

CCSU DNAP ADAPTED AMA GUIDE



June 2021

Adapted from the AMA Manual of Style 11th ed.

When questioning how to cite material in a written work best, or writing a scholarly reference, keep the following goals in mind.

1. Documentation
2. Recognition for the original author(s)
3. Guiding the reader to the source¹

The following guidelines include common questions and are not comprehensive. Consult the *AMA Manual of Style*, 11th edition, for additional inquiries.

AMA Guide

Adapted from the AMA Manual of Style 11th ed.

1 GRAMMAR AND STRUCTURE

1.1 STYLE

- Use the active voice unless the actor is unknown or the focus is on the recipient¹
- Use specific and straightforward language²
- Use a consistent pattern of organization and typeface for headings^{1(p39)}
- Reprinted tables and figures are discouraged¹
- Avoid proprietary names of medications unless comparing specific formulations of the same medication^{1(p19)}

1.2 FORMATTING

- Text is double-spaced with 1" margins and 12-point font²
- Indent the first line of a paragraph, except for the first paragraph of a section
- Number the pages in the top right corner from the first page of text to the end of the references²
- The title page is not numbered²
- If you prefer to include a title page, use the Central Connecticut State University (CCSU) Doctor of Nurse Anesthesia Practice (DNAP) Doctoral Scholarly Project (DSP) title page format, available on the CCSU Blackboard DNAP Home Base site
- Do not include a running head

1.3 ABBREVIATIONS, ACRONYMS, AND INITIALISMS

- Use when you must repeat the original word or words many times, the words are burdensome to read, or cause the text to be clumsy^{1(p556)}
- Avoid overuse and unusual or author-invented abbreviations^{1(p556)}
- When first used, spell out abbreviations, acronyms, and initialisms² capitalizing only proper names from which they originated¹
 - Exceptions are academic degrees, titles, and honors^{1(p556-562)}
 - Units of measure included in Section 13.12 of the *AMA Manual*^{1(p630)}
 - The following abbreviations do need expansion: Cl, CME, DNA, eg, etc, HIV, ie, IQ, PaCO₂, PaO₂, PCO₂, PDF, pH, PMID, PO₂, Rh, RNA, SD, SE, SEM, SPSS, URL, UV, and vs.^{1(p604-629)}
- Do not use periods with honorifics or abbreviations¹
 - Exceptions are "No." and "St." when part of a person's name
- Avoid beginning sentences with an abbreviation, acronym, or initialism

1.4 ABSTRACTS

- Do not begin an abstract by repeating the title
- Do not cite references or URLs in an abstract (unless specified in an assignment)
- Do not cite figures or tables in the abstract^{1(p36)}
- Keywords are left-justified

1.5 CAPITALIZATION

- Capitalize the first word in sentences, quotations, titles, and subtitles
- Capitalize major words in titles, subtitles, headings of books, journals, articles, radio and television programs, movies, artwork, software, websites, blogs, electronic systems, trademarks, and names of awards, corporations, and monuments included in the text.
 - Do not capitalize coordinating conjunctions, articles, or prepositions of <4 letters – unless it is the first word of a title or subtitle
 - We Do Need to Treat Mental Illness
- Capitalize only the first word in article and chapter titles when listed in references
 - Title
 - Postpoliomyelitis Syndrome and Reversal With Sugammadex: A Case Report
 - Reference
 - Marshall VE, Storey JS, Clayton BA, Zander EH. Postpoliomyelitis syndrome with sugammadex: a case report. *AANA J.* 2020;88(5):380-382. PMID:32990207
- Capitalize only the first word in table row headings^{1(p497-498)}
- Capitalize the proper name in eponyms, but not the common noun that follows
 - Trendelenburg position
- Capitalize trademarks, proprietary names, and brand names – omit trademark and copyright symbols^{1(p499)}
- Do not capitalize the words from which an acronym is derived
 - rheumatoid arthritis (RA)^{1(p503)}
- Capitalize official names
 - Certified Registered Nurse Anesthetist (CRNA); student registered nurse anesthetist (SRNA)
- Capitalize a specific article or a section when referring to a specific item by name
 - For example, “See the Abstracts section to learn about citations within an abstract.”

