

Wiley AMA Manual of Style: A User's Guide

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Version 1.1	01 June 2018	Journal copyediting level stakeholder group	<ul style="list-style-type: none"> • Standardization of JSS conflicts with AMA manual • Addition of deviation/exceptions allowed • Hyphenated given names in How to Cite section
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Preface

This manual has been prepared specifically for people who edit manuscripts to be published by Wiley.

It contains the following sections:

Section 1: Structuring and XML Tagging.

Section 2: Mechanical Editing. This presents the specific requirements for content editing and formal style or mark-up.

Section 3: Copyediting Level 1. Copyediting includes elements of both mechanical and language editing and also editing of the scientific and mathematical content.

Section 4: Copyediting Level 2. This presents the specific requirements for language editing pertaining to Level 2.

Section 5: Copyediting Level 3. This knowledge has been collected in numerous excellent reviews of good editorial practice. We acknowledge the most important of these sources to which this manual owes a great deal: the *AMA Manual of Style*, 10th edition.

We look forward to receiving further suggestions for improving this manual.

This style manual does not pretend to be complete or neutral and might change according to the *AMA Manual of Style* or Wiley copyediting guidelines.

1 Structuring and XML Tagging

Structuring is the process by which the typesetter identifies the various elements in the article and applies the electronic tagging (mark-up), including the metadata, DOI, author names, affiliations, headings, paragraphs, tables, figures, charts, links, and so on, according to WileyML 3G specifications.

Structuring (not the technical or content style sheets within the journal-specific style sheet [JSS]) and XML tagging of the manuscript according to WileyML 3G specifications have to be done by the typesetter (ie, the Wiley production team/vendor).

2 Mechanical Editing

Mechanical editing comprises the technical and content-related editing specifically mentioned in the journal style sheet. Here are the rules that have to be followed for journals adhering to the New Journal Design AMA style, regardless of their level of editing.

2.1 Article History

- Include article history dates if this is the journal style; if they are not provided, do not raise query.
- Do not retain dates for Introduction articles.
- No period at the end of history dates.
- Standardized text: “Received,” “Revised,” “Accepted” (no “Published on” date). History should be included only for the titles which have included this section in the old layout.
- Format: eg, 8 November 2017.
- The dates should be set on the top of the first page. The placement of the dates is not the responsibility of the copyeditor.

For example:

Received: 5 July 2016 | Revised: 2 October 2016 | Accepted: 29 October 2016

2.2 Article Category

- The category name should be ranged left, all caps, bold, and underlined in the PDF file.
- Use for all article types.
- The category name should be placed above the article title.

Article with lengthy category	Article with subtitle (subcategory)
<p>DOI: 10.1111/jph.12245</p> <p>POPULATIONS AT RISK ACROSS THE LIFESPAN-POPULATION STUDIES</p> <p>Comparing demographic, social supp</p>	<p>DOI: 10.1111/cyt.12416</p> <p>ENIGMA PORTAL</p> <p>Dedicated to teaching and education for</p>

2.3 Article Title

- Article titles are to be set in sentence case but capitalize proper nouns.
- Bold, roman, no end period.
- Capitalize the first word after a colon or em dash unless it is a lower-case abbreviation or a specified usage.
- Spell out numerals if they appear at the beginning of the title.

- No drug names should appear in the title or subtitle; use the approved generic or nonproprietary name and query the author.
- Genus and species should be expanded and italicized.
- A unit of measure that follows a number (as a quantity) at the beginning of a sentence, title, or subtitle should not be abbreviated.

For example:

Sexual dysfunction and response to medications in multiple sclerosis

For more information, refer to [AMA Manual of Style, 10th edition, p 20](#).

2.4 Author Names (Byline)

- Authors' full names should be used (first name spelled out); initials are spaced out.
- Title case, ranged left; do not use "and" or "&" between last two authors.
- Author names should be separated by a vertical bar.
- Use superscript numerals to indicate affiliations. If there is just one affiliation, then no superscript numbers should be used.
- The superscript Arabic numbers should be closed up with the author surname.
- Asterisk should not be used to denote corresponding authors, but name, affiliation, and email should be provided in the Correspondence section.
- Degree to be included if present in existing journal style. Degree without periods; no comma between author name and degree; more than one degree for the same author should be separated with a comma.

For example:

Jing Peng MD¹ | Jari A. Laukkanen MD, PhD^{2,3} | Qianping Zhao MD¹ |
Xu Zhang MD¹ | Gang Li MD, PhD¹

- Job title to be included if present in existing style. No comma between author name and job title; comma separator needed between a degree and job title.

Examples:


John Engler MPH, Postdoctoral Researcher

Ellen Kojima Research Assistant

- If an author holds 2 doctoral degrees (eg, MD and PhD, or MD and JD), either or both may be used, in the order preferred by the author. If the author has a doctorate, degrees at the master's level usually are not included, although exceptions may be made when the master's degree represents a specialized field or a field different from that represented by the doctorate (eg, MD, MPH).
- Academic degrees below the master's level usually are omitted unless these are the highest degrees held. Exceptions are made for specialized professional certifications, degrees, and licensure (eg, RN, RD, COT, PA) and for specialized bachelor's degrees (eg, BSN, BPharm) and combination degrees (eg, BS, M[ASCP]). Generally, US fellowship

designations (eg, FACP or FACS) and honorary degrees (eg, PhD[Hon]) are omitted.)

For example:

Young C. Suh MD¹ | Hyunsuk P. Suh MD, PhD² | Jong S. Lee MD, PhD¹ |
Jee S. Chang MD³ | Joon P. (Jp) Hong MD, PhD, MMM¹ 

Anjing^{Q1} Zhong MS^{1,2,3} | Yiping Tian MS^{1,2,4}

2.5 Author Affiliation

- Placement: below author names.
- Affiliations should be linked to author names with superscripted Arabic numerals.
- Affiliations should be set in roman and title case.
- Short address with Arabic numerals as links. ZIP code, PO box number, and street names are not allowed.
- List department, institution, city, state (if US), or country (outside the USA).
- Traditionally, China is used to refer to mainland China (People's Republic of China); in case of Taiwan, ROC (Republic of China) should be retained. Exercise caution in making any changes, and check with the author if in doubt.
- No country name for US papers.
- US state names should be spelled out in affiliations (eg, Michigan).

(Note that in the correspondence address they should be abbreviated with postal abbreviations: eg, MI.)

- UK: no full stops, same as in text.
- Provide city and country for authors whose affiliations are outside the USA and include province for authors from Canada or Australia.

For example:

¹Department of Preventive Medicine, Baylor College of Medicine, Houston, Texas

²Department of Obstetrics, University of Utah, Salt Lake City, Utah

³Department of Dermatology, University Hospital, Ghent, Belgium

³Department of Endocrinology, University College London, London, UK

2.6 Author Correspondence

- Placement below author affiliations.
- The heading “**Correspondence**” should be set in bold and roman.
- Author name and address details in roman.
- Short address with email ID is enough. No phone and fax numbers required and to be deleted.

- Provide country names other than USA.
- US state names should be abbreviated in the correspondence address with postal abbreviations (eg, MI).

(Note that in the affiliations they should be spelled out: eg, Michigan.) Full stop at the end of the correspondence address before email.

- Email starts on a new line. Use “Email” without a hyphen.
- Use a semicolon to separate two email addresses of the corresponding author.

For example:

Correspondence

Patrick J. Gullane, MB, FRCS, University Health Network, University of Toronto, 200
Elizabeth St, Suite 8N-800, Toronto, ON M5G 2C4, Canada.
Email: patrick.gullane@uhn.on.ca

- For other categories (Editorial, Letter, etc.) follow the existing style for Correspondence section.

2.7 Funding Information

- If funding information is supplied as a part of acknowledgements, then the funding agency and grant number are to be tagged and displayed below the Correspondence section on the first page, but do not remove the funding information from the acknowledgments, even if it means that funding info will appear twice, once on the first page and again in acknowledgments.
- If funding information is supplied as a separate section, then the funding agency and grant number(s) are to be tagged and the complete section has to be displayed below the Correspondence section on the first page.
- If the content is long and cannot be displayed below the Correspondence section on the first page, then place it as a first page footnote.
- If funding information is supplied as “None” or something similar to that, then it need not be displayed for PDF or HTML.
- For articles where we list the author names at the end of the article (Editorial, Letter, Correspondence, etc.), funding information can be displayed in the same section as it is supplied in the input (after Acknowledgments and before affiliation).
- Section heading should be “Funding information” and should be set on an independent line in bold roman and sentence case.

For example:

Funding information

Israel Science Foundation, Grant/Award Number: 1771/13 and 2043/13; Human Frontiers Science Project Organization (HFSPO), Grant/Award Number: CDA00078/2011-C; Israeli Centers for Research Excellence, Grant/Award Number: 51/11

Funding information

Campus Alberta Innovates Program; NSERC Discovery Grant; Alberta Innovates Technology Futures

2.8 Handling Editor

Place on the first page under Correspondence.

For example:

Correspondence
Sophie Restellini, MD, Service de
Gastroentérologie et Hépatologie, Geneva
University Hospital, Geneva, Switzerland.
Email: sophie.restellini@hcuge.ch

Handling Editor: Vincent Wong

2.9 Abstract/Summary

- Follow existing journal style for whether the abstract should be structured, unstructured, or list style.
- Either Abstract or Summary is allowed as heading.
- Abstract/Summary text in roman.
- Unstructured abstract: Only one paragraph is allowed; there are no subsections.
- Please follow existing journal style.
- Structured abstract subheadings in bold, followed by colon, title case.
- Reference citations are not allowed.
- Abbreviations in the abstract text are allowed; define all abbreviations and acronyms on first occurrence and use abbreviations thereafter.
- Numerals: At the beginning of a sentence, spell out numbers and the word percent.
- Genus and species names should be defined at first use as in text.
- Numbered abstracts are allowed for some society journals.
- Follow journal style sheet for “Contact Points.”
- A copyright line is not allowed in the Abstract section.
- If an isotope is mentioned, spell out the name of the element when it is first used and provide the isotope number on the line.

For example:

Abstract

Combination chemotherapy is an effective strategy for increasing anticancer efficacy, reducing side effects, and alleviating drug resistance. Here we report that a combination of a recently identified novel chalcone derivative, chalcone-24 (Chal-24) and TNF-related apoptosis-inducing ligand (TRAIL) significantly increases cytotoxicity in lung cancer cells. Chal-24 treatment significantly enhanced TRAIL-induced activation of caspase-8 and caspase-3, and the cytotoxicity induced by the combination of these agents was effectively suppressed by the pan-caspase inhibitor z-VAD-fmk. The Chal-24 and TRAIL combination suppressed expression of cellular FLICE (FADD-like IL-1 β -converting enzyme)-inhibitory protein large (c-FLIP_L) and cellular inhibitor of apoptosis proteins (c-IAPs), and ectopic expression of c-FLIP_L and c-IAPs inhibited the potentiated cytotoxicity. In addition, TRAIL and Chal-24 cooperatively activated autophagy. Suppression of autophagy effectively attenuated cytotoxicity induced by the Chal-24 and TRAIL combination, which was associated with attenuation of c-FLIP_L and c-IAPs degradation. Altogether, these results suggest that Chal-24 potentiates the anticancer activity of TRAIL through autophagy-mediated degradation of c-FLIP_L and c-IAPs, and that the combination of Chal-24 and TRAIL could be an effective approach to improving chemotherapy efficacy.

2.10 Keywords (If Applicable)

- The heading “**KEYWORDS**” should be set in all caps, bold, and roman.
- Include keywords if journal style.
- Placed under Abstract.
- Set in lowercase (except for proper nouns, etc.); alphabetical order; separated by commas; no end period; unjustified.
- Abbreviations are allowed.
- Chemical formulas beginning with symbols (eg, $\delta^{13}\text{C}$, $\delta^{15}\text{N}$) are listed at the end of the keywords; formulas starting with letters (eg, C3) should be arranged alphabetically among the other keywords; formulas starting with numerals (eg, 13C) come at the beginning of the keywords.

For example:

KEYWORDS

lower urinary tract symptoms, overactive bladder, overactive bladder symptom score

For more information, refer to *AMA Manual of Style*, 10th edition, p 24.

2.10.1 Keyword Style in Articles Without Abstract

Correspondence

John A. Doe, Department of Pediatrics, Baylor College of Medicine, 1 Baylor Plaza, Houston, TX 77030.

