AMA Manual of Style*, 10th edition, p 28.

2.9 Funding Information

- The words “**Funding information**” should be bolded, roman, and in sentence case.
- This section should be set below the “Correspondence” field on the first page.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 31.

For example:

This study was supported in part by grant CA34988 from the National Institutes of Health and by a teaching and research scholarship from the American College of Physicians (Dr Fischl).

Funding for this study was provided by Agency for Healthcare Research and Quality grant 5 U18 HS011885 and through subcontracts with the Utah Department of Health (contract 026429) and the Missouri Department of Health and Senior Services (contract AOC 02380132).

2.10 Abbreviations

- Not all the journals use abbreviation lists.
- Set abbreviations in alphabetical order.

For example:

Abbreviations: CR, conserved region; CSC, cancer stem cell; EC, embryonic carcinoma; ES, embryonic stem; GCNF, germ cell nuclear factor; NR, nuclear receptor; PP, proximal promoter; RA, retinoic acid.

2.11 Author Contributions

- Place author contributions at the end of the article text after the acknowledgments but before the references.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 29.

For example:

Author Contributions: *Study concept and design:* Fortes, Melchi, and Abeni. *Analysis and interpretation of data:* Fortes, Mastroeni, and Leffondre. *Drafting of the manuscript:* Fortes. *Critical revision of the manuscript for important intellectual content:* Mastroeni, Leffondre, Sampogna, Melchi, Mazzotti, Pasquini, and Abeni. *Statistical analysis:* Fortes and Mastroeni. *Obtained funding:* Pasquini and Abeni. *Study supervision:* Fortes, Melchi, and Abeni.

Author Contributions: Yoon Kong Loke developed the original idea and the protocol, abstracted and analyzed data, wrote the manuscript, and is the guarantor. Deirdre Price and Sheena Derry contributed to the development of the protocol and prepared the manuscript.

2.12 Articles Without an Abstract or Keywords

The title page for these articles is set as shown:

Phosphorescent Mesomorphic Dyads Based on Tetraacetylene Complexes of Iridium(III)**

Anton M. Prokhorov | Amedeo Santoro | J. A. Gareth Williams | X.H. Zhang³ | Duncan W. Bruce*

Dedicated to Professor Hubert Le Bozec on the occasion of his 60th birthday

*Dr. A. M. Prokhorov, Dr. A. Santoro, Prof. D. W. Bruce Department of Chemistry, University of York Heslington, York YO10 5DD (UK) E-mail: duncan.bruce@york.ac.uk
Dr. J. A. G. Williams, Department of Chemistry, University of Durham, Durham DH1 3LE (UK)
Dr. A. M. Prokhorov, Department of Organic Chemistry, Ural Federal University, Mira 19, Ekaterinburg 620002 (Russia)
¹Groupe d'Etudes des Matériaux Hétérogènes (GEMH, ENSCI), Centre Européen de la Céramique, 12 rue Atlantis, 87068 Limoges
²LAIRMAUR ERL CNRS 6274, Université de Rennes 1, 35042 Rennes Cedex, France
³Equipe Verres et Céramiques, UMR CNRS Sciences Chimiques de Rennes, Université de Rennes 1, 35042 Rennes Cedex, France
⁴Institut de Chimie et des Matériaux Paris Est (ICMPE), UMR 7182, 2 rue Henri Dunant, 94320 Thiais, France

Complexes of iridium and platinum with aromatic ligands are of interest as emissive materials owing to their high spin-orbit coupling constants, which can promote phosphorescence from triplet states. hexacatenar phenylpyridine (ppy) ligand, with acetylacetonate (acac) as an ancillary ligand (1a)[11] In the same study, a related complex (1b) based on a tetracatenar ligand was found to be highly emissive

2.13 Front Page Footnotes**For example:**

This study was presented in part in poster form: Abstract No 545, during the 2015 IDWEEK conference, October 7-11, San Diego Convention Center, San Diego, CA.

J Med Virol. 2018;90:663-670.

wileyonlinelibrary.com/journal/jmv

© 2018 Wiley Periodicals, Inc. | 663

several studies mainly involving pediatric populations⁵⁻¹⁴ while very little data exist regarding adult patients.¹⁵⁻¹⁸ The clinical significance of

Place of work: Virology Laboratory, Infectious Diseases Division, International Centre for Diarrhoeal Disease Research, Dhaka, Bangladesh.

J Med Virol. 2018;90:677-684.

wileyonlinelibrary.com/journal/jmv

© 2018 Wiley Periodicals, Inc. | 677

family *Adenoviridae*. HAdVs have a linear, double-stranded DNA genome that is 34-37 kb in size.¹ On the basis of biological and genetic

- There is an ending period after every footnote.
- The footnote should be placed in the left column.

Journal titles containing one or two words: Spell out the title in full.

Journal titles containing three or more words: Abbreviate the title.

For example:

2588 | © 2017 Wiley Periodicals, Inc.

wileyonlinelibrary.com/journal/jcb

Note: Copyeditors are not responsible for these footnotes.

2.14 Conflicts of Interest

- The section heading should be “CONFLICTS OF INTEREST.”
- This section will not be used in all journals/articles, but when it is used, it will appear after the Acknowledgments section.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 30.

For example:**CONFLICTS OF INTEREST**

The authors have no conflicts of interest to report.

2.15 Copyright Line

- OO copyright line: The copyright line should be moved up above the footer for OO articles.
- The line should be set at the bottom of the first page.

For example:

This is an open access article under the terms of the Creative Commons Attribution-NonCommercial License, which permits use, distribution and reproduction in any medium, provided the original work is properly cited and is not used for commercial purposes.

© 2018 The Authors. *Journal of Medical Virology* Published by WileyPeriodicals, Inc.

J Med Virol. 2018;90:721-729.

wileyonlinelibrary.com/journal/jmv

721

Note: Copyeditors are not responsible for applying the copyright line.

2.16 Author Bio (If Applicable)

- An author bio should be set after any appendix or, if there is no appendix, after the references.
- The heading “AUTHOR BIOGRAPHIES” should be set in bolded roman type.
- The first name of the author should be initialized and followed by the surname.
- Author names should be in bolded roman type.
- Author photographs should also be provided.

For example:

J. Karga is currently a research fellow at the National Centre for Computer Animation of Bournemouth University (Poole, United Kingdom), and an associate professor at the Computer Centre of the Communication University of China. He received his bachelor’s and master’s degree in computer science from the China University of Mining and Technology and his PhD from the Communication University of China. His current research interests include computer animation, intelligent data management, and software engineering.

2.17 Abstract

- Both structured and unstructured abstracts are allowed.
- Unstructured abstract: Only one paragraph is allowed; there are no subsections.
- Structured abstract subheadings: Headings are in bold, followed by a colon, and are in title case style.
- Do not cite references.
- Follow Journal style sheet for “Contact Points.”
- The text is roman.
- A copyright line is not allowed in the Abstract section.
- Abbreviations are allowed in an abstract but must be used at least twice.
- The genus species should be spelled out on first use as in the main text.
- If an isotope is mentioned, spell out the name of the element when it is first used and provide the isotope number on the line.
- At the beginning of a sentence, spell out both the number and the word *percent*.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 20.

For example:

Abstract

Combination chemotherapy is an effective strategy for increasing anticancer efficacy, reducing side effects, and alleviating drug resistance. Here we report that a combination of a recently identified novel chalcone derivative, chalcone-24 (Chal-24) and TNF-related apoptosis-inducing ligand (TRAIL) significantly increases cytotoxicity in lung cancer cells. Chal-24 treatment significantly enhanced TRAIL-induced activation of caspase-8 and caspase-3, and the cytotoxicity induced by the combination of these agents was effectively suppressed by the pan-caspase inhibitor z-VAD-fmk. The Chal-24 and TRAIL combination suppressed expression of cellular FLICE (FADD-like IL-1 β -converting enzyme)-inhibitory protein large (c-FLIP_L) and cellular inhibitor of apoptosis proteins (c-IAPs), and ectopic expression of c-FLIP_L and c-IAPs inhibited the potentiated cytotoxicity. In addition, TRAIL and Chal-24 cooperatively activated autophagy. Suppression of autophagy effectively attenuated cytotoxicity induced by the Chal-24 and TRAIL combination, which was associated with attenuation of c-FLIP_L and c-IAPs degradation. Altogether, these results suggest that Chal-24 potentiates the anticancer activity of TRAIL through autophagy-mediated degradation of c-FLIP_L and c-IAPs, and that the combination of Chal-24 and TRAIL could be an effective approach to improving chemotherapy efficacy.

2.18 How to Cite

“How to cite this article:” should always be used ([updated on 12th Oct 2016](#)).

For example:

How to cite this article: Goto S, Hida K, Kawada K, et al. Multicenter analysis of transanal tube placement for prevention of anastomotic leak after low anterior resection. *J Surg Oncol*. 2017;116:989–995. <https://doi.org/10.1002/jso.24760>

- This section would be automatically generated/manually developed by the typesetters.

Use the following standard format for the journals that have this section:

- Place it after the Supporting Information section.
- Include up to six author names. For more than six authors, display the first three authors and then add et al. (eg, “Hudson LN, Newbold T, Contu S, et al”).
- For hyphenated given names (e.g. Yi-Lei Fan and Feng-zhi Zhang), if the name after the hyphen is in uppercase, then it gets included in the initials, otherwise, only the first character that is in uppercase will be included. Eg, In Feng-zhi Zhang gets abbreviated as “Zhang, F” NOT “Zhang, F-z”
- List authors’ surnames followed by closed-up initials without periods, and use a comma as a separator between author names (eg, “Hudson LN, Newbold T, Contu S”).
- There is no “and” before the last author name.
- The article title is presented in sentence case; the word after a colon should be capitalized.
- Journal names are abbreviated (with the exception of single-word journal names).
- There is no terminal period after the URL at the end.

