AMA Style Basics
Compiled by Staci Orbell MSN, RN, CPAN
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Section 1: Citations and References

Author Names

- Names of authors are referenced by the author’s surname followed by initials without periods.
- The names of all authors should be included in a reference, unless there are more than 6. When more than 6 authors are present, the first 3 authors are used, followed by “, et al.”

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Six Authors or Less Include all authors</td>
<td>Example: Barnhorst AB, Martinez M, Gershengorn HB. Quality improvement strategies for critical care nursing. Amer J Crit Care. 2015;24(1):87-92.</td>
</tr>
</tbody>
</table>

- When referring to authors in the text of the manuscript, only surnames are used. For 1 or 2 authors, use surnames; for more than 2 authors, include the first author’s surname followed by “, et al,” “, and associates,” or “, and colleagues.”

Source: AMA Manual of Style 10th edition section 3.7, References, Authors

Bibliographies

AMA does not explicitly address the use of a bibliography following a numbered reference list. However, AMA states the following:

References should be numbered consecutively with arabic [sic] numerals in the order in which they are cited in the text. Unnumbered references, in the form of a resource or reading list, are rarely used in JAMA and the Archives Journals. When they are used, these references appear alphabetically, by the first author’s last name, in a list separate from the specifically cited reference list.

Source: AMA Manual of Style, 10th edition section 3.5, References, Numbering

Citations (In-Text Citations)

- Each reference should be cited in the text, tables, or figures in order of appearance.
- Citations are written with Arabic numerals, placed in superscript format in the body of the text.
- Superscript numerals should be placed inside colons and semicolons and outside periods and commas.
- When 2 or more references are cited together, use commas to separate each reference number. If more than 2 references falling in numeric order are cited in a manuscript, use
hyphens to join the first and last numbers of the series.
  o Examples: The outcomes of the trial supported the hypothesis\textsuperscript{1,2,4-7,9}
  o Nurses should adhere to the following standards of practice\textsuperscript{4,5}:
  
- Avoid placing a superscript reference citation immediately following a number or an
  abbreviated unit of measure. This avoids any confusion between a superscript reference
  and an exponent.

Source: AMA Manual of Style 10th edition section 3.6, References, Citation

**Citation Formats - General Reference**

<table>
<thead>
<tr>
<th>Print Book</th>
<th>Author(s)/Editor(s). <em>Book Title</em>. Edition number. City, State of publisher: Publisher’s name; copyright year.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet-Based Book</td>
<td>Author(s)/Editor(s). <em>Book Title</em>. Edition number. City, State of publisher: Publisher’s name; copyright year. URL. Accessed [date].</td>
</tr>
<tr>
<td>Chapter in a Print Book</td>
<td>Chapter Author(s). Chapter title. In: Editor(s). <em>Book Title</em>. Edition number. City, State of publisher: Publisher’s name; copyright year; inclusive pages.</td>
</tr>
<tr>
<td>Chapter in an Internet-Based Book</td>
<td>Chapter Author(s). Chapter title. In: Editor(s). <em>Book Title</em>. Edition number. City, State of publisher: Publisher’s name; copyright year; inclusive pages. URL. Accessed [date].</td>
</tr>
<tr>
<td>Print Journal</td>
<td>Author(s). Article title. <em>Journal Name</em>. Year;vol(issue No.):inclusive pages.</td>
</tr>
<tr>
<td>Online Journal</td>
<td>Author(s). Article title. <em>Journal Name</em>. Year;vol(issue No.):inclusive pages. URL. Published [date]. Updated [date]. Accessed [date].</td>
</tr>
<tr>
<td>or</td>
<td>Author(s). Article title. <em>Journal Name</em>. Year;vol(issue No.):inclusive pages. DOI.</td>
</tr>
<tr>
<td>Online Database</td>
<td>Author(s). Title of the database. City, State of publisher: publisher’s name; year of publication and/or last update. URL. Accessed [date].</td>
</tr>
<tr>
<td>Organization/Government Article</td>
<td>Author(s). Article title. URL. Published [date]. Updated [date]. Accessed [date].</td>
</tr>
<tr>
<td>Organization/Government Monograph</td>
<td>Author(s). <em>Title</em>. City, State of publisher: Publisher’s name; copyright year. URL. Accessed [date].</td>
</tr>
<tr>
<td>Presentation</td>
<td>Author(s). Title. Poster/Paper presented at: Meeting name; Date(s); Location.</td>
</tr>
<tr>
<td>Thesis or Dissertation</td>
<td>Author’s name. <em>Title of Thesis or Dissertation [dissertation]</em>. Location of university: University Name; Year completed.</td>
</tr>
<tr>
<td>Website</td>
<td>Author. Title of the specific item cited. Name of the website. URL. Published [date]. Updated [date]. Accessed [date].</td>
</tr>
</tbody>
</table>

