

AMA Manual of Style

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Titles and Headings

Brenda Gregoline

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Item type: section

Capitalize major words in titles, subtitles, and headings of publications, musical compositions, plays (stage and screen), radio and television programs, movies, paintings and other works of art, software programs, websites and weblogs, electronic systems, trademarks, and names of ships, airplanes, spacecraft, awards, corporations, and monuments. Do not capitalize a coordinating conjunction, an article, or a preposition of 3 or fewer letters, except when it is the first or last word in a title or subtitle. (For more on typeface rules when referring to works of art, see , *Typography, Specific Uses of Fonts, Italics, and , Punctuation, Quotation Marks, Titles.*)

Correspondence

Richard M. Glass

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Letters to the Editor are an essential aspect of postpublication review. The International Committee of Medical Journal Editors has recommended that all biomedical journals provide “a mechanism for submitting comments, questions, or criticisms about published articles, as well as brief reports and commentary unrelated to previously published articles. This will likely, but not necessarily, take the form of a correspondence section or column. The authors of articles discussed in correspondence should be given an opportunity to respond, preferably in the same issue in which the original correspondence appears.” Published letters usually comment on an article previously published in the same

Designators

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When used as specific designations within a particular article, with or without numerals, capitalize Table, Tables, Figure, and Figures. summarized in Table 2 as seen in the Table the middle third of the basilar artery (Figure 2) Do not capitalize the following words, even when used as specific designators, unless used as part of a heading or title: But: Step I diet, Schedule II drug, and Axis I of the Diagnostic and Statistical Manual of Mental Disorders (Fourth Edition) |

Capitalized Computer Terms

Brenda Gregoline

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Use initial capitals with computer commands, functions, or features. Please do not press the Back button on your browser until we have finished processing your request. Enter one or more search terms and click Go. Items in the History folder will be deleted after 90 days. The word email takes a lowercase letter in JAMA and Archives Journals style except when it starts a sentence. Please send email messages to my work address. Email submissions are preferred. |

Types and Sections of Articles

Brenda Gregoline

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UPDATE: We will discontinue using quotation marks to identify parts of an article, but retain the capitalization; eg, This is discussed in the Methods section (not the “Methods” section). This change was made February 14, 2013. General terms used to refer to a type of article or a section within an article should be set lowercase. His letter to the editor was published in the December issue. The methods sections of articles are often inadequate. However, when referring to a specific type of article, or a section within a specific article, capitalize the first letter in the words of the category

Acronyms and Initialisms

Brenda Gregoline

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Do not capitalize the words from which an acronym or initialism is derived (see , Abbreviations). prostate-specific antigen (PSA) enzyme-linked immunosorbent assay (ELISA) Exception: When the words that form the acronym or initialism are proper names, use capitals as described in , Proper Nouns, Official Names: National Institute of Mental

Health (NIMH) When there has been a “stretch” to create a study name or the name of a writing group that makes sense, is easy to say, and somehow relates to the name of the group, but where the first letters of the major words do not match the acronym, do

“Intercapped” Compounds

Brenda Gregoline

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JAMA and the Archives Journals capitalize trade names according to the spelling of the legal trademarks, even if they begin with a lowercase letter and contain a capitalized letter. She sold her collection of vintage hats on eBay. Data were processed in the field on iBook computers (Apple, Cupertino, California). Avoid starting a sentence with one of these trade names. It is almost always preferable to reword the sentence so that it begins with a word that takes an initial capital letter, while retaining the preferred spelling of the trade name. |

Reviews of Books, Journals, and Other Media

Richard M. Glass

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Readers of such reviews seek both an overview of the product and an assessment of its quality relative to similar works. Thus, these reviews usually include description and opinion, both of which may extend to broader issues raised by the work. There is often considerable room for individual style and expression in these critiques, but supporting evidence for the reviewer’s praise or criticism is essential. |

Jargon

Roxanne K. Young

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Many words have found their way into medical vocabularies with unusual meanings that are not recognized even by medical dictionaries. Such writings may be characterized as medical jargon or medical slang. When these words appear in medical manuscripts or in medical conversation, they are unintelligible to other scientists, particularly those of foreign countries; they are not translatable and are the mark of the careless and uncultured person. Morris Fishbein, MD I have laboured to refine our language to grammatical purity, and to clear it from colloquial barbarisms, licentious idioms, and irregular combinations. Samuel Johnson (1709 1784) Words and phrases that can

Age and Sex Referents

Roxanne K. Young

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Use specific terminology to refer to persons' age. See also , Inclusive Language, Age. Neonates or newborns are persons from birth to 1 month of age. Infants are children aged 1 month to 1 year (12 months). Children are persons aged 1 to 12 years. Sometimes, children may be used more broadly to encompass persons from birth to 12 years of age. These persons may also be referred to as boys or girls. Adolescents are persons aged 13 through 17 years. They may also be referred to as teenagers or as adolescent boys or adolescent girls, depending on context. Adults