

AMA Manual of Style

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Abbreviations

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Merriam-Webster's Collegiate Dictionary defines an abbreviation as "a shortened form of a written word or phrase used in place of the whole"³ (eg, Dr for doctor, US for United States, dB for decibel). An acronym is "formed from the initial letter or letters of each of the successive parts or major parts of a compound term"³(eg, ANCOVA for analysis of covariance). Acronyms are pronounced as words.

Academic Degrees, Certifications, and Honors

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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

US Military Services and Titles

Roxanne K. Young

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JAMA and the Archives Journals prefer that the author's nonmilitary academic degree(s) be used in bylines, eg, Christopher Lee, MD, not Col Christopher Lee, USAF, MC. If used in the text, the abbreviation of a military service follows a name; the abbreviation of a military title (also called grade or rank) precedes a name (eg, 1LT Cornelia McNamara, AN, USAR).

Military titles and abbreviations should be verified with the author (see also , Manuscript Preparation, Bylines and End-of-Text Signatures; and , Manuscript Preparation, Bylines and End-of-Text Signatures, Degrees). | Note: All of the preceding designations also apply to the Army

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

Local Addresses

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Use the following abbreviations when complete local addresses are given: The hospital was built on Eighth Street. The hospital's address is 319 W Eighth St. In some cases, these designators may or may not be abbreviated, by convention: Do not abbreviate non-English address terms (eg, boulevard, avenue, place, rue, via, Strasse, Platz). (Note: The translation of such terms can be derived via the Internet.) Query author for preference of English or non-English address terms. When the plural form of an address designator is used, do not abbreviate it (eg, Broadway and Spring streets). When a street number is not given,

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

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At first mention, the name of a state, territory, possession, province, or country should be spelled out when it follows the name of a city. (Because the majority of authors and readers of JAMA and the Archives Journals are from the United States, these journals do not add "United States" after the name of a US city and state. Similar rules are followed by other

journals. For example, the Lancet does not add “United Kingdom” after the name of a UK city.) Names of cities, states, counties, territories, possessions, provinces, and countries should be spelled out in full when they

Names and Titles of Persons

Roxanne K. Young

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Given names should not be abbreviated in the text or in bylines except by using initials, when so indicated by the author. The editor should verify the use of initials with the author. (Some publishers prefer to use initials, instead of given names.) Do not use Chas., Geo., Jas., Wm., etc, except when such abbreviations are part of the formal name of a company or organization that regularly uses such abbreviations (see , Business Firms). When an abbreviation is part of a person’s name, retain the period after the abbreviation, eg, Oliver St. John Gogarty, MD. Initials used in the

Business Firms

Roxanne K. Young

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In the text, use the name of a company exactly as the company uses it, but omit the period after any abbreviations used, such as Co, Inc, Corp, and Ltd. In the text, do not abbreviate these terms if the company spells them out, eg, Sandoz Pharmaceuticals Corporation. Note that in the text, periods are used with a company namesake’s initials. However, to conserve space in references, abbreviate Company, Corporation, Brothers, Incorporated, Limited, and and (using an ampersand [&]), without punctuation, even if the company expands them, and delete periods even with initials, in accordance with the following examples; and

Agencies and Organizations

Roxanne K. Young

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Many organizations (eg, academies, associations, government agencies, research institutes) are known by abbreviations or acronyms rather than by their full names. Some of these organizations have identical abbreviations (eg, AHA for both American Heart Association and American Hospital Association). Therefore, to avoid confusion, the names of all organizations should be expanded at first mention in the text and other major elements of the manuscript, with the abbreviation following immediately in parentheses, in accordance

with the guidelines offered in , Clinical, Technical, and Other Common Terms. The article the is often used with abbreviated forms of agencies and organizations (eg, the

Collaborative Groups

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Collaborative groups include study groups, multicenter trials, task forces, expert and ad hoc consensus groups, and periodic national and international health surveys. Such an entity's full name should be provided in addition to its abbreviation, even if it appears only once in a manuscript. Because some of these groups are often better recognized by their acronyms than by their full names, the acronym may be placed first, with the expansion in parentheses, contrary to the order usually recommended. To save space in titles, however, the acronym may be used alone if its expansion is provided early in the manuscript, for