- Articles without an e-locator:
 - The DOI appears in https:// URL format after the page range (in black without underlining).
 - How to cite this article: Tritschler M, Retschnig G, Yañez O, Williams GR, Neumann P. Host sharing by the honey bee parasites *Lotmaria passim* and *Nosema ceranae*. *Ecol Evol*. 2017;0:00–00. <https://doi.org/10.1002/ece3.2796>
- Articles with an e-locator:
 - The DOI appears in https:// URL format after the page range (in blue with underlining).
 - How to cite this article: López JM, Fortuny G, Puigjaner D, Herrero J, Marimon F, Garcia-Bennett J. Effects of walking in deep venous thrombosis: A new integrated solid and fluid mechanics model. *Int J Numer Method Biomed Eng*. 2016;32:e2819. <https://doi.org/10.1002/cnm.2819>
- This section is required only for original articles, reviews, short communications, commentaries, and similar articles.

2.19 Keywords (If Applicable)

- The head “KEYWORDS” should be set in all caps, bolded, and roman.
- Each keyword should be separated by a comma (no ending period).
- Keywords are to be set in lowercase (except for proper nouns) and in alphabetical order.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 24.

For example:**KEYWORDS**

lower urinary tract symptoms, overactive bladder, overactive bladder symptom score

Keywords Style When the Article Has No Abstract**Correspondence**

Patrick J. Gullane, MB, FRCS, University Health Network, University of Toronto, 200 Elizabeth St, Suite 8N-800, Toronto, ON M5G 2C4, Canada (patrick.gullane@uhn.on.ca).

Funding information

This study was supported in part by grant CA34988 from the National Institutes of Health and by a teaching and research scholarship from the American College of Physicians (to Dr Fischl).

KEYWORDS

breast cancer, cancer, caregivers, dyadic, oncology, qualitative, survivors

2.20 Received/Accepted Dates

- Received and accepted dates are used. Do not query if any date is missing. History should be included only for the titles which have included this section in the old layout.
- The dates should be set on top of the first page. The placement of the dates is not the responsibility of the copyeditor
- The dates should be written in the following style.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 27.

For example:

Received: 28 September 2017 Accepted: 4 October 2017

2.21 Epigraphs

- An epigraph is a short quotation set at the beginning of the article; epigraphs are used only sometimes.
- Epigraphs are set in italics and are flush left.
- The signature is set in roman type underneath the quotation and is flush right.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 24.

For example:

The medical profession seems to have no place for its mistakes. . . . And if the medical profession has no room for doctors' mistakes, neither does society.

David Hilfiker¹

2.22 Heading Levels

- Headings 1,2,3 and 4 – unjustified style:
 - Number and headings should be bold; dividing line should be roman.
 - Heading 1: ALL CAPS.
 - Headings 2, 3, 4 and 5: Sentence case except proper nouns.
 - Section numbers are not applicable for Headings 4 and 5.
- Article types such as editorials and book reviews do not need to have introductions.

Heading 1	Numbered with Arabic numbers, in all caps, and bolded.	1 INTRODUCTION
Heading 2	Numbered, in sentence case (except for proper nouns and acronyms), and bolded.	2.1 Computed tomography (CT)
Heading 3	Numbered, in sentence case (except for proper nouns and acronyms), free-standing, and bolded.	2.1.1 Radiographic evaluation
Heading 4	Unnumbered, in sentence case (except for proper nouns and acronyms), free-standing	<i>Acceptance set</i>
Heading 5	Unnumbered, in sentence case, italics with a full stop, and running into the text.	<i>Properties.</i> There is considerable variability in phenotype in patients with missense mutations

Items to Avoid in Headings

- Using a single abbreviation as a heading.
- Expanding abbreviations for the first time in a heading.
- Citing figures or tables in headings.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 26.

2.23 Lists (Numbered, Bulleted, Run-in)

- All types of lists are allowed.
- Line space above and below a list is used.

For example:

Numbered List	Bulleted List
1. Text.	• Text.
2. Text.	• Text.
3. Text.	• Text.

- For a run-in list, use semicolons to separate 3 or more elements that have internal commas.

For example:

We tested three groups: (a) low scorers, who scored fewer than 20 points; (b) moderate scorers, who scored 20 to 50 points; and (c) high scorers, who scored more than 50 points.

2.24 Equations

- The equation number should be set flush right in parentheses.
- Equation numbers should appear in sequence.
- Symbols representing variables and scalars should be italicized (eg, $a + b = c$).
- Arrays and vectors should be in boldface (eg, **a, b, c, d**).
- Boldface uppercase letters are to be used to refer to matrices. As in, **A, B, C, D**, etc.
- Differential “d” is set in italic type.
- The symbol for exponential is “e”
- Greek symbols as variables should be set italics.
- Punctuation after a set-off equation is helpful and often clarifies the meaning. Display equations are often preceded by punctuation.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 908.
- Equation citation,

For example:

- Equation 1 shows...
- Equations 2 and 3 suggest...
- As shown in Equations 5 and 6 (not eq or Eq.)

2.25 Extracts

- Extracts are indented on both sides.
- The copyeditor is not responsible for this indentation.

For example:

For now, back in the operating room:

The surgical oncologist, familiar with RPS, confidently replied to the medical student, “Yes, it is a big tumor, now let’s decide what is best for this patient as we get it out. . .!”

2.26 Enunciations (Math Statements)

- Should be set as AMS style, regardless of referencing or copyediting style for the journal.
- Should be indented on both sides.

Enunciation	Title	Number (If any)	Text
Theorem (and Assertion, Axiom, etc.)	Roman, bold	Roman, bold	<i>Italics</i>
Proof	<i>Italics</i>	Roman	Roman
Definition (and Assumption, Example, etc.)	Roman, bold	Roman, bold	Roman
Remark (and Answer, Case, Claim, etc.)	<i>Italics</i>	Roman	Roman

Further elaboration and examples can be found on pages 31-35 of the AMS Style Guide.

2.27 Endnotes

- Only a few journals use endnotes.
- Endnote numbers should be set as superscript letters (^{a,b,c}).
- The heading “ENDNOTES” should be set in all caps.
- In the text, endnote letters should be set as superscripts after the punctuation.

For example:

ENDNOTES

^a More specifically, by neoliberal subjectivity, we mean the ongoing process of becoming a “responsible” and “self-help” economic actor who shoulders the blame for his socioeconomic position (Pine 2008:12–17); it is the unfinished acquisition of a rationality that “makes sense” of the inequalities that take shape in everyday practice, but without challenging such inequalities. Central to this neoliberal worldview is an emphasis on the 318 Antipode © 2014 The Author. Antipode © 2014 Antipode Foundation Ltd. behavior of the atomized individual, as opposed to the role of national or local community or circumstance, as the determinant of socio-economic destiny.

2.28 References

2.28.1 Reference Citations in Text

- Follow the numbered AMA reference style.
- Superscript reference numbers are placed after periods and commas and before colons and semicolons.
- Reference numbers should be in sequence.
- Use a hyphen to join the first and last numbers of a closed series.
- Use commas without spaces to separate other parts of a multiple citation.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 43.

2.28.2 Reference List

- The DOI format should be changed to the URL format.
- For more information, refer to *AMA Manual of Style*, 10th edition from pp 48-78.

Journal article with 1-6 authors	Hu P, Reuben DB. Effects of managed care on the length of time that elderly patients spend with physicians during ambulatory visits. <i>Med Care</i> . 2002;40(7):606-613.
Journal article with more than 6 authors	Geller AC, Venna S, Prout M, et al. Should the skin cancer examination be taught in medical school? <i>Arch Dermatol</i> . 2002;138(9):1201-1203.
Electronic journal article	Gage BF, Fihn SD, White RH. Management and dosing of warfarin therapy. <i>Am J Med</i> . 2000;109(6):481-488. https://doi:10.1016/S0002-9343(00)00545-3 .
Journal article published online ahead of print	Chau NG, Haddad RI. Antiangiogenic agents in head and neck squamous cell carcinoma: tired of going solo [published online ahead of print September 20, 2016]. <i>Cancer</i> . https://doi:10.1002/cncr.30352 .
Discontinuous	Altman LK. Medical errors bring calls for change. <i>New York Times</i> . July 18, 1995:C1, C10.

pagination	
Journals without volume numbers	Hastings C. Differences in professional practice model outcomes: the impact practice setting. <i>Crit Care Nurs Q</i> . November 1995;(18):75-86.
Parts of an issue	Newman KM, Johnson CL, Jean-Claude J, Li H, Ramey WG, Tilson MD. Cytokines which activate proteolysis are increased in abdominal aortic aneurysms. <i>Circulation</i> . 1994;90(pt 2):224-227.
Special or theme issue	Marais AD, Firth JC, Batemon M, Jones J, Mountney J, Marten C. Atorvastatin is a powerful and safe agent for lowering plasma cholesterol concentrations in heterozygous familial hypercholesterolaemia [abstract 226]. <i>Atherosclerosis</i> . 1994;109(special issue):316. Winker MA, Flanagan A, eds. Emerging and reemerging global microbial threats. <i>JAMA</i> . 1996;275(theme issue):163-256.
Supplements	Lagios MD. Evaluation of surrogate endpoint biomarkers for ductal carcinoma in situ. <i>J Cell Biochem</i> . 1994;19(suppl):186-188.
Abstract of a complete article taken from another publication	Falco NA, Upton J. Infantile digital fibromas [abstract taken from <i>JAMA</i> . 1996;275:1462b]. <i>J Hand Surg Am</i> . 1995;20:1014-1020.
Journal article with no named author or with a group name	Centers for Disease Control and Prevention (CDC). Licensure of a meningococcal conjugate vaccine (Menveo) and guidance for use—Advisory Committee on Immunization Practices (ACIP), 2010. <i>MMWR Morb Mortal Wkly Rep</i> . 2010;59(9):273.
Discussants	Allo MD. In discussion of: McKindley DS, Fabian TC, Boucher BA, Croce MA, Proctor KG. Antibiotic pharmacokinetics following fluid resuscitation from traumatic shock. <i>Arch Surg</i> . 1995;130:1321-1329.
Correction	Nelson HD, Nevitt MC, Scott JC, Stone KL, Cummings SR; for the Study of Osteoporotic Fractures Research Group. Smoking, alcohol, and neuromuscular and physical function of older women [published correction appears in <i>JAMA</i> . 1996;275:446]. <i>JAMA</i> . 1994;272:1825-1831.
Retractions	Article containing a retraction: Garey CE, Schwarzman AL, Rise ML, Seyfried TN. Notice of retraction of “Ceruloplasmin gene defect associated with epilepsy in EL mice” [retraction of: Garey CE, Schwanman AL, Rise ML, Seyfried TN. In: <i>Nat Genet</i> . 1994;6:426431]. <i>Nat Genet</i> . 1995;11:104. Article retracted: Liou GI, Wang M, Matragoon S. Precocious IRBP gene expression during mouse development [retracted in: <i>Invest Ophthalmol Vis Sci</i> . 1994;35:3127]. <i>Invest Ophthalmol Vis Sci</i> . 1994;35:1083-1088.
Reference to an entire book	Sherlock S, Dooley J. <i>Diseases of the Liver and Biliary System</i> . 9th ed. Oxford, England: Blackwell Scientific Publications; 1993.
Chapter in a book	Nahas GG, Goldfrank LR. Marijuana. In: Goldfrank LR, Flomenbaum NE, Lewin NA, Weisman RS, Howland MA, Hoffman RS, eds. <i>Goldfrank's Toxicologic Emergencies</i> . 5th ed. Norwalk, CT: Appleton & Lange; 1994:889-898.
Editors and translators	Plato. <i>The Laws</i> . Taylor EA, trans-ed. London, England: JM Dent & Sons Ltd; 1934:104-105. [Plato is the author; Taylor is the translator-editor.]
Volume number	Bithell TC. Hereditary coagulation disorders. In: Lee GR, Bithell TC, Foerster J, Athens JW, Lukens JN, eds. <i>Wintrobe's Clinical Hematology</i> . Vol 2. 9th ed. Philadelphia, PA: Lea & Febiger; 1993:1422-1472.
Edition number	Frolich ED. Pathophysiology of systemic arterial hypertension. In: Schlant RC, Alexander KW, eds. <i>Hurst's The Heart: Arteries and Veins</i> . 8th ed. New York, NY: McGraw-Hill Book Co; 1994:1391-1401.
Page numbers or	Litt IE. Special health problems during adolescence. In: Nelson WE, senior ed. Behrman

