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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 parts:

Part I: Structuring and XML Tagging.

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

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

Part IV: Copyediting Level 2. This presents the specific requirements for language editing pertaining to level 2.

Part V: 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: *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*.

Part I: 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).

Part II: 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. Manuscript Elements

2.1 Running Head

- Author surname in caps and et al in small caps, roman, full stop at end (van, der, etc. in small caps)
  
  **Single author:** Surname
  
  **Two authors:** Surname 1 and Surname 2
  
  **More than two authors:** Surname 1 et al. [et al. in roman with period]
**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.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 19.

**2.2 Article Category**

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

**2.3 Title**

- The article title should be in sentence case.
- Do not capitalize articles (eg, a, an, the), prepositions of three or fewer letters, coordinating conjunctions (and, or, for, nor, but), or the to in infinitives.
- The article title should be bolded and roman.
- Uppercase the word after a colon.
- 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**

**2.4 Title Page Footnotes**

In AMA style, do not use symbols for title page footnotes except for a “death” dagger (†) for deceased authors. Below is an example of AMA title page footnotes followed by a suggested hierarchy.

*For example:*

Author Affiliations: Department of Pediatrics, Baylor College of Medicine, Houston, Texas.

†Died November 3, 2005.

A list of the XYZ Group members (collaborative authors) can be cited in affiliation footnote or acknowledgement section.

Corresponding author. John A. Doe, MD, Department of Pediatrics, Baylor College of Medicine, 1 Baylor Plaza, Houston, TX 77030 (jdoe@baylor.edu).
The hierarchy of the footnote elements on the title page is as follows:

- Equal contribution.
- Present address.
- Paper presentation.
- Deceased author.

For more information, refer to *AMA Manual of Style*, 10th edition, p 16.

2.5 Doc Head/Logos
- The doc head is set in all caps and is bolded.
- Logos are used in front of the doc head below the history date rule.

*For example:*

Received: 3 June 2015 | Accepted: 6 October 2015
DOI: 10.1002/jcb.99920

2.6 Author Byline
- Title case should be used.
- The first name should be spelled out.
- Do not use “and” before the last author name.
- Author names should be linked to affiliations with superscript Arabic numbers. 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.
- Author names should be separated by a vertical bar.
- An asterisk should not be used to denote corresponding authors in the New Journal Design (updated October 3, 2016).
- The ORCID ID logo will appear in the PDF with a hyperlink to the ORCID ID (check for the ORCID ID in the metadata) (updated 23 Feb 2017). Copyeditors are not responsible for applying the ORCID logo.
- 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 (e.g., FACP or FACS) and honorary degrees (e.g., PhD[Hon]) are omitted.)

For example:

Young C. Suh MD\(^1\) | Hyunsuk P. Suh MD, PhD\(^2\) | Jong S. Lee MD, PhD\(^1\) |
Jee S. Chang MD\(^3\) | Joon P. (Jp) Hong MD, PhD, MMM\(^4\) |
Anjing\(^\text{Q1}\) Zhong MS\(^1.2.3\) | Yiping Tian MS\(^1.2.4\)

2.7 Author Affiliation
- Affiliations should be in title case and roman.
- Affiliations should be linked to authors with superscripted Arabic numerals.
- No street addresses are allowed.
- US state names should be spelled out in affiliations (e.g., Michigan) and abbreviated in the corresponding address with postal abbreviations (e.g., MI).
- List the department, institution, city, and state (in the United States) or country (outside the United States).

For example:
Department of Neurology, University of Southern California Medical School, Los Angeles, California.

For more information, refer to *AMA Manual of Style*, 10th edition, p 18.

2.8 Author Correspondence Footnote
- The complete mailing address is provided.
- "Correspondence" should be set in bold and roman. (Follow NJD.)
- Remove additional address information (e.g., fax or telephone numbers).
- US state names should be abbreviated with postal abbreviations (e.g., NM).
- Add a full stop at the end of the correspondence address.
- Use semicolons to separate e-mail addresses if the corresponding author has more than one.

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 (patrick.gullane@uhn.on.ca).


2.9 Funding Information
- The words "Funding information" should be bolded, roman, and in sentence case.
- This section should be set below the "Correspondence" field on the first page.
**For example:**

This study was supported in part by grant CA34988 from the National Institutes of Health and by a teaching and research scholarship from the American College of Physicians (Dr Fischl).

Funding for this study was provided by Agency for Healthcare Research and Quality grant 5 U18 HS011885 and through subcontracts with the Utah Department of Health (contract 026429) and the Missouri Department of Health and Senior Services (contract AOC 02380132).

### 2.10 Abbreviations

- Not all the journals use abbreviation lists.
- Set abbreviations 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.

