
Every AMA guideline should be followed, including—but not limited to—the following examples:

- **Citations in the body** should consist of a superscript number that points to corresponding numbered bibliographic information for the source.
  
  EXAMPLE: According to the most recent study, felines enjoy being internet sensations.14
  
  TIP: Do *not* use the endnote function in Word, because it assumes a traditional endnote format that continues to add additional endnote numbers even when a source has been cited previously.

- **The superscript citation number** is located outside of periods and commas, but inside colons and semicolons.
  
  EXAMPLE: Men reported difficulty sleeping.4 Men reported difficulty sleeping4; women did not.

- **Latin abbreviations do not contain periods.**
  
  EXAMPLE: Vs, eg, etc, et al, and ie.

- **Abbreviations of a person’s name** contain a period, but abbreviations for a person’s degrees do not.
  
  EXAMPLE: Bill A. Smith, PhD, MD.

- **Terms or phrases in a series** take the serial comma (the comma just prior to the final conjunction).
  
  EXAMPLE: Sally likes to snack on carrots, celery, and lettuce.

- **If you have a nested series** inside a superordinate series, the terms in the superordinate series should be separated with semicolons, whereas the terms in the nested series should be separated with commas.
  
  EXAMPLE: Methods include structuring the physical environment to provide meaningful information to the individual; using a schedule to communicate a sequence of events; and visually organizing tasks to show what is to be done, the length of the task, progress, when it is finished, and what will happen next.

- **Quoted terms, coined words, slang, nicknames, and words or phrases used ironically or facetiously** may be enclosed in quotation marks at first mention. Thereafter, do *not* use quotation marks.
EXAMPLE: Consider the psychological impact for the individual of “yet another a pill to take.”

- Use italics for non-English words, titles of books and journals, and for emphasis. Do not use bold face or quotation marks for emphasis.

- Enumerations (ordered lists) follow two formats:
  - For enumerations in narrative, set the numbers in parentheses.
    EXAMPLE: The morning meal always consisted of 4 components: (1) coffee, (2) yogurt, (3) fruit, and (4) a hard-boiled egg.
  - For enumerations in a separate list, use numbers with periods.
    EXAMPLE: The morning meal always consisted of 4 components:
    2. Yogurt.
    3. Fruit.
  - The first level of an ordered list should always be numbers. There should not be a mixture of numerals and letters of the alphabet for first-level ordered lists, regardless of what the source contained (unless you are exactly quoting the source).
    EXAMPLE: See list in bullet above.

- Use hyphens to connect compound words that function as modifiers when they precede the noun they modify.

- Use a single space between sentences and between the Arabic numeral that indicates the quantity and the unit of measure.

- Spell out all acronyms the first time they are used.

- All tables and figures must have captions, and must be cited in the body of the article.
  Do not insert a figure or table and then never refer to it in the body.

- Use American English spelling.
• 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 for part of a published quote or title in which the number is spelled out.

To express all other numbers, use numerals.

EXAMPLES: One half of all patients experienced positive results. Of those patients, 9 were fully recovered.

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