chapter number	RE, Kliegman RM, Arvim Ahh, eds. <i>Nelson Textbook of Pediatrics</i> . 15th ed. Philadelphia, PA: WB Saunders Co; 1996:541-560.
Newspapers	Gianelli DM. AMA launching ethics institute for research, outreach projects. <i>American Medical News</i> . November 4, 1996;1, 75.
Government bulletins	US Bureau of the Census. <i>Statistical Abstract of the United States: 1993</i> . 113th ed. Washington, DC: US Bureau of the Census; 1993.
Serial publications	Miller JE, Korenman S. <i>Poverty, Nutritional Status, Growth and Cognitive Development of Children in the United States</i> . Princeton, NJ: Princeton University Office of Population Research; 1993. Working Paper 93-5.
Theses and dissertations	Knoll EG. <i>Mental Evolution and the Science of Language: Darwin, Miiller, and Romanes on the Development of the Human Mind</i> [dissertation]. Chicago, IL: Committee on the Conceptual Foundations of Science, University of Chicago; 1987.
Special collections	Hunter J. An account of the dissection of morbid bodies: a monograph or lecture. 1757;No. 32:30-32. Located at: Library of the Royal College of Surgeons, London, England.
Package inserts	Lamasil [package insert]. East Hanover, NJ: Sandoz Pharmaceuticals Corp; 1993.
Patents	Furukawa Y, Kishimoto S, Nishikawa K, inventors; Takeda Chemical Industries Ltd, assignee. Hypotensive imidazole derivatives. US patent 4 340 598. July 20, 1982.
Audiotapes, videotapes	<i>The Right to Die . . . The Choice Is Yours</i> [videotape]. New York, NY: Society for the Right to Die; 1987.
Television or radio broadcast	Lundberg GD. The medical profession in the 1990s [transcript]. American Medical Television. September 15, 1993.
Software	<i>Epi Info</i> [computer program]. Version 6. Atlanta, GA: Centers for Disease Control and Prevention; 1994.
Software manual	Dean AG, Dean JA, Coulombier D, et al. <i>Epi Info, Version 6: A Word-Processing, Database, and Statistics Program for Public Health on IBM-Compatible Microcomputers</i> . Atlanta, GA: Centers for Disease Control and Prevention; 1994.
CD-ROMs	<i>The Oxford English Dictionary</i> [CD-ROM]. 2nd ed. New York, NY: Oxford University Press; 1992.
Databases	CANCERNET-PDQ [database online]. Bethesda, MD: National Cancer Institute; 1996. Updated March 29, 1996.
World wide web	Rosenthal S, Chen R, Hadler S. The safety of acellular pertussis vaccine vs whole-cell pertussis vaccine [abstract]. <i>Arch Pediatr Adolesc Med</i> [serial online]. 1996; 150:457-460. http://www.ama-assn.org/sci-pubs/journals/archive/ajdc/vol150/no-5/abstract/htm . Accessed November 10, 1996.
Unpublished material	Eisenbeg J. Market forces and physician workforce reform: why they may not work. Paper presented at: Annual Meeting of the Association of American Medical Colleges; October 28, 1995; Washington, DC.
In press	Klassen TP, Watters LK, Feldman ME, Sutcliffe T, Rowe PC. The efficacy of nebulized budesonide in dexamethasone-treated outpatients with croup. <i>Pediatrics</i> . In press.

2.29 Figure Placement and Legend

- Figures are placed closer to citation.
- Should be in order of appearance.
- “Figure” should be spelled out.
- The word “**Figure**” should be set in initial caps and bold.
- Figure caption should be set in title case.
- There should be an end period after the number (eg, Figure 1.)
- There should not be an end period at the end of the caption.
- Match the subparts given in the legend with the subparts given in the artwork.

- Match label case on actual figures in legends and text.
- In figures, the three-letter abbreviations for days of the week and months may be used (**For example:** Mon and Jan).
- For more information, refer to *AMA Manual of Style*, 10th edition, p 98.

2.30 Figure Citation in Text

- Spell out in full (even in parentheses) (**Updated 21 June 2017**).
 - Figure 1 shows...
 - As shown in Figure 1...
 - in the illustration (Figure 1).
 - Equation 1 shows...
 - As shown in Equation 1...
 - in the illustration (Equation 1).
- Citations to tables, figures, and equations from other sources should not be capitalized (eg, table 1, figure 3, equation 5).
- *In figure:* UPPERCASE labels enclosed in a small insert box.
- *In caption:* UPPERCASE labels, followed by comma.
 - Example: A, Histological section of... B, Comparison of...
- *In citations:* UPPERCASE labels, close-up with number.
- Example: Figure 1A, Figure 1A-C, Figure 2B and 2D.

For example:

from the major vessels, the large majority of which are leiomyosarcomas (**Figures 1 and 2**). Conversely, large fatty masses secondarily encase or invade major vessels (Figures 3 and 4). In the latter, the tumor grows in front and in back of the vessels and results in horseshoe-

2.31 Table Placement and Legend

- “**Table 1.**” should be in initial caps, bold and there should be an end period after the number.
- Table caption should be set in sentence case.
- There should not be an end period at the end of a table caption.
- Place footnote callouts at the end of the title whenever possible.
- The column head should be in initial caps and bold roman.
- Each entry in the table body should be in sentence case.
- Multiple sentences are not allowed in a table caption.
- Table titles should be brief explanations of the tabular data—query authors on long table titles, esp. when footnote materials are included in table titles (ie, references to significant differences should go in the footnote).

- Table column headings are bottom aligned. The column entries follow left alignment with decimal/operator alignment.
- In tables, the three-letter abbreviations for days of the week and months may be used (***For example:*** Mon and Jan).
- An ellipses may be used to indicate that no data are available for a cell.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 82.

2.32 Table Notes

- Table footnotes are to be indicated with superscript lowercase letters in alphabetical order to ensure “logical order to the entries and a much larger supply of notations (26 characters).” Asterisk used for levels of probability.
- Abbreviations are expanded in alphabetical order.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 90.

For example:

Abbreviation: CI, confidence interval; OR, odd ratio.

^aControls were matched to cases by age, sex, index date, and duration of recorded history in the UK General Practice Research Database before the index date.

2.33 Table Citation in Text

- The table citation should be spelled out at the beginning of the sentence as well as in the middle of the text (even if the citation is given inside parentheses).
- The table should be placed closest to the citation on the top or bottom of the page.
- Use “and” to refer to two tables (Tables 1 and 2).
- For more than two tables, hyphen is used (Tables 1-3).
- Outside the parentheses, it is set to be Tables 1 to 3.

For example:

(nighttime frequency), the mean score was 2.27 ± 0.84 on the OABSS and 1.96 ± 1.00 on the OABSS-BD ($P=0.04$) (Table 2); there was a significant correlation between them ($P < 0.01$, $r=0.68$). The question 2 scores were equal in 26 patients (34.7%), and the difference between them ranged from -2.0 to 2.0 . For question 3 (urinary urgency), the mean score was 2.49 ± 1.83 on the OABSS and 2.70 ± 1.90 on the

2.34 APPENDIX (If Applicable)

- The “APPENDIX” heading should be in all caps.
- The APPENDIX should be placed after how to cite section.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 36.

2.35 Acknowledgments

- The **ACKNOWLEDGMENTS** head should be all caps and bold roman.
- If there is more than one person to thank, the heading should be plural (ACKNOWLEDGMENTS); otherwise the heading should be singular (ACKNOWLEDGMENT).
- The acknowledgments should be in a single paragraph.
- If funding information appears in the acknowledgments, do not remove, even if it means that funding info will appear twice, once in first page and again in acknowledgments.
- For journals using US spellings, it should be ‘Acknowledgment’ or ‘Acknowledgments’.
- For journals using UK spellings, it should be ‘Acknowledgement’ or ‘Acknowledgements’.

For example:

ACKNOWLEDGMENTS

This study was partly supported by grants from NIEHS/NIH (R01ES017328), NCI/NIH (R01CA142649), and the Office of Science (BER), U.S. Department of Energy (DE-FG02-09ER64783). S. Shi was a recipient of the joint student training award sponsored by China Scholarship Council.

2.36 Supporting Information

- Caption not required as general style, instead insert this standard text:

Additional supporting information may be found online in the Supporting Information section at the end of the article.

Note: Caption for supporting information is displayed based on journal requirement.