### 2.11 Author Contributions

- Place author contributions at the end of the article text after the acknowledgments but before the references.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 29.

**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.

### 2.12 Articles Without an Abstract or Keywords

The title page for these articles is set as shown:
2.13 Front Page Footnotes

For example:

- There is an ending 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:

Note: Copyeditors are not responsible for these footnotes.

2.14 Conflicts of Interest

- The section heading should be “CONFLICTS OF INTEREST.”
- This section will not be used in all journals/articles, but when it is used, it will appear after the Acknowledgments section.

For example:
2.15 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 Wiley-Blackwell, Inc.

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

2.16 Author Bio (If Applicable)

- An author bio should be set after any appendix or, if there is no appendix, after the references.
- The heading “AUTHOR BIOGRAPHIES” should be set in bolded roman type.
- The first name of the author should be initialized and followed by the surname.
- Author names should be in bolded roman type.
- Author photographs should also be provided.

For example:

J. Karga is currently a research fellow at the National Centre for Computer Animation of Bournemouth University (Poole, United Kingdom), and an associate professor at the Computer Centre of the Communication University of China. He received his bachelor's and master's degree in computer science from the China University of Mining and Technology and his PhD from the Communication University of China. His current research interests include computer animation, intelligent data management, and software engineering.

2.17 Abstract

- Both structured and unstructured abstracts are allowed.
- Unstructured abstract: Only one paragraph is allowed; there are no subsections.
- Structured abstract subheadings: Headings are in bold, followed by a colon, and are in title case style.
- Do not cite references.
- Follow Journal style sheet for “Contact Points.”
- The text is roman.
- A copyright line is not allowed in the Abstract section.
- Abbreviations are allowed in an abstract but must be expanded once at the first mention.
- The genus species should be spelled out on first use as in the main text.
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.

- At the beginning of a sentence, spell out both the number and the word percent.

**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-1β-converting enzyme)-inhibitory protein large (c-FLIPL) and cellular inhibitor of apoptosis proteins (c-IAPs), and ectopic expression of c-FLIPL 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-FLIPL and c-IAPs degradation. Altogether, these results suggest that Chal-24 potentiates the anticancer activity of TRAIL through autophagy-mediated degradation of c-FLIPL and c-IAPs, and that the combination of Chal-24 and TRAIL could be an effective approach to improving chemotherapy efficacy.

**2.18 How to Cite**

"How to cite this article:" should always be used (updated on 12th Oct 2016).

**For example:**

```
```

- This section would be automatically generated/manually developed by the typesetters.

Use the following standard format for the journals that have this section:

- Place it after the Supporting Information section.
- Include up to six author names. For more than six authors, display the first three authors and then add et al. (e.g. "Hudson LN, Newbold T, Contu S, et al").
- For hyphenated given names (e.g. 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 (e.g., "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-word journal names).
• There is no terminal period after the URL at the end.

• Articles without an e-locator:
  o The DOI appears in https:// URL format after the page range (in black without underling).
  o 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. Ecol Evol. 2017;0:00–00. https://doi.org/10.1002/ece3.2796

• Articles with an e-locator:
  o The DOI appears in https:// URL format after the page range (in blue with underlining).

• This section is required only for original articles, reviews, short communications, commentaries, and similar articles.

2.19 Keywords (If Applicable)
• The head "KEYWORDS" should be set in all caps, bolded, and roman.
• Each keyword should be separated by a comma (no ending period).
• Keywords are to be set in lowercase (except for proper nouns) and in alphabetical order.
• For more information, refer to *AMA Manual of Style*, 10th edition, p 24.

*For example:*

**KEYWORDS**

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

**Keywords Style When the Article Has No Abstract**

**Correspondence**

Patrick J. Guilane, MB, FRCS, University Health Network, University of Toronto, 200 Elizabeth St, Suite 8N-800, Toronto, ON M5G 2C4, Canada ([patrick.guilane@uhn.on.ca](mailto:patrick.guilane@uhn.on.ca)).

**Funding information**

This study was supported in part by grant CA34988 from the National Institutes of Health and by a teaching and research scholarship from the American College of Physicians (to Dr Fischl).

**KEYWORDS**

breast cancer, cancer, caregivers, dyadic, oncology, qualitative, survivors
2.20 Received/Accepted Dates

- Received and accepted dates are used. Do not query if any date is missing. History should be included only for the titles which have included this section in the old layout.
- The dates should be set on top of the first page. The placement of the dates is not the responsibility of the copyeditor.
- The dates should be written in the following style.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 27.

For example:
Received: 28 September 2017  Accepted: 4 October 2017

2.21 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 Hilfiker

2.22 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.