Email: jdoe@baylor.edu

Funding information

National Institute of Child Health and Human Development; CIHR, Grant/Award Number: HOA-80072

KEYWORDS

breast cancer, cancer, caregivers, dyadic, oncology, qualitative, survivors

2.11 Articles Without Abstract or Keywords

The title page for these articles is set as shown:



2.12 Title Page Footnotes

- Do not use symbols in title page footnotes except for deceased authors (dagger †).
- A list of the XYZ Group members (collaborative authors) can be cited in affiliation footnote or acknowledgement section.
- Footnote order: abbreviations, equal contributions, paper presentation, deceased authors.
- Abbreviations:
 - Not all the journals use abbreviation lists.
 - Unjustified style with the format: “Abbreviations: xx, xxxx; xx, xxxxxx; xx, xxxx.”
 - Set in alphabetical order.

For example:

Abbreviations: CR, conserved region; CSC, cancer stem cell; EC, embryonic carcinoma; ES, embryonic stem; GCNF, germ cell nuclear factor; NR, nuclear receptor; PP, proximal promoter; RA, retinoic acid.

Myrtle Coe and Simon Foe contributed equally to this study.

This study was first presented at the...

†Died May 14, 2014.

2.13 Copyright Line

- OO copyright line: The copyright line should be moved up above the footer for OO articles.
- The line should be set at the bottom of the first page.

For example:

This is an open access article under the terms of the Creative Commons Attribution-NonCommercial License, which permits use, distribution and reproduction in any medium, provided the original work is properly cited and is not used for commercial purposes.

© 2018 The Authors. *Journal of Medical Virology* Published by WileyPeriodicals, Inc.

J Med Virol. 2018;90:721–729.

wileyonlinelibrary.com/journal/jmv

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Note: Copyeditors are not responsible for applying the copyright line.

2.14 Front Page Footnotes

For example:

This study was presented in part in poster form: Abstract No 545, during the 2015 IDWEEK conference, October 7–11, San Diego Convention Center, San Diego, CA.

several studies mainly involving pediatric populations^{5–14} while very little data exist regarding adult patients.^{15–18} The clinical significance of

J Med Virol. 2018;90:663–670.

wileyonlinelibrary.com/journal/jmv

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Place of work: Virology Laboratory, Infectious Diseases Division, International Centre for Diarrhoeal Disease Research, Dhaka, Bangladesh.

... remain scarce that primarily belongs to the recombination genes of the family *Adenoviridae*. HAdVs have a linear, double-stranded DNA genome that is 34–37 kb in size.¹ On the basis of biological and genetic

J Med Virol. 2018;90:677–684.

wileyonlinelibrary.com/journal/jmv

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- There is an end period after every footnote.
- The footnote should be placed in the left column.
- Journal titles containing one or two words: Spell out the title in full.
- Journal titles containing three or more words: Abbreviate the title.

For example:

2588 | © 2017 Wiley Periodicals, Inc.

wileyonlinelibrary.com/journal/jcb

Note: Copyeditors are not responsible for these footnotes.

2.15 Epigraphs

- An epigraph is a short quotation set at the beginning of the article; epigraphs are used only sometimes.
- Epigraphs are set in italics and are flush left.
- The signature is set in roman type underneath the quotation and is flush right.

For example:

The medical profession seems to have no place for its mistakes. . . . And if the medical profession has no room for doctors' mistakes, neither does society.

David Hilfiker¹

For more information, refer to [AMA Manual of Style](#), 10th edition, p 24.

2.16 Running Head

- No short title.
- Author names: use only surnames, set in full caps.
- Single author: SURNAME.
- Two authors: SURNAME 1 and SURNAME 2 (“and” in small caps).
- More than two authors: SURNAME 1 et al. (“et al.” in roman and small caps).
- Lowercase particles in small caps (eg, van KARGA).
- Miscellaneous categories (Editorial, Letter to the Editor, Correspondence): The article category should be used as running head in full caps.
- When this information appears at the top of the page, it is called a running head; when it appears at the bottom of the page, it is called a running foot.

2.17 Heading Levels

Headings 1, 2, 3, and 4—unjustified style:

- Number and headings should be bold; dividing line should be roman.
- Heading 1: ALL CAPS.
- Headings 2, 3, 4, and 5: sentence case except proper nouns.
- Section numbers are not applicable for Headings 4 and 5.
- Article types such as editorials and book reviews do not need to have introductions.

Heading level	Description	Example
1	Numbered with Arabic numbers Bold ALL CAPS	1 INTRODUCTION Platelet transfusion is an essential component of supportive therapy in patients with haemato-oncological disorders as many of them present with varying degrees of thrombocytopenia leading to bleeding
2	Numbered Bold Sentence case (except for proper nouns and acronyms)	2.1 Statistical methods Categorical variables were presented using frequencies and percentages. Categorical variables were analysed using Fisher exact test, and continuous variables were compared using Mann-Whitney <i>U</i> tests in SPSS software version 17.
3	Numbered Bold Sentence case (except for proper nouns and acronyms) Free-standing	2.2.1 Screening of differentially expressed genes
4	Unnumbered Lightface <i>Italics</i> Sentence case without end period Free-standing	<i>Acceptance set</i>
5	Unnumbered Lightface <i>Italics</i> Sentence case with end period Run-on	<i>Properties.</i> There is considerable variability in phenotype in patients with missense mutations...

Items to Avoid in Headings:

- Using a single abbreviation as a heading.
- Expanding abbreviations for the first time in a heading.
- Citing figures or tables in headings.

For more information, refer to *AMA Manual of Style*, 10th edition, p 26.

2.18 Figures

- Figures should be placed close to their main citation.
- In figures, the three-letter abbreviations for days of the week and months may be used
For example: Mon, Jan (see *AMA Manual of Style*, 10th edition, section 14.3).

2.18.1 Figure Legends

- Sentence case, roman, unjustified, no period at the end (except if integral part of title, as abbreviation, etc).
- Label in ALL CAPS and bold (**FIGURE 1**) without period.
- Abbreviations need to be redefined.
- Raise a query if any symbol in the artwork is not defined in the figure caption.

2.18.2 Parts of Figures

- **Artwork:** Use UPPERCASE labels enclosed in parentheses. *For example:* (A), (B)
- **Captions:** Use UPPERCASE labels followed by a comma.
For example: A, Histological section of.... B, Comparison of...
- Match the figure parts given in the legend with the parts given in the artwork.

2.18.3 Figure Citations in Text

- All figures must be cited in the text by number.
- The order of the main citations of figures in the text must be sequential.
- Insert missing citations and query the author.
- Spell out in full (even in parentheses):
For example:
Figure 1 shows...
As shown in Figures 2 and 3...
in the illustration (Figure 1).
...which are leiomyosarcomas (Figures 1 and 2).
- **Figure parts:** Use UPPERCASE labels closed-up with the number, separated by comma without space after the comma:
For example:
Figure 1A
Figure 1A-C
Figures 2B and 2D
Figure 1A,B
Figures 2D,S and 5D,E
Wrong: Figure 1(A); Fig. 1A; Figure 1A, B; Figure 2 A,B
- Citations to tables, figures, and equations from other sources should be lowercase and contracted (eg, table 1, fig. 3, eq. 5).

For more information, refer to *AMA Manual of Style*, 10th edition, p 98.

2.19 Tables

- Tables should be placed close to their main citation on the top or bottom of the page.

2.19.1 Table Legends

- Sentence case, roman, unjustified, no period at the end (except if integral part of title, as abbreviation, etc).
- Label in ALL CAPS and bold (**TABLE 1**); use Arabic numerals for table numbers.
- Place footnote callouts at the end of the caption whenever possible.
- Multiple sentences are not allowed in a table caption.
- Table titles should be brief explanations of the tabular data—query authors on long table titles, esp. when footnote materials are included in table titles (ie, references to significant differences should go in the footnote).
- Abbreviations need to be redefined.

2.19.2 Table Body

- Column headings: initial caps, bold, roman, bottom aligned.
- The column entries follow left alignment with decimal/operator alignment.
- Each cell entry in sentence case.
- In tables, the three-letter abbreviations for days of the week and months may be used **For example:** Mon, Jan (*see AMA Manual of Style*, 10th edition, section 14.3).
- An ellipsis may be used to indicate that no data are available for a cell.

For more information, refer to *AMA Manual of Style*, 10th edition, p 82.

2.19.3 Table Footnotes

- Justified; footnotes end with a period.
- All footnotes are placed above one another.
- Order of table footnotes:
 - general notes
 - abbreviations and their definitions
 - linked table footnotes
 - levels of probability
- The heading “*Note*” in italics is used for general statements. (This heading is not required if there are only labelled and linked table footnotes.):

Note. xxxxx.

- Abbreviations: Use the heading “Abbreviation” if only one abbreviation follows; use “Abbreviations” if there are more. Abbreviations need to be redefined; list them in alphabetical order, use semicolons as separators, and a period at the end.
- Use superscript letters in alphabetical order for linked table footnotes (a, b, c, ...); asterisks are used for levels of probability.

For more information, refer to *AMA Manual of Style*, 10th edition, p 90.

For example:

Abbreviations: CI, confidence interval; OR, odd ratio.

^aControls were matched to cases by age, sex, index date, and duration of recorded history in the UK General Practice Research Database before the index date.

2.19.4 Table Citations in Text

- All tables must be cited in the text by number.
- The order of the main citations of tables in the text must be sequential.
- Insert missing citations and query the author.
- Spell out in full (even in parentheses).

For example:

Table 1 shows...

As shown in Tables 2 and 3...

...text (Table 1).

...text (Tables 1 and 2).

- For more than two tables, use a hyphen (Tables 1-3).
- Outside parentheses, use “to” instead of a hyphen (Tables 1 to 3).
- Citations to tables, figures, and equations from other sources should be lowercase and contracted (eg, table 1, fig. 3, eq. 5).

2.20 Lists

2.20.1 Display Lists

- All types of lists are allowed.
- Line space above and below a list is used.

Numbered List	Bulleted List
1. Text. 2. Text. 3. Text.	<ul style="list-style-type: none"> • Text. • Text. • Text.

2.20.2 Run-in Lists

- In text use lowercase alphabets within round parentheses.

For example:

(a) text, (b) text, and (c) text

- For a run-in list, use semicolons to separate three or more elements that have internal commas.

For example:

We tested three groups: (a) low scorers, who scored fewer than 20 points; (b) moderate scorers, who scored 20 to 50 points; and (c) high scorers, who scored more than 50 points.

2.21 Enunciations (Math Statements)

- Should be set as AMS style, regardless of referencing or copyediting style for the journal.
- Should be indented on both sides.

Enunciation	Title	Number (if any)	Text
Theorem (and Assertion, Axiom, etc.)	Roman, bold	Roman, bold	<i>Italics</i>
Proof	<i>Italics</i>	Roman	Roman
Definition (and Assumption, Example, etc.)	Roman, bold	Roman, bold	Roman
Remark (and Answer, Case, Claim, etc.)	<i>Italics</i>	Roman	Roman

Further elaboration and examples can be found on pages 31-35 of the AMS Style Guide.

2.22 Equations

- The equation number should be set flush right in parentheses.
- Equation numbers should appear in sequence.
- Symbols representing variables and scalars should be italicized (eg, $a + b = c$).
- Arrays and vectors should be in boldface (eg, **a**, **b**, **c**, **d**).
- Boldface uppercase letters are to be used to refer to matrices. As in, **A**, **B**, **C**, **D**, etc.
- Differential “d” is set in italic type.
- The symbol for exponential is “e”
- Greek symbols as variables should be set italics.
- Punctuation after a set-off equation is helpful. Display equations are often preceded by punctuation.
- Equation citations:

For example:

Equation (1) shows...

Equations (2) and (3) suggest...

As shown in Equations (5) and (6) (not eq or Eq.)

...in the illustration (Equation 1).

For example:

$$\mathbf{x}_j^T(\mathbf{I}_n - \Pi_C)\mathbf{y} = \beta_j \mathbf{x}_j^T(\mathbf{I}_n - \Pi_C)\mathbf{x}_j + \sum_{k \in S_0 \setminus (C \cup \{j\})} \beta_k \mathbf{x}_j^T(\mathbf{I}_n - \Pi_C)\mathbf{x}_k + \mathbf{x}_j^T(\mathbf{I}_n - \Pi_C)\mathbf{e}. \quad (1)$$

Equation (1) indicates that only when the last two terms in (1) are negligible compared with the first one, the partial faithfulness is valid. In practice, however, this assumption may be violated and the marginal effects can be quite different from the

$$\mathbf{v} = \frac{1}{J_T} D F_T \hat{\mathbf{v}} \circ F_T^{-1} \quad (3.3)$$

is known as the Piola transformation.