1.6 PUNCTUATION

1.6.1 Colon

- A colon indicates a substantial pause, separating two main clauses in which the second enlightens the first.^{1(p458)}

1.6.2 Comma

- Use a comma to separate independent clauses before the coordinating conjunction – *and, but, for, or, so, and yet*
- Use a comma to separate three or items in a series – *clinicians, educators, and researchers*
- Use a comma between continuous adjectives – *the pink, glittery book*
- Where needed for clarity – *It is your turn, not mine.*

1.6.3 Hyphens

- Hyphenate two spelled-out units of measure
 - pack-years
- Hyphenate a unit of measure and the associated number when the combination is an adjective
 - 30-year-old female
 - 1-cm square^{1(p462)}
- Hyphenate temporary compounds according to current dictionary usage^{1(p460)}
 - wall-motion abnormality

- Hyphenate adjective-noun compounds preceding and modifying another noun^{1(p460)}
 - High-birth-weight newborns
 - Foreign-body aspiration
- Avoid using a stand-alone hyphenated prefix with an unhyphenated word with the same root^{1(p464)}
 - Preferred: preoperative and postoperative assessments
 - Avoid: pre-and postoperative assessments
- Avoid hyphenating common prefixes to words, except for proper nouns or abbreviations^{1(p467-468)}
 - Words commonly and unnecessarily hyphenated:
 - Overtreatment
 - Preoperative
 - Postoperative
 - Posttraumatic
 - Email
 - Preexisting
 - Midaxillary
 - Multicenter
 - Underrepresented
- Do not hyphenate names of disease entities used as modifiers^{1(p469)}
 - sickle cell trait, grand mal seizures
- Do not hyphenate modifiers that have a letter or number as the second item^{1(p470)}
 - Type 2 diabetes
 - Study 1 protocol
- Omit the hyphen in word commonly read together in which the hyphen is not necessary to provide clarity^{1(p468)}
 - Fresh frozen plasma
 - Health care system
 - Peer review process
 - Primary care provider

1.6.4 Semicolon

- Use a semicolon to join two independent conjunctions without an adverb – *Janet is not eating her dinner; she will be hungry.*
- Use a semicolon before conjunctive adverbs instead of commas – *Janet is excited for the New Year; however, she is cautiously excited.*

1.7 NUMBERS

- Predominantly expressed as a numeral (4, not four)^{1(p961-962)}
 - Except when beginning a sentence, title, subtitle, or heading (unless a year)
 - Separate two consecutive numbers via rewording or spell one out^{1(p967)}
 - In the class of 20, three were male.
 - In the class of 20 students, 3 were male.
- Decimals less than one should have a zero before the decimal point
 - Except when related to probability (P , α , β)
 - $P = .02$
- Repeat the percentage symbol with each numeral in a series or range of percentages
 - The percentage of those affected varied from 75% to 89%.

1.8 UNITS OF MEASURE

- Use the International System of Units (SI)^{1(p923)}
- Use the same symbol for single and multiple quantities
 - 70 kg, not 70 kgs
- Units of measurement following a number are abbreviated
 - The exceptions are following a number at the beginning of a sentence, title, subtitle, or heading
- Do not follow units of measure abbreviations with a period
 - 70 kg, not 70 kg.^{1(p928)}
- Include a space between arabic numbers and units of measure, except for the percentage sign and degree sign (for angles, not temperatures)
 - 45° angle vs. 37 °C
- The decimal point is the only punctuation used in SI numerals. The SI does not use commas in numbers because some countries use a comma as a decimal sign.
 - 10 000 not 10,000

2 VIRUS STYLE

2.1 NOMENCLATURE

- Common names of viruses are usually used
 - common: hepatitis A virus
- Formal virus names refer to the taxonomic group (order, family, subfamily, genus, species)
 - species: *Human hepatitis A virus*
- A virus strain is not a species; it belongs to a virus species¹