**Other General Considerations:**

- List references in numerical order at the end of a publication.
- Each reference should have their own assigned reference number. Do not combine 2 (or
  more) references under the same reference number.
- Titles of journals and books are written in italics, with each major word capitalized.
• Chapter titles and journal article titles are written with the first letter of the first word capitalized and all other words lowercase (except common abbreviations and proper names)

• The names of all authors should be included in a reference, unless there are more than 6. When more than 6 authors are present, the first 3 authors are used, followed by “, et al.”

Source: AMA Manual of Style 10th edition section 3.4, References, Minimum Acceptable Data for References

**Books**

<table>
<thead>
<tr>
<th>Print Book</th>
<th>Internet-Based Book</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author(s)/Editor(s). <em>Book Title</em>. Edition number. City, State of publisher: Publisher’s name; copyright year.</td>
<td>Author(s)/Editor(s). <em>Book Title</em>. Edition number. City, State of publisher: Publisher’s name; copyright year. URL. Accessed [date].</td>
</tr>
</tbody>
</table>

A complete reference to a print book includes the following, in order:

1. Surname and first and middle initials of book authors or editors, followed by ed./eds. (if editors; authors do not have additional designations)
   o The names of all authors should be included in a reference, unless there are more than 6. When more than 6 authors are present, the first 3 authors are used, followed by “, et al.”
2. Title of book and subtitle (if any), *in italics*, capitalizing the first letter of each major word, followed by a period
3. Volume number and volume title, when there is more than 1 volume
4. Edition number in Arabic numerals, with suffix in regular font, not superscripted, followed by ed.
   o Do not indicate first edition
5. Place of publication (City, State [abbreviated] or country), followed by colon
6. Name of publisher, followed by a semicolon
7. Year of copyright, followed by a period

For an internet-based book, add items 8 and 9:

8. URL, followed by a period
   o AMA Manual of Style 10th Edition *does not* include the words “Available at:” or “URL” preceding a URL.
   o Verify the link works as close as possible to publication
Chapter in a Book

### Chapter in a Print Book

<table>
<thead>
<tr>
<th>Chapter Author(s). Chapter title. In: Editor(s). <em>Book Title</em>. Edition number. City, State of publisher: Publisher’s name; copyright year:inclusive pages.</th>
</tr>
</thead>
</table>

### Chapter in an Internet-Based Book

<table>
<thead>
<tr>
<th>Chapter Author(s). Chapter title. In: Editor(s). <em>Book Title</em>. Edition number. City, State of publisher: Publisher’s name; copyright year:inclusive pages. URL. Accessed [date].</th>
</tr>
</thead>
</table>

A complete reference to a chapter of a print book includes the following, in order:

1. Chapter Authors’ surnames and first and middle initials, followed by a period
   - The names of all authors should be included in a reference, unless there are more than 6. When more than 6 authors are present, the first 3 authors are used, followed by “, et al.”
2. Chapter title, followed by a period
   - Capitalize only the first letter of the first word of the title, proper names, and abbreviations that are ordinarily capitalized (e.g., HIV, DNA).
     - Do not capitalize the first letter of the first word of a subtitle.
   - Separate the title and subtitle with a colon and space, even if the original title contained a period.
   - Do not change an em dash used in the original title to a colon.
3. Surname and first and middle initials of book editors (or authors), written as “In: [editors/authors]” followed by ed./eds.
4. Title of book and subtitle (if any), in italics, capitalizing the first letter of each major word, followed by a period
5. Volume number and volume title, when there is more than 1 volume
6. Edition number in Arabic numerals, with suffix in regular font, not superscripted, followed by ed.
   - Do not indicate first edition
7. Place of publication (City, State [abbreviated] or country), followed by colon
8. Name of publisher, followed by a semicolon
9. Year of copyright, followed by a colon, no space
10. Page numbers, followed by a period
For a chapter in an internet-based book, add items 11 and 12:

11. URL, followed by a period  
   - AMA Manual of Style 10th Edition does not include the words “Available at:” or “URL” preceding a URL. 
   - Verify the link works as close as possible to publication 
12. Date accessed (written as “Accessed [date]”), followed by a period

Note: If multiple chapters from the same book are referenced in a publication, each chapter must have its own citation assigned to a number in the reference list (in order of appearance).