For $\mathbf{q}, \mathbf{v} \in \mathbf{V}_h$, by (3.3) and (3.2a) we have

For more information, refer to *AMA Manual of Style*, 10th edition, p 908.

2.23 Extracts

- Extracts are indented on both sides.
- The copyeditor is not responsible for this indentation.

For example:

For now, back in the operating room:

The surgical oncologist, familiar with RPS, confidently replied to the medical student, "Yes, it is a big tumor, now let's decide what is best for this patient as we get it out. . .!"

2.24 Acknowledgments

- The **ACKNOWLEDGMENTS** head should be all caps and bold roman.
- If there is more than one person to thank, the heading should be plural (ACKNOWLEDGMENTS); otherwise the heading should be singular (ACKNOWLEDGMENT).
- The acknowledgments should be in a single paragraph.
- If funding information appears in the acknowledgments, do not remove it, even if it means that funding info will appear twice, once on the first page and again in acknowledgments.
- For journals using US spellings, it should be 'Acknowledgment' or 'Acknowledgments'.
- For journals using UK spellings, it should be 'Acknowledgement' or 'Acknowledgements'.

For example:

ACKNOWLEDGMENTS

This study was partly supported by grants from NIEHS/NIH (R01ES017328), NCI/NIH (R01CA142649), and the Office of Science (BER), U.S. Department of Energy (DE-FG02-09ER64783). S. Shi was a recipient of the joint student training award sponsored by China Scholarship Council.

2.25 Conflict of Interests/Disclosure of Interests

- This section will not be used in all journals/articles, but when it is used, it should be placed after the Acknowledgment section.
- Should be set in all caps.
- Section heading should be “**CONFLICT OF INTEREST**” or “**CONFLICT OF INTERESTS.**”

For example:

CONFLICT OF INTEREST

The author declares that there is no conflict of interest that could be perceived as prejudicing the impartiality of the research reported.

2.26 Author Contributions

- Retain if given by the author.
- Placement after Conflict of Interests/Disclosure of Interests before References.

For example:

AUTHOR CONTRIBUTIONS

Study concept and design: Fortes, Melchi, and Abeni. Analysis and interpretation of data: Fortes, Mastroeni, and Leffondre. Drafting of the manuscript: Fortes. Critical revision of the manuscript for important intellectual content: Mastroeni, Leffondre, Sampogna, Melchi, Mazzotti, Pasquini, and Abeni. Statistical analysis: Fortes and Mastroeni. Obtained funding: Pasquini and Abeni. Study supervision: Fortes, Melchi, and Abeni.

AUTHOR CONTRIBUTIONS

Yoon Kong Loke developed the original idea and the protocol, abstracted and analyzed data, wrote the manuscript, and is the guarantor. Deirdre Price and Sheena Derry contributed to the development of the protocol and prepared the manuscript.

2.27 ORCID ID

The ORCID ID logo will appear in the PDF with a hyperlink to the ORCID ID in the author byline (check for the ORCID ID in the metadata; updated 23 Feb 2017). Copyeditors are not responsible for inserting the ORCID logo.

2.28 Endnotes/Page Footnotes

- Existing journal style will be applied for body footnotes (whether page footnotes or

endnotes should be used). Only few journals use endnotes.

- Endnotes:
 - “**ENDNOTE**” (or “**ENDNOTES**” if there are more) in all caps is the standard heading text to be used for endnotes. Do not use “NOTE” as the default heading text.
 - Placement: before References.
 - Endnotes are cited by sequential superscript lowercase letters, following any punctuation mark except a dash. A footnote indicator that appears with a dash—like this^a—always precedes the dash.
- Bottom-of-the-page footnotes:
 - Use AMA symbols (sequence: *, †, ‡, §, ¶, #, ||, **, ††, ‡‡, §§, ¶¶, ##)

For example:

*xxxxx.

†xxxxx.

2.29 References

2.29.1 Citing References in Text

- Follow the numbered AMA reference style.
- Superscript reference numbers are placed after periods and commas and before colons and semicolons.
- Reference numbers should be in sequence.
- Use a hyphen to join the first and last numbers of a closed series.
- Use commas without spaces to separate other parts of a multiple citation.

For more information, refer to *AMA Manual of Style*, 10th edition, p 43.

2.29.2 Reference List

- The DOI format should be changed to the URL format.

For more information, refer to *AMA Manual of Style*, 10th edition from pp 48-78.

Journal article with 1-6 authors	Hu P, Reuben DB. Effects of managed care on the length of time that elderly patients spend with physicians during ambulatory visits. <i>Med Care</i> . 2002;40(7):606-613.
Journal article with more than 6 authors	Geller AC, Venna S, Prout M, et al. Should the skin cancer examination be taught in medical school? <i>Arch Dermatol</i> . 2002;138(9):1201-1203.
Electronic journal article	Gage BF, Fihn SD, White RH. Management and dosing of warfarin therapy. <i>Am J Med</i> . 2000;109(6):481-488. https://doi:10.1016/S0002-9343(00)00545-3 .

Journal article published online ahead of print	Chau NG, Haddad RI. Antiangiogenic agents in head and neck squamous cell carcinoma: tired of going solo [published online ahead of print September 20, 2016]. <i>Cancer</i> . https://doi:10.1002/cncr.30352 .
Discontinuous pagination	Altman LK. Medical errors bring calls for change. <i>New York Times</i> . July 18, 1995:C1, C10.
Journals without volume numbers	Hastings C. Differences in professional practice model outcomes: the impact practice setting. <i>Crit Care Nurs Q</i> . November 1995;(18):75-86.
Parts of an issue	Newman KM, Johnson CL, Jean-Claude J, Li H, Ramey WG, Tilson MD. Cytokines which activate proteolysis are increased in abdominal aortic aneurysms. <i>Circulation</i> . 1994;90(pt 2):224-227.
Special or theme issue	Marais AD, Firth JC, Batemon M, Jones J, Mountney J, Marten C. Atorvastatin is a powerful and safe agent for lowering plasma cholesterol concentrations in heterozygous familial hypercholesterolaemia [abstract 226]. <i>Atherosclerosis</i> . 1994;109(special issue):316. Winker MA, Flanagan A, eds. Emerging and reemerging global microbial threats. <i>JAMA</i> . 1996;275(theme issue):163-256.
Supplements	Lagios MD. Evaluation of surrogate endpoint biomarkers for ductal carcinoma in situ. <i>J Cell Biochem</i> . 1994;19(suppl):186-188.
Abstract of a complete article taken from another publication	Falco NA, Upton J. Infantile digital fibromas [abstract taken from <i>JAMA</i> . 1996;275:1462b]. <i>J Hand Surg Am</i> . 1995;20:1014-1020.
Journal article with no named author or with a group name	Centers for Disease Control and Prevention (CDC). Licensure of a meningococcal conjugate vaccine (Menveo) and guidance for use—Advisory Committee on Immunization Practices (ACIP), 2010. <i>MMWR Morb Mortal Wkly Rep</i> . 2010;59(9):273.
Discussants	Allo MD. In discussion of: McKindley DS, Fabian TC, Boucher BA, Croce MA, Proctor KG. Antibiotic pharmacokinetics following fluid resuscitation from traumatic shock. <i>Arch Surg</i> . 1995;130:1321-1329.
Correction	Nelson HD, Nevitt MC, Scott JC, Stone KL, Cummings SR; for the Study of Osteoporotic Fractures Research Group. Smoking, alcohol, and neuromuscular and physical function of older women [published correction appears in <i>JAMA</i> . 1996;275:446]. <i>JAMA</i> . 1994;272:1825-1831.
Retractions	Article containing a retraction: Garey CE, Schwarzman AL, Rise ML, Seyfried TN. Notice of retraction of “Ceruloplasmin gene defect associated with epilepsy in EL mice” [retraction of: Garey CE, Schwanman AL, Rise ML, Seyfried TN. In: <i>Nat Genet</i> . 1994;6:426431]. <i>Nat Genet</i> . 1995;11:104. Article retracted:

	Liou GI, Wang M, Matragoon S. Precocious IRBP gene expression during mouse development [retracted in: <i>Invest Ophthalmol Vis Sci</i> . 1994;35:3127]. <i>Invest Ophthalmol Vis Sci</i> . 1994;35:1083-1088.
Reference to an entire book	Sherlock S, Dooley J. <i>Diseases of the Liver and Biliary System</i> . 9th ed. Oxford, England: Blackwell Scientific Publications; 1993.
Chapter in a book	Nahas GG, Goldfrank LR. Marijuana. In: Goldfrank LR, Flomenbaum NE, Lewin NA, Weisman RS, Howland MA, Hoffman RS, eds. <i>Goldfrank's Toxicologic Emergencies</i> . 5th ed. Norwalk, CT: Appleton & Lange; 1994:889-898.
Editors and translators	Plato. <i>The Laws</i> . Taylor EA, trans-ed. London, England: JM Dent & Sons Ltd; 1934:104-105. [Plato is the author; Taylor is the translator-editor.]
Volume number	Bithell TC. Hereditary coagulation disorders. In: Lee GR, Bithell TC, Foerster J, Athens JW, Lukens JN, eds. <i>Wintrobe's Clinical Hematology</i> . Vol 2. 9th ed. Philadelphia, PA: Lea & Febiger; 1993:1422-1472.
Edition number	Frolich ED. Pathophysiology of systemic arterial hypertension. In: Schlant RC, Alexander KW, eds. <i>Hurst's The Heart: Arteries and Veins</i> . 8th ed. New York, NY: McGraw-Hill Book Co; 1994:1391-1401.
Page numbers or chapter number	Litt IE. Special health problems during adolescence. In: Nelson WE, senior ed. Behrman RE, Kliegman RM, Arvim A, eds. <i>Nelson Textbook of Pediatrics</i> . 15th ed. Philadelphia, PA: WB Saunders Co; 1996:541-560.
Newspapers	Gianelli DM. AMA launching ethics institute for research, outreach projects. <i>American Medical News</i> . November 4, 1996;1, 75.
Government bulletins	US Bureau of the Census. <i>Statistical Abstract of the United States: 1993</i> . 113th ed. Washington, DC: US Bureau of the Census; 1993.
Serial publications	Miller JE, Korenman S. <i>Poverty, Nutritional Status, Growth and Cognitive Development of Children in the United States</i> . Princeton, NJ: Princeton University Office of Population Research; 1993. Working Paper 93-5.
Theses and dissertations	Knoll EG. <i>Mental Evolution and the Science of Language: Darwin, Miiller, and Romanes on the Development of the Human Mind</i> [dissertation]. Chicago, IL: Committee on the Conceptual Foundations of Science, University of Chicago; 1987.
Special collections	Hunter J. An account of the dissection of morbid bodies: a monograph or lecture. 1757;No. 32:30-32. Located at: Library of the Royal College of Surgeons, London, England.
Package inserts	Lamasil [package insert]. East Hanover, NJ: Sandoz Pharmaceuticals Corp; 1993.
Patents	Furukawa Y, Kishimoto S, Nishikawa K, inventors; Takeda Chemical Industries Ltd, assignee. Hypotensive imidazole derivatives. US patent 4 340 598. July 20, 1982.
Audiotapes, videotapes	<i>The Right to Die . . . The Choice Is Yours</i> [videotape]. New York, NY: Society for the Right to Die; 1987.
Television or radio	Lundberg GD. The medical profession in the 1990s [transcript]. American Medical Television. September 15, 1993.

broadcast	
Software	<i>Epi Info</i> [computer program]. Version 6. Atlanta, GA: Centers for Disease Control and Prevention; 1994.
Software manual	Dean AG, Dean JA, Coulombier D, et al. <i>Epi Info, Version 6: A Word-Processing, Database, and Statistics Program for Public Health on IBM-Compatible Microcomputers</i> . Atlanta, GA: Centers for Disease Control and Prevention; 1994.
CD-ROMs	<i>The Oxford English Dictionary</i> [CD-ROM]. 2nd ed. New York, NY: Oxford University Press; 1992.
Databases	CANCERNET-PDQ [database online]. Bethesda, MD: National Cancer Institute; 1996. Updated March 29, 1996.
World wide web	Rosenthal S, Chen R, Hadler S. The safety of acellular pertussis vaccine vs whole-cell pertussis vaccine [abstract]. <i>Arch Pediatr Adolesc Med</i> [serial online]. 1996; 150:457-460. http://www.ama-assn.org/sci-pubs/journals/archive/ajdc/vol150/no-5/abstract/htm . Accessed November 10, 1996.
Unpublished material	Eisenbeg J. Market forces and physician workforce reform: why they may not work. Paper presented at: Annual Meeting of the Association of American Medical Colleges; October 28, 1995; Washington, DC.
In press	Klassen TP, Watters LK, Feldman ME, Sutcliffe T, Rowe PC. The efficacy of nebulized budesonide in dexamethasone-treated outpatients with croup. <i>Pediatrics</i> . In press.

