

## AMA Manual of Style

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### Used to Express Equivalence or Duality

Cheryl Iverson

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When 2 terms are of equal weight in an expression and and is implied between them to express this equivalence, the forward slash can be retained. The diagnosis and initial treatment/diagnostic planning were recorded. If the approval process raises concerns among the researchers or the ethics committee/IRB members, the author may want to explain the resolution of these issues. When the question of duality arises in the he/she construction, change the slash construction when the gender is to be specified; substitute the word or for the forward slash or, preferably, rephrase to be gender neutral. Dr Kate Wolf and Dr Rob Cox

### Used to Mean per

Cheryl Iverson

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In the “per” construction, use a forward slash only when (1) the construction involves units of measure (including time) and (2) at least 1 element includes a specific numerical quantity and (3) the element immediately adjacent on each side is either a specific numerical quantity or a unit of measure. In such cases, the units of measure should be abbreviated in accordance with , Abbreviations, Units of Measure. (See also , Numbers and Percentages, Forms of Numbers, Reporting Proportions and Percentages.) The hemoglobin level was 14 g/dL. The CD4+ cell count was 200/μL. Blood volume was 80 mL/kg of body weight.

### Using Apostrophes to Form Plurals

Cheryl Iverson

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Do not use an apostrophe to indicate the plural of a name. Do not use an apostrophe in the name of an organization in which the qualifying term is used as an adjective or an

attributive rather than a possessive. Of course, always follow the official name. Use 's to indicate the plural of letters, signs, or symbols spoken as such, or words referred to as words when s alone would be confusing. Note the italics with inflectional ending in roman type for words, letters, and numbers but not for symbols and signs. He uses too many and's. The manuscript editor

## Verbal Phrase Dangers

Stacy Christiansen

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A participle is a verb form used as an adjective. A dangling participle implies an actor but fails to indicate correctly who or what that actor is. The following examples of dangling participles illustrate the problem. A gerund is a verb form used as a noun (see , Nouns, Modifying Gerunds). Like the dangling participle, the dangling gerund implies an actor but does not specify who or what that actor is and sometimes may be confused with a participle modifying the wrong entity. |

## Verbs

Stacy Christiansen

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Verbs express an action, an occurrence, or a mode of being. They have voice, mood, and tense. | In the active voice, the subject does the acting; in the passive voice, the subject is acted on. In general, authors should use the active voice, except in instances in which the actor is unknown or the interest focuses on what is acted on (as in the following example of passive voice). He was shot in the abdomen and within 10 minutes was brought to the emergency department. If the actor is mentioned in the sentence, the active voice is preferred over the

## Virus Nomenclature

Harriet S. Meyer

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Viruses evolve rapidly.... [A]denovirus, for example, may produce 250 000 DNA molecules in an infected cell.... Leslie Collier and John Oxford(p12) Taxonomy lies at the uneasy interface between biology and logic. L. Andrew Ball(p3) If you wanted to call one of your children home for dinner would you go into the street and shout "Homo sapiens"? Michael A. Drebot, Eric Henchal, Brian Hjelle, et al(p2468) Most

medical articles describe concrete viral entities and, therefore, use the common (vernacular, informal) names of viruses (eg, cytomegalo-virus, Hantaan virus, orthopoxviruses). To indicate taxonomic groups, formal virus names are used (eg, Human herpesvirus 5, Hantaan virus, the genus

## Visual Acuity

Phil B. Fontanarosa and Stacy Christiansen

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Visual acuity should be reported on the basis of how the measurement was determined. For example, using the Snellen fraction with English units, 20/20 or 20/100 indicates that the person being evaluated can see at 20 ft what a person with “normal visual acuity” can see at 20 ft or at 100 ft, respectively. The equivalent metric measurements for visual acuity are 6/6 and 6/30, respectively. (See , Nomenclature, Ophthalmology Terms.) |

## Visual Presentation of Data

Stacy Christiansen

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Tables and figures demonstrate relationships among data and other types of information. A well-structured table is perhaps the most efficient way to convey a large amount of data in a scientific manuscript. As text, the same information may take considerably more space; if presented in a figure, key details and precise values may be less apparent. Text may be preferred if the information can be presented concisely (see Box). For qualitative information, text should be used if the relationships among data are simple and data are few, whereas a figure should be used if the relationships are complex. For quantitative information, a table should be used when the display of exact values is important, whereas a figure (eg, a line graph) should be used to demonstrate patterns or trends. Tables also are often preferable to graphics for small data sets and are preferred when data presentation requires many specific comparisons...

## Vitamins and Related Compounds

Margaret A. Winker

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The familiar letter names of most vitamins generally refer to the substances as found in food and in vivo. With the exception of vitamins A, E, and B complex, the INNs for vitamins given therapeutically differ from their in vivo names. (To enhance clarity for readers, the

equivalent vitamin name may also be provided.) Various types of carotenoids (alpha and beta carotene and beta cryptoxanthin) may be converted to vitamin A within the body, so the specific agent that is administered should be provided. The native form of vitamin A is most often supplied as retinol acetate. Other forms of

## Vocabulary Control

Bruce McGregor and Harriet S. Meyer

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An entity may be referred to by different names throughout a text. Such variation is common in multiauthor works. Cross-references, double-postings, and parenthetical synonyms help the reader know that the entity sought in the index is the same entity discussed under various names. Authors and editors should use vocabulary consistently and note synonyms in the text. The indexer should consult the book author or editor and the publisher's book editor for clarification. The following example is adapted from Thomas: auditory nerve. See cranial nerve VIII cranial nerves, VIII (auditory, vestibulocochlear), 781t, 782, 782t, 783t, 1870t eighth nerve. See cranial nerves,