

WILEY

Journals Style Manual

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PREFACE

This manual offers complete guidelines related to content followed by all journals published by Wiley. Much of the information in this style manual is applicable to all journals, while some may be specific to specialized disciplines or fields of publication.

It contains the following sections:

Section 1: Levels of editing

Section 2: Parts of a manuscript/article

Section 3: References

Section 4: Language editing

Section 1 defines the levels of copyediting in Wiley and copyediting tasks to be performed under each level. **Section 2** splits an article into three sections — front matter, body, back matter — detailing all the elements within these. **Section 3** is devoted to references in Wiley journals, including all the journal reference styles and their treatment in a list. **Section 4** offers copyediting guidelines related to language editing with focus on general rules of grammar usage.

This knowledge has been gathered after reviewing and analyzing the best editorial practices, all the existing guidelines to editing and layout in Wiley journals, and the need to keep pace with rapid technical advancements in the publishing industry. We would also like to acknowledge the most important of these sources to which this manual owes a great deal: the *APA Manual of Style*, 7th edition and the *AMA Manual of Style*, 11th edition, and *The Chicago Manual of Style*, 16th edition.

This comprehensive style manual aims to be the single point of reference for all copyediting guidelines to eliminate the need to use multiple style sheets for treatment of content. It is a living document and might change according to the Wiley publishing requirements.

1 LEVELS OF EDITING

In Wiley, copyediting is defined into five categories: Level 0 (CE0), Level 1 (CE1), Level 2 (CE2), Level 3 (CE3), and Scientific Editing. These are based on the quality of the original manuscript or the expectation defined by the publication. The levels are defined to indicate the copyediting requirement for each journal. However, editorial discretion must be exercised in following instructions.

Based on the specific workflows associated, the CE1–3 are subcategorized into three categories based on by whom the task is being done, Wiley inhouse, Typesetter/Vendor or a Freelance copyeditor e.g. CE1W, CE1T and CE1F (W: Wiley inhouse, T: Typesetter and F: Freelance). These subcategories are not fixed and, in future, further subcategories may be added depending on business requirements. CE3 only has a single subcategory – Level 3F, that is CE3F.

The file structuring requirements are excluded in these definitions of copyediting as they are essentially the same for all levels of copyediting. Copyediting specifications of bibliographic references are applicable to all levels of copyediting.

1.1 COPYEDITING LEVEL 0 (CE0) – DOCUMENT STRUCTURING, STYLING, & XML TAGGING

1.1.1 Definition

CE0 is applicable to all Wiley journals and is the default level required for all journals accepted for publication.

1.1.2 Structuring and XML Tagging

Structuring and XML tagging of the manuscript according to the WileyML 3G specifications has to be done by the typesetter, i.e., the Wiley production team/vendor (V). Structuring is the process in which the typesetter identifies the various elements in the article and applies the electronic tagging (mark-up) including metadata, DOI, authors, affiliations, headings, paragraphs, links and so on according to the WileyML 3G specifications. The fully structured file serves as the input for the copyeditor.

1.1.3 CE0 Tasks

- Check that the manuscript is complete and that all elements are in correct sequence.
- All manuscript elements must be styled and formatted correctly, which includes title page, headings, figures, tables, equations, acknowledgments, conflict of interest, author contributions, lists, footnotes, endnotes, references, author biographies, supporting information, how to cite, appendix, graphical abstract, etc.
- Author names must be included as submitted.
- Family and given names must be correctly identified and put in correct sequence.
- Affiliation(s) are correctly assigned and styled (parts placed in correct order).

- Check and correct the data integrity of the file (e.g., raised text versus superscript, special character coding, font calls, fix thin spaces, units, nonbreaking hyphens, quotation marks/apostrophes, and single/double quotation marks).
- Edit for mechanical aspects of journal style (e.g., ANOVA (should always be in upper case), Fig. 1/Figure 1/Fig. 1(a)/Fig. 1a, numbers in words or figures, and list style).
- Identify and style units and negative index/solidus notation (including fixed spaces).
- Crosscheck, style, and code the reference citations and references (including abbreviated journal titles and so forth). Every citation in the text should have a counterpart.
- Crosscheck, style, and code the figure and table citations and captions. Format and code the tables to journal style.
- Correct formatting for URLs and email addresses.
- Check if SI units are styled correctly (e.g., kg not kgs or Kg/Kgs, “K” for Kelvin—not °K, mol as unit—not mole, etc.).
- Make sure journal-specific scientific notations (e.g., df, F, AUC, ppm, cfu, Pa, Da, $t_{1/2}$, Å, etc.) are followed.
- Brackets put/placed in correct order.

