

Style Guide for *AMWA Journal*

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COMPONENTS OF A MANUSCRIPT

Title

- Use title case capitalization. Exceptions: lowercase conjunctions (*and, or, but*, etc), indefinite articles (*a, an, the*), and prepositions of 3 or fewer letters (*in, for, on*, etc).
- Capitalize both words in a temporary compound (a compound in which both words carry equal weight), but do not capitalize the second term in a permanent compound (consult *Merriam Webster's*). Example: "A Placebo-Controlled Trial" *but* "A Long-term Solution."
- If either part is a hyphenated prefix or suffix, do not capitalize the second part of the hyphenated compound. Example: "Anti-inflammatory."
- Note that titles of conference session reports should be in all caps (eg, **AUGMENTING MEDICAL WRITING WITH ARTIFICIAL INTELLIGENCE**).
- Insert an asterisk at the end of the title to refer to a footnote. Use footnotes to state that a manuscript is based on a poster, session, presentation, etc.

Byline

The byline consists of the name(s) of the author(s), their credential(s), and their affiliation(s). Note that 2-letter postal abbreviations should be used for all states/provinces. Spell out country names.

- Single author with single affiliation:
Jane Doe / Independent Medical Writer & Editor, Baltimore, MD
- Multiple authors and single affiliation:
Jane Doe and John Smith / Company, Inc, Baltimore, MD
- Multiple authors and affiliations:
Jane Doe¹ and John Smith² / ¹Independent Medical Writer & Editor, Baltimore, MD; ²Company, Inc, Baltimore, MD
- Author credentials:
 - No credentials, use comma separators: **Jane Doe,¹ John Smith,² and Joan Jones³**
 - Credentials, use semicolon separators: **Jane Doe, MBA, ELS¹; John Smith, MS²; and Joan Jones, PhD, MWC³**
 - Note that superscript affiliation numbers go *outside* commas but *inside* semicolons.
 - Note that the presentation of author names (with or without middle initial), credentials, and affiliations should be consistent across each issue: in individual bylines, in the masthead (affiliation not required), etc.
- For conference session reports, speakers are listed first, followed by the reporter byline (with degrees but without affiliation).
 - Speakers**
 - Jane Doe, MBA, ELS**
Independent Medical Writer & Editor, Baltimore, MD
 - John Smith, MS**
Company, Inc, Baltimore, MD
 - Joan Jones, PhD, MWC**
Senior Vice President, Life Sciences, Another Company, Baltimore, MD

By J. Jonah Jameson, PhD

Standard Queries

AU: Please provide a byline by using the following format: **Jane Doe¹ and John Smith²** / ¹Independent Medical Writer & Editor, Baltimore, MD; ²Company, Inc, Baltimore, MD. For institutions outside of the United States, please provide the city and country.

AU: Please confirm that the byline is complete as listed, ensuring that that author names and credentials (eg, academic degrees), author affiliations, and affiliation locations (including the city and state for US institutions and the city and country for institutions outside of the United States) have been provided.

Abstract

Feature-length manuscripts should include an informative abstract of 250 to 300 words. The word *Abstract* is flush left, in boldface type, and followed by a colon. The abstract runs into this heading.

Acknowledgment

Format an acknowledgment as follows: Set the word *Acknowledgment* flush left and use boldface type; the word *Acknowledgment* should always be singular. Begin the acknowledgment on the next line, with no paragraph indent. The acknowledgment should be written in the first-person voice, written in the first person, and should avoid unnecessary language such as “would like to.”

Acknowledgment

We thank Michelle Smith, PhD, for her review of the manuscript.

Author Disclosure

Authorship: The *AMWA Journal* follows authorship criteria and recommendations from the International Committee of Medical Journal Editors (ICMJE) (<http://www.icmje.org>).

All individuals listed as authors must have participated sufficiently in the intellectual content, writing of the manuscript, and analysis of data (if applicable) to take public responsibility for it. In addition, they should have reviewed the final version of the manuscript, prior to submission.

Authors are responsible for disclosing all financial and personal relationships that might bias or be seen to bias their work. Every article should have a disclosure statement, which should be placed after the Acknowledgment. If authors have commercial associations, make sure that the disclosure information reflects the order of authors in the byline and the exact spelling of the authors’ first and last names in the byline.