Sources: AMA Manual of Style 10th edition section 3.12, References, References to Print Books and 3.15.2, References, Electronic References, Books and Books on CD-ROM

**Journals**

<table>
<thead>
<tr>
<th><strong>Print Journal</strong></th>
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<tbody>
<tr>
<td>Author(s). Article title. <em>Journal Name</em>. Year;vol(issue No.):inclusive pages.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th><strong>Online Journal</strong></th>
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<tbody>
<tr>
<td>Author(s). Article title. <em>Journal Name</em>. Year;vol(issue No.):inclusive pages. URL. Published [date]. Updated [date]. Accessed [date].</td>
</tr>
<tr>
<td>or</td>
</tr>
<tr>
<td>Author(s). Article title. <em>Journal Name</em>. Year;vol(issue No.):inclusive pages. DOI.</td>
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</tr>
</tbody>
</table>

A complete reference to a print journal article includes the following, in order:

1. Authors’ surnames and initials (no periods between initials), followed by a period  
   - The names of all authors should be included in a reference, unless there are more than 6. When more than 6 authors are present, the first 3 authors are used, followed by “, et al.”
2. Title of article and subtitle, if any, followed by a period  
   - Capitalize only the first letter of the first word of the title, proper names, and abbreviations that are ordinarily capitalized (e.g., HIV, DNA).  
     - Do not capitalize the first letter of the first word of a subtitle.  
   - Separate the title and subtitle with a colon and space, even if the original title contained a period.  
   - Do not change an em dash used in the original title to a colon.
3. Abbreviated name of journal (*in italics*), followed by a period
   - Utilize Pub Med accepted abbreviations, which can be found in AMA Manual of Style 10th edition section 14.10 Abbreviations, Names of Journals, or for a more extensive listing/search capability https://www.ncbi.nlm.nih.gov/nlmcatalog/journals
4. Year, followed by a semicolon
5. Volume number, no space after
6. Issue number (in parentheses), followed by a colon, no space after
7. Part or supplement number, when pertinent
8. Inclusive page numbers (initial page number, a hyphen, final page number), followed by a period

For an online journal article, add items 9-12:

9. URL (or DOI), followed by a period
   - AMA Manual of Style 10th edition *does not* include the words “Available at:” or “URL” preceding a URL.
   - Verify the link works as close as possible to publication
   - If a digital object identifier (DOI) is available, it is preferable to cite a DOI rather than a URL. It is not necessary to cite both
   - If using a DOI, items 10, 11, and 12 below are not needed. The citation finishes with “doi:” followed by the DOI number and a period.
10. Date published online (written as “Published [date]”), followed by a period
11. Date updated (written as “Updated [date]”), followed by a period
12. Date accessed (written as “Accessed [date]”), followed by a period

- AMA prefers inclusion of digital object identifier (DOI), if available.
  - An article may be located using the search box on the DOI website: http://dx.doi.org.pitt.idm.oclc.org/
- According to AMA Manual of Style (10th edition) section 3.15.1 Electronic References, Online Journals, “In some cases, different versions of the same article are published in print and online…. *Note:* The version consulted is the version that should be cited. If the author consulted the article in the print journal, the reference would be cited like any other print journal article.”

Source: AMA Manual of Style 10th edition sections 3.11, References, References to Print Journals and 3.15.1, References, Electronic References, Online Journals
Online Database

<table>
<thead>
<tr>
<th>Author(s). Title of the database. City, State of publisher: publisher’s name; year of publication and/or last update. URL. Accessed [date].</th>
</tr>
</thead>
</table>

A complete reference to an online database includes the following, in order:

1. Surname and first and middle initials of authors, followed by a period
2. Title of database, followed by a period
3. Place of publication (City, State [abbreviated] or country), followed by colon
4. Name of publisher, followed by a semicolon
5. Year of publication and/or last update, followed by a period
6. URL, followed by a period
   - AMA Manual of Style 10th Edition does not include the words “Available at:” or “URL” preceding a URL.
   - Verify the link works as close as possible to publication
7. Date accessed (written as “Accessed [date]”), followed by a period

Source: AMA Manual of Style 10th edition section 3.15.3, References, Electronic References, Databases