2.37 Quotation Marks

- Use double quotes; use single quotation marks for quotations within quotations.

2.38 Punctuation Within Quotation Marks

- Place the period, question mark, comma, and exclamation point inside the quotation marks.
- Place colon and semicolon outside the quotation marks.
- Place question marks, dashes, and exclamation points inside quotation marks only when they are part of the quoted material. If they apply to the whole statement, place them outside the quotation marks.

For example:

- Why bother to perform autopsies at all if the main finding is invariably “edema and congestion of the viscera”?
- The clinician continues to ask, “Why did he die?”
- Do not use quotation marks with yes or no.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 359.

2.39 Parentheses and Brackets

- In mathematical expressions, parentheses are placed inside brackets except in cases in which the formula is within parentheses, in which case the inner parentheses are changed to brackets.
- Punctuation within parentheses: The period, the question mark, and the exclamation point are inside the parentheses.
- Parentheses in text: ([]): US style

2.40 Units of Measure

2.40.1 SI Derived Units

Quantity	Name	SI Symbol	Derivation From SI Base Unit
Derived units			
Area	square meter	m ²	m ²
Volume	cubic meter	m ³	m ³
Velocity, speed	meter per second	m/s	m/s
Acceleration	meter per second squared	m/s ²	m/s ²
Density, mass density	kilogram per cubic meter	kg/m ³	kg/m ³
Specific volume	cubic meter per kilogram	m ³ /kg	m ³ /kg
Concentration	mole per cubic meter	mol/m ³	mol/m ³
Luminance *	candela per square meter	cd/m ²	cd/m ²
Derived units with special names			
Frequency	hertz	Hz	s ⁻¹
Force	newton	N	m·kg·s ⁻²
Pressure, stress	pascal	Pa	kg·m ⁻¹ ·s ⁻² (N/m ²)
Work, energy, quantity of heat	joule	J	kg·m ² ·s ⁻² (N·m)
Power, radiant flux	watt	W	m ² ·kg·s ⁻³ (J/s)
Electric potential	volt	V	m ² ·kg·s ⁻³ ·A ⁻¹ (W/A)
Electric charge	coulomb	C	A·s
Electric resistance	ohm	Ω	m ² ·kg·s ⁻³ ·A ⁻² (V/A)
Capacitance	farad	F	m ⁻² ·kg ⁻¹ ·s ⁴ ·A ² (C/V)
Magnetic flux	weber	Wb	m ² ·kg·s ⁻² ·A ⁻¹ (V·s)
Magnetic flux density	tesla	T	kg·s ⁻² ·A ⁻¹ (Wb/m ²)
Inductance	henry	H	m ² ·kg·s ⁻² ·A ⁻² (Wb/A, V·A ⁻¹ ·s ⁻¹)

*Data from The International System of Units (SI).³

For more information, refer to *AMA Manual of Style*, 10th edition, p 519.

2.40.2 SI Prefixes

Factor	Prefix	Symbol
10^{24}	yotta	Y
10^{21}	zetta	Z
10^{18}	exa	E
10^{15}	peta	P
10^{12}	tera	T
10^9	giga	G
10^6	mega	M
10^3	kilo	k
10^2	hecto	h†
10^1	deka (deca)	da†
10^{-1}	deci	d†
10^{-2}	centi	c†
10^{-3}	milli	m
10^{-6}	micro	μ
10^{-9}	nano	n
10^{-12}	pico	p
10^{-15}	femto	f
10^{-18}	atto	a
10^{-21}	zepto	z
10^{-24}	yocto	y

*Data from The International System of Units (SI).³

† Does not follow the preferred incremental intervals of 10^3 and 10^{-3} , but may be used with SI units.

- 10 mL/L; 5°C; 45° angle.
- The SI unit names are written lowercase (eg, kg).
- Abbreviations or symbols for SI units also are written lowercase, with the following exceptions:
 - Abbreviations derived from a proper name should be capitalized (eg, N for newton, K for kelvin, A for ampere), although the non-abbreviated SI unit names are not capitalized (eg, newton, ampere).
 - An uppercase letter L is used as the abbreviation for liter to avoid confusion with the lowercase letter l and the number 1.
 - Two SI prefixes, M and P, are capitalized to distinguish them from similar lowercase abbreviations. The letter M denotes the prefix mega (10^6), whereas m signifies milli (10^{-3}). Accordingly, the abbreviation mg denotes milligram (10^{-3} g), whereas MHz denotes megahertz (10^6 Hz). The letter P denotes the prefix *peta* (10^{15}), whereas p signifies *pico* (10^{-12}).
- $\mu\text{g/L}$ or $\mu\text{g L}^{-1}$ NOT $\mu\text{g per L}$.
- Fractions should not be used with SI units. **For example:** 2.5 kg.
- The abbreviations for second, minute, hour, and day are s, min, h, and d, respectively and the abbreviations for week, month, and year are wk, mo, and y. These abbreviations should be used only in tables, line art, and virgule constructions.
- Molarity and Normality closed up to numeral.

2.41 Numbers and Percentages

- Date and time: 11:30 PM on 25 February 1961
- AM and PM should be set as small caps.
- Separate digits with a space, not a comma, to indicate place values beyond thousands

For example: 5034 12 345 615 478 9 473 209

- However, there are exceptions for certain types of numerals that have more than 4 digits. For instance, spacing is not used for street addresses, postal codes (eg, 5-digit postal codes), patent numbers, page numbers, or numerals combined with letters (eg, grant numbers).
- n, indicating sample number, should be roman.
- **Spelling out numbers**
 - Spell out zero to nine. Here Wiley style deviates from AMA style.
 - Use words to express numbers that occur at the beginning of a sentence, title, subtitle, or heading; for common fractions; for accepted usage and numbers used as pronouns; for ordinals *first* through *ninth*; and when part of a published quotation or title in which the number is spelled out.
- **Percentages**
 - Use Arabic numerals and the symbol % for specific percentages.
 - The symbol is set close to the numeral and is repeated with each number in a series or range of percentages. Include the symbol % with a percentage of zero. **For example:** 5% to 20%
- For more information, refer to *AMA Manual of Style*, 10th edition, p 794.

2.42 Small Caps

- AM and PM in time.
- BC, BCE, CE, and AD.
- Some prefixes in chemical formulas (L for levo-, D for dextro-).

2.43 Frequently Asked Questions (FAQs)

1. Should references cited in the body be moved to the caption?
Wiley: References do not necessarily have to be moved to the caption; sometimes it is more logical to leave them in table text or footnotes.
2. We usually do not edit the article title or subtitle for drug names. Can you please provide the list of approved generic or nonproprietary names, if available? Alternatively, please suggest the URL or web link where such details are available.
Wiley: Raise an author query to conform the drug names if found in title/subtitle.
3. What do vendors need to do if reference citations are given in the abstract section?
Wiley: In *AMA 10th*, 2.5.3. General Guidelines (p 24), it clearly states “Do not cite references.” Delete them; we suggest changing it to “a previous study” (eg, change Smith et al²⁴ to “a previous study”).

2.44 Exceptions/Deviations from AMA style

1. Follow journal style sheet for abstract having “Contact Points.”
2. Follow journal style sheet for citing tables, figures, and equations from other sources.
3. Follow journal style sheet for superscript symbols in text footnotes.
4. Follow AMS style for Enunciations (Math statements).
5. Numbers from 0-9 spelled out.

6. Asterisks be used to represent table footnotes.
7. European convention is followed to set received and accepted dates.

Part III: Copyediting Level 1

Copyediting Level 1 (CE1) includes both mechanical editing and copyediting according to the following points, along with structuring and XML tagging. The following points are considered to constitute the base level of language editing and should be followed for all Wiley AMA journals.

3.1 Mechanical Editing

Refer to Part II.

3.2 Copyediting

3.2.1 Nouns

- As modifiers (noun strings)—Although in English, nouns are used as modifiers, overuse can lead to a lack of clarity.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 316.

<i>Avoid</i>	<i>Preferred</i>
diabetes patient	patient with diabetes; diabetic patient
depression episode	depressive episode; episode of depression
elderly over-the-counter drug users	elderly users of over-the-counter drugs

3.2.2 Pronouns

Avoid: The American Medical Association is having **their** annual meeting in June in Chicago, Ill.

Better: The American Medical Association is having **its** annual meeting in June in Chicago, Ill.

- For more information, refer to *AMA Manual of Style*, 10th edition, p 317.

3.2.2.1 Personal Pronouns

Wrong: George, Patricia, and **myself** attended the lecture.

Correct: George, Patricia, and I attended the lecture.

3.2.2.2 Relative Pronouns

Avoid: This morning he revealed evidence that calls the breast cancer study's integrity into question has been verified.

Better: This morning he revealed that evidence has been verified that calls the breast cancer study's integrity into question.

3.2.3 Verbs

3.2.3.1 Voice

Avoid: Data were collected from 5000 patients by physicians.

Better: Physicians collected data from 5000 patients.

3.2.3.2 Mood

Past form: If we **were** to begin treatment immediately, the patient's prognosis would be excellent.

Present form: The patient insisted that she **be** treated immediately **so** that her prognosis would be excellent.

3.2.4 Tense

Incorrect: I found it difficult to accept Dr Smith's contention in chapter 3 that the new agonist **has** superior pharmacokinetics and **was** therefore more widely used.

Correct: I found it difficult to accept Dr Smith's contention in chapter 3 that the new agonist **has** superior pharmacokinetics and **is** therefore more widely used.

- **Double Negatives:** Two negatives used together constitute a double negative.
 - **Incorrect:** I **can't** **hardly** keep penicillin in stock.
- **Split Infinitives**
 - **Ambiguous:** Don vowed **to promote** exercising vigorously. [Is it the exercising or the promotion of exercising that is vigorous?]
 - **Clearer:** Don vowed to vigorously **promote** exercising.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 320.

3.2.5 Subject-Verb Agreement

The subject and verb must agree; use a singular subject with a singular verb and a plural subject with a plural verb.

3.2.5.1 Intervening Phrase

- Plural nouns take plural verbs and singular nouns take singular verbs, even if a plural phrase follows the subject.

For example: A review of all patients with grade 3 tumors was undertaken in the university hospital. [Remember, the subject in this sentence is *review*. Ignore all modifying prepositional phrases that follow a noun when determining verb agreement.]