2.30 Author Biography/Biosketch (If Applicable)

- An author biography should be set after any appendix or, if there is no appendix, after the References.
- The heading “**AUTHOR BIOGRAPHY**” for one biography and “**AUTHOR BIOGRAPHIES**” for more than one should be set in bold and all caps.
- Author’s photographs should be included if journal style.
- Author name in bold and roman (not in small caps or all caps). Spell out first name and surname, and use initials for middle names.

For example: Jay W. Smith

- A few titles use the terminology “Biosketch” instead of Biography. This section can be styled similar to Biography:

For example:

Triantis, K. A., Guilhaumon, F., & Whittaker, R. J. (2012). The island species-area relationship: Biology and statistics. *Journal of Biogeography*, 39, 215–231.

BIOSKETCHES

Rafael Rabelo is interested in understanding the distribution patterns of species and assemblages across environmental gradients. His recent work has focused on species' responses to changes in landscape structure. This article is a product of Rabelo's MSc thesis, conducted at the Ecology Graduate Program of Brazil's National Institute for Amazon Research (INPA).

Susan Aragón is interested in understanding the distribution patterns of species and assemblages across environmental gradients. His recent work has focused on species' responses to changes in landscape structure. This article is a product of Rabelo's MSc thesis, conducted at the Ecology Graduate Program of Brazil's National Institute for Amazon Research (INPA).

Author contributions: R.M.R. conceived and designed the study, with input from all other authors; R.M.R. collected and analysed the data; all authors contributed to the interpretation; and R.M.R. led the writing, with input from all other authors.

SUPPORTING INFORMATION

2.31 Supporting Information

- Supporting information should be placed at the end of the article after the References.
- Caption not required as general style, instead insert this standard text:

SUPPORTING INFORMATION

Additional supporting information may be found online in the Supporting Information section at the end of this article.

- Text citations for supporting information: Figure S1, Table S1, Data S1, etc.

Note: Caption for supporting information is displayed based on journal requirement.

2.32 How to Cite

- The “How to cite” section must be included in all journals for the main article types: Original article (and similar article types); Review article (and similar article types); Short communication; Commentary.
- This section would be automatically generated/manually developed by the typesetters.
- Place it after the Supporting Information section.
- Use the following standard format for the journals that have this section:
 - Include up to six author names. For more than six authors, display the first three authors and then add et al. (eg, “Hudson LN, Newbold T, Contu S, et al”).

- For hyphenated given names (eg, Yi-Lei Fan and Feng-zhi Zhang), if the name after the hyphen is in uppercase, then it gets included in the initials, otherwise, only the first character that is in uppercase will be included. Eg, In Feng-zhi Zhang gets abbreviated as “Zhang, F” NOT “Zhang, F-z.”
- List authors’ surnames followed by closed-up initials without periods, and use a comma as a separator between author names (eg, “Hudson LN, Newbold T, Contu S”).
- There is no “and” before the last author name.
- The article title is presented in sentence case; the word after a colon should be capitalized.
- Journal names are abbreviated (with the exception of single and double-word journal names).
- There is no terminal period after the URL at the end.

For example:

How to cite this article: Goto S, Hida K, Kawada K, et al. Multicenter analysis of transanal tube placement for prevention of anastomotic leak after low anterior resection. *J Surg Oncol*. 2017;116:989–995. <https://doi.org/10.1002/jso.24760>

Articles without an e-locator:

The DOI appears in https:// URL format after the page range (in black without underlining).

For example:

How to cite this article: Tritschler M, Retschnig G, Yañez O, Williams GR, Neumann P. Host sharing by the honey bee parasites *Lotmaria passim* and *Nosema ceranae*. *Ecology and Ecology*. 2017;2:1–9. <https://doi.org/10.1002/ece3.2796>

Articles with an e-locator:

The DOI appears in https:// URL format after the page range (in blue with underlining).

For example:

How to cite this article: López JM, Fortuny G, Puigjaner D, Herrero J, Marimon F, Garcia-Bennett J. Effects of walking in deep venous thrombosis: A new integrated solid and fluid mechanics model. *Int J Numer Method Biomed Eng*. 2016;32:e2819. <https://doi.org/10.1002/cnm.2819>

2.33 Appendix (If Applicable)

- The “APPENDIX” heading should be in all caps.
- The APPENDIX should be placed after How to Cite section.

For example:

How to cite this article: Tzini K, Jain K. Unethical behavior under relative performance evaluation: Evidence and remedy. *Hum Resour Manage.* 2018;1–15. <https://doi.org/10.1002/hrm.21913>

APPENDIX

STUDY 1 SCENARIOS

(Control condition) *[Absolute performance condition]*
{Relative performance condition}

Sam is one of the key traders for Mercury Bank's recently launched operations in the futures markets on the Singapore International Monetary Exchange (SIMEX). He has had a successful trading career

For more information, refer to *AMA Manual of Style*, 10th edition, p 36.

2.34 Punctuation

2.34.1 Quotation Marks

Use double quotes; use single quotation marks for quotations within quotations.

Punctuation Within Quotation Marks

- Place the period, question mark, comma, and exclamation point inside the quotation marks.
- Place colon and semicolon outside the quotation marks.
- Place question marks, dashes, and exclamation points inside quotation marks only when they are part of the quoted material. If they apply to the whole statement, place them outside the quotation marks.

For example:

Why bother to perform autopsies at all if the main finding is invariably “edema and congestion of the viscera”?

The clinician continues to ask, “Why did he die?”

- Do not use quotation marks with yes or no.

For more information, refer to *AMA Manual of Style*, 10th edition, p 359.

2.34.2 Parentheses and Brackets

- In mathematical expressions, parentheses are placed inside brackets except in cases in which the formula is within parentheses, in which case the inner parentheses are changed to brackets.
- Punctuation within parentheses: The period, the question mark, and the exclamation point are inside the parentheses.
- Parentheses in text: ([]): US style

2.35 Units of Measure

2.35.1 SI Derived Units

Quantity	Name	SI Symbol	Derivation From SI Base Unit
Derived units			
Area	square meter	m ²	m ²
Volume	cubic meter	m ³	m ³
Velocity, speed	meter per second	m/s	m/s
Acceleration	meter per second squared	m/s ²	m/s ²
Density, mass density	kilogram per cubic meter	kg/m ³	kg/m ³
Specific volume	cubic meter per kilogram	m ³ /kg	m ³ /kg
Concentration	mole per cubic meter	mol/m ³	mol/m ³
Luminance	candela per square meter	cd/m ²	cd/m ²
Derived units with special names			
Frequency	hertz	Hz	s ⁻¹
Force	newton	N	m·kg·s ⁻²
Pressure, stress	pascal	Pa	kg·m ⁻¹ ·s ⁻² (N/m ²)
Work, energy, quantity of heat	joule	J	kg·m ² ·s ⁻² (N·m)
Power, radiant flux	watt	W	m ² ·kg·s ⁻³ (J/s)
Electric potential	volt	V	m ² ·kg·s ⁻³ ·A ⁻¹ (W/A)
Electric charge	coulomb	C	A·s
Electric resistance	ohm	Ω	m ² ·kg·s ⁻³ ·A ⁻² (V/A)
Capacitance	farad	F	m ⁻² ·kg ⁻¹ ·s ⁴ ·A ² (C/V)
Magnetic flux	weber	Wb	m ² ·kg·s ⁻² ·A ⁻¹ (V·s)
Magnetic flux density	tesla	T	kg·s ⁻² ·A ⁻¹ (Wb/m ²)
Inductance	henry	H	m ² ·kg·s ⁻² ·A ⁻² (Wb/A, V·A ⁻¹ ·s ⁻¹)

⁵Data from The International System of Units (SI).

For more information, refer to *AMA Manual of Style*, 10th edition, p 519.

2.35.2 SI Prefixes

Factor	Prefix	Symbol
10 ²⁴	yotta	Y
10 ²¹	zetta	Z
10 ¹⁸	exa	E
10 ¹⁵	peta	P
10 ¹²	tera	T
10 ⁹	giga	G
10 ⁶	mega	M
10 ³	kilo	k
10 ²	hecto	h†
10 ¹	deka (deca)	da†
10 ⁻¹	deci	d†
10 ⁻²	centi	c†
10 ⁻³	milli	m
10 ⁻⁶	micro	μ
10 ⁻⁹	nano	n
10 ⁻¹²	pico	p
10 ⁻¹⁵	femto	f
10 ⁻¹⁸	atto	a
10 ⁻²¹	zepto	z
10 ⁻²⁴	yocto	y

¹Data from The International System of Units (SI).

† Does not follow the preferred incremental intervals of 10¹ and 10⁻¹, but may be used with SI units.

- 10 mL/L; 5°C; 45° angle.

- The SI unit names are written lowercase (eg, kg).
- Abbreviations or symbols for SI units also are written lowercase, with the following exceptions:
 - Abbreviations derived from a proper name should be capitalized (eg, N for newton, K for kelvin, A for ampere), although the non-abbreviated SI unit names are not capitalized (eg, newton, ampere).
 - An uppercase letter L is used as the abbreviation for liter to avoid confusion with the lowercase letter l and the number 1.
 - Two SI prefixes, M and P, are capitalized to distinguish them from similar lowercase abbreviations. The letter M denotes the prefix mega (10^6), whereas m signifies milli (10^{-3}). Accordingly, the abbreviation mg denotes milligram (10^{-3} g), whereas MHz denotes megahertz (10^6 Hz). The letter P denotes the prefix *peta* (10^{15}), whereas p signifies *pico* (10^{-12}).
- $\mu\text{g/L}$ or $\mu\text{g L}^{-1}$ NOT $\mu\text{g per L}$.
- Fractions should not be used with SI units. **For example:** 2.5 kg.
- The abbreviations for second, minute, hour, and day are s, min, h, and d, respectively and the abbreviations for week, month, and year are wk, mo, and y. These abbreviations should be used only in tables, line art, and virgule constructions.
- Molarity and Normality closed up to numeral.

2.36 Numbers and Percentages

- Date and time: 11:30 PM on 25 February 1961
- AM and PM should be set as small caps.
- Separate digits with a space, not a comma, to indicate place values beyond thousands
For example:
5034
12 345
615 478
9 473 209
- However, there are exceptions for certain types of numerals that have more than 4 digits. For instance, spacing is not used for street addresses, postal codes (eg, 5-digit postal codes), patent numbers, page numbers, or numerals combined with letters (eg, grant numbers).
- n, indicating sample number, should be roman.
- Spelling out numbers:
 - Spell out zero to nine. Here Wiley style deviates from AMA style.
 - Use words to express numbers that occur at the beginning of a sentence, title, subtitle, or heading; for common fractions; for accepted usage and numbers used as pronouns;

for ordinals *first* through *ninth*; and when part of a published quotation or title in which the number is spelled out.

- Percentages:
 - Use Arabic numerals and the symbol % for specific percentages.
 - The symbol is set close to the numeral and is repeated with each number in a series or range of percentages. Include the symbol % with a percentage of zero.

For example: 5% to 20%

For more information, refer to [AMA Manual of Style, 10th edition, p 794](#).

2.37 Small Caps

- AM and PM in time.
- BC, BCE, CE, and AD.
- Some prefixes in chemical formulas (L for levo-, D for dextro-).

3 Copyediting Level 1

Copyediting Level 1 (CE1) includes both mechanical editing and copyediting according to the following points, along with structuring and XML tagging. The following points are considered to constitute the base level of language editing and should be followed for all Wiley AMA journals.

3.1 Mechanical Editing

Refer to section 2.