<table>
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<th>Heading 1</th>
<th>Numbered with Arabic numbers, in all caps, and bolded.</th>
<th>1 INTRODUCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heading 2</td>
<td>Numbered, in sentence case (except for proper nouns and acronyms), and bolded.</td>
<td>2.1 Computed tomography (CT)</td>
</tr>
<tr>
<td>Heading 3</td>
<td>Numbered, in sentence case (except for proper nouns and acronyms), free-standing, and bolded.</td>
<td>2.1.1 Radiographic evaluation</td>
</tr>
<tr>
<td>Heading 4</td>
<td>Unnumbered, in sentence case (except for proper nouns and acronyms), free-standing</td>
<td>Acceptance set</td>
</tr>
<tr>
<td>Heading 5</td>
<td>Unnumbered, in sentence case, italics with a full stop, and running into the text.</td>
<td></td>
</tr>
</tbody>
</table>

© Wiley
Properties. 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.

2.23 Lists (Numbered, Bulleted, Run-in)

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

For example:

<table>
<thead>
<tr>
<th>Numbered List</th>
<th>Bulleted List</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Text.</td>
<td>• Text.</td>
</tr>
<tr>
<td>2. Text.</td>
<td>• Text.</td>
</tr>
<tr>
<td>3. Text.</td>
<td>• Text.</td>
</tr>
</tbody>
</table>

- For a run-in list, use semicolons to separate 3 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.

2.24 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 and often clarifies the meaning. Display equations are often preceded by punctuation.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 908.
- Equation citation,

For example:

- Equation 1 shows...
Equations 2 and 3 suggest...
- As shown in Equations 5 and 6 (not eq or Eq.)

### 2.25 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...!”*

### 2.26 Enunciations (Math Statements)
- Should be set as AMS style, regardless of referencing or copyediting style for the journal.
- Should be indented on both sides.

<table>
<thead>
<tr>
<th>Enunciation</th>
<th>Title</th>
<th>Number (If any)</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theorem (and Assertion, Axiom, etc.)</td>
<td>Roman, bold</td>
<td>Roman, bold</td>
<td>Italics</td>
</tr>
<tr>
<td>Proof</td>
<td>Italics</td>
<td>Roman</td>
<td>Roman</td>
</tr>
<tr>
<td>Definition (and Assumption, Example, etc.)</td>
<td>Roman, bold</td>
<td>Roman, bold</td>
<td>Roman</td>
</tr>
<tr>
<td>Remark (and Answer, Case, Claim, etc.)</td>
<td>Italics</td>
<td>Roman</td>
<td>Roman</td>
</tr>
</tbody>
</table>

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

### 2.27 Endnotes
- Only a few journals use endnotes.
- Endnote numbers should be set as superscript letters (a, b, c).
- The heading "ENDNOTES" should be set in all caps.
- In the text, endnote letters should be set as superscripts after the punctuation.

**For example:**
ENDNOTES

More specifically, by neoliberal subjectivity, we mean the ongoing process of becoming a “responsible” and “self-help” economic actor who shoulders the blame for his socioeconomic position (Pine 2008:12–17); it is the unfinished acquisition of a rationality that “makes sense” of the inequalities that take shape in everyday practice, but without challenging such inequalities. Central to this neoliberal worldview is an emphasis on the 318 Antipode © 2014 The Author. Antipode © 2014 Antipode Foundation Ltd. behavior of the atomized individual, as opposed to the role of national or local community or circumstance, as the determinant of socio-economic destiny.

2.28 References

2.28.1 Reference Citations 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.

2.28.2 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.

<table>
<thead>
<tr>
<th>Journal article with 1-6 authors</th>
<th>Hu P, Reuben DB. Effects of managed care on the length of time that elderly patients spend with physicians during ambulatory visits. <em>Med Care.</em> 2002;40(7):606-613.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special or theme issue</td>
<td>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</td>
</tr>
<tr>
<td>Category</td>
<td>Details</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Abstract of a complete article</td>
<td>Falco NA, Upton J. Infantile digital fibromas [abstract taken from <em>JAMA.</em> 1996;275:1462b].</td>
</tr>
<tr>
<td>author or with a group name</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Television or radio broadcast</td>
<td>Lundberg GD. The medical profession in the 1990s [transcript]. American Medical Television. September 15, 1993.</td>
</tr>
</tbody>
</table>

### 2.29 Figure Placement and Legend

- Figures are placed closer to citation.
- Should be in order of appearance.
- “Figure” should be spelled out.
- The word “**Figure**” should be set in initial caps and bold.
- Figure caption should be set in sentence case.
- There should be an end period after the number (eg, Figure 1.)
- There should not be an end period at the end of the caption.
- Match the subparts given in the legend with the subparts given in the artwork.
- Match label case on actual figures in legends and text.
- In figures, the three-letter abbreviations for days of the week and months may be used *(For example: Mon and Jan)*.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 98.
2.30 Figure Citation in Text