- Units of measure are treated as collective singular (not plural) nouns and require a singular verb.

3.2.5.2 False Singulars

Singular: Each news **medium shapes** journalism to its own constraints.

Plural: The **media give** great attention to the managed care debate. [Here *media* refers to television and newspaper coverage.]

3.2.5.3 False Plurals

Some nouns, by virtue of ending in a "plural" **-s** form, are mistakenly taken to be plurals even though they should be treated as singular and take a singular verb (eg, *measles, mumps, mathematics, genetics*).

3.2.5.4 Collective Nouns

- The **couple has** a practice in rural Montana. [*Couple* is considered a unit here and so takes the singular verb.]
- **Twenty percent** of her time **is** spent on administration. [*Twenty percent* is thought of as a unit, not as 20 individual units, and so takes the singular verb.]
- The paramedic **crew responds** to these emergency calls. [*Crew* is thought of as a unit here and so takes the singular verb.]

3.2.5.5 Compound Subject

Both plural: Neither staphylococci nor streptococci **were** responsible for the infection.

Both singular: Neither a false-positive test nor a false-negative test **is** a definitive result.

Mixed: Neither the hospital nor the physicians **were** responsible for the loss.

3.2.5.6 Shift in Number of Subject and Resultant Subject-Verb Disagreement

Incorrect: Her tests **were** run and her chart updated.

Correct: Her tests **were** run and her chart **was** updated.

Incorrect: The diagnosis **was** made and physical therapy sessions begun.

Correct: The diagnosis **was** made and physical therapy sessions **were** begun.

3.2.5.7 Subject and Predicate Nominative Differ in Number

Incorrect: The most significant factor that affected the study results **were** interhospital variations in severity of illness.

Correct: The most significant **factor** that affected the study results **was** interhospital variations in severity of illness.

3.2.5.8 Indefinite Pronouns

Singular referent: **Some of** my time is spent wisely.

Plural referent: **Some of** his calculations **are** difficult to follow.

3.2.6 Comma

3.2.6.1 Use a Comma

Description	Example
After opening dependent clauses (whether restrictive or not) or long opening adverbial phrases	If the infection recurs within two weeks, an additional course of antibiotics should be given.
To set off nonrestrictive subordinate clauses	The delegates, attaining consensus, passed the resolution.
To avoid an ambiguous or awkward juxtaposition of words	Outside, the ambulance siren shrieked.
To set off appositives	Two colleagues, John Smith and Perry White, worked with me on this study.
To set off <i>ie, eg, viz,</i> and the expanded equivalents (<i>that is, for example, namely</i>)	The use of standardized scores, eg, z scores, has no effect on statistical comparisons
To separate main clauses joined by coordinating	Plasma lipid and lipoprotein concentrations were

conjunctions (<i>and, but, or, nor, for, so, yet</i>)	unchanged after low-intensity training, but high-intensity training resulted in a reduction in triglyceride levels.
Clauses introduced by <i>yet</i> and <i>so</i> and subordinating conjunctions (eg, <i>while, where, since, after, whereas</i>) are preceded by a comma	The samples were stored at -70°C, after the proteins had denatured
To set off parenthetical words, phrases, questions, and other expressions that interrupt the continuity of a sentence (eg, <i>therefore, moreover, on the other hand, of course, nevertheless, after all, consequently</i>)	We should take care not to make the intellect our god; it has, of course, powerful muscles, but no personality.

3.2.6.2 Do Not Use a Comma

Description	Example
Commas are not used when the month and year are given without the day	The events of December 1941 have received intense historical scrutiny.
In accordance with SI convention, separate digits with a space, not a comma, to indicate place values beyond thousands	12 345
Do not use a comma between two units of the same dimension	3 years 4 months old

For more information, refer to *AMA Manual of Style*, 10th edition, p 336.

3.2.7 Semicolon

Use semicolon:

To separate independent clauses in a compound sentence when no connective word is used	The conditions of 52% of the patients improved greatly; 4% of the patients withdrew from the study.
Between main clauses joined by a conjunctive adverb (eg, <i>also, besides, furthermore, then, however, thus, hence, indeed, yet</i>) or a coordinating conjunction (<i>and, but, or, nor, for, so, yet</i>)	The word <i>normal</i> is often used loosely; indeed, it is not easily defined.

For more information, refer to *AMA Manual of Style*, 10th edition, p 341.

3.2.8 Colon

3.2.8.1 Use a Colon

- To introduce a formal or extended quotation.
- To introduce an enumeration, especially after anticipatory phrasing such as *thus* and *as follows*.

3.2.8.2 Do Not Use a Colon

- If the sentence is continuous without it.
- To separate a preposition from its object or a verb.

For more information, refer to *AMA Manual of Style*, 10th edition, p 342.

3.2.9 Hyphenation

Description	Example
Hyphenate a compound that contains a noun or an adverb and a participle that together serve as an adjective if they precede the noun but not if they	decision-making methods (<i>But: methods of decision making</i>)

follow the noun	
Hyphenate a compound adjectival phrase when it precedes the noun it modifies but not when it follows the noun	end-to-end anastomosis (<i>But</i> : The anastomosis was end to end.)
Hyphenate an adjective-noun compound when it precedes and modifies another noun but not when it follows the noun	upper-class values (<i>But</i> : Values were upper class.)
In most instances, <i>middle-</i> , <i>high-</i> , and <i>low-</i> adjectival compounds are hyphenated	36-year-old baseball player
For compound adjectival phrases, adverb-participle compounds, and adjective-noun compounds that have become commonplace and familiar in everyday usage	long-term therapy; the commitment was long-term
Hyphenate a combination of two nouns used coordinately as a unit modifier when preceding the noun but not when following	albumin-globulin ratio (<i>But</i> : ratio of albumin to globulin)
Hyphenate a combination of two nouns of equal participation used as a single noun	player-manager; soldier-statesman; actor-director; author-critic physician-poet
Hyphenate most compound nouns that contain a preposition	tie-in; tie-up; go-between; hand-me-down; looker-on
Hyphenate a compound in which a number is the first element and the compound precedes the noun it modifies	18-factor blood chemistry analysis; 2-way street; ninth-grade reading level
Hyphenate two or more adjectives used coordinately or as conflicting terms whether they precede the noun or follow as a predicate adjective	We performed a double-blind study. The test we used was double-blind.
Hyphenate color terms in which the two elements are of equal weight	blue-gray eyes; blue-black lesions NOT bluish gray lesions
Hyphenate compounds formed with the prefixes <i>all</i> , <i>self</i> , and <i>ex</i> - whether they precede or follow the noun	self-assured salesperson; all-powerful ruler
Hyphenate compounds made up of the suffixes <i>-type</i> , <i>-elect</i> , and <i>-designate</i>	Hodgkin-type lymphoma; chair-elect; secretary-designate
Hyphenate contemporary adjectival <i>cross</i> -compounds	cross-country race; cross-city competition
Hyphenate <i>adjectival</i> compounds with <i>quasi</i>	quasi-legislative group; quasi-diplomatic efforts
Hyphenate all prefixes that precede a proper noun, a capitalized word, a number, or an abbreviation	anti-American demonstration; pro-Israeli forces; pre-AIDS era; pseudo-Christian; post-1945 clothing
Hyphenate compound numbers from 21 to 99 and compound cardinal and ordinal numbers when written out	Thirty-six patients were examined.
Hyphenate fractions used as adjectives	A two-thirds majority was needed.
When expressing dimensions, use hyphens and spacing	in a 10- to 14-day period
A hyphen may be used to join two spelled-out units of measure.	pascal-second
A hyphen is used to join a unit of measure and the number associated with it when the combination is used as an adjective	an 8-L container
Retain the hyphen when the term after the prefixes <i>anti-</i> , <i>neo-</i> , <i>pre-</i> , <i>post-</i> , and <i>mid-</i> is a proper noun or a number	mid-1900s, mid-Atlantic crossing
Hyphenate spelled-out common fractions used as	Three-fourths of the questionnaires were returned.

nouns.	
--------	--

3.2.9.1 When Not to Use Hyphens

Description	Example
The following common prefixes are not joined by hyphens except when they precede a proper noun, a capitalized word, or an abbreviation: <i>anti-</i> , <i>re-</i> , <i>over-</i> , <i>co-</i> , <i>trans-</i> , <i>mid-</i> , <i>non-</i> , and <i>post-</i>	antimicrobial; repossess; overproduction; coworker; transsacral; midaxillary; nonresident; coidentity; postoperative; nonnegotiable; posttraumatic; coauthor; coexistence; ultramicrotome; underrepresented
Suffixes without a hyphen: <i>-hood</i> , <i>-like</i> , <i>-less</i> , and <i>-wise</i>	womanhood; manhood; catatoniclike; shoeless; barklike; clockwise
Do not hyphenate names of disease entities used as modifiers	grand mal seizures; hyaline membrane disease; basal cell carcinoma; sickle cell trait
Do not use a hyphen after an adverb that ends in <i>-ly</i> even when used in a compound modifier preceding the word modified	the clearly stated purpose a highly developed species
Do not hyphenate names of chemical compounds used as adjectives	sodium chloride solution tannic acid test
Most combinations of proper adjectives derived from geographic entities are not hyphenated	Central Americans; African American; Pacific Rim countries; Far Eastern customs; Southeast Asia; Mexican American; Central American customs; Latin Americans
Do not hyphenate Latin expressions or non-English-language phrases used in an adjectival sense.	an a priori argument prima facie evidence an ex officio member in vivo specimens
Do not hyphenate modifiers in which a letter or number is the second element	grade A eggs study 1 protocol type 1 diabetes
Noun compounds formed with <i>quasi</i> are not hyphenated.	quasi diplomat
Note: With the prefix <i>vice</i> , follow latest edition of <i>Stedman's</i> or <i>Dorland's</i> medical dictionary or <i>Merriam-Webster's Collegiate Dictionary</i> .	

For more information, refer to *AMA Manual of Style*, 10th edition, p 344.

3.2.10 Dashes

3.2.10.1 Em Dash

An em dash may be used to separate a referent from a pronoun that is the subject of an ending clause.