3.2 Copyediting

3.2.1 Nouns

As modifiers (noun strings)—although in English, nouns are used as modifiers, overuse can lead to a lack of clarity.

For more information, refer to *AMA Manual of Style*, 10th edition, p 316.

Avoid	Preferred
diabetes patient	patient with diabetes; diabetic patient
depression episode	depressive episode; episode of depression
elderly over-the-counter drug users	elderly users of over-the-counter drugs

3.2.2 Pronouns

Avoid: The American Medical Association is having **their** annual meeting in June in Chicago, Ill.

Better: The American Medical Association is having **its** annual meeting in June in Chicago, Ill.

For more information, refer to *AMA Manual of Style*, 10th edition, p 317.

Personal Pronouns

Wrong: George, Patricia, and **myself** attended the lecture.

Correct: George, Patricia, and I attended the lecture.

Relative Pronouns

Avoid: This morning he revealed evidence that calls the breast cancer study's integrity into question has been verified.

Better: This morning he revealed that evidence has been verified that calls the breast cancer study's integrity into question.

3.2.3 Verbs

Voice

Avoid: Data were collected from 5000 patients by physicians.

Better: Physicians collected data from 5000 patients.

Mood

Past form: If we **were** to begin treatment immediately, the patient's prognosis would be excellent.

Present form: The patient insisted that she **be** treated immediately **so** that her prognosis would be excellent.

3.2.4 Tense

Incorrect: I found it difficult to accept Dr Smith's contention in chapter 3 that the new agonist **has** superior pharmacokinetics and **was** therefore more widely used.

Correct: I found it difficult to accept Dr Smith's contention in chapter 3 that the new agonist **has** superior pharmacokinetics and **is** therefore more widely used.

- **Double Negatives:** Two negatives used together constitute a double negative.
 - *Incorrect:* I can't hardly keep penicillin in stock.
- Split Infinitives
 - **Ambiguous:** Don vowed **to promote** exercising vigorously. (Is it the exercising or the promotion of exercising that is vigorous?)
 - **Clearer:** Don vowed to vigorously **promote** exercising.

For more information, refer to *AMA Manual of Style*, 10th edition, p 320.

3.2.5 Subject-Verb Agreement

The subject and verb must agree; use a singular subject with a singular verb and a plural subject with a plural verb.

Intervening Phrase

- Plural nouns take plural verbs and singular nouns take singular verbs, even if a plural phrase follows the subject.

For example:

A review of all patients with grade 3 tumors was undertaken in the university hospital. (Remember, the subject in this sentence is *review*. Ignore all modifying prepositional phrases that follow a noun when determining verb agreement.)

- Units of measure are treated as collective singular (not plural) nouns and require a singular verb.

False Singulars

Singular: Each news **medium shapes** journalism to its own constraints.

Plural: The **media give** great attention to the managed care debate. (Here *media* refers to television and newspaper coverage.)

False Plurals

Some nouns, by virtue of ending in a "plural" **-s** form, are mistakenly taken to be plurals even though they should be treated as singular and take a singular verb (eg, *measles, mumps, mathematics, genetics*).

Collective Nouns

- The **couple has** a practice in rural Montana. (*Couple* is considered a unit here and so takes the singular verb.)
- **Twenty percent** of her time **is** spent on administration. (*Twenty percent* is thought of as a unit, not as 20 individual units, and so takes the singular verb.)
- The paramedic **crew responds** to these emergency calls. (*Crew* is thought of as a unit here and so takes the singular verb.)

Compound Subject

Both plural: Neither staphylococci nor streptococci **were** responsible for the infection.

Both singular: Neither a false-positive test nor a false-negative test **is** a definitive result.

Mixed: Neither the hospital nor the physicians **were** responsible for the loss.

Shift in Number of Subject and Resultant Subject-Verb Disagreement

Incorrect: Her tests **were** run and her chart updated.

Correct: Her tests **were** run and her chart **was** updated.

Incorrect: The diagnosis **was** made and physical therapy sessions begun.

Correct: The diagnosis **was** made and physical therapy sessions **were** begun.

Subject and Predicate Nominative Differ in Number

Incorrect: The most significant factor that affected the study results **were** interhospital variations in severity of illness.

Correct: The most significant **factor** that affected the study results **was** interhospital variations in severity of illness.

Indefinite Pronouns

Singular referent: Some of my time **is** spent wisely.

Plural referent: **Some of** his calculations **are** difficult to follow.

3.2.6 Comma

Use a Comma

Description	Example
After opening dependent clauses (whether restrictive or not) or long opening adverbial phrases	If the infection recurs within two weeks, an additional course of antibiotics should be given.
To set off nonrestrictive subordinate clauses	The delegates, attaining consensus, passed the resolution.
To avoid an ambiguous or awkward juxtaposition of words	Outside, the ambulance siren shrieked.
To set off appositives	Two colleagues, John Smith and Perry White, worked with me on this study.
To set off <i>ie, eg, viz,</i> and the expanded equivalents (<i>that is, for example, namely</i>)	The use of standardized scores, <i>eg, z</i> scores, has no effect on statistical comparisons.

To separate main clauses joined by coordinating conjunctions (<i>and, but, or, nor, for, so, yet</i>)	Plasma lipid and lipoprotein concentrations were unchanged after low-intensity training, but high-intensity training resulted in a reduction in triglyceride levels.
Clauses introduced by <i>yet</i> and <i>so</i> and subordinating conjunctions (eg, <i>while, where, since, after, whereas</i>) are preceded by a comma	The samples were stored at -70°C, after the proteins had denatured
To set off parenthetical words, phrases, questions, and other expressions that interrupt the continuity of a sentence (eg, <i>therefore, moreover, on the other hand, of course, nevertheless, after all, consequently</i>)	We should take care not to make the intellect our god; it has, of course, powerful muscles, but no personality.

Do Not Use a Comma

Description	Example
Commas are not used when the month and year are given without the day	The events of December 1941 have received intense historical scrutiny.
In accordance with SI convention, separate digits with a space, not a comma, to indicate place values beyond thousands	12 345
Do not use a comma between two units of the same dimension	3 years 4 months old

For more information, refer to *AMA Manual of Style*, 10th edition, p 336.

3.2.7 Semicolon

Use a Semicolon

Description	Example
To separate independent clauses in a compound sentence when no connective word is used	The conditions of 52% of the patients improved greatly; 4% of the patients withdrew from the study.
Between main clauses joined by a conjunctive adverb (eg, <i>also, besides, furthermore, then, however, thus, hence, indeed, yet</i>) or a coordinating conjunction (<i>and, but, or, nor, for, so, yet</i>)	The word <i>normal</i> is often used loosely; indeed, it is not easily defined.

For more information, refer to *AMA Manual of Style*, 10th edition, p 341.

3.2.8 Colon

Use a Colon

- To introduce a formal or extended quotation.
- To introduce an enumeration, especially after anticipatory phrasing such as *thus* and *as follows*.

Do Not Use a Colon

- If the sentence is continuous without it.
- To separate a preposition from its object or a verb.

For more information, refer to *AMA Manual of Style*, 10th edition, p 342.

3.2.9 Hyphenation

Description	Example
Hyphenate a compound that contains a noun or an adverb and a participle that together serve as an adjective if they precede the noun but not if they follow the noun	decision-making methods (<i>But:</i> methods of decision making)
Hyphenate a compound adjectival phrase when it precedes the noun it modifies but not when it follows the noun	end-to-end anastomosis (<i>But:</i> The anastomosis was end to end.)
Hyphenate an adjective-noun compound when it precedes and modifies another noun but not when it follows the noun	upper-class values (<i>But:</i> Values were upper class.)
In most instances, <i>middle-</i> , <i>high-</i> , and <i>low-</i> adjectival compounds are hyphenated	36-year-old baseball player
For compound adjectival phrases, adverb-participle compounds, and adjective-noun compounds that have become commonplace and familiar in everyday usage	long-term therapy; the commitment was long-term
Hyphenate a combination of two nouns used coordinately as a unit modifier when preceding the noun but not when following	albumin-globulin ratio (<i>But:</i> ratio of albumin to globulin)
Hyphenate a combination of two nouns of equal participation used as a single noun	player-manager; soldier-statesman; actor-director; author-critic physician-poet
Hyphenate most compound nouns that contain a preposition	tie-in; tie-up; go-between; hand-me-down; looker-on
Hyphenate a compound in which a number is the first element and the compound precedes the noun it modifies	18-factor blood chemistry analysis; 2-way street; ninth-grade reading level
Hyphenate two or more adjectives used coordinately or as conflicting terms whether they precede the noun or follow as a predicate adjective	We performed a double-blind study. The test we used was double-blind.
Hyphenate color terms in which the two elements are of equal weight	blue-gray eyes; blue-black lesions NOT bluish gray lesions
Hyphenate compounds formed with the prefixes <i>all</i> , <i>self</i> , and <i>ex</i> - whether they precede or follow the noun	self-assured salesperson; all-powerful ruler
Hyphenate compounds made up of the suffixes <i>-type</i> , <i>-elect</i> , and <i>-designate</i>	Hodgkin-type lymphoma; chair-elect; secretary-designate
Hyphenate contemporary adjectival <i>cross</i> -compounds	cross-country race; cross-city competition
Hyphenate <i>adjectival</i> compounds with <i>quasi</i>	quasi-legislative group; quasi-diplomatic efforts

Hyphenate all prefixes that precede a proper noun, a capitalized word, a number, or an abbreviation	anti-American demonstration; pro-Israeli forces; pre-AIDS era; pseudo-Christian; post-1945 clothing
Hyphenate compound numbers from 21 to 99 and compound cardinal and ordinal numbers when written out	Thirty-six patients were examined.
Hyphenate fractions used as adjectives	A two-thirds majority was needed.
When expressing dimensions, use hyphens and spacing	in a 10- to 14-day period
A hyphen may be used to join two spelled-out units of measure.	pascal-second
A hyphen is used to join a unit of measure and the number associated with it when the combination is used as an adjective	an 8-L container
Retain the hyphen when the term after the prefixes <i>anti-</i> , <i>neo-</i> , <i>pre-</i> , <i>post-</i> , and <i>mid-</i> is a proper noun or a number	mid-1900s, mid-Atlantic crossing
Hyphenate spelled-out common fractions used as nouns.	Three-fourths of the questionnaires were returned.

3.2.9.1 When Not to Use Hyphens

Description	Example
The following common prefixes are not joined by hyphens except when they precede a proper noun, a capitalized word, or an abbreviation: <i>anti-</i> , <i>re-</i> , <i>over-</i> , <i>co-</i> , <i>trans-</i> , <i>mid-</i> , <i>non-</i> , and <i>post-</i>	antimicrobial; repossess; overproduction; coworker; transsacral; midaxillary; nonresident; coidentity; postoperative; nonnegotiable; posttraumatic; coauthor; coexistence; ultramicrotome; underrepresented
Suffixes without a hyphen: <i>-hood</i> , <i>-like</i> , <i>-less</i> , and <i>-wise</i>	womanhood; manhood; catatoniclike; shoeless; barklike; clockwise
Do not hyphenate names of disease entities used as modifiers	grand mal seizures; hyaline membrane disease; basal cell carcinoma; sickle cell trait
Do not use a hyphen after an adverb that ends in <i>-ly</i> even when used in a compound modifier preceding the word modified	the clearly stated purpose a highly developed species
Do not hyphenate names of chemical compounds used as adjectives	sodium chloride solution tannic acid test
Most combinations of proper adjectives derived from geographic entities are not hyphenated	Central Americans; African American; Pacific Rim countries; Far Eastern customs; Southeast Asia; Mexican American; Central American customs; Latin Americans
Do not hyphenate Latin expressions or non-English-language phrases used in an adjectival sense.	an a priori argument prima facie evidence an ex officio member in vivo specimens
Do not hyphenate modifiers in which a letter or number is the second element	grade A eggs study 1 protocol type 1 diabetes
Noun compounds formed with <i>quasi</i> are not hyphenated.	quasi diplomat

Note: With the prefix *vice*, follow latest edition of *Stedman's* or *Dorland's* medical dictionary or *Merriam-Webster's Collegiate Dictionary*.

For more information, refer to *AMA Manual of Style*, 10th edition, p 344.

3.2.10 Dashes

Em Dash

An em dash may be used to separate a referent from a pronoun that is the subject of an ending clause.