- Spell out in full (even in parentheses) (Updated 21 June 2017).
  - Figure 1 shows...
  - As shown in Figure 1...
  - in the illustration (Figure 1).
  - Equation 1 shows...
  - As shown in Equation 1...
  - in the illustration (Equation 1).
- Citations to tables, figures, and equations from other sources should not be capitalized (eg, table 1, figure 3, equation 5).
- In figure: UPPERCASE labels enclosed in a small insert box.
- In caption: UPPERCASE labels, followed by comma.
  - Example: A, Histological section of... B, Comparison of...
- In citations: UPPERCASE labels, close-up with number.
  - Example: Figure 1A, Figure 1A-C, Figure 2B and 2D.

For example:

from the major vessels, the large majority of which are leiomyosarcomas (Figures 1 and 2). Conversely, large fatty masses secondarily encase or invade major vessels (Figures 3 and 4). In the latter, the tumor grows in front and in back of the vessels and results in horseshoe-

2.31 Table Placement and Legend

- “Table 1.” should be in initial caps, bold and there should be an end period after the number.
- Table caption should be set in sentence case.
- There should not be an end period at the end of a table caption.
- Place footnote callouts at the end of the title whenever possible.
- The column head should be in initial caps and bold roman.
- Each entry in the table body should be in sentence case.
- 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).
- Table column headings are bottom aligned. The column entries follow left alignment with decimal/operator alignment.
- In tables, the three-letter abbreviations for days of the week and months may be used (For example: Mon and Jan).
- An ellipses may be used to indicate that no data are available for a cell.
2.32 Table Notes

- Table footnotes are to be indicated with superscript lowercase letters in alphabetical order to ensure “logical order to the entries and a much larger supply of notations (26 characters).” Asterisk used for levels of probability.
- Abbreviations are expanded in alphabetical order.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 82.

For example:
Abbreviation: CI, confidence interval; OR, odd ratio.
Controls 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.

2.33 Table Citation in Text

- The table citation should be spelled out at the beginning of the sentence as well as in the middle of the text (even if the citation is given inside parentheses).
- The table should be placed closest to the citation on the top or bottom of the page.
- Use “and” to refer to two tables (Tables 1 and 2).
- For more than two tables, hyphen is used (Tables 1-3).
- Outside the parentheses, it is set to be Tables 1 to 3.

For example:

(nighttime frequency), the mean score was 2.27 ± 0.84 on the OABSS and 1.96 ± 1.00 on the OABSS-BD (P = 0.04) (Table 2); there was a significant correlation between them (P < 0.01, r = 0.68). The question 2 scores were equal in 26 patients (34.7%), and the difference between them ranged from −2.0 to 2.0. For question 3 (urinary urgency), the mean score was 2.49 ± 1.83 on the OABSS and 2.70 ± 1.90 on the

2.34 APPENDIX (If Applicable)

- The "APPENDIX" heading should be in all caps.
- The APPENDIX should be placed after how to cite section.
- For more information, refer to *AMA Manual of Style*, 10th edition, p 36.

2.35 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, even if it means that funding info will appear twice, once in 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.

2.36 Supporting Information
• Caption not required as general style, instead insert this standard text:

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

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

2.37 Quotation Marks
• Use double quotes; use single quotation marks for quotations within quotations.

2.38 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:
  o Why bother to perform autopsies at all if the main finding is invariably "edema and congestion of the viscera"?
  o 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.

2.39 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

### 2.40 Units of Measure

#### 2.40.1 SI Derived Units

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Name</th>
<th>SI Symbol</th>
<th>Derivation From SI Base Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Derived units</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area</td>
<td>square meter</td>
<td>m²</td>
<td>m²</td>
</tr>
<tr>
<td>Volume</td>
<td>cubic meter</td>
<td>m³</td>
<td>m³</td>
</tr>
<tr>
<td>Velocity, speed</td>
<td>meter per second</td>
<td>m/s</td>
<td>m/s</td>
</tr>
<tr>
<td>Acceleration</td>
<td>meter per second squared</td>
<td>m/s²</td>
<td>m/s²</td>
</tr>
<tr>
<td>Density, mass density</td>
<td>kilogram per cubic meter</td>
<td>kg/m³</td>
<td>kg/m³</td>
</tr>
<tr>
<td>Specific volume</td>
<td>cubic meter per kilogram</td>
<td>m³/kg</td>
<td>m³/kg</td>
</tr>
<tr>
<td>Concentration</td>
<td>mole per cubic meter</td>
<td>mol/m³</td>
<td>mol/m³</td>
</tr>
<tr>
<td>Luminance</td>
<td>candela per square meter</td>
<td>cd/m²</td>
<td>cd/m²</td>
</tr>
</tbody>
</table>