Organization/Government Reports

- For organization/government articles, utilize an online journal article citation format
- For organization/government monographs, utilize an internet-based book style citation

Source: AMA Manual of Style 10th edition section 3.15.3, References, Electronic References, Government/Organization Reports

Presentation (Poster/Paper)

<table>
<thead>
<tr>
<th>Author(s). Title. Poster/Paper presented at: Meeting name; Date(s); Location.</th>
</tr>
</thead>
</table>

A complete reference to a conference presentation (paper/poster that is not yet published) includes the following, in order:

1. Surname and first and middle initials of authors, followed by a period
The names of all authors should be included in a reference, unless there are more than 6. When more than 6 authors are present, the first 3 authors are used, followed by “et al.”

2. Title of the presentation, followed by a period
3. Name of meeting (written as “Poster/Paper presented at: [Meeting name], followed by a semicolon
4. Date(s) of presentation, followed by a semicolon
5. Location of meeting (City, State [abbreviated] or country), followed by a period

For online presentations, add items 6 and 7:

6. URL, followed by a period
   o AMA Manual of Style 10th Edition does not include the words “Available at:” or “URL” preceding a URL.
   o Verify the link works as close as possible to publication
7. Date accessed (written as “Accessed [date]”), followed by a period.


**Thesis or Dissertation**

<table>
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<tr>
<th>Thesis or Dissertation</th>
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</thead>
<tbody>
<tr>
<td>Author’s name. <em>Title of Thesis or Dissertation [dissertation]</em>. Location of university: University Name; Year completed.</td>
</tr>
</tbody>
</table>


A complete reference to an unpublished thesis or dissertation includes the following, in order:

1. Author’s surname and first initial(s), followed by a period
2. Title of Thesis or Dissertation followed by “[dissertation]”, followed by a period.
   o Place title *in italics*, with original capitalization
   o “[dissertation]” is in normal font, no italics
3. Location of university, followed by a colon
   o City, State (abbreviated)
4. University name, followed by a semicolon;
5. Year completed, followed by a period

- Cite published theses and dissertations as any other book reference.

Source: AMA Manual of Style 10th edition section 3.13.4, References, Special Print Materials, Theses and Dissertations
Website

<table>
<thead>
<tr>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author. Title of the specific item cited. Name of the website. URL. Published [date]. Updated [date]. Accessed [date].</td>
</tr>
</tbody>
</table>


According to AMA, “websites may be updated much more frequently than published books or journals; thus, it is critical to provide the date that the author accessed the site and, if possible, the date on which the information was updated….websires may be evanescent, vanishing much faster than books go out of print. To address this phenomenon, the NLM “‘strongly recommend[s] that the user produce a print or other copy when possible for future reference.”’

A complete reference to a website includes the following, in order:

1. Authors' surnames and initials, if given (no periods between initials), followed by a period
   - Often, no authors are given
2. Title of the specific item cited, followed by a period
   - If none is given, use the name of the organization responsible for the site
3. Name of the website, followed by a period
4. URL, followed by a period
   - AMA Manual of Style 10th Edition does not include the words “Available at:” or “URL” preceding a URL.
   - Verify the link works as close as possible to publication
5. Date published (written as “Published [date]”), followed by a period
6. Date updated (written as “Updated [date]”), followed by a period
7. Date accessed (written as “Accessed [date]”), followed by a period

Source: AMA Manual of Style 10th edition section 3.15.3, References, Electronic References, Websites

Names of Organisms in References

When organisms are contained in titles of publications, scientific names of organisms should retain the style recommended by AMA for capitalization and use of italics. See sections 10.3.6 Capitalization, Proper Nouns, Organisms and 15.14 Nomenclature, Organisms and Pathogens.


Source: AMA Manual of Style 10th edition section 3.9.3, References, Titles, Names of Organisms
WEBSITE REFERENCE EXAMPLES

In citing data from a website, include the following elements, if available, in the order shown:

Author(s), if given (often, no authors are given). Title of the specific item cited (if none is given, use the name of the organization responsible for the site). Name of the website. URL [provide URL and verify that the link still works as close as possible to publication]. Published [date]. Updated [date]. Accessed [date].

As Patrias notes, “the title page is the usual place to look for citation information in a print publication, but no standards have been adopted for the Internet for the content of what would equate to a title page.” This can make constructing a reference for a website difficult, but as much relevant information as possible should be included.