For example: All of these factors—age, severity of symptoms, psychic preparation, and choice of anesthetic agent—determine the patient's reaction.

3.2.10.2 En Dash

The en dash shows relational distinction in a hyphenated or compound modifier, one element of which consists of two words or a hyphenated word, or when the word being modified is a compound.

- **For example:**
 - Winston-Salem-oriented group

- physician-lawyer-directed section
- anti-basement membrane glomerulonephritis
- phosphotungstic acid-hematoxylin stain

For more information, refer to *AMA Manual of Style*, 10th edition, p 352.

3.2.11 Virgule (Solidus)

Use	Not to Use
<p>In the “per” construction, use a virgule only when (1) the construction involves units of measure (including time) and (2) at least one element includes a specific numerical quantity and (3) the element immediately adjacent on each side is either a specific numerical quantity or a unit of measure.</p> <p>For example: The hemoglobin level was 140 g/L. The CD4⁺ cell count was 0.20 × 10⁹/L (200/μL). Blood volume was 80 mL/kg of body weight.</p>	<p>Do not use the virgule in a “per” construction (1) when a prepositional phrase intervenes between the two elements, (2) when neither element contains a specific numerical quantity, or (3) in nontechnical expressions.</p> <p>For example: 4.5 mmol of potassium per liter (Avoid: 4.5 mmol/L of potassium; instead reword: a potassium concentration of 4.5 mmol/L)</p>
<p>For more information, refer to <i>AMA Manual of Style</i>, 10th edition, p 353.</p>	

3.2.12 Apostrophe

- Use the apostrophe to show the possessive case of nouns and indefinite pronouns. **For example:** Jones’ bones
- Do not use -’s with possessive pronouns: his, hers, ours, its, yours, theirs, whose. **For example:** The car is hers.
- Use -’s after only the last word of a compound term. **For example:** father-in-law’s tie
- Do not use an apostrophe to form the plural of an all-capital abbreviation or of numerals. **For example:** ECGs, EEGs, IQs, WBCs, RBCs

For more information, refer to *AMA Manual of Style*, 10th edition, p 362.

3.2.13 Ellipses

- Ellipses are three spaced dots (...) generally used to indicate the omission of one or more words, lines, paragraphs, or data from quoted material.

For more information, refer to *AMA Manual of Style*, 10th edition, p 364.

3.2.14 Latin and Greek Versus English

- Follow the latest edition of *Merriam-Webster’s Collegiate Dictionary* or *Stedman’s* or *Dorland’s* medical dictionary.

3.2.15 Capitalization

- Capitalize proper nouns and words derived from proper nouns.
- Capitalize geographic names for cities, townships, counties, states, countries, continents, islands, peninsulas, straits, bodies of water, mountain chains, streets, parks, forests, canyons, dams, specific locations, accepted designations for regions, and political divisions.
- When a common noun is capitalized in the singular as part of a proper name or in a title, it is generally not capitalized in the plural.

For example: Mississippi and Missouri rivers; Atlantic and Pacific oceans.

- Expanded compass directions are not capitalized. **For example:** southern France, northern Illinois
- Nouns and adjectives derived from compass directions should not be capitalized. **For example:** midwesterner; southern-style cooking
- Capitalize proper names of languages, peoples, races, political parties, religions, and religious denominations and sects.
- Capitalize the names of historical events and periods, special events, awards, treaties, and official names and specific parts of adopted laws and bills.
- When an eponym is included in the name of a disease, syndrome, sign, position, or similar designation, capitalize the eponym but not the common noun. **For example:** Raynaud disease, Babinski sign, Marfan syndrome.
- Capitalize trademarks and proprietary names of drugs and brand names of manufactured products and equipment.
- Do not capitalize phylum, class, order, family, and tribe.
- Capitalize the formal name of a genus when it is used in the singular, with or without a species name.
- Capitalize the designations of specific deities and personifications.
- Capitalize recognized holiday and calendar events.
- The exact and complete titles of tests and subscales of tests should be capitalized. The word *test* is not usually capitalized except when it is part of the official name of the test. Always verify exact names of any tests with the author or with reference sources. **For example:** Goodenough-Harris Drawing Test (see *AMA Manual of Style*, 10th edition, p. 377).
- Capitalize the title of a person when it precedes the person's name but not when it follows the name. **For example:** Chair John W. Smith; John W. Smith was named chair.
- Capitalize academic degrees when they are abbreviated.
- Capitalize the official titles of conferences, congresses, postgraduate courses, organizations, institutions, business firms, and governmental agencies, as well as their departments and other divisions.
- In titles and headings, capitalize two-letter verbs. **For example:** Go, Do, Am, Is, Be.

- With dual verbs, such as *follow up*, capitalize both parts in a title. **For example:** Following Up the Diabetic Patient.
- Capitalize the first letter of the word that follows a lowercase Greek letter (but not a capital one), a symbol, italicized organic chemistry prefixes *trans-* and *cis-*, or a small capital letter in titles, subtitles, table heads, center heads, side heads, and line art. **For example:** trans-Fatty Acid Content of Common Foods; 1,25-Dihydroxycholecalciferol.
- Non-English words should be capitalized.
- In titles, subtitles (except in references), centered heads, side heads, table column heads, and line art and at the beginning of sentences, the first non-Greek letter after a lowercase Greek letter should be capitalized. **For example:** Liver Disease in α_1 -Antitrypsin Deficiency

3.2.15.1 Do Not Capitalize

- Do not capitalize the common nouns that follow designations.
- Do not capitalize political doctrines.
- Do not capitalize white or black as a designation of race.
- Do not capitalize generic names or descriptive terms.
- Do not capitalize the name of a species, variety, or subspecies.
- Do not capitalize the names of the seasons.
- In institution names, do not capitalize *the* unless it is part of the official title.
- In title, do not capitalize a coordinating conjunction, article, or preposition of three letters or fewer.
- Do not capitalize the second part of a hyphenated compound.
- Do not capitalize the words from which an acronym or initialism is derived. **For example:** prostate-specific antigen (PSA).

For more examples, please see *AMA Manual of Style*, 10th edition, Chapter 10.

3.2.16 Italics

- Non-English words and phrases: Words that do not appear in the most recent edition of *Merriam-Webster's Collegiate Dictionary* or in standard medical dictionaries should be italicized.
- Non-English names of streets (addresses), buildings, organizations, or government institutions should not be italicized or abbreviated.

3.2.17 Abbreviations

- Academic degrees and honors: Academic degrees are abbreviated in bylines and in the text. These abbreviations are used only with the full name of a person. **For example:** ART (accredited record technician); DMSc (doctor of medical science).
- Military services and titles: Military titles and abbreviations should be verified with the author. **For example:** MC, USA (Medical Corps, US Army); USAF, MC (Medical Corps, US Air Force); GEN (General); LTG (Lieutenant General).

- Abbreviations for eras are set in small capitals with no punctuation.
- Use the following abbreviations when complete local addresses are given.

Air Force Base	AFB	Place	Pl
Army Post Office	APO	Post Office	PO
Avenue	Ave	Road	Rd
Boulevard	Blvd	Route	Rte
Building	Bldg	Rural Free Delivery	RFD
Circle	Cir	Rural Route	RR
court	Ct	Saint	St or Ste
Drive	Dr	South	S
East	E	Southeast	SE
Fleet Post Office	FPO	Southwest	SW
Fort	Ft	Square	Sq
Highway	Hwy	Street	St
Lane	Ln	Terrace	Terr
Mount	Mt	West	W
North	N	Northwest	NW
Northeast	NE	Parkway	Pkwy

- Do not abbreviate the non-English counterparts of the aforementioned designators (eg, boulevard, rue, Strasse, Platz).
- When the plural form is used, do not abbreviate it (eg, Broad and Vine streets).
- When a street number is not given, do not abbreviate (eg, National Hospital for Neurology and Neurosurgery, Queen Square, London WC1N 3BG, England).
- Do not abbreviate *room*, *suite*, *department*, or *division*.
- Do not use periods or commas with N, S, E, W, or their combinations
- US states, territories, and possessions; provinces; and countries:
 - Names of US states, territories, and possessions should be spelled out in full when they stand alone.
 - Use postal codes in reference citations and lists.
 - Do not abbreviate a state name after a county name.

For example: Chicago, Ill.

Chicago, IL 60610

Cook County, Illinois

- The abbreviation “US” may be used as a modifier (ie, only when it directly precedes the word it modifies) but should be expanded to “United States” in all other contexts.
- Canadian city names should be followed by the province name (eg, London, Ontario, not London, Canada). Province names are not abbreviated.
- *Senior* and *Junior* are abbreviated when they are part of a name, with no commas.

- *President* is not abbreviated. It is capitalized when it precedes a name and set lowercase when following a name.
- The following social titles are always abbreviated when preceding a surname, with or without the first name or initials: *Dr, Mr, Messrs, Mrs, Mmes, Ms, and Mss*.
- In the text, do not abbreviate a business term if the company spells it out (eg, Sandoz Pharmaceuticals Corporation).
- The following abbreviations do not need to be defined; follow the author.