Derived units with special names

- Frequency: hertz Hertz (Hz)
- Force: newton (N)
- Pressure, stress: pascal (Pa)
- Work, energy, quantity: joule (J)
- Power, radiant flux: watt (W)
- Electric potential: volt (V)
- Electric charge: coulomb (C)
- Electric resistance: ohm (Ω)
- Capacitance: farad (F)
- Magnetic flux: weber (Wb)
- Magnetic flux density: tesla (T)
- Inductance: henry (H)

*Data from The International System of Units (SI).^

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

<table>
<thead>
<tr>
<th>Factor</th>
<th>Prefix</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10^{24}$</td>
<td>yotta</td>
<td>Y</td>
</tr>
<tr>
<td>$10^{21}$</td>
<td>zetta</td>
<td>Z</td>
</tr>
<tr>
<td>$10^{18}$</td>
<td>exa</td>
<td>E</td>
</tr>
<tr>
<td>$10^{15}$</td>
<td>peta</td>
<td>P</td>
</tr>
<tr>
<td>$10^{12}$</td>
<td>tera</td>
<td>T</td>
</tr>
<tr>
<td>$10^{9}$</td>
<td>giga</td>
<td>G</td>
</tr>
<tr>
<td>$10^{6}$</td>
<td>mega</td>
<td>M</td>
</tr>
<tr>
<td>$10^{3}$</td>
<td>kilo</td>
<td>k</td>
</tr>
<tr>
<td>$10^{2}$</td>
<td>hecto</td>
<td>h</td>
</tr>
<tr>
<td>$10^{1}$</td>
<td>deca (deca)</td>
<td>da</td>
</tr>
<tr>
<td>$10^{-1}$</td>
<td>deci</td>
<td>d</td>
</tr>
<tr>
<td>$10^{-2}$</td>
<td>centi</td>
<td>c</td>
</tr>
<tr>
<td>$10^{-3}$</td>
<td>milli</td>
<td>m</td>
</tr>
<tr>
<td>$10^{-4}$</td>
<td>micro</td>
<td>µ</td>
</tr>
<tr>
<td>$10^{-6}$</td>
<td>nano</td>
<td>n</td>
</tr>
<tr>
<td>$10^{-9}$</td>
<td>pico</td>
<td>p</td>
</tr>
<tr>
<td>$10^{-12}$</td>
<td>femto</td>
<td>f</td>
</tr>
<tr>
<td>$10^{-18}$</td>
<td>atto</td>
<td>a</td>
</tr>
<tr>
<td>$10^{-24}$</td>
<td>zepto</td>
<td>z</td>
</tr>
<tr>
<td>$10^{-30}$</td>
<td>yocto</td>
<td>y</td>
</tr>
</tbody>
</table>

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

1. Does not follow the preferred incremental intervals of $10^{3}$ and $10^{12}$, 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 ($10^{-12}$).
- µg/L or µg L⁻¹ NOT µg 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.

2.41 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 (e.g., 5-digit postal codes), patent numbers, page numbers, or numerals combined with letters (e.g., 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.

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

#### 2.43 Frequently Asked Questions (FAQs)
1. Should references cited in the body 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” (e.g., change Smith et al24 to “a previous study”).

#### 2.44 Exceptions/Deviations from AMA style
1. Follow journal style sheet for abstract having “Contact Points.”
2. Follow journal style sheet for citing tables, figures, and equations from other sources.
3. Follow journal style sheet for superscript symbols in text footnotes.
4. Follow AMS style for Enunciations (Math statements).
5. Numbers from 0-9 spelled out.
6. Asterisks be used to represent table footnotes.
7. European convention is followed to set received and accepted dates.

Part III: 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 Part II.

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.

<table>
<thead>
<tr>
<th>Avoid</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>diabetes patient</td>
<td>patient with diabetes; diabetic patient</td>
</tr>
<tr>
<td>depression episode</td>
<td>depressive episode; episode of depression</td>
</tr>
<tr>
<td>elderly over-the-counter drug users</td>
<td>elderly users of over-the-counter drugs</td>
</tr>
</tbody>
</table>

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.

3.2.2.1 Personal Pronouns

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

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

3.2.2.2 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

3.2.3.1 Voice

*Avoid*: Data were collected from 5000 patients by physicians.

*Better*: Physicians collected data from 5000 patients.
3.2.3.2 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.

3.2.5.1 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.

3.2.5.2 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.]

3.2.5.3 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_).
3.2.5.4 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.]

3.2.5.5 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.

3.2.5.6 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.

3.2.5.7 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.