For example:

All of these factors—age, severity of symptoms, psychic preparation, and choice of anesthetic agent—determine the patient's reaction.

En Dash

The en dash shows relational distinction in a hyphenated or compound modifier, one element of which consists of two words or a hyphenated word, or when the word being modified is a compound.

- For example:
 - Winston-Salem-oriented group
 - physician-lawyer-directed section
 - anti-basement membrane glomerulonephritis
 - phosphotungstic acid-hematoxylin stain

For more information, refer to *AMA Manual of Style*, 10th edition, p 352.

3.2.11 Slash (Virgule, Solidus)

Use a slash	Do not use a slash
<p>in the “per” construction only when (1) the construction involves units of measure (including time) and (2) at least one element includes a specific numerical quantity and (3) the element immediately adjacent on each side is either a specific numerical quantity or a unit of measure.</p> <p><i>For example:</i> The hemoglobin level was 140 g/L. The CD4⁺ cell count was 0.20 × 10⁹/L (200/μL). Blood volume was 80 mL/kg of body weight.</p>	<p>in a “per” construction (1) when a prepositional phrase intervenes between the two elements, (2) when neither element contains a specific numerical quantity, or (3) in nontechnical expressions.</p> <p><i>For example:</i> 4.5 mmol of potassium per liter (<i>Avoid:</i> 4.5 mmol/L of potassium; instead reword: a potassium concentration of 4.5 mmol/L)</p>

For more information, refer to *AMA Manual of Style*, 10th edition, p 353.

3.2.12 Apostrophe

- Use the apostrophe to show the possessive case of nouns and indefinite pronouns.
For example: Jones' bones
- Do not use -'s with possessive pronouns: his, hers, ours, its, yours, theirs, whose.
For example: The car is hers.
- Use -'s after only the last word of a compound term. **For example:** father-in-law's tie.
- Do not use an apostrophe to form the plural of an all-capital abbreviation or of numerals.
For example: ECGs, EEGs, IQs, WBCs, RBCs

For more information, refer to *AMA Manual of Style*, 10th edition, p 362.

3.2.13 Ellipses

- Ellipses are three spaced dots (...) generally used to indicate the omission of one or more words, lines, paragraphs, or data from quoted material.

For more information, refer to *AMA Manual of Style*, 10th edition, p 364.

3.2.14 Latin and Greek Versus English

- Follow the latest edition of Merriam-Webster's Collegiate Dictionary or Stedman's or Dorland's medical dictionary.

3.2.15 Capitalization

Capitalize

- Capitalize proper nouns and words derived from proper nouns.
- Capitalize geographic names for cities, townships, counties, states, countries, continents, islands, peninsulas, straits, bodies of water, mountain chains, streets, parks, forests, canyons, dams, specific locations, accepted designations for regions, and political divisions.
- When a common noun is capitalized in the singular as part of a proper name or in a title, it is generally not capitalized in the plural.
For example: Mississippi and Missouri rivers; Atlantic and Pacific oceans.
- Expanded compass directions are not capitalized.
For example: southern France, northern Illinois
- Nouns and adjectives derived from compass directions should not be capitalized.
For example: midwesterner; southern-style cooking
- Capitalize proper names of languages, peoples, races, political parties, religions, and religious denominations and sects.
- Capitalize the names of historical events and periods, special events, awards, treaties, and official names and specific parts of adopted laws and bills.

- When an eponym is included in the name of a disease, syndrome, sign, position, or similar designation, capitalize the eponym but not the common noun.

For example: Raynaud disease, Babinski sign, Marfan syndrome.

- Capitalize trademarks and proprietary names of drugs and brand names of manufactured products and equipment.
- Do not capitalize phylum, class, order, family, and tribe.
- Capitalize the formal name of a genus when it is used in the singular, with or without a species name.
- Capitalize the designations of specific deities and personifications.
- Capitalize recognized holiday and calendar events.
- The exact and complete titles of tests and subscales of tests should be capitalized. The word *test* is not usually capitalized except when it is part of the official name of the test. Always verify exact names of any tests with the author or with reference sources.

For example: Goodenough-Harris Drawing Test

(See *AMA Manual of Style*, 10th edition, p. 377.)

- Capitalize the title of a person when it precedes the person's name but not when it follows the name.

For example: Chair John W. Smith; John W. Smith was named chair.

- Capitalize academic degrees when they are abbreviated.
- Capitalize the official titles of conferences, congresses, postgraduate courses, organizations, institutions, business firms, and governmental agencies, as well as their departments and other divisions.
- In titles and headings, capitalize two-letter verbs.

For example: Go, Do, Am, Is, Be.

- With dual verbs, such as *follow up*, capitalize both parts in a title.

For example: Following Up the Diabetic Patient.

- Capitalize the first letter of the word that follows a lowercase Greek letter (but not a capital one), a symbol, italicized organic chemistry prefixes *trans-* and *cis-*, or a small capital letter in titles, subtitles, table heads, center heads, side heads, and line art.

For example: *trans*-Fatty Acid Content of Common Foods; 1,25-Dihydroxycholecalciferol.

- Non-English words should be capitalized.
- In titles, subtitles (except in references), centered heads, side heads, table column heads, and line art and at the beginning of sentences, the first non-Greek letter after a lowercase Greek letter should be capitalized.

For example: Liver Disease in α_1 -Antitrypsin Deficiency

Do Not Capitalize

- Do not capitalize the common nouns that follow designations.

- Do not capitalize political doctrines.
- Do not capitalize white or black as a designation of race.
- Do not capitalize generic names or descriptive terms.
- Do not capitalize the name of a species, variety, or subspecies.
- Do not capitalize the names of the seasons.
- In institution names, do not capitalize *the* unless it is part of the official title.
- In title, do not capitalize a coordinating conjunction, article, or preposition of three letters or fewer.
- Do not capitalize the second part of a hyphenated compound.
- Do not capitalize the words from which an acronym or initialism is derived.

For example: prostate-specific antigen (PSA).

For more examples, please see *AMA Manual of Style*, 10th edition, chapter 10.

3.2.16 Italics

- Non-English words and phrases: Words that do not appear in the most recent edition of *Merriam-Webster's Collegiate Dictionary* or in standard medical dictionaries should be italicized.
- Non-English names of streets (addresses), buildings, organizations, or government institutions should not be italicized or abbreviated.

3.2.17 Abbreviations

- Academic degrees and honors: Academic degrees are abbreviated in bylines and in the text. These abbreviations are used only with the full name of a person.
For example: ART (accredited record technician); DMSc (doctor of medical science).
- Military services and titles: Military titles and abbreviations should be verified with the author.
For example: MC, USA (Medical Corps, US Army); USAF, MC (Medical Corps, US Air Force); GEN (General); LTG (Lieutenant General).
- Abbreviations for eras are set in small capitals with no punctuation.
- Use the following abbreviations when complete local addresses are given.

Air Force Base	AFB	Place	Pl
Army Post Office	APO	Post Office	PO
Avenue	Ave	Road	Rd
Boulevard	Blvd	Route	Rte
Building	Bldg	Rural Free Delivery	RFD
Circle	Cir	Rural Route	RR

court	Ct	Saint	St or Ste
Drive	Dr	South	S
East	E	Southeast	SE
Fleet Post Office	FPO	Southwest	SW
Fort	Ft	Square	Sq
Highway	Hwy	Street	St
Lane	Ln	Terrace	Terr
Mount	Mt	West	W
North	N	Northwest	NW
Northeast	NE	Parkway	Pkwy

- Do not abbreviate the non-English counterparts of the aforementioned designators (eg, boulevard, rue, Strasse, Platz).
- When the plural form is used, do not abbreviate it (eg, Broad and Vine streets).
- When a street number is not given, do not abbreviate (eg, National Hospital for Neurology and Neurosurgery, Queen Square, London WC1N 3BG, England).
- Do not abbreviate room, suite, department, or division.
- Do not use periods or commas with N, S, E, W, or their combinations
- US states, territories, and possessions; provinces; and countries:
 - Names of US states, territories, and possessions should be spelled out in full when they stand alone.
 - Use postal codes in reference citations and lists.
 - Do not abbreviate a state name after a county name.

For example:

Chicago, Ill.

Chicago, IL 606

Cook County, Illinois

- The abbreviation “US” may be used as a modifier (ie, only when it directly precedes the word it modifies) but should be expanded to “United States” in all other contexts.
- Canadian city names should be followed by the province name (eg, London, Ontario, not London, Canada). Province names are not abbreviated.
- *Senior* and *Junior* are abbreviated when they are part of a name, with no commas.
- *President* is not abbreviated. It is capitalized when it precedes a name and set lowercase when following a name.
- The following social titles are always abbreviated when preceding a surname, with or without the first name or initials: *Dr*, *Mr*, *Messrs*, *Mrs*, *Mmes*, *Ms*, and *Mss*.
- In the text, do not abbreviate a business term if the company spells it out (eg, Sandoz Pharmaceuticals Corporation).

- The following abbreviations do not need to be defined; follow the author:

Abbreviation	Expanded form	Abbreviation	Expanded form
CD	clusters of differentiation (use with a number, eg, CD4 cell)	DOS	disk operating system
CD	compact disc	EDTA	ethylenediaminetetraacetic acid
CD-ROM	compact disc read-only memory	F	French (add <i>catheter</i> ; use only with a number, eg, 12F catheter)
DDT	dichlorodiphenyltrichloroethane (chlorophenothane)	HLA	human leukocyte antigen (say "HLA antigen")
DNA	deoxyribonucleic acid	ISBN	International Standard Book Number
ISSN	International Standard Serial Number	m-	<i>meta-</i> (use only in chemical formulas or names)
Nd:YAG	neodymium:yttrium-aluminum-garnet	o-	<i>ortho-</i> (use only in chemical formulas)
OD	oculus dexter (right eye) (use only with a number)	os	oculus sinister (left eye) (use only with a number)
OU	oculus unit as (both eyes) or oculus uterque (each eye) (use only with a number)	p-	<i>para-</i> (use only in chemical formulas or names)
PaCO ₂	partial pressure of carbon dioxide, arterial	PaO ₂	partial pressure of oxygen, arterial
PCO ₂	partial pressure of carbon dioxide	pH	hydrogen ion concentration; negative logarithm of hydrogen ion activity
PO ₂	partial pressure of oxygen	RAM	random access memory
RNA	ribonucleic acid	ROM	read-only memory
SD	standard deviation	SE	standard error
SEM	standard error of the mean	ssc	standard saline citrate
SSPE	sodium chloride, sodium phosphate, EDTA (buffer)	TNM	tumor, node, metastasis
ul	uniformly labeled	UV	ultraviolet
UV-A/B/C	Ultraviolet A/B/C	VDRL	Venereal Disease Research Laboratory (add <i>test</i>)

3.2.18 Nomenclature

Abbreviations for types of multiple endocrine neoplasia (MEN) feature Arabic numerals and a space.

For example: MEN 2A

Cardiology

- The main deflections of the ECG are named in an alphabetical sequence (P, Q, R, S, T, U);

other deflections use initial letters of the entity being described.

- Capital letters are used to describe ECG deflections in general.

For example:

Improper paper speed will spuriously alter the QRS configuration (not qrs configuration).

- The jugular venous pulse contours are expressed with italic single letters and roman words.

For example: a wave (atrial)

- An ejection fraction is expressed as a number, not as a percentage.

For example: 0.60, not 60%.

Drugs

AMA publications do not use the trademark symbol (TM) because capitalization indicates the proprietary nature of the name.

Radioactive Isotopes

- The expanded terms for radioactive isotopes are used in AMA journals.
- The abbreviation “ul” (for “uniformly labeled”) may be used without expansion in parentheses.

For example: [¹⁴C]glucose (ul)

Equipment, Devices, and Reagents

Information regarding the manufacturer or supplier is important, and authors should include this information in parentheses after the nonproprietary name or description.

UPDATE: AMA does no longer require the inclusion of the location of the manufacturer because whoever desires more specific details can easily find them online ([AMA Manual of Style, 10th edition, section 15.5](#)).

Genetics

Human genes should be italicized; gene products (proteins) should be in roman type.

- Nerves
 - Use roman numerals or English names when designating cranial nerves.

For example:

Cranial nerves III, IV, and VI are responsible for ocular movement.

- Use ordinals when the numeric adjectival form is used.

For example:

The third, fourth, and sixth cranial nerves are responsible for ocular movement.

- The alphanumeric terms need not be expanded.

