

AMA Style Guide

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



What Is AMA Style?

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

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

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

PREPARING AN ARTICLE FOR PUBLISHING

Titles & Subtitles

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

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

Parts of a Manuscript

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

Ethical & Legal Considerations

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

STYLE & USAGE

Consistent typographic style

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

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

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

blood pressure is *sphygmomanometer*.

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

Commas

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

Ama Style Guide Quick Study Academic

Kyra Sheahan



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AMA Style Guide for Science and Medical Writing Kyra Sheahan, Kyra Cerri, 2022 Quick reference to the essential elements of the 11th edition of the writing style guidelines from the American Medical Association for the medical and scientific community that will ensure research papers articles essays journal writings and manuscripts are in a format and style expected and respected by student and career professionals Concise and organized in 6 colorful laminated pages this durable guide is an inexpensive easy to store writing tool filled with examples of the need to know formatting rules Keep your thoughts and writing process flowing by finding answers faster than any other source AMA Style Guide ,2022 Quick reference for the writing style guidelines from the American Medical Association for the medical sciences community

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perennial bestseller since 1997 this updated tenth edition of Understanding Research Methods provides a detailed overview of all the important concepts traditionally covered in a research methods class It covers the principles of both qualitative and quantitative research and how to interpret statistics without computations so is suitable for all students regardless of their math background The book is organized so that each concept is treated independently and can be used in any order without resulting in gaps in knowledge allowing it to be easily and precisely adapted to any course It uses lively examples on contemporary topics to stimulate students interest and engages them by showing the relevance of research methods to their everyday lives Numerous case studies and end of section exercises help students master the material and encourage classroom discussion The text is divided into short independent topic sections making it easy for you to adapt the material to your own teaching needs and customize assignments to the aspect of qualitative or quantitative methods under study helping to improve students comprehension and retention of difficult concepts Additional online PowerPoint slides and test bank questions make this a complete resource for introducing students to research methods New to this edition New topic section on design decisions in research Additional material on production of knowledge and research methods Significant development of material on ethical considerations in research Fresh and contemporary examples from a wide variety of real published research Topic specific exercises at the end of each section now include suggestions for further steps researchers can take as they build their research project

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Table of Contents Ama Style Guide Quick Study Academic

1. Understanding the eBook Ama Style Guide Quick Study Academic
 - The Rise of Digital Reading Ama Style Guide Quick Study Academic
 - Advantages of eBooks Over Traditional Books
2. Identifying Ama Style Guide Quick Study Academic
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Ama Style Guide Quick Study Academic
 - User-Friendly Interface
4. Exploring eBook Recommendations from Ama Style Guide Quick Study Academic
 - Personalized Recommendations
 - Ama Style Guide Quick Study Academic User Reviews and Ratings
 - Ama Style Guide Quick Study Academic and Bestseller Lists

5. Accessing Ama Style Guide Quick Study Academic Free and Paid eBooks
 - Ama Style Guide Quick Study Academic Public Domain eBooks
 - Ama Style Guide Quick Study Academic eBook Subscription Services
 - Ama Style Guide Quick Study Academic Budget-Friendly Options
6. Navigating Ama Style Guide Quick Study Academic eBook Formats
 - ePub, PDF, MOBI, and More
 - Ama Style Guide Quick Study Academic Compatibility with Devices
 - Ama Style Guide Quick Study Academic Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Ama Style Guide Quick Study Academic
 - Highlighting and Note-Taking Ama Style Guide Quick Study Academic
 - Interactive Elements Ama Style Guide Quick Study Academic
8. Staying Engaged with Ama Style Guide Quick Study Academic
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Ama Style Guide Quick Study Academic
9. Balancing eBooks and Physical Books Ama Style Guide Quick Study Academic
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Ama Style Guide Quick Study Academic
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Ama Style Guide Quick Study Academic
 - Setting Reading Goals Ama Style Guide Quick Study Academic
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Ama Style Guide Quick Study Academic
 - Fact-Checking eBook Content of Ama Style Guide Quick Study Academic
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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