

AMA Manual of Style

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Capitalization

Brenda Gregoline

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The first word of every complete sentence should be capitalized. The following should also be capitalized...

Correct and Preferred Usage

Roxanne K. Young

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The second quote, from a 1904 editorial in JAMA, certainly holds true today, but of course, editors do consider manuscripts that are poorly written but are of good science, although they may feel less confident about a paper's content if the presentation is sloppy. Also, authors whose first language is not that of the journal should still be given consideration. In particular, editors should not lose the author's voice, especially in informal usage. Still, scientific writing should be as precise as possible to avoid misinterpretation. This section provides a selection of correct and preferred terms...

Non-English Words, Phrases, and Accent Marks

Brenda Gregoline

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Some words and phrases derived from other languages have become part of standard English usage. Those that have not should be italicized (see 22.0, *Typography*), and usually a definition should be given. Consult standard medical dictionaries and the most recent edition of Merriam-Webster's Collegiate Dictionary for guidance. A public health investigation revealed that the source of lead exposure was hai ge fen (clamshell powder), 1 of the 36 ingredients of the Chinese herbal medicine. In Vitro Susceptibility Testing of Antifungal Agents Medical information and advice abound on the Internet, but remember:

Caveat lector. Lorenz Böhler, the son of a carpenter, eventually became the praeceptor traumatologiae totus mundi (teacher of traumatology in the whole world)...

Types of Articles

Richard M. Glass

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Effective written communication requires the author to consider the intended message and audience and use a form appropriate to both. Medical journal articles usually fit into one of the following 7 main types. Published reports of original research are the backbone of medical and scientific communications. Critical evaluation and replication of the findings of such reports are key aspects of quality control and progress in science and medicine; the clinical applications of original research are a major source of benefits for patients. Journals often categorize reports of original data as Original Articles, Original Communications, or Original Reports, section headings that emphasize the new findings such articles intend to communicate. Short articles reporting original data may be called Brief Reports. Studies that address basic issues of physiology or pathology may be called Research Reports or Clinical Investigations. In JAMA, articles that report preliminary findings are called Preliminary Communications...

Nomenclature

Margaret A. Winker, Richard M. Glass, and Harriet S. Meyer

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This chapter is devoted to nomenclature: systematically formulated names for specific entities. Biological nomenclature dates back at least to the 18th century. Since the mid-20th century, many biomedical disciplines have established committees to develop and promulgate official systems of nomenclature. Accelerating knowledge, particularly from molecular biology, necessitated the official biomedical nomenclature systems, sometimes with dramatic results. For instance, a single coagulation factor had been referred to by 14 different names...

Numbers and Percentages

Stephen J. Lurie and Margaret A. Winker

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Any policy on the use of numbers in text must take into account the reader's impression that numbers written as numerals (symbols) appear to emphasize quantity more strongly

than numbers spelled out as words. Because numerals convey quantity more efficiently than spelled-out numbers, they are generally preferable in technical writing. In literary writing, by contrast, spelled-out numbers may be more compatible with style. Despite these general principles, usage may appear inconsistent when a publication chooses to use numerals in some instances and words in others. The guidelines outlined in this section attempt to reduce these inconsistencies and avoid use of numerals that may be jarring to the reader. In situations that are not governed by these guidelines, common sense and editorial judgment should prevail.

Glossary of Publishing Terms

Jennifer Reiling

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This glossary is intended to define terms commonly encountered during editing and publishing as well as those editing and publishing as well as those industry terms that also have a more common vernacular meaning. The glossary is not all-inclusive. New terms and new usage of existing terms will emerge with time and advances in technology. Definitions for the terms herein were compiled from the ninth edition of this manual and the sources listed at the end of the chapter. Terms used in definitions that are defined elsewhere in this glossary are *italic links*.

Punctuation

Cheryl Iverson

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Periods, question marks, and exclamation points are the 3 end-of-sentence punctuation marks. Periods are the most common end-of-sentence punctuation marks. Use a period at the end of a declarative or imperative sentence and at the end of each table footnote and each figure legend...

Resources

Jennifer Reiling

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References

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