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Bruce McGregor and Harriet S. Meyer

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The style of terms in the index must be the same as the style in the text. | Alphabetization in indexes begins with the first letter of the term, eg, G period G phase G protein Commas precede letters in sorting order (examples from Thomas).cold, common cold agglutinin disease Vibrio, noncholera Vibrio cholerae infection Other punctuation is ignored. Omsk hemorrhagic fever virus O'nyong-nyong virus For entries that are identical except for case, choose whether uppercase or lowercase will take precedence in sorting and be consistent throughout the index. abl1, 99, 106 110 Abl1, 95, 100 103 Brca1, 112 BRCA1, 54,

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Bruce McGregor and Harriet S. Meyer

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Vocabulary control is of particular importance not only for indexes compiled for multiauthor texts, but also for the indexes that appear at the end of the volume year in medical journals. In general, the rules and guidelines that apply to back-of-the-book indexes also apply to journal indexes. Where, in specialty journals, nomenclature is in flux or variable, indexers should follow the style and recommendations of their publishers or editors, cross-referencing to preferred terms or forms of entry rather than double-posting. Journal indexes differ from book indexes in basing index entries largely on title and abstract information, which summarizes an article’s

Controlled Vocabulary Indexing

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In indexing journals offering broad coverage of general medicine and specialties and in indexing sets of periodicals issued by different publishers, indexers usually rely on the

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external authority of a controlled vocabulary. Controlled vocabularies allow indexers to resolve variances in natural language systematically. The vocabularies establish preferred terms with cross-references from alternative forms of entry. Thus, all relevant references can be gathered under a single heading. Controlled vocabularies also establish hierarchical relationships among related terms. Such hierarchies most often take the form of a thesaurus in which narrower terms are entered as subentries beneath the broader terms to which they

Online and Electronic Indexes

Bruce McGregor and Harriet S. Meyer

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Although indexing services continue to index scientific literature much as in the past, few any longer compile their indexing into the printed monthly and annual cumulations such as Index Medicus or Chemical Abstracts that once sat in long rows on university library shelves. The database products that have replaced cumulated print indexes nevertheless still depend on controlled vocabulary indexing as a means of achieving acceptable degrees of relevancy in retrieving citations from among millions of abstracts. To eliminate the many marginal “hits” that result from the unmediated keyword searching of large databases, search screens typically allow users to construct their

Academic Degrees, Certifications, and Honors

Roxanne K. Young

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The following academic degrees are abbreviated in bylines and in the text when used with the full name of a person. (See also , Names and Titles of Persons.) In some circumstances, however, use of the abbreviation alone is acceptable (eg, Katharine is a doctor of medicine and also holds a PhD in biochemistry). (See also , Plurals, Abbreviations.) Generally, US fellowship designations (eg, FACP, FAAN, FACS) and honorary designations (eg, PhD[Hon]) are not used in bylines. In contrast, non-US designations such as the British FRCP and the Canadian FRCPC (attained through a series of qualifying examinations) should be listed

Days of the Week, Months, Eras

Roxanne K. Young

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Generally, days of the week and months are not abbreviated.The manuscript was received at JAMA's editorial offices in late December 2004 and accepted for publication on January 5, 2005, after expedited peer review, revision, and discussion among the editors. Because of the importance of its topic, the article was published 3 weeks later, on Wednesday, January 26, 2005, as a JAMA-EXPRESS. In tables and figures, the following 3-letter abbreviations for days of the weeks and months may be used to conserve space (see , Visual Presentation of Data, Tables; and , Visual Presentation of Data, Figures): Occasionally, scientific manuscripts may

US Military Services and Titles

Roxanne K. Young

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Local Addresses

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Cities, States, Counties, Territories, Possessions; Provinces; Countries

Roxanne K. Young

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Business Firms

Roxanne K. Young

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