Abbreviation	Expanded form	Abbreviation	Expanded form
CD	clusters of differentiation (use with a number, eg, CD4 cell)	DOS	disk operating system
CD	compact disc	EDTA	ethylenediaminetetraacetic acid
CD-ROM	compact disc read-only memory	F	French (add <i>catheter</i> ; use only with a number, eg, 12F catheter)
DDT	dichlorodiphenyltrichloroethane (chlorophenothane)	HLA	human leukocyte antigen (say "HLA antigen")
DNA	deoxyribonucleic acid	ISBN	International Standard Book Number
ISSN	International Standard Serial Number	<i>m-</i>	<i>meta-</i> (use only in chemical formulas or names)
Nd:YAG	neodymium:yttrium-aluminum-garnet	<i>o-</i>	<i>ortho-</i> (use only in chemical formulas)
OD	oculus dexter (right eye) (use only with a number)	os	oculus sinister (left eye) (use only with a number)
OU	oculus unit as (both eyes) or oculus uterque (each eye) (use only with a number)	<i>p-</i>	<i>para-</i> (use only in chemical formulas or names)
PaCO ₂	partial pressure of carbon dioxide, arterial	PaO ₂	partial pressure of oxygen, arterial
PCO ₂	partial pressure of carbon dioxide	pH	hydrogen ion concentration; negative logarithm of hydrogen ion activity
PO ₂	partial pressure of oxygen	RAM	random access memory
RNA	ribonucleic acid	ROM	read-only memory
SD	standard deviation	SE	standard error
SEM	standard error of the mean	ssc	standard saline citrate
SSPE	sodium chloride, sodium phosphate, EDTA [buffer]	TNM	tumor, node, metastasis
ul	uniformly labeled	UV	ultraviolet
UV-A/B/C	Ultraviolet A/B/C	VDRL	Venereal Disease Research Laboratory (add <i>test</i>)

3.2.18 Nomenclature

- Abbreviations for types of multiple endocrine neoplasia (MEN) feature Arabic numerals and a space.
For example: MEN 2A

3.2.18.1 Cardiology

- The main deflections of the ECG are named in an alphabetical sequence (P, Q, R, S, T, U); other deflections use initial letters of the entity being described.
- Capital letters are used to describe ECG deflections in general. **For example:** Improper paper speed will spuriously alter the QRS configuration [not qrs configuration].
- The jugular venous pulse contours are expressed with italic single letters and roman words. **For example:** *a* wave (atrial).
- An ejection fraction is expressed as a number, not as a percentage. **For example:** 0.60, not 60%.

3.2.18.2 Drugs

- AMA publications do not use the trademark symbol (TM) because capitalization indicates the proprietary nature of the name.

3.2.18.3 Radioactive Isotopes

- The expanded terms for radioactive isotopes are used in AMA journals.
- The abbreviation “ul” (for “uniformly labeled”) may be used without expansion in parentheses. **For example:** [¹⁴C]glucose (ul)

3.2.18.4 Equipment, Devices, and Reagents

- Information regarding the manufacturer or supplier and its location is important, and authors should include this information in parentheses after the nonproprietary name or description.

3.2.18.5 Genetics: Human genes should be italicized; gene products (proteins) should be in roman type.

- Nerves
 - Use roman numerals or English names when designating cranial nerves. **For example:** Cranial nerves III, IV, and VI are responsible for ocular movement.
 - Use ordinals when the numeric adjectival form is used. **For example:** The third, fourth, and sixth cranial nerves are responsible for ocular movement.
 - The alphanumeric terms need not be expanded. **For example:** C2-3 disk.
- Microorganisms: Italicize
 - Microorganism names applied to laboratory media are lowercase and roman. **For example:** brucella agar.
 - Capitalization indicates a product name. **For example:** Haemophilus ID Quad agar.
 - In text dealing with infectious conditions, it is important to distinguish between the infectious agent and the condition.

For example:

- **Incorrect:** *Haemophilus influenzae* may be a life-threatening disease.
- **Better:** *Haemophilus influenzae* infection may be life-threatening.
- **Preferred:** Infection with *Haemophilus influenzae* may be life-threatening.

3.2.18.6 Pulmonary and Respiratory Terminology

The following are some common abbreviations from pulmonary function testing; they should always be expanded at first mention.

ACMV	assist/control mode ventilation
cc	closing capacity
CPAP	continuous positive airway pressure
cv	closing volume
ERV	expiratory reserve volume
FEF ₂₀₀₋₁₂₀₀	forced expiratory flow between 200 and 1200 mL of FVC
FEF _{25%-75%}	forced expiratory flow, midexpiratory phase (formerly midmaximal expiratory flow rate [MMEFR]; midflow; midmaximal flow [MMF]; or midexpiratory flow rate [MEFR])
FEV	forced expiratory volume
FEV ₁	forced expiratory volume in 1 second; forced expiratory volume in the first second
FIVC	forced inspiratory vital capacity
FRC	functional residual capacity
FVC	forced vital capacity
IRV	inspiratory reserve volume
IVC	inspiratory vital capacity
MVV	maximum voluntary ventilation
PCV	pressure-control ventilation
PEEP	positive end-expiratory pressure
PEF, PEFR	peak expiratory flow rate
PSV	pressure-support ventilation
RV	residual volume
SIMV	synchronized intermittent mandatory ventilation
TLC	total lung capacity
vc	vital capacity

3.2.19 Eponyms

- The eponym, but not the noun or adjective that accompanies it, should be capitalized. **For example:** Osler nodes.
- Adjectival and derivative forms of proper names used in terms are not capitalized. **For example:** parkinsonian gait (from Parkinson disease).

3.2.20 Greek Letters

- According to IUPAC, symbols representing physical quantities (or variables) are italicized, but symbols representing units, or labels, are roman. For any doubts, raise an author query.
- Sometimes there may seem to be doubt about whether a symbol represents a quantity or has some other meaning (such as a label): a good general rule is that quantities, or variables, can be given a value, but labels cannot.
- Vectors, tensors, and matrices are usually denoted with a bold-face (heavy) font, but they should be set roman.
- Refer to *Stedman's* and *Dorland's* medical dictionaries for general terms.
- For drug names that contain Greek letters, spell out alpha, beta, and so on. **For example:** Interferon beta-1a

- In some cases, when the Greek letter is part of the word, such as *betamethusone*, the Greek letter is spelled out and set closed up.

3.2.21 Gene Names

- If the author defines a gene symbol, keep the definition.
- If a gene symbol is used only once or twice, there is no need to define the symbol.
- If the symbol is defined, always keep the symbol as well as the definition even if the symbol is used only once (because some genes are better known by the symbol).
- Do not define gene symbols when there is no good definition.

3.2.22 General Rules

- Spelling errors: plain spelling errors in normal English words are to be corrected.
- Indefinite and definite articles must be corrected.
- Italicize the genus and species name. *Mycobacterium avium* (Genus species) in article title, at first mention in Abstract, main text, but *M. avium* thereafter.
- Fundamental errors in syntax must be corrected.
- Incorrect word inflection must be corrected.
- Genes in italic, proteins in roman.
- The *P* value should be uppercase italic.
- If the manufacturing location is not provided, query for the complete location (city and state in the United States and city and country for others).
- Omit the period from honorifics, scientific terms, and abbreviations.
- Do not use a colon if the sentence is continuous without it.
- Italics are not used if words or phrases are considered to have become part of the English language (eg, *cafe au lait*, *in vivo*, *in vitro*, *en bloc*).
- Do not use possessive form in eponyms.
- Displayed and block quotes to be set in roman.
- No period is used after *et al* (the same is true for *eg*, *ie*, and *ip*).
- Use health care (spaced).

3.2.23 Spelling out Numbers

- Hyphenate twenty-one through ninety-nine.
- Numbers greater than 100 are spelled out.
- Common fractions are expressed with hyphenated words whether the fraction is used as an adjective or a noun. Mixed fractions (ie, common fractions greater than 1, such as 3½) are typically expressed in numerals.
- Spell out numbers when used as pronouns.
- Ordinals first through ninth are spelled out.

- Ordinals greater than ninth are expressed as numerals (10th, 11th, and so on) except at the beginning of a sentence, title, subtitle, or heading.
- The word *number* may be abbreviated *No.* in the body of tables and line art (not in the title, footnotes, or legend) or in the text when used as a specific designator.
- No comma is used before the roman numeral. **For example:** Schedule II drug.
- Use roman numerals for cancer stages and Arabic numerals for cancer grades.
- Hyphenate a compound in which a number is the first element and the compound precedes the noun it modifies. **For example:** 7-fold increase.
- **Decimals**
 - Place a leading zero before the decimal point in numbers less than 1, when expressing P values, α , and β .
 - By convention, a leading zero is used in front of the decimal point of the measure of the bore of a firearm. **For example:** 0.22-caliber rifle
- For ranges and words of equal weight, use hyphen, not en-dash (eg, cost-benefit ratios; *AMWAJ* 1995;10:55-58).

3.2.24 Frequently Asked Questions (FAQs)

1. Gene symbols in italics?
Wiley: If a symbol clearly refers to a gene, make it italic and query the author.
2. Use of owing to/because of/due to in this scenario: Do we have to differentiate between these? As per our understanding, “he lost the first game because of carelessness”(“because of” is modifying the main verb “lost”) and “the accident was due to bad weather” (“due to” is preceded by the supporting verb “was”)
Wiley: Usually change “owing to” to “because of.” Use of “due to” is correct here.
3. How many times must an abbreviation be used for the abbreviation to be retained?
Wiley: Twice in the abstract and 3 times in the main text.
4. Should a blanket query to authors be inserted to verify all dosages here and throughout an article?
Wiley: Query at the first mention of a specific dose (eg, 5 Gy was administered...).
5. Should we change “weighed about 200 g” to “weighed approximately 200 g”?
Wiley: “Approximately” is preferred in formal writing.
6. Should we also spell out elements and compound names (CO₂, O₂)?
Wiley: Not necessary.
7. “An infectious disease regional center.” This is marked to be set in lowercase. Can all organization names also be lowercase?
Wiley: No, not all organization names should be lowercase. The addition of *an* before the department name in this case makes it generic.

8. “Using” is also correct and is used commonly. Is this a preference? Please clarify.
Wiley: Preference. However, please make sure that your copyeditors do not change *with* to *using*.
9. Change “while” to “whereas” (when “while” is not referring to time) Is this change not required in journals following AMA?
Wiley: No, neither *AMA 10th* nor *Merriam-Webster’s* makes this distinction. This is a requirement only in APA. You can leave in journals following AMA. However, the preference is to use “while” only when referring to time in AMA.
10. In tables, can asterisks be used to represent footnotes?
Wiley: Yes, according to NJD guidelines. Here Wiley AMA style deviates from actual AMA manual 10th edition.
11. Usually we do not define well-known abbreviations (never expand certain abbreviations); however, if the author provides definitions for these abbreviations in the input file itself, we retain them as given. Hope this is OK, but please confirm.
Wiley: No. According to *AMA 10th*, these words need not be expanded. If author input is expanded, you can abbreviate and raise a query to the author for confirmation that you have followed AMA style.
12. Are the trademark and registered symbols allowed in AMA?
Wiley: No. *AMA 10th*, 5.6.16 Trademark/Use of Trademarked Names in Publication (p 213): The symbols TM, ®, and SM should be deleted from the text.

3.2.25 Exceptions/Deviations from AMA style

- Zero is used before a decimal fraction.
- Include leading zeros for P, alpha, beta values.

