AMA Formatting

• **Style manuals are written either for editors or for authors**, rarely for both. The AMA manual is a text only editors could love, it serves the interests of authors mostly as an afterthought.

• Two texts in one...
  
  A manual of style *(barely)*
  
  A manual of medical terminology

• For specific writing style and formatting issues, consult…
  
  Journal of the American Medical Association (JAMA)
  
  International Committee of Medical Journal Editors (ICMJE)
AMA Formatting

http://jama.jamanetwork.com/public/instructionsForAuthors.aspx
Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Manuscript Preparation and Submission: Preparing a Manuscript for Submission to a Biomedical Journal

Editors and reviewers spend many hours reading manuscripts, and therefore appreciate receiving manuscripts that are easy to read and edit. Much of the information in a journal’s Instructions to Authors is designed to accomplish that goal in ways that meet each journal’s particular editorial needs. The following information provides guidance in preparing manuscripts for any journal.

General Principles

The text of observational and experimental articles is usually (but not necessarily) divided into the following sections: Introduction, Methods, Results, and Discussion. This so-called “IMRAD” structure is not an arbitrary publication format but rather a direct reflection of the process of scientific discovery. Long articles may need subheadings within some sections (especially Results and Discussion) to clarify their content. Other types of articles, such as case reports, reviews, and editorials, probably need to be formatted differently.

Electronic formats have created opportunities for adding details or whole sections, layering information, cross-linking or extracting portions of articles, and the like only in the electronic version. Authors need to work closely with editors in developing or using such new publication formats and should submit supplementary electronic material for peer review.

Double-spacing all portions of the manuscript—including the title page, abstract, text, acknowledgments, references, individual tables, and legends—and generous margins make it possible for editors and reviewers to edit the text line by line and add comments and queries directly on the paper copy. If manuscripts are submitted electronically, the files should be double-spaced to facilitate printing for reviewing and editing.

http://www.icmje.org/manuscript_1prepare.html
AMA Formatting

- Your paper should have 4 major sections:
  - Title Page
  - Abstract
    - Structured Abstract
    - Unstructured Abstract
  - Text
    - Introduction
    - Methods
    - Results
    - Discussion
  - References
AMA Formatting

• Title Page

AMA does not give specific formatting requirements for a title page, only the information that should be included.

• Title
• Authors’ Name
• Degrees (above bachelors)
• E-mail Addresses
• Institutional Affiliation
• Word Count
AMA Formatting

• **Structured Abstract**
  – Used for reports of original data, systematic reviews, and clinical reviews.
  – Uses predetermined sideheads.

• **Unstructured Abstract**
  – Used for any other major manuscript.
  – No more than 150 words

• **Keywords**
  – Located at the end of the Abstract
  – 3-10 terms that represent the key concepts
General AMA Guidelines

• Text
  – Introduction
  – Methods
  – Results
  – Discussion

• Levels of Headings
  – Styles of headings will vary
  – Remain consistent
Using Numbers in AMA!  

• Use numerals for almost all numbers.  
  – “My 3 cats, which are 3, 4, and 7 years old, have caught 23 mice in the past 3 months.”  

• Exceptions:  
  – Ordinals first thru ninth  
  – Numbers used as pronouns  
  – Numbers, like “one,” used in idiomatic expressions;  
  – Fractions  
  – Numbers that begin a sentence, title, subtitle, or heading  
  – Numbers spelled out in quotations
AMA Formatting

• In-text Citation
  – Each reference is cited consecutively using a superscript Arabic numeral.
  – Multiple references can be cited by listing each in order in the superscript citation, separated by a comma.
  – Specific page numbers within a source can be cited by placing the page reference in parentheses after the citation number.
  – Citation numbers come after commas and periods, but before a colon or semicolon.
Background

Diabetes mellitus is a common chronic condition worldwide, and has been described as a pandemic.\textsuperscript{1} It is defined by the WHO as “...a metabolic disorder of multiple aetiology characterised by chronic hyperglycaemia with disturbances of carbohydrate, fat and protein metabolism resulting from defects in insulin secretion, insulin action, or both”.\textsuperscript{2(p2)} Hyperglycaemia, based on fasting plasma glucose levels 7.0mmol/l and above and/or two-hour plasma glucose levels 11.1mmol/l and above, indicates an elevated risk of adverse health outcomes and thus, distinguishes diabetes from intermediate hyperglycaemia and non-diabetes.\textsuperscript{3, 4}

As diabetes mellitus is a chronic condition, people with the disease often have to cope with the condition at home. This involves making decisions about changes to their daily lifestyle and diet as part of diabetes mellitus treatment.\textsuperscript{5} It is, therefore, crucial to understand the difficulties faced by community-dwelling people with diabetes mellitus regarding their experiences of complications arising from the condition, and how they self-manage these complications at home.\textsuperscript{6} This community-dwelling
AMA Formatting

• Reference List
  – References are numbered and listed in the order they appear in the text.

• Minimum Acceptable Data for References

  Journals:
  
  **Print:**  Author(s). Article title. *Journal Name*. Year;vol(issue No.):inclusive pages.
  
  **Online:** Author(s). Article title. *Journal Name*. Year;vol(issue No.):inclusive pages. URL. Accessed [date].

  Books:
  
  **Print:**  Author(s). *Book Title*. Edition number (if it is the second edition or above). City, State (or Country) of publisher: Publisher’s name; copyright year.
  
  **Online:** Author(s). *Book Title*. Edition number (if it is the second edition or above). City, State (or Country) of publisher: Publisher’s name; copyright year. URL. Accessed [date].

  **Web Site:** Author (or, if no author is available, the name of the organization responsible for the site). Title (or, if no title is available, the name of the organization responsible for the site). Name of the Web site. URL. Accessed [date].
AMA References Guidelines

- **Author**
  - 1-6 authors
    - No punctuation except commas to separate names and a period at the end.
  - >6 authors
    - Use et al. after the third author
  - If there is no author, begin the reference with the title.
AMA References Guidelines

• Title
  – Journal Articles and Parts of Books
    • Capitalize only the first letter of the first word, proper names, and abbreviations that are normally capitalized.
  – Books, Journals, Government Bulletins, Documents, and Pamphlets
    • Italicized
    • Capitalize the first letter of each major word (nouns, verbs, and prepositions of four or more letters).
AMA Reference Examples

• Book
  – If there are multiple cities, list only the first one.
  – City and state (2-letter code) are listed.


AMA Reference Examples

• Journal
  – Journal title is abbreviated (according to ch. 14)
  – If a journal has a DOI or PMID, use this instead of the URL.
  – If a DOI or other permanent identifier is used, do not include the accessed date (pg. 64-65)


AMA Reference Examples

• Internet Source
  – List the complete URL

Questions