DNAP AMA Guide

Formatting
- Text is double-spaced and left aligned\(^1\)\(^{p37}\)
- 1” margins, 12-point type\(^2\)
- Avoid unusual abbreviations\(^1\)\(^{p442}\)
- When first used, spell out acronyms\(^2\) capitalizing only proper names from which they originated\(^1\)\(^{p379}\)
- Number the pages from the first page of text to the end of the references
- The title page is not numbered\(^2\)

Style
- Use simple and specific language\(^2\)
- Use the active voice, unless the actor is unknown or the focus is on the recipient\(^1\)\(^{p320}\)
- Use a consistent pattern of organization for headings\(^1\)\(^{p25}\)
- Reprinted tables and figures are discouraged\(^1\)\(^{p37}\)

References

In-Text Citations
- Cite references with a superscript arabic numeral in the order they appear in the text, tables, or figures\(^1\)\(^{p42}\)
  - 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\(^1\)\(^{p43}\)
- Reuse the same superscript number for the source throughout the text
- Cite personal written or oral exchanges in parentheses in the text\(^1\)\(^{p61}\)
- Include only the last name when naming an author in the text
- Page numbers can be included in parenthesis following the superscript numeral, but are not required\(^1\)\(^{p44}\)
- Do not cite references in an abstract\(^1\)\(^{p24}\) unless the assignment explicitly states to do so
- Avoid citing tables, figures, or references in headings\(^1\)\(^{p26}\)

Reference List
- References are numbered and listed in their order in the text, tables, and figures (not alphabetical)\(^1\)\(^{p42}\)
- Include digital object identifier (DOI) numbers, if they exist\(^2\)

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.”

Titles
• Retain the spelling, abbreviations, and number style in the original
• Spell numbers beginning a title, except for years
• Journal articles and parts of books - capitalize only the first word, proper names, and normally capitalized abbreviations
• Titles of books, government bulletins, documents, and pamphlets – capitalize the first letter of each major word and italicize

Subtitles
• Follows the rules for titles
• Separate from the title with a colon

Journal Titles
• Abbreviate and italicize journal titles.
  o Use the National Library of Medicine (NLM) Catalog to find correct abbreviations
• Do not use periods after each abbreviated word

Minimal Acceptable Reference Data

Print Journal Article


Online Journal (URL only)

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


Online Journal (DOI)

Author(s). Article title. Abbreviated Journal Name. Year;vol(issue):pages. doi:number


Print Book

Author(s). Book Title. [number] ed. City, State: Publisher; copyright year.


Chapter from Print Book
Chapter author(s). Chapter name. In: Author(s). Book Title. [number] ed. City, State: Publisher; copyright year:pages.


Online Book

Author(s). Book Title. [number] ed. City, Stater: Publisher; copyright year. URL. Accessed [date].


Website

Author/organization. Title/organization. Name of the website. URL. Accessed [date].


Consult the AMA Manual of Style, 10th edition, for additional questions.