2.2 STYLE

- Use capitals for proper nouns that are part of the name (West Nile virus)
- If you capitalize a virus name without a proper name, you must italicize it¹

2.3 FORMAL VIRUS NAMES

- The formal virus species name is helpful at the first mention in an article
- Formal virus names have an initial capital letter¹

2.4 COMMON VIRUS NAMES

- The common name is frequently used after
- Strains, serotypes, isolate are not formal and not capitalized or italicized
- An abbreviation may be used for the common name after defining it¹

2.5 NAMES OF CORONAVIRUS DISEASE AND VIRUS OF 2019

2.5.1 Disease

coronavirus disease (COVID-19)

2.5.2 Virus

severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)³

3 REFERENCES

3.1 IN-TEXT CITATIONS

- Cite references with a superscript arabic numeral in the order they appear in the text, tables, or figures^{1(p63)}
 - Numeral belongs outside periods and commas
 - Numeral belongs inside colons and semicolons
- Multiple references are cited with individual numerals and separated by commas or hyphens without spaces^{1(p64)}
- Reuse the same superscript number for the source throughout the text
- Cite personal written or oral exchanges in parentheses in the text^{1(p62)}
- Include only the last name when naming an author in the text; for two authors, list both; if more than two authors list the first author's name followed by "et al" or "and colleagues."^{1(p65)}
- Page numbers can be included in parenthesis following the superscript numeral but are not required¹
- Do not cite references in an abstract^{1(p36)} unless the assignment explicitly states to do so
- Avoid citing tables, figures, or references in headings¹

3.1.1 Proprietary Names of Drugs

- Avoid using proprietary medication names
- Use the proprietary name when essential, such as describing a specific formulation or when writing for an audience that is likely unfamiliar with the generic name
- Use initial capitals to indicate the proprietary title (brand name)
- Do not include the trademark symbol or registered trademark symbol
- The manufacturer does not need to be listed after the proprietary name^{1(p683)}

3.1.2 Equipment and Devices

- Nonproprietary name and descriptive phrases are preferred
- Use the proprietary name when essential, such as comparing different brands of the same product
- If the name of the manufacturer is essential, include it in parentheses after the name
- If the name of the supplier is essential, include it after the manufacturer name in parentheses following the name
- Use initial capitals to indicate the proprietary title (brand name)
- Do not include the trademark symbol or registered trademark symbol^{1(p685)}

3.2 REFERENCE LIST

- Includes retrieval material only; therefore, cite personal communications and unpublished material in the text only
- References are numbered and listed in their order in the text, tables, and figures (not alphabetical)^{1(p63)}

3.2.1 Authors

- Use author's surname and initials with no periods
- Cite up to 6 authors
- For more than 6 authors, cite the first 3 and "et al"^{1(p65)}
- Reference the committee or group when the authors are not named^{1(p66)}

3.2.2 Editors

- List editors' names in the same style as authors
- Follow one editor name with "ed" and more than one with "eds"^{1(p83)}

3.2.3 Titles

- Retain the spelling, abbreviations, and number style in the original^{1(p67)}
- Journal articles and chapters of books - capitalize only the first word, proper names, and usually capitalized abbreviations
- Titles of books, government bulletins, documents, and pamphlets – capitalize the first letter of each significant word and italicize^{1(p68)}
- Subtitles retain the spelling, abbreviations, and number style in the original^{1(p70)}

3.2.4 Journal Titles

- Abbreviate and italicize journal titles
 - Use the [National Library of Medicine \(NLM\) Catalog](#) to find correct abbreviations
 - One-word titles are never abbreviated
- Use initial capital letters
- Do not use periods after each abbreviated word
- Journal article subtitles begin with a lowercase letter; a colon and space separate the title and subtitle.
 - Unless the title ends with a question mark^{1(p70)}