Author declaration and disclosures: *The authors note no commercial associations that may pose a conflict of interest in relation to this article.*

Standard Query

AU: The *AMWA Journal* follows authorship criteria and recommendations from the International Committee of Medical Journal Editors (ICMJE) (<http://www.icmje.org>). Please confirm that all individuals listed as authors participated sufficiently in the intellectual content, writing, and data analysis of the manuscript to assume public responsibility for the content therein; that all authors

reviewed the final version prior to submission; and that any financial or personal relationships that might bias or be seen to bias their contributions to the work have been disclosed.

Author Contact Information

For all article types, include the author email at the end of the article (after Acknowledgments, before References):

Author contact: *name@email.com*

For media reviews and conference session reports, include an author descriptor line before the author contact information and use only author's first and last name (and middle initial if applicable), with no academic degrees. Both should be italicized, with any book titles in regular font for distinction.

J. Jonah Jameson is a Medical Writer at Yet Another Company, in Baltimore, MD.

Author contact: *jameson@yaco.com*

Standard Queries

AU: Please confirm that the listed email address(es) should be used for correspondence.

AU: Please provide an email address to be used for correspondence.

Additional Note

The only article type exempt from requiring author disclosures and contact information is the **Freelance Focus**, which does not have an author byline and is displayed in the journal submission system as being authored by the section editor.

Headings

For Feature Articles/Research Reports

- First-level heading: flush left, all caps, boldface type (Example: **WHY SOCIAL MEDIA MARKETING IS SO IMPORTANT TO CLINICAL TRIALS**).
- Second-level heading: flush left, initial caps, boldface type (Example: **Efficient Targeting**).
- Third-level heading: flush left, initial caps, italicized, lightface type (Example: *Design Controls and Stay Compliant*).

For Other Article Types

- First-level heading: flush left, initial caps, boldface type (Example: **Efficient Targeting**).
- Second-level heading: flush left, initial caps, italicized, lightface type (Example: *Design Controls and Stay Compliant*).
- Third-level heading: flush left, sentence case, italicized, lightface type, run into paragraph (Example: *Efficient targeting*. This type of...).

Figures and Tables

Figure and Table Citations

- Do not abbreviate *Figure*. Figures or tables may be referred to in a sentence or with a citation in parentheses.
- Example: "A growing number of medical writers are telecommuting (Figure 1)."
- Figure callouts within the text are not bolded.

- If a figure could be more appropriately categorized as a table, query the author about the figure title to ensure it is properly labelled.

Figure Titles and Legends

- Figure legends should not be italicized but should follow the period after the figure title:

Figure 1. Examples of intercurrent events that may occur in a group of patients. AE, adverse event.

Table Titles

- Example: **Table 1.** Statistical Methods Used in Studies of Molecular Markers in Cancer

Table Legends

- Italicize all parts of the legend. Information that applies to the figure or table in general and abbreviations used within the table should be listed first, followed by footnotes:

CSR, clinical study report; FDA, Food and Drug Administration; ICH, International Council for Harmonisation of Technical Requirements for Pharmaceuticals for Human Use; NIH, National Institutes of Health.
^a“Endpoints” is not included as a heading in ICH E3.

Table Bodies

- Column and row headings should be bold and in title case.
- The table body should be in lightface, sentence style (but there should be no period at the end of each field unless multiple complete sentences are used).
- Footnote citations should be lettered, superscript, and closed up to the preceding material.

Copyright Permission

- In accordance with US copyright law, authors must submit written permission from the copyright holder for re-use of previously published tables and/or figures.
- Failure to provide permission from the copyright holder may require removal of the previously published material and may delay publication of the author’s article.
- The following permission line should be included in a table or figure legend if applicable, but should be modified in accordance with the requirements of the copyright holder:

Reprinted (or adapted) with permission from X et al.¹

- Standard Query (for all manuscripts with figures and tables):

AU: Please confirm that all figures and tables are original to this article or that documentation of permission for re-use or adaptation has been provided to AMWA. If applicable, please ensure that permission lines have been included within the relevant figure and table legends and that these are formatted as per journal style or the requirements of the copyright holder, when applicable.

References

- Cite references as numeric superscripts in order within the text. If references are cited within a table or figure (or legend) only, ensure that citations are ordered as if the reference citation appeared at the first citation of the applicable figure or table within the main text.