Section 2: Proper Usage of Punctuation

Apostrophe ‘

Possession

- Use an apostrophe to show possession in the following instances:
  - Add ‘s to create the possessive form of singular or plural words not ending in s
    - *Examples:* women’s needs, child’s toys, doctor’s orders
  - If a singular or plural word ends in s, add an apostrophe after the s to show possession
    - *Examples:* The Pallases’ (2 or more people named Pallas) vacation home, Jules’ car (1 person named Jules)
  - Add ‘s to the end of proper nouns ending with a silent s, x, or z
  - Possessive pronouns (his, hers, ours, its, yours, theirs, whose) do not include apostrophes.
    - *Note:* Its is a possessive pronoun. It’s (it is) is a contraction.

Using Apostrophes to Form Plurals

- Do not use an apostrophe to indicate the plural of a name
- ‘s should be added to indicate plural letters, signs, or symbols spoken as such, or when words with s alone would be confusing. When using ‘s for plurals, place the term in italics.
  - *Examples:* Her 4’s looked like 9’s.
  - The 4 h’s stand for head, heart, hands, and health.
  - She provided her students with a list of do’s and don’t’s.
- Do not use an apostrophe to form the plural of an all-capital abbreviation or of numerals (including years).
  - *Examples:* She was a product of the 1980s.
  - He appeared to be in his 20s.
  - WBCs, ECGs

Source: AMA Manual of Style 10th edition section 8.7, Punctuation, Apostrophes

Colon :

A colon designates a pause or break in thought.

- Do not place a colon in a sentence if the sentence is continuous without it.
- Do not use a colon after forms of the verb include or because.
- A colon should be used to introduce a formal or extended quotation
  - If the sentence following the colon is in quotation marks, capitalize the first word
- Use a colon to introduce an enumeration, following anticipatory phrases like as follows, the following, and thus.
- If 2 or more complete sentences follow a colon, they may be separated by periods, and
the initial words may or may not be capitalized.

Source: AMA Manual of Style 10th edition section 8.2, Punctuation, Comma, Semicolon, Colon

Comma ,

- Separate series of 3 or more terms with commas.
- In AMA style, the serial comma (Oxford comma) is used. The comma is placed before the conjunction that precedes the last term in a series.
  - Example: My favorite vegetables are carrots, broccoli, and spinach.
- Titles and academic degrees are separated by commas when they follow the name of a person.
  - Example: Mary Miller, MSN, RN, CPAN, nurse manager, delivered a rousing address at the hospital banquet
- In-text citations of reference and footnote symbols should be placed following a comma.
- When using quotations, the comma is placed inside quotation marks.
- A comma is often used when introducing dialogue.

Source: AMA Manual of Style 10th edition section 8.2.1, Comma, Semicolon, Colon, Comma Dash —

There are 4 types of dashes. Only basic information on em dashes is listed here. For more detailed information on em dashes as well as the en, 2-em, and 3-em dashes, see sections 8.3.1 and 8.3.2.

- Em dashes convey an interruption or break in thought. AMA cautions writers to use them sparingly as often other types of punctuation can convey the same message.
  - All of these roles—nurse, physician, physical therapist—have an equal voice in the shared governance structure.

Source: AMA Manual of Style 10th edition section 8.3, Punctuation, Hyphens and Dashes

Hyphen -

A hyphen is used for purposes of clarity, connection, and to prevent ambiguity.

- Follow the latest edition of Merriam-Webster’s Collegiate Dictionary or Dorland’s or Stedman’s medical dictionary.
- When 2 or more hyphenated compounds have a common base, omit the base in all but the last.
  - Examples: fourth-, fifth-, and sixth-grade teachers
  - 16- and 18-year-old students
Note: There is growing recognition and acceptance of the use of a stand-alone prefix with a hyphen when an alternative unhyphenated prefix follows. Example: Pre- and postoperative patients require extensive education regarding their procedure. JAMA does not follow this trend and directs writers to repeat the base of unhyphenated compounds written as one word. Example of preferred language: Preoperative and postoperative patients require extensive education regarding their procedure.

- When written out, hyphenate compound numbers from 21 to 99 (cardinal and ordinal)
  - Twenty-three patients were admitted.
  - Twenty-ninth through 80th percentile growth was shown.
- Hyphenate fractions used as nouns or adjectives.
  - A three-fourths majority was needed.
  - The jar was two-thirds full.