3.2.5 Digital Object Identifier

- Include a digital object identifier (doi), if the journal has assigned one to the article¹
- To find an article using the doi, a reader can enter the doi at <https://www.doi.org/>
- Include the doi as the final element and do not follow it with a period to make it easy to copy and paste
- The preferable electronic identifier is a doi to a URL. If you must use a URL, ensure the link works accurately as a final step before submission.
- Do not include an accessed date with a doi
- Type doi in lowercase followed by a colon and immediately followed by the assigned object beginning with 10.
 - There is no space between the colon and the object
 - doi:10.15766/mep_2374-8265.10666
 - Do not substitute a doi link in URL form for the doi in the recommended form

3.2.6 PubMed Identifier

- You may include the PMID as a part of the PubMed citation
- To find an article using the PMID, a reader can enter the PMID at <https://pubmed.ncbi.nlm.nih.gov/>
- Include the PMID as the final element and do not follow it with a period to make it easy to copy and paste
- The preferable electronic identifier is a doi, then a PMID, and lastly, a URL. If you must use a URL, ensure the link works accurately as a final step before submission.
- Do not include an accessed date with a PMID
- Type PMID followed by a colon and immediately followed by the assigned identifier
 - There is no space between the colon and the identifier
 - PMID:32990207

3.3 EXAMPLES

3.3.1 Print Journal Article

Author(s). Article title. Abbreviated J Name. Year;vol(issue):pages. doi:if provided (or PMID)

Dan D, Moore C. Surviving a broken heart: a case of intraoperative cardiac arrest and takotsubo cardiomyopathy. *AANA J*. 2020;88(5):355-357. PMID:32990203

Hussain R, Wark S, Müller A, Ryan P, Parmenter T. Personal relationships during end-of-life care: support staff views of issues for individuals with intellectual disability. *Res Dev Disabil*. 2019;87:21-30. doi:10.1016/j.ridd.2019.01.005

3.3.2 Online Journal Article

Use a URL only when a doi or PMID is not provided and check the link before submitting

Author(s). Article title. Abbreviated Journal Name. Year;vol(issue):pages. Accessed [date]. URL

Exadaktylos AK, Buggy DJ, Moriarty DC, Mascha E, Sessler DI. Can anesthetic technique for primary breast cancer surgery affect recurrence or metastasis? *Anesthesiology*. 2006;105(4):660-664. Accessed July 21, 2019. <http://anesthesiology.pubs.asahq.org/article.aspx?articleid=1931767>

3.3.3 Print Book

Author(s) or editor(s). Book Title. [number] ed. Publisher; copyright year.

Lourde A. *Sister Outsider*. Crossing Press; 1984.

Nagelhout JJ, Elisha S, eds. *Nurse Anesthesia*. 6th ed. Elsevier; 2018.

3.3.4 A Chapter from a Print Textbook

Chapter author(s). Chapter name. In: editor(s). Textbook Title. [number] ed. Publisher; copyright year:pages.

Zadowski MI, Geller A. The placenta: anatomy, physiology, and transfer of drugs. In: Chestnut DH, Wong CA, Tsen LC, et al, eds. *Chestnut's Obstetric Anesthesia: Principles and Practice*. 6th ed. Elsevier; 2020:56-76.

3.3.5 A Chapter from a Print Textbook with the Same Authors and Editors

Chapter author(s). Chapter name. In: editor(s). Textbook Title. [number] ed. Publisher; copyright year:pages.

Nagelhout JJ. Pharmacokinetics. In: Nagelhout JJ, Elisha S, eds. *Nurse Anesthesia*. 6th ed. Elsevier; 2018:57-72.

3.3.6 A Chapter from a Print Textbook with no editor

Chapter author(s). Chapter name. In: Author(s). Textbook Title. [number] ed. Publisher; copyright year:pages.

Taylor RB. Edited books. In: Taylor RB. *Medical Writing: A Guide for Clinicians, Educators, and Researchers*. 3rd ed. Springer; 2018:216-231.