3.2.5.8 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

3.2.6.1 Use a Comma

<table>
<thead>
<tr>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>After opening dependent clauses (whether restrictive or not) or long opening adverbial phrases</td>
<td>If the infection recurs within two weeks, an additional course of antibiotics should be given.</td>
</tr>
<tr>
<td>To set off nonrestrictive subordinate clauses</td>
<td>The delegates, attaining consensus, passed the resolution.</td>
</tr>
<tr>
<td>To avoid an ambiguous or awkward juxtaposition of words</td>
<td>Outside, the ambulance siren shrieked.</td>
</tr>
<tr>
<td>To set off appositives</td>
<td>Two colleagues, John Smith and Perry White, worked with me on this study.</td>
</tr>
<tr>
<td>To set off <em>ie, eg, viz, and the expanded equivalents</em> (<em>that</em> is, <em>for example, namely</em>)</td>
<td>The use of standardized scores, eg, z scores, has no effect on statistical comparisons</td>
</tr>
<tr>
<td>To separate main clauses joined by coordinating</td>
<td>Plasma lipid and lipoprotein concentrations were</td>
</tr>
</tbody>
</table>
conjunctions (and, but, or, nor, for, so, yet)  unchanged after low-intensity training, but high-intensity training resulted in a reduction in triglyceride levels.

Clauses introduced by yet and so and subordinating conjunctions (eg, while, where, since, after, whereas) 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, therefore, moreover, on the other hand, of course, nevertheless, after all, consequently)  We should take care not to make the intellect our god; it has, of course, powerful muscles, but no personality.

### 3.2.6.2 Do Not Use a Comma

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


### 3.2.7 Semicolon

Use semicolon:

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

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

### 3.2.8 Colon

#### 3.2.8.1 Use a Colon

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

#### 3.2.8.2 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hyphenate a compound that contains a noun or an adverb and a participle that together serve as an</td>
<td>decision-making methods (But: methods of decision making)</td>
</tr>
</tbody>
</table>
| **adjective if they precede the noun but not if they follow the noun** | **Hyphenate a compound adjectival phrase when it precedes the noun it modifies but not when it follows the noun** | **end-to-end anastomosis**  
*But: 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**  
*But: Values were upper class.* |
| **In most instances, middle-, high-, and low- 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**  
*But: 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 all, self-, and ex- whether they precede or follow the noun** | **self-assured salesperson; all-powerful ruler** |
| **Hyphenate compounds made up of the suffixes -type, -elect, and -designate** | **Hodgkin-type lymphoma; chair-elect; secretary-designate** |
| **Hyphenate contemporary adjectival cross-compounds** | **cross-country race; cross-city competition** |
| **Hyphenate adjectival compounds with quasi** | **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 anti-, neo-, pre-, post-, and mid- is a proper noun or a number** | **mid-1900s, mid-Atlantic crossing** |
Hyphenate spelled-out common fractions used as nouns.

<table>
<thead>
<tr>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three-fourths of the questionnaires were returned.</td>
<td></td>
</tr>
</tbody>
</table>

### 3.2.9.1 When Not to Use Hyphens

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

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

#### 3.2.10.1 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.

#### 3.2.10.2 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:*
3.2.11 Virgule (Solidus)

<table>
<thead>
<tr>
<th>Use</th>
<th>Not to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the “per” construction, use a virgule 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. <strong>For example:</strong> 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.</td>
<td>Do not use the virgule 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. <strong>For example:</strong> 4.5 mmol of potassium per liter (Avoid: 4.5 mmol/L of potassium; instead reword: a potassium concentration of 4.5 mmol/L)</td>
</tr>
</tbody>
</table>

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

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 353.

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 362.

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*. 

For more information, refer to *AMA Manual of Style*, 10th edition, p 354.
3.2.15 Capitalization

- 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 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 α₁-Antitrypsin Deficiency