Source: AMA Manual of Style 10th edition section 8.3, Hyphens and Dashes

Parentheses ( )

- Parentheses can be used to translate, explain, identify, or direct the reader.
- Commas are preferred to parentheses when there is a close relationship between the parenthetical material and the rest of the sentence.
- Use brackets [ ] to enclose parenthetical expressions within a parenthetical expression.
- Parentheses using the letters s or es can be used to indicate the possibility of a plural in when either singular or plural could be meant.
- Brackets should be used when making a change to the original capitalization of a direct quote. Place brackets around the letter in question.

Source: AMA Manual of Style 10th edition section 8.5, Punctuation, Parentheses and Brackets

Quotations “ ” '

- Always verify quotes from the original source.
- Direct quotes should be enclosed in quotation marks.
- If a quote is longer than 4 lines, block quotations should be used (see section 8.6.14).
- The wording, spelling, and punctuation of all quoted material should be presented exactly as originally written.
  - The only exception to this rule is when a complete sentence being quoted becomes part of another complete sentence. In this instance, the initial capital letter of the quoted sentence is placed in lowercase and enclosed in brackets.
- Ellipses should be used when indicating omission in quoted material.
  - If an ellipsis falls between 2 complete sentences or at the end of a complete sentence, ellipses follow the final punctuation mark. (see section 8.8)
- Single quotation marks should be used for quotations within quotations.
  - Example: She looked at us and said, “I love it when I hear people use the phrase, ‘an ounce of prevention is worth a pound of cure.’”
• Quotation marks should be placed inside colons and semicolons and outside commas and periods.
• Quotation marks should be placed outside question marks, exclamation points, and dashes only when they are part of the quoted material. If a quote applies to the entire statement, place quotation marks outside question marks, exclamation points, and dashes.
  o *Examples:* What is the point of starting something if “all good things must come to an end”?
  o The little boy asked his mother, “May I please have a lollipop?”
• When introducing slang, nicknames, coined words, and words or phrases used facetiously/ironically, quotation marks may be used. After the first introduction, quotation marks should be omitted.
• When placing emphasis on a word, italics are preferred. Do not use quotation marks.

Sources: AMA Manual of Style 10th edition section 8.6, Punctuation, Quotation Marks and section 8.8, Punctuation, Ellipses

**Semicolon** ;

A semicolon should be used:

• To designate a more definite break in thought than commas
• For clarity between complex or lengthy enumeration within a sentence
  o Use commas for simple series
  o *Example:* There are three specific reasons why I love my dog: (1) he is loyal and patient even when I am not the greatest owner; (2) he protects our home from intruders at all times; and (3) he watches over our youngest child who has autism.

Source: AMA Manual of Style 10th edition section 8.2, Punctuation, Comma, Semicolon, Colon
Section 3: Numbers

Decimals

- Place a zero before the decimal point in numbers less than 1, except when used in probability terms $P$, $\alpha$, and $\beta$.
- For less precise measurements, mixed fractions may be used instead of decimals. These expressions usually involve time.
  - Example: We are leaving for the airport in 3½ hours.

Source: AMA Manual of Style 10th edition section 19, Numbers and Percentages

Fractions

- Common fractions are written using hyphenated words.
  - Example: The jar was two-thirds full.
- Mixed fractions are typically expressed in numerals, usually in reference to time
  - Example: The trip lasted 6¼ hours.

Source: AMA Manual of Style 10th edition section 19, Numbers and Percentages

Percentages

Spell out both the number and the word percent at the beginning of a sentence, even if the percentage is part of a series or range. Adjust sentence structure accordingly to provide clarity to the reader.

Source: AMA Manual of Style 10th edition section 19, Numbers and Percentages

Roman and Arabic Numerals

Arabic numerals should be utilized in most instances, including usage of Arabic numerals for volume numbers in bibliographic material (even if roman numerals were utilized in the original). Use of Roman numerals should be limited to the following instances:

- Proper names (e.g., John Paul III)
- Formally established nomenclature
  - Examples from AMA: Step I diet, Schedule II drug, and level I trauma center
  - Note: AMA indicates Arabic numerals for diabetes (e.g., type 1 or type 2); cancer stages are in Roman numerals, cancer grades are in Arabic numerals
- Original titles of publications
- Use lowercase Roman numerals in reference to pages of a foreword, preface, or introduction
- When used in references to number supplements to journals appearing adjacent to the page numbers

Sources: AMA Manual of Style 10th edition sections 10.4, Classification, Designators, 15.0 Nomenclature, and 19.7.5, Roman Numerals
Spelling Out Numbers