For example: C2-3 disk.

- Microorganisms: Italicize

- Microorganism names applied to laboratory media are lowercase and roman.

For example: brucella agar.

- Capitalization indicates a product name.

For example: Haemophilus ID Quad agar.

- In text dealing with infectious conditions, it is important to distinguish between the infectious agent and the condition:

For example:

Incorrect: *Haemophilus influenzae* may be a life-threatening disease.

Better: *Haemophilus influenzae* infection may be life-threatening.

Preferred: Infection with *Haemophilus influenzae* may be life-threatening.

Pulmonary and Respiratory Terminology

The following are some common abbreviations from pulmonary function testing; they should always be expanded at first mention:

ACMV	assist/control mode ventilation
cc	closing capacity
CPAP	continuous positive airway pressure
cv	closing volume
ERV	expiratory reserve volume
FEF ₂₀₀₋₁₂₀₀	forced expiratory flow between 200 and 1200 mL of FVC
FEF _{25%-75%}	forced expiratory flow, midexpiratory phase (formerly midmaximal expiratory flow rate [MMEFR]; midflow; midmaximal flow [MMF]; or midexpiratory flow rate [MEFR])
FEV	forced expiratory volume
FEV ₁	forced expiratory volume in 1 second; forced expiratory volume in the first second
FIVC	forced inspiratory vital capacity
FRC	functional residual capacity
FVC	forced vital capacity
IRV	inspiratory reserve volume
IVC	inspiratory vital capacity
MVV	maximum voluntary ventilation
PCV	pressure-control ventilation
PEEP	positive end-expiratory pressure
PEF, PEFR	peak expiratory flow rate
PSV	pressure-support ventilation
RV	residual volume
SIMV	synchronized intermittent mandatory ventilation
TLC	total lung capacity
vc	vital capacity

3.2.19 Eponyms

- The eponym, but not the noun or adjective that accompanies it, should be capitalized.
For example: Osler nodes.
- Adjectival and derivative forms of proper names used in terms are not capitalized.
For example: parkinsonian gait (from Parkinson disease).

3.2.20 Greek Letters

- According to IUPAC, symbols representing physical quantities (or variables) are italicized, but symbols representing units, or labels, are roman. For any doubts, raise an author query.
- Sometimes there may seem to be doubt about whether a symbol represents a quantity or has some other meaning (such as a label): a good general rule is that quantities, or variables, can be given a value, but labels cannot.
- Vectors, tensors, and matrices are usually denoted with a bold-face (heavy) font, but they should be set roman.
- Refer to *Stedman's* and *Dorland's* medical dictionaries for general terms.
- For drug names that contain Greek letters, spell out alpha, beta, and so on.
For example: Interferon beta-1a
- In some cases, when the Greek letter is part of the word, such as *betamethusone*, the Greek letter is spelled out and set closed up.

3.2.21 Gene Names

- If the author defines a gene symbol, keep the definition.
- If a gene symbol is used only once or twice, there is no need to define the symbol.
- If the symbol is defined, always keep the symbol as well as the definition even if the symbol is used only once (because some genes are better known by the symbol).
- Do not define gene symbols when there is no good definition.

3.2.22 General Rules

- Spelling errors: plain spelling errors in normal English words are to be corrected.
- Indefinite and definite articles must be corrected.
- Italicize the genus and species name. *Mycobacterium avium* (Genus species) in article title, at first mention in Abstract, main text, but *M avium* thereafter (without a period).
- Fundamental errors in syntax must be corrected.
- Incorrect word inflection must be corrected.
- Genes in italics, proteins in roman.
- *P* values should be uppercase italics.

- Omit the period from honorifics, scientific terms, and abbreviations.
- Do not use a colon if the sentence is continuous without it.
- Italics are not used if words or phrases are considered to have become part of the English language (eg, *cafe au lait*, *in vivo*, *in vitro*, *en bloc*).
- Do not use possessive form in eponyms.
- Displayed and block quotes to be set in roman.
- No period is used after *et al* (the same is true for *eg*, *ie*, and *ip*).
- Use health care (spaced).

3.2.23 Spelling out Numbers

- Spelling out numbers:
 - Spell out zero to nine. Here Wiley style deviates from AMA style.
- When spelling out numerals, hyphenate twenty-one through ninety-nine.
- When numbers greater than 100 are spelled out, do not use commas or “and.”
- Common fractions are expressed with hyphenated words whether the fraction is used as an adjective or a noun. Mixed fractions (*ie*, common fractions greater than 1, such as $3\frac{1}{2}$) are typically expressed in numerals.
- Spell out numbers when used as pronouns.
- Ordinals first through ninth are spelled out.
- Ordinals greater than ninth are expressed as numerals (10th, 11th, and so on) except at the beginning of a sentence, title, subtitle, or heading.
- The word *number* may be abbreviated *No.* in the body of tables and line art (not in the title, footnotes, or legend) or in the text when used as a specific designator.
- No comma is used before the roman numeral. **For example:** Schedule II drug.
- Use roman numerals for cancer stages and Arabic numerals for cancer grades.
- Hyphenate a compound in which a number is the first element and the compound precedes the noun it modifies. **For example:** 7-fold increase.
- Decimals:
 - **Place a zero** before the decimal point **in numbers less than 1, except** when expressing the three values related to **probability**: P , α , and β ([updated in accordance with AMA Manual of Style, 10th edition, section 19.7.1, on 23 October 2018](#)).
 - By convention, a zero is NOT used in front of the decimal point of the measure of the bore of a firearm. **For example:** .22-caliber rifle ([updated in accordance with AMA Manual of Style, 10th edition, section 19.7.1, on 23 October 2018](#)).
- For ranges and words of equal weight, use hyphen, not en dash (eg, cost-benefit ratios; *AMWAJ* 1995;10:55-58).

4 Copyediting Level 2

This level constitutes the standard copyediting level. Some journals have much more comprehensive style sheets, or guides, than others, so this level covers a range of editing that is dependent on the extent of the rules and the level of editorial office expectations. The CE2 specifications are composed of CE1 rules and other additional copyediting tasks mentioned below.

4.1 Mechanical Editing

Refer to section 2.

4.2 Copyediting

4.2.1 Preferred Spelling

American English: Merriam-Webster's Collegiate Dictionary (2005).

Exception:

For AMA-style journals whose titles use UK spelling, retain UK spelling.

4.2.2 Parallel Construction

Correlative Conjunctions

This device may rely on accepted cues (either/or, neither/nor, not only/but also, both/and). In this usage, the correlative conjunctions are often misplaced. All elements of the parallelism that appear on one side of the coordinating conjunction should match corresponding elements on the other side.

Avoid: Poor drug efficacy may be caused by **either** lack of absorption **or** by increased clearance.

Better: Poor drug efficacy may be caused **either** by lack of absorption **or** by increased clearance.

Also Correct: Poor drug efficacy may be caused by **either** lack of absorption **or** increased clearance.

Avoid: Three patients **either** took their medication incorrectly **or** not at all.

Correct: Three patients took their medication **either** incorrectly **or** not at all.

In Series or Comparisons

Parallel construction may also present a series or make comparisons. In these usages, the elements of the series or of the comparison should be parallel structures (ie, nouns with nouns, prepositional phrases with prepositional phrases).

Avoid: When an operation is designed to improve function rather than extirpation of an organ, surgical technique becomes paramount.

Better: When an operation is designed to improve the function of an organ rather than to extirpate the organ, surgical technique becomes paramount.

Note: Using *either* or *neither* with more than two items is incorrect. Avoid the use of *nor* when

the first negative is expressed by *not* or *no*.

4.2.3 Misplaced Modifiers

Unclear: The patient was referred to a specialist with a severe bipolar disorder. (Who had the bipolar disorder?)

Clear: The patient with a severe bipolar disorder was referred to a specialist.

Unclear: Dr Young treated the patients using antidepressants. (Who used the antidepressants? Ambiguity makes two meanings possible.)

Better: Dr Young treated the patients with antidepressants. Or (alternative meaning): Dr Young treated the patients who were using antidepressants.

Verbal Phrase Dangers

Avoid: Dietary therapy slows the return of hypertension after stopping long-term medical therapy. (This states that dietary therapy not only slows the return of hypertension but also stops prolonged medical therapy.)

Better: Dietary therapy slows the return of hypertension after cessation of long-term medical therapy.

4.2.4 Commonly Misused Words and Phrases

Take note of the following misused words and phrases.

abort, terminate	as, because, since	dilate, dilation, dilatation
accident, injury	assure, ensure, insure	disinterested, uninterested
acute, chronic	because of, owing to, caused by, due to	effective, effectiveness
adapt, adopt	calorie, energy	efficacious, efficacy
adverse effect, adverse event, adverse reaction, side effect	catatonic, manic, schizophrenic	endemic, epidemic, hyperendemic, pandemic
affect, effect	classic, classical	historic, historical
aggravate, irritate	clinician, practitioner	immunity, immunize
although, though	compare to, compare with	inoculate, vaccinate
among, between	compose, comprise	

Merriam-Webster's Collegiate, *Stedman's*, *Dorland's*, and *American Heritage* dictionaries are resources for determining the appropriate suffix form for adjectives.

- When numbers of persons, things, or groups are referred to, *over* and *under* should be replaced by *more than* and *less than*. Symbols such as < and > are appropriate to use in tables and figures but not in running text.
- Avoid redundant words.

4.2.5 Jargon

Jargon	Preferred form
4+ albuminuria	proteinuria (4+)
blood sugar	blood glucose (query author)

cardiac (diabetic) diet	diet for patients with cardiac disease (diabetes)
emergency room	emergency department
exam	examination
congenital heart	congenital heart disease; congenital cardiac anomaly
hyperglycemia of 250 mg/dL	hyperglycemia (blood glucose level of 250 mg/dL)

4.2.6 Anatomy

Use:

- right side of the heart; right atrium; right ventricle
- left side of the chest; left hemithorax
- left aspect of the neck
- right hemisphere (query author)

4.2.7 Disabilities

Avoid	Preferred
the disabled, the handicapped	persons with disability
disabled child, mentally ill person, retarded adult	child with a disability, person with mental illness, adult with mental retardation
diabetics	persons with diabetes, subjects in the diabetes group (ie, in a study), diabetic patients

4.2.8 Grammar

- Articles are used according to standard rules of usage.
- Basic agreement in subject-verb, person, and number is checked.
- Inconsistencies in active/passive voice, first/third person, and present/past tense should be corrected; idiom/style should be corrected.
- Definite/indefinite articles.

4.2.9 Usage

Commonly misused terms are corrected; many gender-specific terms have a neutral equivalent (eg, mankind/humankind).

4.2.10 Scientific and Mathematical Content

- In general, lines, variables, unknown quantities, and constants (eg, x , y , z , A , B , C) are set in italics.
- Units of measure (eg, kg, mL, s, m), symbols, and numbers are set in roman.
- The AMA uses a thin space before and after the following mathematical symbols: \pm , $=$, $+$, $-$

- , ÷, ×, and ~. Note that copyeditors should use ordinary spaces; the compositor will set this.
- Symbols are set close to numbers, superscripts and subscripts, greater than or less than signs, and parentheses, brackets, and braces.
 - Use italics for chemical prefixes (*N-*, *cis-*, *trans-*, *p-*, etc), for restriction enzymes, and for lowercase letters used in alphabetic enumerations of items or topics (the parentheses are set roman): (*a*), (*b*), (*c*), etc.

4.2.11 Manuscript Components

- Every citation in text should have a counterpart; verify the appropriateness of all section and head levels; complete a reference check; check that reference callouts in the text match the actual number of authors and also the listed references; perform a close reading and editing of tables; check figure legends against figures; make or recommend changes for sense, clarity, or consistency; and query the author to verify the changes were made.
- Query for all drug dosages; this can be done as a blanket query.
- Add a query pointing out that the author should have obtained permission to reproduce material.

5 Copyediting Level 3

This is a level of copyediting that requires extremely experienced copyeditors who can produce results of noticeably greater breadth than is required for CE2 editing. Style sheets, or guides, for CE3 journals are lengthy and complex. The CE3 specifications include CE1 rules and other additional editing rules mentioned below.

5.1 Mechanical Editing

Refer to section 2.

In addition, the copyeditor is expected to apply high-level discipline-specific rules for abbreviations and nomenclature.