3.3.7 Electronic Book, Online Book, Audiobook

Author(s). Book Title. [number] ed. Book medium. Publisher; copyright year or publication date. Accessed [date]. URL

Lane D, Scott D, Hebl M, Guerra R, Osherson D, Zimmer H. *Introduction to Statistics: An Interactive E-book*. Version 1.5. Apple Book. David Lane; 2013. Accessed December 20, 2020. <https://books.apple.com/us/book/introduction-to-statistics-an-interactive-e-book/id684001500>

3.3.8 Website

Author/group. Title (if none, use the name of the organization responsible for the site). Name of the website. [Date published/copyrighted]. Updated [date]. Accessed [date]. URL

American Association of Neurological Surgeons. Anatomy of the spine and peripheral nervous system. AANS. 2020. Accessed December 20, 2020. <https://www.aans.org/en/Patients/Neurosurgical-Conditions-and-Treatments/Anatomy-of-the-Spine-and-Peripheral-Nervous-System>

3.3.9 Social Media

Find a more scholarly source if available

Placenta accreta. Khan Academy health and medicine YouTube page. Accessed December 20, 2020. <https://www.youtube.com/watch?v=x3EMTQQjoA0>

American Association of Nurse Anesthetists Facebook page. Accessed December 20, 2020. <https://www.facebook.com/AmericanAssociationofNurseAnesthetists/>

Gomerblog Team. AMA to stop publishing guidelines, focus instead on selling insurance. *Gomer blog*. Posted December 11, 2020. Accessed December 20, 2020. <http://gomerblog.com/2020/12/ama-selling-disability-insurance/>

3.3.10 Government/Organization Reports

Use journal style for articles and book style for monographs

American Association of Nurse Anesthetists. Patient-driven interdisciplinary practice: position statement. June 2012. Revised July 2018. Accessed December 20, 2020. [https://www.aana.com/docs/default-source/practice-aana-com-web-documents-\(all\)/patient-drive-interdisciplinary-practice.pdf?sfvrsn=c14a5bb1_8](https://www.aana.com/docs/default-source/practice-aana-com-web-documents-(all)/patient-drive-interdisciplinary-practice.pdf?sfvrsn=c14a5bb1_8)

National Institute on Drug Abuse. Misuse of prescription drugs. Updated December 2018. Accessed December 20, 2020. <https://www.drugabuse.gov/publications/misuse-prescription-drugs/overview>

3.3.11 Podcasts

Andrews D. *From the Head of the Bed: A Podcast for the Anesthesia Community*. Advocacy in anesthesia. Fall 2014. Accessed December 20, 2020. <https://podcasts.apple.com/us/podcast/from-the-head-of-the-bed/id960870114?i=1000339559800>

3.3.12 Theses, Dissertations, Doctoral Scholarly Projects

Author(s). Title of Work. Classification. Name of University; year. URL (if applicable)

Gordon ZV. *The Effect of Distributed Leadership on Student Achievement*. Dissertation. Central Connecticut State University. 2005.

3.3.13 Package Inserts, Patient Information, Prescribing Information

Product. Classification. Manufacturer; year. Updated [date]. Accessed [date]. URL (if applicable)

BYFAVO. Prescribing Information. Acacia Pharma, Inc; 2020. Updated June 2021. Accessed June 22, 2021. <https://bynder.acaciapharma.com/m/403e8c343b2922de/original/Byfavo-PI.pdf>

REFERENCES

1. Christiansen SL, Iverson C, Flanagan A, et al, eds. *AMA Manual of Style: A Guide for Authors and Editors*. 11th ed. Oxford University Press; 2020.
2. AANA Journal. Information for authors. Accessed June 22, 2021. [https://www.aana.com/docs/default-source/marketing-aana-com-web-documents-\(all\)/informationforauthors.pdf?sfvrsn=116d4bb1_4](https://www.aana.com/docs/default-source/marketing-aana-com-web-documents-(all)/informationforauthors.pdf?sfvrsn=116d4bb1_4)
3. Naming the coronavirus disease (COVID-19) and the virus that causes it. World Health Organization. Accessed June 22, 2021. [https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/naming-the-coronavirus-disease-\(covid-2019\)-and-the-virus-that-causes-it](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/naming-the-coronavirus-disease-(covid-2019)-and-the-virus-that-causes-it)