



AMJ House Style Guide

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1. Standard English

Text must be in UK English at all times, NOT American.

Examples

USE: Centre, metre, colour, favour, analyse, paralyse, organise, realise, defence, offence, catalogue, dialogue, grey, per cent, plough, sceptic.

NOT: Center, meter, color, favor, analyze, paralyze, organize, realize, defense, offense, catalog, dialog, gray, percent, plow, skeptic.

2. Dates and Times

1 January 1997

February 2002

1970s (not 1970's)

1995–1996, 1999–2002 for spans of years

10.00am/2.30pm

16.45

fourth-century church

Days and Months

These begin with a capital letter, and are spelt out though can be abbreviated in tables.
Seasons do not have a capital letter.

3. Acronyms and Organisations

Rule

These should be in uppercase with no full points.

Where an acronym appears in text, it should be referred to in full in the first reference and the acronym in brackets afterwards, so tuberculosis (TB), blood pressure (BP), Ventilator associated pneumonia (VAP).

The same rule applies for organisations so: British Medical Association (BMA), World Health Organisation (WHO)

4. Figures, weights and measures

- One to ten should be spelt out in text, 11 onwards should be as numerals. Exceptions to this are at the start of a sentence, where a numeral will always be written out in full, and in a sentence which is a mixture, in which case figures should be used. Also, in tables, figures will always be used.

Examples

Use: We report the case of a 51-year-old female

Not: We report the case of a fifty-one-year-old female.

Use: At least 25 cases have been reported this year.

Not: At least twenty-five cases have been reported this year.

Use: She described a four-day history of fever

Not: She described a 4-day history of fever.

Remember, always as words at the start of a sentence.

USE: Thirty years ago, doctors discovered...

NOT: 30 year ago, doctors discovered

Larger numbers and fractions

-1,000 and upwards will have commas inserted, so – 2,000, 40,000, 97,820 etc.

- Ranges of figures should be elided with an en dash, eg 10–20 etc but when written, write out “to”, eg one to ten.

- Fractions will be written out as figures when they are in combination with whole numbers with figures: $1\frac{1}{4}$, $2\frac{3}{4}$ etc, otherwise written out: one-half of all women.

- Million/billion - always write out:

45 million

Two billion

Per cent should be written out in text:

One per cent, 11 per cent, 48 per cent, though % symbols can be used in tables.

Metric measurements should be abbreviated and closed up to the figure, with no full point:

100m

48kg

20km

5. Currency

Rule

When referring to an amount of money, you must refer to the given currency by using its symbol

Examples

USE: €8 million, £8 million, US\$8 million, AUS\$ 8 million

NOT: 8 million euros, 8 million pounds, 8 million US dollars, 8 million Australian dollar

Currencies should be abbreviated as follows:

£10

US\$14

€14

AUD \$12 (Australian Dollars)

HK\$300 (Hong Kong Dollars)

¥12 (Japanese Yen)

6. References

The AMJ uses the Vancouver reference system, please consult for full details.

Citations in the text must appear after punctuation, in numerical order, without brackets and in superscript.

Please do not cite references in the abstract.

Example

USE: At least 25 cases of *Kingella endocarditis* have been reported.¹ This group of bacteria are commensals of the human respiratory tract.²

NOT: At least 25 cases of *Kingella endocarditis* have been reported(1). This group of bacteria are commensals of the human respiratory tract(2).

The Vancouver System assigns a number to each reference as it is cited. A number must be used even if the author(s) is named in the sentence/text. e.g. Smith¹⁰ has argued that....

The original number assigned to the reference is reused each time the reference is cited in the text, regardless of its previous position in the text.

When multiple references are cited at a given place in the text, use a hyphen to join the first and last numbers that are inclusive. Use commas (without spaces) to separate non-inclusive numbers in a multiple citation e.g. (2,3,4,5,7,10) is abbreviated to (2-5,7,10).

Do not use a hyphen if there are no citation numbers in between that support your statement e.g. (1-2).

7. Affiliations

No titles- e.g. prof or colonel etc or qualifications- e.g. PhD etc. should appear.

Full names should be used in title header

Example:

USE: David Brown, Michael Orange and Andrew Pink

NOT: D. Brown, M. Orange and A. Pink

8. Lists

The type of list used depends on what exactly is being listed.

Bullet List

A bullet list should only be used for short items where the precise order of points is not critical. It should be introduced with a colon, each point should continue a sentence and begin with a lower case letter, each point should end with a semi colon apart from the penultimate point which should end in a comma followed by 'and' or 'or' and last point which should end in a full point. (see example).

Example:

A bullet list should:

- continue a sentence;
- have short points, the order of which is not essential;
- not be any longer than a sentence per point, and
- end in a full point.

Longer points which make up a sentence or more by themselves should be used in a **number list**. A number list should be preceded by a sentence which ends in a full point, and each point should begin with a full pointed Arabic numeral followed by a capital letter and end in a full point. Points can be more than one sentence in length.

Number list points can be sub-divided into **alpha lists**, which should be introduced with a colon and begin with a lower case letter in brackets, and begin in a lower case letter. They should complete a sentence and finish with a semicolon except the penultimate point which ends in a comma and 'and' or 'or' and the last point which should end in a full point.

Example:

1. Final sentence introducing a number list.
2. Begins in upper case. Ends in a full point and can be more than one sentence in length.
3. XXXXXXXXXXXX.
4. XXXXXXXXXXXX.
5. Can be subdivided into an alpha list (or last point ends in a full point):
 - (a) which begins in lower case and completes a sentence;
 - (b) xxxxxxxxxxxxxxxxxxxxxxxxxxxx, and/or
 - (c) Last point ends in a full point):

9. Figures and Tables

Figures captions should appear ABOVE figures and tables in the text and not below.

Please ensure all figures/tables are numbered and appear in order. i.e. Figure 1, Figure 1 and so on.

All figures and tables MUST be cited in the text.

Numbers in table must only appear to two decimal places (i.e 45.67 NOT 45.767674).

Please ensure, where necessary, permission is granted for any figures, and ensure source are acknowledged.