### 3.2.15.1 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.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Force Base</td>
<td>AFB</td>
</tr>
<tr>
<td>Army Post Office</td>
<td>APO</td>
</tr>
<tr>
<td>Avenue</td>
<td>Ave</td>
</tr>
<tr>
<td>Boulevard</td>
<td>Blvd</td>
</tr>
<tr>
<td>Building</td>
<td>Bldg</td>
</tr>
<tr>
<td>Circle</td>
<td>Cir</td>
</tr>
<tr>
<td>court</td>
<td>Ct</td>
</tr>
<tr>
<td>Drive</td>
<td>Dr</td>
</tr>
<tr>
<td>East</td>
<td>E</td>
</tr>
<tr>
<td>Fleet Post Office</td>
<td>FPO</td>
</tr>
<tr>
<td>Fort</td>
<td>Ft</td>
</tr>
<tr>
<td>Highway</td>
<td>Hwy</td>
</tr>
<tr>
<td>Lane</td>
<td>Ln</td>
</tr>
<tr>
<td>Mount</td>
<td>Mt</td>
</tr>
<tr>
<td>North</td>
<td>N</td>
</tr>
<tr>
<td>Northeast</td>
<td>NE</td>
</tr>
<tr>
<td>Place</td>
<td>Pl</td>
</tr>
<tr>
<td>Post Office</td>
<td>PO</td>
</tr>
<tr>
<td>Road</td>
<td>Rd</td>
</tr>
<tr>
<td>Rural Free Delivery</td>
<td>RFD</td>
</tr>
<tr>
<td>Rural Route</td>
<td>RR</td>
</tr>
<tr>
<td>Saint</td>
<td>St</td>
</tr>
<tr>
<td>South</td>
<td>S</td>
</tr>
<tr>
<td>Southeast</td>
<td>SE</td>
</tr>
<tr>
<td>Street</td>
<td>St</td>
</tr>
<tr>
<td>Square</td>
<td>Sq</td>
</tr>
<tr>
<td>Terrace</td>
<td>Terr</td>
</tr>
<tr>
<td>West</td>
<td>W</td>
</tr>
<tr>
<td>Northwest</td>
<td>NW</td>
</tr>
<tr>
<td>Parkway</td>
<td>Pkwy</td>
</tr>
</tbody>
</table>

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 WCIN 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 60610

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 (e.g., Sandoz Pharmaceuticals Corporation).
• The following abbreviations do not need to be defined; follow the author.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Expanded form</th>
<th>Abbreviation</th>
<th>Expanded form</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD</td>
<td>clusters of differentiation (use with a number, eg, CD4 cell)</td>
<td>DOS</td>
<td>disk operating system</td>
</tr>
<tr>
<td>CD</td>
<td>compact disc</td>
<td>EDTA</td>
<td>ethylenediaminetetraacetic acid</td>
</tr>
<tr>
<td>CD-ROM</td>
<td>compact disc read-only memory</td>
<td>F</td>
<td>French (add <em>catheter</em>; use only with a number, eg, 12F catheter)</td>
</tr>
<tr>
<td>DDT</td>
<td>dichlorodiphenyltrichloroethane (chlorophenothane)</td>
<td>HLA</td>
<td>human leukocyte antigen (say “HLA antigen”)</td>
</tr>
<tr>
<td>DNA</td>
<td>deoxyribonucleic acid</td>
<td>ISBN</td>
<td>International Standard Book Number</td>
</tr>
<tr>
<td>ISSN</td>
<td>International Standard Serial Number</td>
<td>m-</td>
<td><em>meta-</em> (use only in chemical formulas or names)</td>
</tr>
<tr>
<td>Nd:YAG</td>
<td>neodymium:yttrium-aluminum-garnet</td>
<td>o-</td>
<td><em>ortho-</em> (use only in chemical formulas)</td>
</tr>
<tr>
<td>OD</td>
<td>oculus dexter (right eye) (use only with a number)</td>
<td>os</td>
<td>oculus sinister (left eye) (use only with a number)</td>
</tr>
<tr>
<td>OU</td>
<td>oculus unit as (both eyes) or oculus uterque (each eye) (use only with a number)</td>
<td>p-</td>
<td><em>para-</em> (use only in chemical formulas or names)</td>
</tr>
<tr>
<td>PaCO₂</td>
<td>partial pressure of carbon dioxide, arterial</td>
<td>PaO₂</td>
<td>partial pressure of oxygen, arterial</td>
</tr>
<tr>
<td>PCO₂</td>
<td>partial pressure of carbon dioxide</td>
<td>pH</td>
<td>hydrogen ion concentration; negative logarithm of hydrogen ion activity</td>
</tr>
<tr>
<td>PO₂</td>
<td>partial pressure of oxygen</td>
<td>RAM</td>
<td>random access memory</td>
</tr>
<tr>
<td>RNA</td>
<td>ribonucleic acid</td>
<td>ROM</td>
<td>read-only memory</td>
</tr>
<tr>
<td>SD</td>
<td>standard deviation</td>
<td>SE</td>
<td>standard error</td>
</tr>
<tr>
<td>SEM</td>
<td>standard error of the mean</td>
<td>ssc</td>
<td>standard saline citrate</td>
</tr>
<tr>
<td>SSPE</td>
<td>sodium chloride, sodium phosphate, EDTA [buffer]</td>
<td>TNM</td>
<td>tumor, node, metastasis</td>
</tr>
<tr>
<td>ul</td>
<td>uniformly labeled</td>
<td>UV</td>
<td>ultraviolet</td>
</tr>
<tr>
<td>UV-A/B/C</td>
<td>Ultraviolet A/B/C</td>
<td>VDRL</td>
<td>Venereal Disease Research Laboratory (add <em>test</em>)</td>
</tr>
</tbody>
</table>

### 3.2.18 Nomenclature

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

*For example:* MEN 2A
3.2.18.1 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%.