5.2 Copyediting

5.2.1 Spelling

Spellings of trade and nonproprietary drug and equipment names, medical and nonmedical terms, and specialty-specific phrases; US/UK spellings; and non-English words and terms with diacritical marks and accents should be verified. PubMed or Google searches may be used to verify the usage and spelling of specialty-specific terms and phrases; eponyms should be checked and used consistently; different spellings may be used for noun/adjective word forms; and the style for statistical terms and tests should be consistent in text, tables, and figures throughout the journal. Other sources, generally databases for international standards, are used for verification, as specified in the style manual.

5.2.2 Grammar

- Articles are used according to standard rules of usage.
- Basic agreement in subject-verb, person, and number needs to be checked.
- Inconsistencies in active/passive voice, first/third person, and present/past tense should be corrected; idiom/style should be corrected.
- Definite/indefinite articles should be added when needed.

5.2.3 Syntax

- Redundancies are queried or eliminated; run-on sentences are shortened or broken up or the author is queried to rewrite the sentence; and dangling modifiers are fixed. Text is rephrased to achieve parallel structure; rephrase any awkward or infelicitous phrases to achieve the greatest clarity; ask the author to verify the changes; and rephrase text for clarity even if the original does not contain a grammatical error.
- Parallel structure with compound verbs or participles should be checked.
- Reword sentences for clarity and ask the author to verify the rephrasing.

5.2.4 Usage

- Commonly misused terms are corrected; gender-specific terms have a neutral equivalent (eg, mankind/humankind).
- Correct for ethical appropriateness and stereotypical language.

5.2.5 Scientific and Mathematical Content

- Refer to section 4.2.10.
- Content editing: Verify facts in articles using outside sources (eg, references, Internet searches, databases).

5.2.6 Manuscript Components

- Every citation in text should have a counterpart; verify the appropriateness of all section and head levels; complete a reference check; check that reference callouts in the text match the actual number of authors and also the listed references; perform a close reading and editing of tables; and make or recommend changes for sense, clarity, or consistency, including reorganizing the tables.
- Tables can be edited to save space (eg, several heads can be combined into one in a virgule construction to save space [Study/Y/%]).
- Query for all drug dosages; this can be done as a blanket query.
- Clarify language as much as possible, whether or not an indisputable error has occurred. The author is asked to verify all changes.
- Read the abstract content against the article content to ensure that the abstract correctly reflects the article's thesis, methods, and conclusion. The copyeditor may also edit the article title on the basis of content and query.
- Revision of poor writing that is a result of an author's lack of familiarity with English is undertaken.
- Check whether text, tables, or illustrations require permission to be reprinted. If there are strong indications that an element of the article could have been published previously elsewhere but there is no indication that permission to reproduce has been obtained, it is reasonable to add a query pointing out that the author should have obtained permission to reproduce the material.

5.2.7 Typography

Typography is broadly defined as the arrangement and appearance of printed matter and involves elements of design. [For more information, see *AMA Manual of Style*, chapter 22.](#)

APPENDIX

Differences Between Original AMA and Wiley AMA

	Original AMA	Wiley AMA
Article history	US convention for article history dates	European convention for article history dates
	<i>For example:</i> Submitted for Publication: November 22, 2004; final revision received May 13, 2005; accepted May 23, 2005.	<i>For example:</i> Received: 5 July 2016 Revised: 2 October 2016 Accepted: 29 October 2016
Article title	Article title set in title case	Article title set in sentence case
Author affiliation	Given in title page footnotes	Placement below author names on the first page
Author correspondence	Given in the acknowledgment section at the end of the article before the References in a footnote	Placement below author affiliations on the first page
Title page footnotes	Preferred order of the footnotes: <ul style="list-style-type: none"> • Author affiliations • Death of an author • Corresponding author contact information (for some journals given in acknowledgment section) 	Footnote order: <ul style="list-style-type: none"> • Abbreviations • Equal contributions • Paper presentation • Deceased authors
	<i>For example:</i> Author Affiliations: Department of Pediatrics, Baylor College of Medicine, Houston, Texas. †Died November 3, 2005. A List of the XYZ Group members appears at the end of this article. Corresponding Author: John A. Doe, MD, Department of Pediatrics, Baylor College of Medicine, 1 Baylor Plaza, Houston, TX 77030 (jdoe@baylor.edu).	<i>For example:</i> Abbreviations: CR, conserved region; CSC, cancer stem cell; EC, embryonic carcinoma; ES, embryonic stem; GCNF, germ cell nuclear factor; NR, nuclear receptor; PP, proximal promoter; RA, retinoic acid. Myrtle Coe and Simon Foe contributed equally to this study. This study was first presented at the... †Died May 14, 2014.
Running head	Shortened version of the article title	No short title
Heading levels	Follow journal style	Numbered and unnumbered

		1	NUMBERED, FLUSH LEFT, BOLD, ALL CAPS
		2	Numbered, flush left, bold, sentence case
		3	Numbered, flush left, bold, sentence case
		4	<i>Unnumbered, flush left, italicized, sentence case</i>
		5	<i>Unnumbered, flush left, italicized, sentence case, ending with period, run-on.</i>
Figure legends	Both figure titles and legends can be used	Only legends are used	
	<ul style="list-style-type: none"> Legends do not start with a figure label Legends end with a period 	<ul style="list-style-type: none"> Legends start with figure label (in all caps and bold without a period) Legends do not end with a period 	
	<i>For example:</i> A, Histological section of the vertebral specimen... (unstained, original magnification ×400). B, For comparison, a bone tissue section...the trabecular surface (hematoxylin-eosin, original magnification ×400).	<i>For example:</i> FIGURE 1 A, Histological section of the vertebral specimen... (unstained, original magnification ×400). B, For comparison, a bone tissue section...the trabecular surface (hematoxylin-eosin, original magnification ×400)	
Table legends	<ul style="list-style-type: none"> Table label set in roman and bold followed by a period Table legend set in title case 	<ul style="list-style-type: none"> Table label in all caps and bold without period Table legend set in sentence case 	
	<i>For example:</i> Table 1. Symptoms and Signs of Chronic Fatigue Syndrome	<i>For example:</i> TABLE 1 Symptoms and signs of chronic fatigue syndrome	
Table column headings	Set in title case	Set in sentence case	
Table footnotes	<p>Order of notes:</p> <ul style="list-style-type: none"> Abbreviations Units of measure conversion information Specific notes (indicated with lowercase superscript letters, including probability notes) <p><i>For example:</i> Abbreviation: CBT, cognitive behavior therapy. ^a Values are expressed as mean (SD) unless otherwise indicated. ^b The range for possible scores is 17 to 113.</p>	<p>Order of notes:</p> <ul style="list-style-type: none"> General notes Abbreviations Specific notes Probability notes (indicated by asterisks) <p><i>For example:</i> <i>Note.</i> Factor loadings greater than .45 are shown in boldface. Abbreviations: OR, odds ratio; CI, confidence interval; UWCB, unhealthy weight control behaviors.</p>	

	^c <i>P</i> values are for the χ^2 test unless otherwise indicated.	^a <i>n</i> = 25. ^b This participant did not complete the trials. <i>*P</i> < .05. <i>**P</i> < .01.
	General notes (that apply to the entire table): indicated by a lowercase superscript letter placed after the legend text <i>For example:</i> Table 1. Symptoms and Signs of Chronic Fatigue Syndrome ^a	General notes: appear first in the footnote section with the heading “ <i>Note</i> ” in italics (this heading is not required if there are only labelled and linked table footnotes) <i>For example:</i> <i>Note.</i> <i>N</i> = 233,428.
	Abbreviations and units of measure conversion footnotes appear first in the footnote section and are set off with an introductory word or phrase instead of a letter. <i>For example:</i> Abbreviations: CRP, C-reactive protein; HDL, high-density lipoprotein; LDL, low-density lipoprotein. SI conversion factors: To convert HDL, LDL, and total cholesterol to mmol/L, multiply by 0.0259.	No separate footnote for units of measure conversion information. Heading for abbreviations: “Abbreviations” or “Abbreviation” (if there is only one abbreviation). <i>For example:</i> <i>Note.</i> SI conversion factors: To convert HDL, LDL, and total cholesterol to mmol/L, multiply by 0.0259. Abbreviations: CRP, C-reactive protein; HDL, high-density lipoprotein; LDL, low-density lipoprotein.
	Footnote letters before the footnote text are followed by a space for clarity <i>For example:</i> ^b This participant....	Superscript letters closed-up with footnote text <i>For example:</i> ^b This participant....
Enunciations (math statements)	No information	Follow AMS style for enunciations (math statements)
Endnotes and page footnotes	Footnotes should be avoided within the text. Such explanatory material can usually be incorporated into the text parenthetically. However, if required use footnote symbols (*, †, ‡, §, ¶, #, , **, ††, ‡‡, §§, ¶¶, ##). No information about endnotes Footnote symbols are followed by a space	Both endnotes and page footnotes can be used. Endnotes are indicated by superscript lowercase letters, page footnotes by AMA symbols (*, †, ‡, §, ¶, #, , **, ††, ‡‡, §§, ¶¶, ##) Footnote symbols are closed-up with footnote text

Appendix	Heading in title case	Heading in all caps
Numbers	Use numerals for 0-9	Spell out 0-9

Frequently Asked Questions (FAQS)

1. Should references cited in the body of a table be moved to the caption?

Wiley: References do not necessarily have to be moved to the caption; sometimes it is more logical to leave them in table text or footnotes.

2. We usually do not edit the article title or subtitle for drug names. Can you please provide the list of approved generic or nonproprietary names, if available? Alternatively, please suggest the URL or web link where such details are available.

Wiley: Raise an author query to conform the drug names if found in title/subtitle.

3. What do vendors need to do if reference citations are given in the abstract section?

Wiley: In *AMA 10th*, 2.5.3. General Guidelines (p 24), it clearly states “Do not cite references.” Delete them; we suggest changing it to “a previous study” (eg, change Smith et al²⁴ to “a previous study”).

4. Gene symbols in italics?

Wiley: If a symbol clearly refers to a gene, make it italic and query the author.

5. Use of owing to/because of/due to in this scenario: Do we have to differentiate between these? As per our understanding, “he lost the first game because of carelessness” (“because of” is modifying the main verb “lost”) and “the accident was due to bad weather” (“due to” is preceded by the supporting verb “was”)

Wiley: Usually change “owing to” to “because of.” Use of “due to” is correct here.

6. How many times must an abbreviation be used for the abbreviation to be retained?

Wiley: Once in the abstract and once in the main text, at the first mention.

7. Should a blanket query to authors be inserted to verify all dosages here and throughout an article?

Wiley: Query at the first mention of a specific dose (eg, 5 Gy was administered...).

8. Should we change “weighed about 200 g” to “weighed approximately 200 g”?

Wiley: “Approximately” is preferred in formal writing.

9. Should we also spell out elements and compound names (CO₂, O₂)?

Wiley: Not necessary.

10. “An infectious disease regional center.” This is marked to be set in lowercase. Can all organization names also be lowercase?

Wiley: No, not all organization names should be lowercase. The addition of *an* before the department name in this case makes it generic.

11. “Using” is also correct and is used commonly. Is this a preference? Please clarify.

Wiley: Preference. However, please make sure that your copyeditors do not change *with*

to *using*.

12. Change “while” to “whereas” (when “while” is not referring to time) Is this change not required in journals following AMA?

Wiley: No, neither *AMA 10th* nor *Merriam-Webster’s* makes this distinction. This is a requirement only in APA. You can leave in journals following AMA. However, the preference is to use “while” only when referring to time in AMA.

13. Usually we do not define well-known abbreviations (never expand certain abbreviations); however, if the author provides definitions for these abbreviations in the input file itself, we retain them as given. Hope this is OK, but please confirm.

Wiley: No. According to *AMA 10th*, these words need not be expanded. If author input is expanded, you can abbreviate and raise a query to the author for confirmation that you have followed AMA style.

14. Are the trademark and registered symbols allowed in AMA?

Wiley: No. *AMA 10th*, 5.6.16 Trademark/Use of Trademarked Names in Publication (p 213): The symbols TM, ®, and SM should be deleted from the text.

15. Should all Greek letters be rendered in italics?

Wiley: According to IUPAC, italic and roman Greek letters have different meanings. Ideally, Greek letters representing physical quantities or variables are set in italics, and Greek letters representing units and labels in roman. Vendors are expected to check whether Greek letters representing variables are set in italics; if not raise an author query.