

# AMA Manual of Style

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## Parts of an Issue

Cheryl Iverson

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If an issue has 2 or more parts, the part cited should be indicated in accordance with the following example: 1. McCormick MC, Kass B, Elixhauser A, Thompson J, Simpson L. Annual report on access to and utilization of health care for children and youth in the United States: 1999. *Pediatrics*. 2000;105(1, pt 3):219-230. |

## Base Units

Phil B. Fontanarosa and Stacy Christiansen

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The SI is based on 7 fundamental units (base units) that refer to 7 basic quantities of measurement (see the tabulation below). These units form the structure from which other measurement quantities are composed. Although not included among the 7 base units, the liter is widely used in the SI as a fundamental measure of capacity or volume. The liter is the recommended unit for measurement of volume for liquids and gases, whereas the cubic meter is the SI unit of volume for solids. Although the kelvin is the SI unit for thermodynamic temperature, the degree Celsius is used with

## Derived Units

Phil B. Fontanarosa and Stacy Christiansen

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Other SI measurement quantities are referred to as derived units and are expressed as products or quotients of the 7 base units. Certain derived SI units have special names and symbols and may be used in algebraic relationships to express other derived units. See the following tabulation. |

## Prefixes

Phil B. Fontanarosa and Stacy Christiansen

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Prefixes are combined with base units and derived units to form multiples of SI units. The factors designated by prefixes are powers of 10, and most prefixes involve exponents that are simple multiples of 3, thereby facilitating conversion procedures using successive multiplications by 10<sup>3</sup> or 10<sup>-3</sup>. Compound prefixes formed by the combination of 2 or more SI prefixes generally are not used. It is preferable to use an expression with a single prefix. The kilogram is the only SI base unit with a prefix as part of its name and symbol (kg). However, because compound prefixes are not recommended, prefixes

## Capitalization

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The SI unit names are written lowercase (eg, kilogram) when spelled out, except for Celsius (as in “degrees Celsius”), which is capitalized. 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 nonabbreviated SI unit names derived from a proper name are not capitalized (eg, newtons, amperes). # An uppercase letter L is used as the abbreviation for liter to avoid confusion with the lowercase letter l and the number 1. # Certain SI prefixes

## Products and Quotients of Unit Symbols

Phil B. Fontanarosa and Stacy Christiansen

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The product of 2 or more SI units should be indicated by a space between them or by a raised multiplication dot. The multiplication dot must be positioned properly to distinguish it from a decimal point, which is set on the baseline. (See , Mathematical Composition, Expressing Multiplication and Division.) When the unit of measure is the product of 2 or more units, either abbreviations (symbols) or nonabbreviated units should be used. Abbreviated and nonabbreviated forms should not be combined in products. When numerals are used to denote a quantity of measurement, it is preferable to use the abbreviated form

## Exponents

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SI reporting style uses exponents rather than certain abbreviations, such as cu and sq. |

## Plurals

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The same symbol is used for single and multiple quantities. Unit symbols are not expressed in the plural form. |

## Subject-Verb Agreement

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Units of measure are treated as collective singular (not plural) nouns and require a singular verb. To control the patient's fever, 500 mg of acetaminophen was [not were] administered at the time of admission and 1000 mg was required 4 hours later. |

## Beginning of Sentence, Title, Subtitle

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A unit of measure that follows a number at the beginning of a sentence, title, or subtitle should not be abbreviated, even though the same unit of measure is abbreviated if it appears elsewhere in the same sentence. (See , Numbers and Percentages, Spelling Out Numbers, Beginning a Sentence, Title, Subtitle, or Heading; and , Numbers and Percentages, Spelling Out Numbers, Common Fractions.) |