

AMA Manual of Style

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Geographic Names

Brenda Gregoline

Print Publication Year: 2007 Published Online: 2009

Publisher: Oxford University Press

ISBN: eISBN:

DOI: 10.1093/jama/9780195176339.022.389

Item type: section

Capitalize names of cities, towns, counties, states, countries, continents, islands, airports, peninsulas, bodies of water, mountains and mountain ranges, streets, parks, forests, canyons, dams, and regions. If a common noun is capitalized in the singular, it is generally not capitalized in the plural. Atlantic and Pacific oceans Kennedy and Eisenhower expressways Mississippi and Missouri rivers Compass directions are not capitalized unless they are generally accepted terms for regions. There is a large time difference between Europe and the Far East. Walk east until you arrive at the lake. There is no party like a West Coast party because a West Coast party doesn't stop.

Capitalization

Brenda Gregoline

Print Publication Year: 2007 Published Online: 2009

Publisher: Oxford University Press

ISBN: 9780195176339 eISBN: 9780195382846

DOI: 10.1093/jama/9780195176339.003.0010

Item type: chapter

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

First Word of Sentences, Statements, Quotations, Titles, Subtitles, and Table Headings

Brenda Gregoline

Print Publication Year: 2007 Published Online: 2009

Publisher: Oxford University Press

ISBN: eISBN:

DOI: 10.1093/jama/9780195176339.021.166

Item type: section

The first word of every complete sentence should be capitalized. The following should also be capitalized: # The first word of a formal statement that follows a colon Our conclusions may be stated thus: More research is needed. # The first word of a direct quotation (but see , Punctuation, Quotation Marks, Quotations) The report noted: "A candidate may be admitted after completing 2 years of medical school." Kurt Vonnegut put it best when he

said, “Writers can treat their mental illnesses every day.”Note: If the quotation is run into the sentence, a lowercase letter on the first word may be preferable

Proper Nouns

Brenda Gregoline

Print Publication Year: 2007 Published Online: 2009

Publisher: Oxford University Press

ISBN: eISBN:

DOI: 10.1093/jama/9780195176339.021.168

Item type: section

Proper nouns are words used as names for unique individuals, events, objects, or places. Capitalize names of cities, towns, counties, states, countries, continents, islands, airports, peninsulas, bodies of water, mountains and mountain ranges, streets, parks, forests, canyons, dams, and regions. If a common noun is capitalized in the singular, it is generally not capitalized in the plural. Atlantic and Pacific oceans Kennedy and Eisenhower expressways Mississippi and Missouri rivers Compass directions are not capitalized unless they are generally accepted terms for regions. There is a large time difference between Europe and the Far East. Walk east until you arrive at the lake. There is no

Titles and Headings

Brenda Gregoline

Print Publication Year: 2007 Published Online: 2009

Publisher: Oxford University Press

ISBN: eISBN:

DOI: 10.1093/jama/9780195176339.021.167

Item type: section

UPDATE: Effective January 18, 2012, our preference for "Web site" will be changed to a preference for "website." (Section 10.2, page 372 in the print.) We will also use "webcast" for "webcam." Caps will be retained on mention of World Wide Web, however. This change was made January 18, 2012. 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

“Intercapped” Compounds

Brenda Gregoline

Print Publication Year: 2007 Published Online: 2009

Publisher: Oxford University Press

ISBN: eISBN:

DOI: 10.1093/jama/9780195176339.021.173

Item type: section

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.

Capitalized Computer Terms

Brenda Gregoline

Print Publication Year: 2007 Published Online: 2009

ISBN: eISBN:

Item type: section

Publisher: Oxford University Press

DOI: 10.1093/jama/9780195176339.021.172

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 e-mail takes a lowercase letter in JAMA and Archives Journals style except when it starts a sentence. Please send e-mail messages to my work address. E-mail submissions are preferred.

Designators

Brenda Gregoline

Print Publication Year: 2007 Published Online: 2009

ISBN: eISBN:

Item type: section

Publisher: Oxford University Press

DOI: 10.1093/jama/9780195176339.021.169

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)

Acronyms and Initialisms

Brenda Gregoline

Print Publication Year: 2007 Published Online: 2009

ISBN: eISBN:

Item type: section

Publisher: Oxford University Press

DOI: 10.1093/jama/9780195176339.021.171

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 not use

Types and Sections of Articles

Brenda Gregoline

Print Publication Year: 2007 Published Online: 2009

Publisher: Oxford University Press

ISBN: eISBN:

DOI: 10.1093/jama/9780195176339.021.170

Item type: section

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 or section