- If there are more than 2 references in a closed series cited at a given place in a manuscript, use a hyphen to joint them (eg, ³⁻⁶). If a series of nonconsecutive references are cited, used commas without spaces (eg, ^{3,6,20}).
- Place superscript numerals outside periods and commas and inside colons and semicolons.
- The heading *References* should be plural unless there is only 1 reference listed.
- Format references according to the current edition of the American Medical Association (AMA) Manual of Style, using the appropriate journal abbreviations
(<http://www.amamanualofstyle.com/view/10.1093/jama/9780195176339.001.0001/med-9780195176339-chapter-3>):
 - **Journal Reference:**
 1. Rainier S, Thomas D, Tokarz D, et al. Myofibrillogenesis regulator 1 gene mutations cause paroxysmal dystonic choreoathetosis. *Arch Neurol*. 2004;61(7):1025-1029.
 - **Book Reference:**
 1. Modlin J, Jenkins P. *Decision Analysis in Planning for a Polio Outbreak in the United States*. Pediatric Academic Societies; 2004.
 - **Report Reference:**
 1. Grall T. *Census 2010 Report No. P60-255: Custodial Mothers and Fathers and Their Child Support: 2013*. US Census Bureau; 2016.
 - **Website Reference:**
 1. Truth and reconciliation: examining human rights violations in South Africa's health sector: submission to the Truth and Reconciliation Commission concerning the role of health professionals in gross violations of human rights. American Association for the Advancement of Science. Published 1997. Accessed April 30, 2004. <http://shr.aas.org/trc-med/presub.htm>
 - **Book Published Online:**
 1. Style Manual Committee, Council of Science Editors. *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers*. 8th ed. University of Chicago Press/Council of Science Editors; 2014. Accessed June 18, 2019. <https://www.scientificstyleandformat.org>
 - **Book Published Online, Website Publisher and Book Publisher Differ (Give priority to original publisher):**
 1. Williams A, Dodds-Smith I, Kracov DA, Davar MV, eds. *The International Comparative Legal Guide to: Pharmaceutical Advertising Laws and Regulations 2019*. 16th ed. Global Legal Group; 2019. Published online by ICLG January 2020. Accessed January 24, 2020. <https://iclg.com/practice-areas/pharmaceutical-advertising-laws-and-regulations/usa>
 - **Report Published Online:**
 1. US Department of Health and Human Services. Protection of human subjects. 45 CFR §46. Revised July 19, 2018. Accessed June 23, 2019. <https://www.hhs.gov/ohrp/regulations-and-policy/regulations/revised-common-rule-regulatory-text/index.html>
 - **Report Published Online, Website Publisher and Book Publisher Differ (Give priority to original publisher):**
 1. Indian Medical Council (professional conduct, etiquette, and ethics) regulations, 2002 (amended up to 8th October 2016). Indian Medical Council; 2016. Published online by JSS Academy of Higher Education and Research 2016. Accessed October 9, 2019. https://www.jssuni.edu.in/JSSWeb/UJData/Docs/MCI_Professional_Conduct_Etiquette_Ethics.pdf

GENERAL STYLE

For additional style guidance, refer to the *AMA Manual of Style, 11th Edition* (<http://www.amamanualofstyle.com>).

For spelling, refer to *Merriam-Webster* (<https://www.merriam-webster.com>).

Acronyms and Abbreviations

- Spell out abbreviations at first mention in the text and place the abbreviation in parentheses directly after the phrase. Use the abbreviation thereafter. Note: Include the abbreviation only if the phrase is used at least 3 times in the text (exception may be made for organization names or certain terms known most commonly by their abbreviated form).
 - Exception: It may be preferable to spell out a term at the start of a sentence in order to avoid starting a sentence with an abbreviation (or you may be able to rearrange the sentence to move the term).
- Do not use periods for most abbreviations (eg, ie, Dr, etc, Jr, Sr, PhD, MD, and US and UK [when used as modifiers; spell out as nouns]).
- Do NOT abbreviate time intervals (hour, minute, day, second, etc).
- *AMWA* is the only abbreviation to be used for the American Medical Writers Association and should be standard (not defined).
- When a short form of *AMWA Journal* is desired, use *Journal* (initial cap, italic).
- COVID-19, SARS-CoV-2, and protein and gene abbreviations should remain undefined if the authors choose.