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

3.2.18.3 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)

3.2.18.4 Equipment, Devices, and Reagents
- Information regarding the manufacturer or supplier and its location is important, and authors should include this information in parentheses after the nonproprietary name or description.

3.2.18.5 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.
### 3.2.18.6 Pulmonary and Respiratory Terminology

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

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

### 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.
• Fundamental errors in syntax must be corrected.
• Incorrect word inflection must be corrected.
• Genes in italic, proteins in roman.
• The **P** value should be uppercase italic.
• If the manufacturing location is not provided, query for the complete location (city and state in the United States and city and country for others).
• 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
  • 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 ½) 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
  o Place a leading zero before the decimal point in numbers less than 1, when expressing P values, α, and β.
  o By convention, a leading zero is used in front of the decimal point of the measure of the bore of a firearm. For example: 0.22-caliber rifle
• For ranges and words of equal weight, use hyphen, not en-dash (eg, cost-benefit ratios; AMWAJ 1995;10:55-58).

3.2.24 Frequently Asked Questions (FAQs)
1. Gene symbols in italics?
Wiley: If a symbol clearly refers to a gene, make it italic and query the author.

2. 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.

3. 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.

4. 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...).

5. Should we change “weighed about 200 g” to “weighed approximately 200 g”?
Wiley: “Approximately” is preferred in formal writing.

6. Should we also spell out elements and compound names (CO₂, O₂)?
Wiley: Not necessary.
7. “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.

8. “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.

9. 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.

10. In tables, can asterisks be used to represent footnotes? Wiley: Yes, according to NJD guidelines. Here Wiley AMA style deviates from actual AMA manual 10th edition.

11. 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.

12. 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.

3.2.25 Exceptions/Deviations from AMA style

- Zero is used before a decimal fraction.
- Include leading zeros for P, alpha, beta values.

Part IV: 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 Part II.
4.2 Copyediting

4.2.1 Preferred Spelling

*Exception*: For AMA-style journals whose title is a UK spelling, allow UK spelling for such titles to avoid iterations.

4.2.2 Parallel Construction

4.2.2.1 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.

4.2.2.2 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 (i.e., 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.
4.2.3.1 Verbal Phrase Danglers

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

*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

<table>
<thead>
<tr>
<th>Jargon</th>
<th>Preferred Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>4+ albuminuria</td>
<td>proteinurias <em>(4+)</em></td>
</tr>
<tr>
<td>blood sugar</td>
<td>blood glucose [query author]</td>
</tr>
<tr>
<td>cardiac [diabetic] diet</td>
<td>diet for patients with cardiac disease [diabetes]</td>
</tr>
<tr>
<td>emergency room</td>
<td>emergency department</td>
</tr>
<tr>
<td>exam</td>
<td>examination</td>
</tr>
<tr>
<td>congenital heart</td>
<td>congenital heart disease; congenital cardiac anomaly</td>
</tr>
<tr>
<td>hyperglycemia of 250 mg/dL</td>
<td>hyperglycemia (blood glucose level of 250 mg/dL)</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Avoid</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>the disabled, the handicapped</td>
<td>persons with disability</td>
</tr>
<tr>
<td>disabled child, mentally ill person, retarded adult</td>
<td>child with a disability, person with mental illness, adult with mental retardation</td>
</tr>
<tr>
<td>diabetics</td>
<td>persons with diabetes, subjects in the diabetes group (ie, in a study), diabetic patients</td>
</tr>
</tbody>
</table>

### 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 (e.g., mankind/humankind).

4.2.10 Scientific and Mathematical Content
- In general, lines, variables, unknown quantities, and constants (e.g., $x, y, z, A, B, C$) are set in italics.
- Units of measure (e.g., kg, mL, s, m), symbols, and numbers are set in roman.
- The AMA uses a thin space before and after the following mathematical symbols: ±, =, +, −, ÷, ×, 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.

4.2.12 Frequently Asked Questions (FAQs)
1. 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 are roman. Vendors are expected to check on the Greek letters as variables in italics; if they do not, raise an author query.

4.2.13 Exceptions/Deviations from AMA style
- UK spellings are preferred for UK articles.

Part V: 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 Part II.
  - 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 (e.g., 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 (e.g., references, Internet searches, databases).

5.2.6 Manuscript Components
• Every citation in text should have a counterpart; verify the appropriateness of all section and heading 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 (e.g., 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, please refer to Chapter 22 of the *AMA Manual of Style*. 