

AMA Manual of Style

You are looking at 1-7 of 7 items for: **med-9780195176339-div1-135**

Types of Index

Bruce McGregor and Harriet S. Meyer

Print Publication Year: 2007 Published Online: 2009

Publisher: Oxford University Press

ISBN: eISBN:

DOI: 10.1093/jama/9780195176339.022.420

Item type: section

A single index is the most convenient for the reader. However, separate author and subject indexes are common in biomedical publications, especially journals. Separate indexes should be “visually distinct”(p757) and be distinguished typographically and by running headers or footers. |

Cross-references

Bruce McGregor and Harriet S. Meyer

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Item type: section

Cross-references are valuable for terms that readers might seek in different alphabetic locations (last example from Thomas).cDNA. See under DNA DNA dsDNA. See under DNA mtDNA. See under DNA DNA, 5, 300 310, 999 cDNA, 24, 356 dsDNA, 24 25, 356, 900 mtDNA, 660 DTH. See hypersensitivity reactions, type IV DTH skin test, 1010 1022, 1012f, 103110 Cross-references are also used for synonyms: proaccelerin. See factor V Stuart factor. See factor X T cell. See T lymphocyte In the middle example, if Stuart factor were used in text concerning the history of factor X, a see also reference might be

Inversions

Bruce McGregor and Harriet S. Meyer

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An inverted form changes the order of a compound term, eg, “leukemia, B-cell.” Inversions are preferred when the indexer, depending on context and the coverage of the book, believes that the reader is most likely to look up information under the keyword, eg, under “leukemia” rather than under “B-cell.” Such inverted forms of entry should be cross-referenced (or double-posted) from the uninverted disease name. Avoid unnecessary

inversions such as “fatigue syndrome, chronic” that break up commonly used compound terms. |

Generic Cross-references

Bruce McGregor and Harriet S. Meyer

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Item type: section

General classes, and specific members of a class, may require generic cross-references, ie, a cross-reference to a group of entries rather than to specific entries by name. The following examples are from Patton and Wyman. drugs antihypertensive, 483 See also specific drugs by name medications. See drugs; specific medications pharmaceuticals. See products by name kidney, 18 43, 586 592. See also under nephro- or renal transplantation, 551 578 |

Double-postings

Bruce McGregor and Harriet S. Meyer

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Listing the same citation under 2 or more entries, known as double-posting, is helpful when readers might be expected to look equally frequently in more than one place. benign prostatic hyperplasia (BPH) (BPH) BPH (benign prostatic hyperplasia) prostatic hyperplasia, benign (BPH) cTnC, 246 cTnC, 246 TnC, 345 [cTnC is listed in both the c's and in the t's.] However, for entries that will also appear in a series of related subentries under a main heading, cross-references to the principal form of entry are preferred to double-posting. Acceptable: E-selectin, 550 P-selectin, 551 Selectins E-selectin, 550 P-selectin, 551 Preferred: E-selectin. See under selectins P-selectin.

Subentry Levels

Bruce McGregor and Harriet S. Meyer

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Tullar recommends using more main entries or first-level subentries rather than going beyond a third level of subentry, as in this example, adapted from Tullar: Not: cancer treatment of pharmacologic cyclophosphamide for adverse effects of thrombocytopenia Preferred: cancer treatment of pharmacologic See also individual drugs chemotherapy adverse effects of See also individual drugs cyclophosphamide adverse effects of thrombocytopenia from drug-induced disorders from cyclophosphamide thrombocytopenia thrombocytopenia from cyclophosphamide drug-induced Even when a main heading cites the entire page range of

the discussion of a particular topic, it is useful to include subtopics as subentries so that the reader is aware that

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,