Capitalization

- Capitalize titles/positions: “Dr Reilly is an Assistant Professor in the Department of Pediatrics.”
- AMWA’s annual conference:
 - Official name of the conference: “Medical Writing & Communication Conference”
 - Usage notes:
 - “AMWA’s 2020 Medical Writing & Communication Conference”
 - “This year’s Medical Writing & Communication Conference will take place ...”
 - NOTE: Always use the ampersand (&) when writing the title of the conference.
 - The hashtag for the conference is #AMWA2020. This can be used in messaging when brevity is important, such as in a post on social media to say, “Join us at #AMWA2020.”
 - When referring to a specific conference that took place in the past, the event can still be referred to as the “Annual Conference.” In this case, the event name would be capitalized. For example, “AMWA’s 75th Annual Conference took place in 2015; open sessions at the Annual Conference in Sacramento were excellent.” Otherwise, use lowercase (eg, “We look forward to seeing you at next year’s annual conference.”).
- Lowercase *chapter* unless a specific chapter is identified (eg, the Delaware Valley Chapter).
- AMWA staff titles: Capitalize AMWA headquarters staff titles (eg, the Executive Director, the Conference Program Manager).
- AMWA committees, departments, and other bodies and offices: Capitalize the entities (eg, Executive Committee, the Board of Directors; Certification Commission Chair, the President).
- For AMWA’s education program terminology, follow these examples for capitalization:
 - Essential Skills Certificate
 - ES Express Package

- ES Certificate program
- AMWA’s certificate program
- AMWA Online Learning
- AMWA Workshops
- For promotional purposes in AMWA communications, capitalization in some instances is acceptable dependent on the context. The rationale for this flexibility is to allow for special emphasis or other outreach goals.
 - Example for capitalization: “This year, the conference offers 80 Education Sessions, 70 Roundtable Discussions, 40 Workshops...!” Example without capitalization: “Many who attend the conference say that open sessions and roundtable discussions are informative and fun.”
 - Additional example with and without capitalization: “Earn the AMWA Essential Skills Certificate. Learning the essential skills of medical communication and earn the certificate.”
- Capitalize workshop titles.

Degrees and Certifications

- Up to 4 academic degrees and/or certifications may be included with a person’s name when appropriate or pertinent (eg, Jane H. Doe, PhD; Alex King, MS, RN, ELS, MWC [note that registration mark is no longer needed]). Degrees below the master’s degree are allowed. If possible, consult the person for preferences.
- Except in printed versions of or excerpts from speeches, include academic degrees or certifications at the first mention of a person's name. Omit them thereafter.

Emphasis

- Default to italics for emphasis; use bolding only if needed for clarity. Do not use underlining except in special circumstances (possible use in more informal pieces).

Numbers

- Use AMA style for numbers unless indicated otherwise below.
- If a number begins a sentence, spell out the number and, if applicable, the corresponding unit (eg, “Five percent of the study population experienced an adverse effect.”).
- Do not use a superscript suffix with an ordinal as a numeral; the suffix should be on the line (Example: The 71st Annual Conference; the 3rd edition).
- Use a comma with numbers in the thousand range (eg, 1,245, 10,365, 100,000).
- Use roman numerals for phases and stages; use Arabic numerals for grades.

Parenthetical References

- Use italic typeface for parenthetical references to text in another part of an issue or document, as in (*see page 6*).

P Values

- Use an italic, uppercase *P*.
- Do not use a hyphen for “*P* value” when spelled out (eg, “The *P* value was not significant”).
- Delete the leading zero in values (eg, $P < .05$).

Patient-Sensitive Language

- Do not dehumanize patients by describing them with an adjective that actually describes their condition (“patient with cancer” NOT “cancer patient”).
- Do not blame patients for diseases or conditions they have. Patients do not develop symptoms or conditions; symptoms or disease develop in patients.
- Do not blame patients for “failing” or “not responding to” treatment (“First-line treatment failed in 10 patients.” NOT “Ten patients failed first-line treatment.”).

Punctuation

- Commas: Use serial commas.
- Hyphens: Do not use a hyphen to demonstrate a numerical range, even in parentheses; use “to” or “through” (3 to 4 days). *But* hyphens should be used in ranges in tables, or in figures with limited space.
- En dashes: These are to be used to indicate second-level compounding (eg, “granulocyte–macrophage colony-stimulating factor”); these may also be used as a negative symbol (eg, “HR⁻ breast cancer”).
NOTE: En dashes are not used to express ranges.
- Quotation marks: Do not use for workshop or session titles. Do not use single quotation marks alone (should only be used for quotations within quotations). Commas and periods should go inside quotation marks.
- Semicolon: Limit the use of semicolons, except for in complex sentences containing lists within lists (eg, “Research questions examined the group’s (1) origin, development, and operation; (2) influence; and (3) implications for modern practice.”).
- Lists within running text: Enforce the use of numbering over the use of letters as labels for the parts of such a list (see above example in entry for semicolons), unless the authors use both numbers and letters within a list for clarity (eg, “We ran a number of tests to (1) understand how the treatment affected (a) disease progression, (b) duration of symptoms, and (c) severity of symptoms; (2) study adverse outcomes resulting from the treatment; and (3) gauge compliance with treatment protocols, including (a) patient adherence and (b) provider competency in administering treatment.”).
- Bulleted lists:
Like a period, a colon is a punctuation mark that indicates a full stop after a complete sentence/complete thought. Use a colon where you would use a period; do not use a colon where you could not use a period.
 - If a bulleted list is introduced by a complete sentence, use a colon.
Randomized controlled trials have required features:
 - The study must include a treatment arm that represents a control.
 - The group receiving the test drug and the control group must be treated at the same time.
 - All patients need to have the same chance of being assigned to the test treatment group and the same chance of being assigned to the control group.
 - If a bulleted list is introduced by a partial sentence, do not use a colon.
The features of randomized controlled trials include the following
 - The study must include a treatment arm that represents a control.
 - The group receiving the test drug and the control group must be treated at the same time.