Express numbers using words in the following instances:

- Numbers that occur at the beginning of a sentence, title, subtitle, or heading
  - It may be better to reword the sentence so that it does not begin with a number
- For common fractions, express with hyphenated words
  - Example: two-thirds
- For accepted usage and numbers used as pronouns
- For ordinals first through ninth
  - Exception: When indicating the edition of a book in a citation, use the abbreviated form of the Arabic number and appropriate suffix.
- In published quotes or titles which contained a number that is spelled out

Other Considerations

- Numerals may be used at the beginning of a sentence when referring to a year, but avoid this if possible
- When a unit of measure follows a number that begins a sentence, it must be written in its expanded form, even if the same unit is abbreviated elsewhere in the same sentence.
  - In this instance, rewording the sentence may be preferred.
  - Example: Fifty micrograms of fentanyl was administered at 9 am, followed by 25 mcg at 10 am. Better: At 9 am, 50 mcg of fentanyl was administered, followed by 25 mcg at 10 am.
- Hyphenate twenty-one through ninety-nine when these numbers occur alone or as part of a larger number.
  - When numbers greater than 100 are spelled out, do not use commas or and (e.g., two hundred twenty-three).
- The word one should be spelled out when used as a pronoun or noun
- According to AMA Manual of Style section 19.2.4:
  Spell out numbers for generally accepted usage, such as idiomatic expressions. One frequently appears in running text without referring to a quantity per se and may appear awkward if expressed as a numeral. When one may be replaced by a or a single without changing the meaning, the word one rather than the numeral is usually appropriate. Other numbers, most often zero, two, and large rounded numbers, also may be written as words in circumstances in which use of the numeral would place an unintended emphasis on a precise quantity or would be confusing.
- When 2 numbers appear consecutively in a sentence, either reword the sentence or spell out 1 of the numbers for clarity.
  - Example: Each conference attendee was awarded six 2-L bottles of soda.
- However, numerals may be listed consecutively if they refer to items in an array. Use common sense to structure sentences for clarity.
  - Example: Participants 4, 6, and 9 were aged 55, 67, and 75 years, respectively.

Source: AMA Manual of Style 10th edition section 19, Numbers and Percentages
**Subscripts**

- When expressing molecular terms using abbreviations, numerals indicating quantities of an element within a molecule are set subscript. See AMA Manual of Style 10th edition section 15, Nomenclature, Molecular Medicine.

Source: AMA Manual of Style 10th edition section 19, Numbers and Percentages

**Superscripts**

- When expressing molecular terms using abbreviations, plus signs and minus signs indicating charges are set superscript. Numerals indicating a charge are superscript. See AMA Manual of Style 10th edition section 15, Nomenclature, Molecular Medicine.
- Superscripts are used to indicate citation of references in the body of the text. See Citations (In-Text Citations), page 3, for more information.
- Superscripts that indicate references may be mistaken for exponents if they immediately follow a numeral. Adjust sentence structure accordingly to provide clarity to the reader.

Source: AMA Manual of Style 10th edition section 19, Numbers and Percentages
Section 4: Proper Usage - Miscellaneous

Abbreviations and Acronyms/Initialisms

- Avoid the use of abbreviations in titles and headings.
  - However, exceptions may be made if the name of the group in the title/heading is more commonly known for its abbreviation (e.g., HIV).
- Instead of introducing abbreviations in titles/headers, introduce abbreviations in the text following the heading.
- Do not capitalize the words from which an acronym or initialism is derived, unless the words are proper names.
- A list of common abbreviations can be found in AMA Manual of Style 10th edition section 14.11, Clinical, Technical, and Other Common Terms.

Sources: AMA Manual of Style 10th edition section 2.1.5, Titles and Subtitles, Abbreviations and 10.6, Capitalization, Acronyms and Initialisms.

Age

- Use *aged* (adjective), not *age* (noun), to designate a person’s age.
  - *Example:* The patient, aged 62 years, was diagnosed with cancer.
- *-year-old:* AMA Manual of Style utilizes a hyphen between the Arabic numeral followed by *-year-old* when indicating a person’s age.
  - *Example:* The 75-year-old woman ran across the street.


Bullets/Bulleted Style

Bullets without numbers may be used to emphasize or clarify. When using bullets:

- Begin complete sentences with a capital letter and end with a period.
- No end punctuation is needed for incomplete sentences. Capitalization is based on judgment, but should be consistent within the list.
- Ensure items in a list are parallel in construction (e.g., singular/plural, verb tense, and active/passive voice).