Part IV: Copyediting Level 2

This level constitutes the standard copyediting level. Some journals have much more comprehensive style sheets, or guides, than others, so this level covers a range of editing that is dependent on the extent of the rules and the level of editorial office expectations. The CE2 specifications are composed of CE1 rules and other additional copyediting tasks mentioned below.

4.1 Mechanical Editing

Refer to Part II.

4.2 Copyediting

4.2.1 Preferred Spelling

American English: *Merriam-Webster’s Collegiate Dictionary* (2005).

Exception: For AMA-style journals whose title is a UK spelling, allow UK spelling for such titles to avoid iterations.

4.2.2 Parallel Construction

4.2.2.1 Correlative Conjunctions

This device may rely on accepted cues (either/or, neither/nor, not only/but also, both/and). In this usage, the correlative conjunctions are often misplaced. All elements of the parallelism that appear on one side of the coordinating conjunction should match corresponding elements on the other side.

Avoid: Poor drug efficacy may be caused by **either** lack of absorption **or** by increased clearance.

Better: Poor drug efficacy may be caused **either** by lack of absorption **or** by increased clearance.

Also Correct: Poor drug efficacy may be caused by **either** lack of absorption **or** increased clearance.

Avoid: Three patients **either** took their medication incorrectly **or** not at all.

Correct: Three patients took their medication **either** incorrectly **or** not at all.

4.2.2.2 In Series or Comparisons

Parallel construction may also present a series or make comparisons. In these usages, the elements of the series or of the comparison should be parallel structures (ie, nouns with nouns, prepositional phrases with prepositional phrases).

Avoid: When an operation is designed to improve function rather than extirpation of an organ, surgical technique becomes paramount.

Better: When an operation is designed to improve the function of an organ rather than to extirpate the organ, surgical technique becomes paramount.

Note: Using *either* or *neither* with more than two items is incorrect. Avoid the use of *nor* when the first negative is expressed by *not* or *no*.

4.2.3 Misplaced Modifiers

Unclear: The patient was referred to a specialist with a severe bipolar disorder. [Who had the bipolar disorder?]

Clear: The patient with a severe bipolar disorder was referred to a specialist.

Unclear: Dr Young treated the patients using antidepressants. [Who used the antidepressants? Ambiguity makes two meanings possible.]

Better: Dr Young treated the patients with antidepressants. Or [alternative meaning]: Dr Young treated the patients who were using antidepressants.

4.2.3.1 Verbal Phrase Dangers

Avoid: Dietary therapy slows the return of hypertension after stopping long-term medical therapy. [This states that dietary therapy not only slows the return of hypertension but also stops prolonged medical therapy.]

Better: Dietary therapy slows the return of hypertension after cessation of long-term medical therapy.

4.2.4 Commonly Misused Words and Phrases

Take note of the following misused words and phrases.

- abort, terminate
- accident, injury
- acute, chronic
- adapt, adopt
- adverse effect, adverse event, adverse reaction, side effect
- affect, effect
- aggravate, irritate
- although, though
- among, between
- as, because, since
- assure, ensure, insure
- because of, owing to, caused by, due to
- calorie, energy
- catatonic, manic, schizophrenic
- classic, classical
- clinician, practitioner
- compare to, compare with
- compose, comprise
- dilate, dilation, dilatation
- disinterested, uninterested
- effective, effectiveness
- efficacious, efficacy
- endemic, epidemic, hyperendemic, pandemic
- historic, historical
- immunity, immunize
- inoculate, vaccinate

Merriam-Webster's Collegiate, *Stedman's*, *Dorland's*, and *American Heritage* dictionaries are resources for determining the appropriate suffix form for adjectives.

- When numbers of persons, things, or groups are referred to, *over* and *under* should be replaced by *more than* and *less than*. Symbols such as < and > are appropriate to use in tables and figures but not in running text.
- Avoid redundant words.

4.2.5 Jargon

Jargon	Preferred Form
4+ albuminuria	proteinuria (4+)
blood sugar	blood glucose [query author]
cardiac [diabetic] diet	diet for patients with cardiac disease [diabetes]
emergency room	emergency department
exam	examination
congenital heart	congenital heart disease; congenital cardiac anomaly
hyperglycemia of 250 mg/dL	hyperglycemia (blood glucose level of 250 mg/dL)

4.2.6 Anatomy

Use:

- right side of the heart; right atrium; right ventricle
- left side of the chest; left hemithorax
- left aspect of the neck
- right hemisphere [query author]

4.2.7 Disabilities

Avoid	Preferred
the disabled, the handicapped	persons with disability
disabled child, mentally ill person, retarded adult	child with a disability, person with mental illness, adult with mental retardation
diabetics	persons with diabetes, subjects in the diabetes group (ie, in a study), diabetic patients

4.2.8 Grammar

- Articles are used according to standard rules of usage.
- Basic agreement in subject-verb, person, and number is checked.
- Inconsistencies in active/passive voice, first/third person, and present/past tense should be corrected; idiom/style should be corrected.
- Definite/indefinite articles.

4.2.9 Usage

- Commonly misused terms are corrected; many gender-specific terms have a neutral equivalent (eg, mankind/humankind).

4.2.10 Scientific and Mathematical Content

- In general, lines, variables, unknown quantities, and constants (eg, x , y , z , A , B , C) are set in italics.
- Units of measure (eg, kg, mL, s, m), symbols, and numbers are set in roman.
- The AMA uses a thin space before and after the following mathematical symbols: \pm , $=$, $+$, $-$, \div , \times , and \sim . Note that copyeditors should use ordinary spaces; the compositor will set this.

- Symbols are set close to numbers, superscripts and subscripts, greater than or less than signs, and parentheses, brackets, and braces.
- Use italics for chemical prefixes (*N-*, *cis-*, *trans-*, *p-*, etc), for restriction enzymes, and for lowercase letters used in alphabetic enumerations of items or topics (the parentheses are set roman): (*a*), (*b*), (*c*), etc.

4.2.11 Manuscript Components

- Every citation in text should have a counterpart; verify the appropriateness of all section and head levels; complete a reference check; check that reference callouts in the text match the actual number of authors and also the listed references; perform a close reading and editing of tables; check figure legends against figures; make or recommend changes for sense, clarity, or consistency; and query the author to verify the changes were made.
- Query for all drug dosages; this can be done as a blanket query.
- Add a query pointing out that the author should have obtained permission to reproduce material.

4.2.12 Frequently Asked Questions (FAQs)

1. Should all Greek letters be rendered in italics?
Wiley: According to IUPAC, italic and roman Greek letters have different meanings. Ideally, Greek letters representing physical quantities or variables are set in italics, and Greek letters representing units and labels are roman. Vendors are expected to check on the Greek letters as variables in italics; if they do not, raise an author query.

4.2.13 Exceptions/Deviations from AMA style

- UK spellings are preferred for UK articles.

Part V: Copyediting Level 3

This is a level of copyediting that requires extremely experienced copyeditors who can produce results of noticeably greater breadth than is required for CE2 editing. Style sheets, or guides, for CE3 journals are lengthy and complex. The CE3 specifications include CE1 rules and other additional editing rules mentioned below.

5.1 Mechanical Editing

- Refer to Part II.
 - In addition, the copyeditor is expected to apply high-level discipline-specific rules for abbreviations and nomenclature.

5.2 Copyediting

5.2.1 Spelling

Spellings of trade and nonproprietary drug and equipment names, medical and nonmedical terms, and specialty-specific phrases; US/UK spellings; and non-English words and terms with diacritical marks and

accents should be verified. PubMed or Google searches may be used to verify the usage and spelling of specialty-specific terms and phrases; eponyms should be checked and used consistently; different spellings may be used for noun/adjective word forms; and the style for statistical terms and tests should be consistent in text, tables, and figures throughout the journal. Other sources, generally databases for international standards, are used for verification, as specified in the style manual.

5.2.2 Grammar

- Articles are used according to standard rules of usage.
- Basic agreement in subject-verb, person, and number needs to be checked.
- Inconsistencies in active/passive voice, first/third person, and present/past tense should be corrected; idiom/style should be corrected.
- Definite/indefinite articles should be added when needed.

5.2.3 Syntax

- Redundancies are queried or eliminated; run-on sentences are shortened or broken up or the author is queried to rewrite the sentence; and dangling modifiers are fixed. Text is rephrased to achieve parallel structure; rephrase any awkward or infelicitous phrases to achieve the greatest clarity; ask the author to verify the changes; and rephrase text for clarity even if the original does not contain a grammatical error.
- Parallel structure with compound verbs or participles should be checked.
- Reword sentences for clarity and ask the author to verify the rephrasing.

5.2.4 Usage

- Commonly misused terms are corrected; gender-specific terms have a neutral equivalent (eg, mankind/humankind).
- Correct for ethical appropriateness and stereotypical language.

5.2.5 Scientific and Mathematical Content

- Refer to section 4.2.10.
- Content editing: Verify facts in articles using outside sources (eg, references, Internet searches, databases).

5.2.6 Manuscript Components

- Every citation in text should have a counterpart; verify the appropriateness of all section and head levels; complete a reference check; check that reference callouts in the text match the actual number of authors and also the listed references; perform a close reading and editing of tables; and make or recommend changes for sense, clarity, or consistency, including reorganizing the tables.
- Tables can be edited to save space (eg, several heads can be combined into one in a virgule construction to save space [Study/Y/%]).

- Query for all drug dosages; this can be done as a blanket query.
- Clarify language as much as possible, whether or not an indisputable error has occurred. The author is asked to verify all changes.
- Read the abstract content against the article content to ensure that the abstract correctly reflects the article's thesis, methods, and conclusion. The copyeditor may also edit the article title on the basis of content and query.
- Revision of poor writing that is a result of an author's lack of familiarity with English is undertaken.
- Check whether text, tables, or illustrations require permission to be reprinted. If there are strong indications that an element of the article could have been published previously elsewhere but there is no indication that permission to reproduce has been obtained, it is reasonable to add a query pointing out that the author should have obtained permission to reproduce the material.

5.2.7 Typography

Typography is broadly defined as the arrangement and appearance of printed matter and involves elements of design. For more information, please refer to Chapter 22 of the *AMA Manual of Style*.