- All patients need to have the same chance of being assigned to the test treatment group and the same chance of being assigned to the control group.
- If the bulleted items are complete sentences, begin each item with a capital letter and end each in a period.
 - The features of randomized controlled trials include the following
 - The study must include a treatment arm that represents a control.
 - The group receiving the test drug and the control group must be treated at the same time.
 - All patients need to have the same chance of being assigned to the test treatment group and the same chance of being assigned to the control group.
- If the bulleted items are not complete sentences, begin each item with a capital letter but use no end punctuation.
 - A typical manuscript contains several main sections:
 - Introduction
 - Methods
 - Results
 - Discussion
- If the bulleted items form a sentence that completes the introductory phrase, begin each item with a lowercase letter, end each item with a comma, and end the penultimate item with the appropriate conjunction.
 - Support for these meetings may be provided through
 - a grant to the conference sponsor to reduce conference costs,
 - an educational grant that reduces the costs of the educational component,
 - a grant to a training institution, or
 - a commercial sponsorship that allows attendance by medical students, residents, fellows, and other professionals who will be trained on the product.

Time

- In expressions of time, use small caps for AM and PM, preceded by a space: 10:00 AM, 12:30 PM.
Exception: In some fonts, small caps are not available; in such cases use full-size capital letters.

URLs

- Ensure that all URLs are hyperlinked and valid.
- Query for invalid URLs:
AU: The following URL appears to be invalid: XXXX. Please provide an alternate URL or source.
AU: The URL “XXXX” was found to be invalid. Please confirm that the updated URL is correct or amend if needed.

Usage

Drug Information Association	Do not use; <i>DIA</i> should be used instead and should not be defined.
Elderly	Do not use as a noun; use terms such as <i>older people, elderly patients, older adults</i> , etc.
Freelancer	Do not use <i>freelance</i> as a noun (<i>freelance</i> can still be used as an adjective).

Manage/Treat	Diseases are managed; patients are treated.
Medical Communication	Use <i>medical communication</i> instead of <i>medical communications</i> .
N = / n =	These should never appear in italics. For example, instead of “group A was treated with radiation (<i>n</i> = 230),” write “group A was treated with radiation (<i>n</i> = 230).”
Onsite	No hyphen is used.
Race/Ethnicity	Use the following terms for ethnic groups: <i>American Indian</i> , <i>Asian</i> , <i>Black</i> (use <i>African American</i> only if African region is contextually relevant), <i>Hispanic</i> , or <i>White</i> (not <i>Caucasian</i>). These terms should be used as adjectives, not as nouns.
Sex	<i>Male</i> and <i>female</i> should only be used as adjectives, except in cases in which groups of mixed ages are used (eg, both children and adults). Otherwise, use <i>men</i> , <i>women</i> , <i>girls</i> , and <i>boys</i> as appropriate. Avoid sex-specific pronouns in cases in which sex specificity is irrelevant. The use of the “singular they” construction is permitted when rewriting would be awkward or unclear.
Since	Use <i>since</i> only in reference to time; use <i>because</i> , <i>as</i> , <i>given</i> , or a similar term.
Subject	When referring to individuals, change <i>subject</i> to <i>patient</i> or <i>participant</i> .
Technology Terms	Capitalize <i>Web</i> and <i>Internet</i> , but <i>website</i> should be 1 word and lowercase. <i>Email</i> is not hyphenated (do not use as a verb).
Versus/vs	Use the entire word in text only when necessary, otherwise use <i>compared with</i> —preference for the latter. Use the abbreviation in parentheses (67% vs 37%) in text and in tables.
Where	Use only in reference to a location; do not use to mean <i>in which</i> .
While	Use <i>while</i> only in reference to time; use <i>although</i> or <i>whereas</i> for all other instances.