“i.e.” versus “e.g.”

According to the AMA Manual of Style 10th edition, “Use eg (from the Latin exempli gratia: ‘for example’) and ie (id est: ‘that is’) with care.”

- “i.e.” stands for id est (Latin) which means “that is.” Information that follows “i.e.” is often meant to further define, clarify, or paraphrase. Try replacing “i.e.” with “in other words” or “in essence” to determine proper usage.
  - Examples: The sound of heavy metal music makes me feel on edge, i.e., anxious. She went to her favorite place to study (i.e., the library).
- “e.g.” stands for exempli gratia (Latin) meaning “for the sake of example.” An easier way to remember when to use “e.g.” is to pretend the letters stand for “example given.” Information that follows “e.g.” should be more specific examples of the category preceding “e.g.”
  - Examples: I love to eat summer fruits, e.g., strawberries, watermelon, and peaches. She enjoys visiting southern states in the winter (e.g., Texas, New Mexico, and Louisiana).
- A comma should always follow “i.e.” and “e.g.” (see examples above)
- To indicate a separate clause, “i.e.” and “e.g.” can be used with either a comma or parentheses
- Note: AMA does not include periods in abbreviating “i.e.” or “e.g.” Throughout the AMA Manual of Style, these are presented as ie and eg.


Medical Terminology

Common Units of Measure Found in Nursing Publications

<table>
<thead>
<tr>
<th>Unit</th>
<th>Abbreviation</th>
<th>Unit</th>
<th>Abbreviation</th>
<th>Unit</th>
<th>Abbreviation</th>
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<tbody>
<tr>
<td>calorie</td>
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<td>minute</td>
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<td>millimeters of</td>
<td>mm HG</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note – AMA designates select units of measure that should be expanded at first mention, with the abbreviation immediately following in parentheses. None of the units listed in this document meet this criteria, therefore are not required to be expanded at first mention.

Source: AMA Manual of Style 10th edition section 14.12, Abbreviations, Units of Measure
Other Medical Terminology

Accepted terms, acronyms, and other preferred usages can be found in AMA Manual of Style 10th edition, Chapter 15, Nomenclature

Trade/Proprietary versus Generic Names

- Trademarked and proprietary names should be capitalized. Do not capitalize generic names.
- Due to copyrighting, international usage of publications where trade names may differ, and for the sake of standardization, the use of generic drugs, products, etc. are preferred over trade names. If a trade name must be used, the name must be listed with the city and state or country of the manufacturer. According to AMA Manual of Style section 10.3.5, “The trademark and copyright symbols are not used in JAMA and Archives Journals style.” section 15.5 continues by stating, “As with drugs and isotopes, proprietary names should be capitalized; the registered trademark symbol is not used.”
  - Example: The physician electronically prescribed 30 tablets of ibuprofen (Advil; Pfizer, New York, New York) directly to the patient’s hometown pharmacy.

Tip: When looking for generic terms to describe a product, visit website(s) for the trade name product you are trying to describe. Often, generic descriptors of the product can be found in product literature/promotional materials.

Sources: AMA Manual of Style 10th edition sections 5.6.16 Trademark, 10.3.5 Proprietary Names, and 15.5 Nomenclature, Equipment, Devices, and Reagents
Section 5: ASPAN-Related Information

Common Citations Found in ASPAN Publications


Common Journal Titles Found in ASPAN Publications

<table>
<thead>
<tr>
<th>Journal Name</th>
<th>Affiliated Organization</th>
<th>Abbreviation from National Library of Medicine (NLM)</th>
</tr>
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<tbody>
<tr>
<td>Anesthesia and Analgesia</td>
<td>International Anesthesia Research Society</td>
<td>Anesth Analg</td>
</tr>
<tr>
<td>Anesthesiology</td>
<td>American Society of Anesthesiologists (ASA)</td>
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<tr>
<td>AORN Journal</td>
<td>Association for periOperative Registered Nurses (AORN)</td>
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<td>Association for Nursing Professional Development (ANPD)</td>
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<tr>
<td>Journal of PeriAnesthesia Nursing</td>
<td>American Society of PeriAnesthesia Nurses (ASPN)</td>
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</tr>
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<td>Pain Manag Nurs</td>
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</table>

Complete information of the AMA Manual of Style 10th edition as referenced throughout this document: