

# AMA Manual of Style

You are looking at 1-4 of 4 items for: **med-9780195176339-div1-24**

## Parts of a Manuscript, Headings, Subheadings, and Side Headings

Cheryl Iverson

Print Publication Year: 2007 Published Online: 2009

Publisher: Oxford University Press

ISBN: eISBN:

DOI: 10.1093/jama/9780195176339.021.31

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. UPDATE: To return to the conventional IMRAD nomenclature, the JAMA Network journals are implementing Discussion rather than Comment as the summary section heading in all article types. This will also alleviate any confusion between the online functionality of leaving comments on an article and the use of Comment as a section heading. This change was implemented April 1, 2013. A consistent pattern of organization

## Levels of Headings

AMA Manual of Style Committee

Print Publication Year: 2007 Published Online: 2009

Publisher: Oxford University Press

ISBN: eISBN:

DOI: 10.1093/jama/9780195176339.022.26

Item type: section

A consistent style or typeface should be used for each level of heading throughout a manuscript so that the reader may visually distinguish between primary and secondary headings. The styles used for the various levels of headings will vary from publisher to publisher and publication to publication, even within the same publishing house. They may also vary within a single publication, from one category of article to another (see also , *Typography*). Headings are often used as navigational links for online articles. Consideration should be given to appropriate online use (eg, avoidance of excessive length and citation of images and

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There is no requisite number of headings. However, because headings are meant to divide a primary part into secondary parts, and so on, there should be a minimum of 2. Headings reflect the progression of logic or the flow of thought in an article and thereby guide the reader. Headings also help break up the copy, making the article more attractive and easier to read. Headings may be used even in articles such as editorials and reviews, which usually do not follow the organization described above for research articles. (Other typographic and design elements, such as pullout quotations, bullets [•],

## Items to Avoid in Headings

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# Avoid using a single abbreviation as a heading, even if the abbreviation has been expanded earlier in the text. If the abbreviation appears as the sole item in a heading, spell it out. (See , Abbreviations, Clinical, Technical, and Other Common Terms.) # Avoid expanding abbreviations for the first time in a heading. Spell the abbreviation out in the heading if that is its first appearance and introduce the abbreviation, if appropriate, at the next appearance of the term. (See , Abbreviations, Clinical, Technical, and Other Common Terms.) # Avoid citing figures or tables in headings. Cite them in