1.2 COPYEDITING LEVEL 1 (CE1) – FUNDAMENTAL LANGUAGE & TECHNICAL EDITING

1.2.1 Definition

Copyediting level 1 (CE1) includes both the mechanical editing and copyediting on the below mentioned points, along with the structuring and XML tagging. The following points are considered to constitute the base level of language and mechanical editing and should be adhered to by all the Wiley journals.

1.2.2 Structuring and XML Tagging

Refer to Section 1.1.2.

1.2.3 Mechanical Editing

- Format the author queries in accordance to Wiley style.
- Check and correct the data integrity of the file (e.g., raised text versus superscript, special character coding, font calls, fixed thin spaces, units, non-breaking hyphens, quotation marks/apostrophes, and single/double quotation marks).
- Edit for mechanical aspects of Wiley style (e.g., ANOVA, Fig. 1/Figure 1/Fig. 1(a)/Fig. 1a, numbers in words or figures, and list style).
- Identify and style units and negative index/solidus notation (including fixed spaces).
- Crosscheck, style, and code the reference citations and references (including abbreviated journal titles and so forth). Check for matching the citation to the reference list and query

for any missing information. Change the reference from one style to another based on the requirement.

- Crosscheck, style, and code the figure and table citations and captions. Format and code the tables to Wiley journal style.
- Correct formatting for URLs and email addresses.
- Graphics sizing plus relabeling (if necessary).
- Check if SI units are styled correctly (e.g., kg not kgs or Kg/Kgs, “K” for kelvin—not °K, mol as unit—not mole, etc.).
- Check for representation of units (negative indices or solidus style).
- Check Wiley-specific scientific notations (e.g., df, F, AUC, ppm, cfu, Pa, Da, $t_{1/2}$, Å, etc.).
- Check ordering of brackets.

1.2.4 Copyediting

- Spelling errors: Plain spelling errors are to be corrected. Standard use of UK/US spellings within the manuscript must be maintained.
- Non-English words and terms with diacritical marks and accents are verified and should be italicized.
- Verify the appropriateness of all sections and heading levels.
- There should be consistency in words usage, including spellings and casings.
- All copyeditors should use the following latest editions of dictionaries for spellings and medical/scientific terms and terminologies for consistency of usage in the manuscript.
- Check capitalization of basic terms (proper nouns, names of institutes/organizations, sentence starting with capital letter, etc.).
- Style for statistical/scientific/medical terms and terminologies should be consistent in text, tables, and figures throughout the article.
- Format author queries in accordance to the Wiley style (use Wiley template for author queries as first choice).
- Incorrect word inflection must be corrected. Refer to the dictionary to correct some verbs or plural forms of nouns.
- Definite and indefinite articles must be corrected.
- Errors with singular/plural forms must be corrected.
- Subject–verb agreement is corrected.
- Prepositions must be corrected.
- Check for correct use of abbreviation, expansion at first instance and acronym usage second mention onwards, and rules for casing (uppercase or lowercase). This should be consistent in the manuscript.

- Simple hyphens linked with recommended dictionaries (for scientific terms and terminologies, follow rules related to prefixes and suffixes), en-rules, and em-rules must be correctly distinguished and should be consistent in the manuscript.
- Italicize genus and species names as per the recommended Wiley copyediting guidelines.
- Ensure all rules of punctuation are applied and corrected, such as commas, semicolons, colons, etc. (serial comma for US English).
- Make sure treatment of numbers adheres to the recommended style.
- Check for mathematical operators, editing inline/displayed mathematical and chemical formulas; treatment of numbers, spaces and symbols.
- Use of abbreviations needs to be corrected (such as, “USA” needs to be changed to “United States” when used as a noun; US when used as a modifier, e.g., US Army). Check for author's usage and preference and inform the author for changes made.
- Manipulation of spaces within equations and conditions (em space, en space, thin space, etc.) is checked.
- Complete reference check; check that reference callouts in the text and match the actual number of authors and also in the listed references.
- Identify and style mathematical symbols (summation, product, subset, much less than, much greater than, partial differential, delta, etc).
- Style variables and notions in equations (italics, boldface, roman, etc.).
- Perform linearization and display formats wherever required (convert inline equation into display equation and vice versa).
- Check for mathematical content—formatting of variables, constants, vectors, matrices; consistency; linear/nonlinear equations; mathematical operators, etc.
- Scientific variables need to be italicized.
- SI units need to be correct and consistent.

Example 1:

The development of new chemical processes and the intensification of existing ones strongly ~~benefits~~ from a thorough understanding of the various phenomena occurring on the different relevant scales. Kinetic ~~modell~~ing constitutes an essential central link between those scales and allows acquiring insight ~~into~~ the underlying reaction mechanism that steers the overall process.¹⁻³ Nevertheless, kinetic model development ~~remain~~s challenging: ~~firstly~~, because it requires expertise which is not easily transferred ~~via~~ textbooks and, ~~secondly-second~~, because of the need for kinetic and thermodynamic data, which ~~is-are~~ extracted from potentially expensive experiments. To perform kinetic modeling in the most ~~efficien~~t way with minimal resources, a proper balance should be identified between the level of detail accounted for in the model and the experimental information available.⁴ The exact location of this balance may ~~depend~~s on the ultimately anticipated use of the model and/or on the available data.

Example 2:

~~Steam Methane Reforming (SMR)~~ was investigated ~~on-with~~ a Ni/MgO-SiO₂ catalyst, supplied by JGC Catalysts and Chemical Ltd. While Ni is the most frequently employ~~ed~~ metal for reforming, the magnesium silicate support ~~have-has~~ not been investigated extensively. It is a ~~low-low~~-cost material and exhibits high strength and ~~sulphur~~ resistance. It allows ~~more-easy~~easier reduction than Al₂O₃-based supports. ~~All-of~~All these advantages make a more extended kinetic investigation of the performance of Ni deposited on the MgO-SiO₂ support worthwhile.

The affinity ~~AA~~ ($-\Delta G$) of the overall reactions in Equations (1) and (2) is calculated to determine in which direction these reactions proceed at the reactor outlet,²⁰ which will be useful for the kinetic model development.

1.3 COPYEDITING LEVEL 2 (CE2) – ADVANCED LANGUAGE EDITING

CE2 level constitutes the standard copyediting level to edit scientific content and language, based on the quality of the manuscript. This includes all copyediting tasks of CE0 and CE1.

1.3.1 Structuring and XML Tagging

Refer to Section 1.1.2.

1.3.2 Mechanical Editing

Refer to Section 1.2.3.

1.3.3 Copyediting

1.3.3.1 Spelling

- Spellings of trade and non-proprietary drug and equipment names, medical and non-medical terms, and specialty-specific phrases; US/UK spellings; and non-English words and terms with diacritical marks and accents are verified; PubMed may be used to verify usage and spelling of specialty-specific terms and phrases; eponyms are checked and used consistently; different spellings may be used for noun/adjective word forms; the style for statistical terms and tests is made consistent in text, tables, and figures throughout the article.
- All copyeditors should use the following latest editions of dictionaries for spellings and medical terms.
 - UK spelling: *Concise Oxford Dictionary* (for words not found in *Oxford Dictionary*, refer to *Collins Dictionary*.)
 - US spelling: *Merriam-Webster Collegiate Dictionary*
 - Australian spelling: *Macquarie Dictionary*
 - Medical terms: *Stedman's Medical Dictionary*

1.3.3.2 Capitalization

Capitalization of directions (North, South, East, West, and their derivatives are capitalized when they indicate definite regions or are part of a proper name) and words such as Northern, Southern, Eastern, and Western when they refer to the people in a region or to their political, social, or cultural activities.

1.3.3.3 Grammar

- Agreement in subject-verb, person, and number is checked.
- Articles are employed according to standard rules of usage.
- Conjunction errors must be corrected.
- Inconsistencies in active/passive voice, first/third person, present/past tense are corrected; idiom/style is corrected. The author's preference must be retained unless inconsistent within the manuscript. Query the author before making big changes.
- Definite/indefinite articles usage attended to.

1.3.3.4 Syntax

- Redundancies are queried or eliminated; run-on sentences are shortened or broken up or the author is queried to rewrite the sentence; dangling modifiers are queried.
- Unnecessary repetition of words (e.g., London instead of London city, Asia instead of Asian continent) should be removed.
- Fundamental errors in syntax must be corrected.
- Text is rephrased to achieve parallel structure.
- Reword the sentences for clarity and readability; ask the author for confirmation.

1.3.3.5 Usage

Commonly misused terms are corrected; many gender-specific terms have a neutral equivalent: mankind/humankind.

1.3.3.6 Scientific and Mathematical Content

- Check and query genus/species names (styling and formatting)—taxonomy and classifications (order, family, subfamily, genus, and species).
- Check and query for chemical elements and names.
- Check usage of correct and precise terms for brevity.

1.3.3.7 Manuscript Components

- Every citation in the text should have a counterpart; verify the appropriateness of all section and head levels; complete reference check; check that reference callouts in the text match the actual number of authors and also in the listed references; do a close reading and editing of tables; check figure legends against figures; make or recommend changes for sense, clarity, or consistency, and query the author to verify the changes made.
- Query for all drug dosages; this can be done as a blanket query.
- Although it is not the responsibility of the copyeditor to check whether text, tables, or illustrations require permission to reprint, if there are strong indications that an element of the article could have been published previously elsewhere but there is no indication that permission to reproduce has been obtained, it is reasonable to add a query pointing out that the author should have obtained permission to reproduce the material.

Example 1:

A study related to disorders and allergies in children, published by ABC Hhealth, was posted in Google! news-News on July 19th. The article-recapped-a study that determined that there was a link between children-with disorders and allergies in children. The-A research group evaluated the-a sample of 70 children aged four-4-to 20₂ with the average age being 13 for psychological disorders and allergies.

Example 2:

The well-definedsignificant amount of information in the data set makes this case study an interesting and real-life example. Researchers often have access to a rather limited data set from literature-a study or from an expensive experimental campaign, for example, in collaboration with a third party. They areir challenged challenge is to extract as much information as possible from the data-as required for their application to build the model, the acquisition of additional experimental information not being evident.



Ray, Indrajit

Please check if the edits convey the intended meaning.

1.4 COPYEDITING LEVEL 3 (CE3) – COMPLEX LANGUAGE & DISCIPLINE-SPECIFIC EDITING

CE3 requires extremely experienced copyeditors and subject-matter experts with a good command over the language, who can produce results of a noticeable greater breadth than is required for CE2 editing. Style sheets, or guides, for CE3 journals are lengthy and complex. The CE3 specifications include CE1 and CE2 rules and other additional editing rules mentioned below.

1.4.1 Structuring and XML Tagging

Refer to Section 1.1.2.

1.4.2 Mechanical Editing

- Refer to Section 1.2.3.
- In addition, the copyeditor is expected to apply high-level discipline-specific rules for abbreviations and nomenclature.

1.4.3 Copyediting

1.4.3.1 Spelling

Spellings of trade and non-proprietary drug and equipment names, medical and non-medical terms, and specialty-specific phrases; US/UK spellings; non-English words and terms with diacritical marks and accents should be verified; PubMed may be used to verify usage and spelling of specialty-specific terms and phrases; eponyms should be checked and used consistently; different spellings may be used for noun/adjective word forms; the style for statistical terms and tests should be consistent in text, tables, and figures throughout the article. Other sources, generally databases for international standards, are used for verification, as specified in the style manual.

1.4.3.2 Grammar

- Articles are employed according to standard rules of usage.
- Basic agreement in subject-verb, person, and number is checked.
- Inconsistencies in active/passive voice, first/third person, and present/past tense are corrected; idiom/style is corrected.
- Definite/indefinite articles usage is attended to.

1.4.3.3 Syntax

- Redundancies are queried or eliminated; run-on sentences are shortened or broken up or the author is queried to rewrite the sentence; dangling modifiers are fixed. Text is rephrased to achieve parallel structure; rephrase any awkward or infelicitous phrases to achieve the greatest clarity; ask author to verify changes.
- Check parallel structure with compound verbs or participles.
- Reword the sentences for clarity and ask the author to verify the rephrasing.

1.4.3.4 Usage

- Commonly misused terms are corrected; gender-specific terms have a neutral equivalent: mankind/humankind.
- Correct for ethical appropriateness and stereotypical language.

1.4.3.5 Scientific and Mathematical Content

- Refer to Section 1.3.3.6.
- Content editing: Verify facts in articles using outside sources (e.g., references, Internet searches, databases).
- Non-SI units need to be converted to SI units for consistency, or vice versa in text (e.g., The width of the box is **1 m**, and the length is **5 ft** (not accepted); Correct: The width of the box is **1 m**, and the length is **16.4 m**)

1.4.3.6 Manuscript Components

- Every citation in the text should have a counterpart; verify the appropriateness of all section and heading levels; perform complete reference check; check that reference callouts

in the text match the actual number of authors in the listed references; do a close reading and editing of tables; make or recommend changes for sense, clarity, or consistency, including reorganization of the table.

- Edit tables to save space (e.g., several heads can be combined into one in a virgule construction to save space [Study/Y/%]).
- Query for all drug dosages; this can be done as a blanket query.
- Should clarify language as much as possible, whether or not an indisputable error has occurred. The author is asked to verify all changes.
- Read the abstract content against the article content to ensure that the abstract correctly reflects the article's thesis, methods, and conclusion. The copyeditor may also edit the article title on the basis of content and query.
- Revision of poor writing that is a result of an author's lack of familiarity with English is undertaken.
- Although it is not the responsibility of the copyeditor to check whether text, tables or illustrations require permission to reprint, if there are strong indications that an element of the article could have been published previously elsewhere but there is no indication that permission to reproduce has been obtained, it is reasonable to add a query pointing out that the author should have obtained permission to reproduce the material.

1.5 SCIENTIFIC EDITING (SE) – DISCIPLINE-SPECIFIC QUALITATIVE EDITING BY SUBJECT MATTER EXPERTS

SE is done by subject-matter experts and addresses the meaningful content of the publication, restoring the coherence of individual parts, eliminating gaps and redundancies, fact-checking, deleting material, and ensuring that emphasis placed on various elements is appropriate to their significance. Currently, other publishers refer to this editing by different names, i.e., substantial/developmental/comprehensive/technical editing. In Wiley, it is termed as Scientific Editing (SE).

1.5.1 Specifications

- The editor focuses only on the scientific content. The manuscript is comprehensively reviewed.
- The editor is expected to apply high-level discipline-specific rules for abbreviations and nomenclature (e.g., human gene nomenclature, typographic distinctions between genes and corresponding proteins).
- Check whether the scientific argument reflects the central question or objective.
- Check the structure, clarity, flow, and relative emphasis of the arguments.
- Check the description of the rationale, methods, and how the conclusions were derived.
- Check and comment on the presentation of context and of any objectively justifiable implications of the research.
- Check on the clarity and suitability of the figures, tables, and supplementary information.
- Comment on any sections that lack detail or are unnecessarily long.

- Emphasize the effectiveness of the cover letter and other supporting materials.

2 PARTS OF A MANUSCRIPT/ARTICLE

An article makes up the primary content of a journal that may be a research paper/original article, commentary, book review, editorial or letter to the editor, new reports, announcements, and the like. Each article can be divided into three main sections: the front, body, and back matter. These contain various elements that make up the manuscript supplied by the author or the editor.

2.1 FRONT MATTER

This is the first section in the article and has content elements that include article title, article category, author byline and their affiliation, and correspondence details. The abstract that summarizes the article also makes up the front matter, as well as the keywords of the manuscript.

2.1.1 DOI

The digital object identifier (DOI) is a unique alphanumeric string assigned by the International DOI Foundation to identify and provide a link to its location on the Internet. This is assigned by the publisher when the article is published and made available electronically. This directs readers to the content regardless of where the content resides and sits embedded in the reference lists of electronic articles that allows click-through access to each reference.

- Include the DOI for both print and electronic sources.
- The DOI must begin with the number 10 and contain a prefix and a suffix separated by a slash. The prefix is a unique number of four or more digits assigned to organizations, while the suffix is assigned by the publisher.
- The DOI is placed on the first page of the journal article.
- It appears in the form “DOI: xxx” at the top left of the first page.
- The alphanumeric string for the DOI must be exactly as published in the article.
- It contains, the publisher’s prefix. *For example:* 10.1002/
- The journal code. *For example: Advanced Materials: adma*

2.1.2 Article History

Standard layout: Received and accepted dates are mandatory; revised date is optional (no “Published on” date). Standardized text: “Received,” “Revised,” “Accepted.” No period at the end of history dates.

Additional option: For journals and article categories that do not use/require history dates, do not include these.

- If the revised date is not provided, do not raise a query.
- Do not retain dates for Introduction articles.
- Do not add a period at the end of history dates.
- Standardized text: “Received,” “Revised,” “Accepted” (no “Published on” date).

For example:

2.1.3 Logos

- The layout guideline allows logos to be placed at the top right of the first page. When a journal does not precisely have a logo, it can be created by cropping the corresponding web banner. If a journal does not have a web banner or journal logo, it is fine for only the Wiley logo to be used.
- Wiley logos can be removed if societies do not want to display them on society journals.
- Verso pages: The Wiley logo appears as the first logo, followed by the journal/society logo.
- Recto pages: The journal/society logo appears first, followed by the Wiley logo.
- Logos in b/w for POD. A journal may ask for color logo in POD as a special request.
- If a journal has a requirement to include more than two logos on the first page, they would be placed as shown below:



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2.1.4 Article Type and Category

An article type describes specific characteristics, such as length and content, of a manuscript. A category is assigned to each article type defined by the editors of a specific journal. In some journals, there may also be a subcategory/subtitle. The article types permissible for Wiley journals include:

Article type	Article category as visible on PDF/Wiley Online Library (WOL)
Article	Article/Original Article/Full Paper/Research Paper/Research Article/Refereed Paper/Original Arbeit/Original Paper/Main Article/...
Rapid Publication	Rapid Publication/Rapid Communication/...
Short Communication	Short Communication/Short Report/Brief Note/Brief Report/Research in Brief/...
Editorial	Editorial/Guest Editorial/Editorial Review/...

Book Review	Literature Review/Design Review/Review/Review Article/Review Essay/...
Obituary	In Memoriam/Obituary/...
Letter	Letter to the Editor/Correspondence/Forum/...
Technical Note	Clinical Note/ Technical Note/Primer Note/...
Historical Perspective	Historical Perspective/...
Case Study	Case Report/Case Study/Patient Report/Case Study/...
Introduction	Introduction/...
Commentary	Commentary/Opinion Article/Viewpoint/Personal View/Debate/...
Events	Calendar of Events/Event/...
Erratum	Erratum/...
Addendum	Addendum/Corrigendum/Correction/...
Announcement	Announcement/...
News	News/...
Abstract	Abstract/...
Author Instructions	Instruction for Author/Note for Contributor/Note on the Submission of Paper/...
Index	Index/Author Index/Keyword Index/Subject Index/Volume Index/Bandregister/...

- The category name is ragged left, ALL CAPS, bold, and underlined.
- The category name is placed above the article title.
- The article type should match what is provided as metadata from the Editorial Manager (or other manuscript submission system).
- The subcategory needs to be set in title case.

For example:

Article Category with Subtitle:

Received: 2 October 2018 | Revised: 19 November 2018 | Accepted: 20 November 2018
DOI: 10.1111/pedi.12803

ORIGINAL ARTICLE
Oral Medicine



WILEY

Lengthy Article Category:

BIOMOLECULAR ENGINEERING, BIOENGINEERING, BIOCHEMICALS, BIOFUELS, AND FOOD

Corrigendum:

DOI: 10.1111/pedi.00019

CORRIGENDUM



WILEY

Book Review:

DOI: 10.1111/pedi.00009

BOOK REVIEW



WILEY

Original Research:

Received: 17 December 2018 | Revised: 30 May 2019 | Accepted: 3 July 2019

DOI: 10.1111/jan.14155

ORIGINAL RESEARCH: EMPIRICAL RESEARCH - QUANTITATIVE



WILEY

2.1.5 Article Title and Subtitle

- Article titles are set in sentence case, but capitalize proper nouns.
- Lowercase the second part of a species name, such as *lucius* in *Esox lucius*, or the part of a proper name that would be lowercased in text, such as *de* or *von*.
- Use bold, roman, no end period.
- Capitalize the first word after a colon or em dash unless it is a lowercase abbreviation or follows any other specified usage.
- Spell out numerals if they appear in the beginning of a title.
- Avoid the use of abbreviations in a title unless they include the name of a group that is best known by its acronym (e.g., CONSORT statement).
- Non-English words not found in the recommended dictionaries (US English: *Webster's*, UK English: *Concise Oxford English Dictionary*) are to be italicized.

For example:

ARTICLE TITLE

Sexual dysfunction and response to medications in multiple sclerosis

Nutrient deficiencies do not contribute to yield loss after waterlogging events in winter wheat (*Triticum aestivum* L.)

Renaissance courtier expected to display *sprezzatura*, or nonchalance, in the face of adversity

Competition is always better—An experimental study of extortionary corruption

FOREIGN LANGUAGE TITLE

Intimidades: Un marco conceptual integrativo y multicultural en terapia de pareja

ARTICLE SUBTITLE

ORIGINAL ARTICLE

The complexity of indirect translation

Reflections on the Chinese translation and reception of
H. C. Andersen's tales

2.1.6 Author Names/Byline

- Title case, names in full, ranged left; do not use “and” or “&” between last two authors.
- Initials are spaced out.
- Degree to be included if present in existing journal style. Degree without periods; no comma between author name and degree; more than one degree for the same author should be separated with a comma.



For example:

Jing Peng MD¹ | Jari A. Laukkanen MD, PhD^{2,3} | Qianping Zhao MD¹ |
Xu Zhang MD¹ | Gang Li MD, PhD¹

- Job title to be included if present in existing journal style. No comma between author name and job title/degrees; comma separator needed between a degree and job title.





Example 1:

Development and validation of a paternalism and autonomist care assessment

Rocío Fernández-Ballesteros PhD¹  | Macarena Sánchez-Izquierdo PhD²  |
Ricardo Olmos PhD³ | Carmen Huici PhD⁴ | María Giovanna Caprara PhD⁵ |
Marta Santacreu PhD⁶ | José Manuel Ribera Casado PhD⁷ | Alfonso Cruz-Jentoft PhD⁸

Example 2:

The influence of welfare state factors on nursing professionalization and nursing human resources: A time-series cross-sectional analysis, 2000–2015

Virginia Gunn RN, MN, PhD^{1,2}  | Carles Muntaner MHS, PhD^{1,3}  | Edwin Ng BSW, MSW, PhD⁴ | Michael Villeneuve RN, MSc⁵  | Montserrat Gea-Sanchez RN, MsN, PhD^{6,7}  | Haejoo Chung RPh, MSc, PhD^{8,9}

Example 3:

John Engler MPH, Postdoctoral Researcher

Ellen Kojima Research Assistant

- Use superscript numerals to indicate affiliations. If there is just one affiliation, then no superscript numbers should be used.
- The superscript Arabic numbers should be closed up with the author surname.
- Asterisk should not be used to denote corresponding authors, but name, affiliation, and email should be provided in the Correspondence section.

2.1.7 Author Affiliation

- Placement: below author names.
- Affiliations should be linked to author names with superscripted Arabic numerals.
- Roman, title case.
- Short address with Arabic numerals as links.
- Include country names for all affiliations.
- The name of the country is not abbreviated, except United States of America (USA) and United Kingdom (UK). Use Germany, not FRG.
- List department, institution, city, state, and country.
- Traditionally, China is used to refer to Mainland China (People's Republic of China); in case of Taiwan, ROC (Republic of China) should be retained. Exercise caution in making any changes and check with the author if in doubt.
- The department comes before the university. Department and university names, where possible, are given in English.
- Degrees to be included if provided by author. Degree without periods; no comma between author name and degree; more than one degree for the same author should be separated with a comma.
- US state names should be spelled out in affiliations (e.g., Michigan) and abbreviated in the corresponding address with postal abbreviations (e.g., MI). UK: no full stops, same as in text.

- Foreign language affiliations: For institutional names in a foreign language, keep as submitted by the author; however, names of cities and countries in a foreign language must be changed to English spellings. For example: “Italia” to “Italy.”

For example:

¹Department of Genetics, Harvard Medical School, Boston, Massachusetts, USA

²Max Delbrück Center for Molecular Medicine, Berlin, Germany

³German Centre for Cardiovascular Research, partner site, Berlin, Germany

⁴Howard Hughes Medical Institute, Harvard Medical School, Boston, Massachusetts, USA

Illustration:

Thomas R. W. Nixon^{1,2} | Philip Alexander^{1,2} | Allan Richards³ | Annie McNinch³ |
Philip W. P. Bearcroft⁴ | Jan Cobben^{5,6} | Martin P. Snead^{1,2}

¹School of Clinical Medicine, University of Cambridge, Addenbrooke's Hospital, Cambridge, UK
²Vitreoretinal Service, Cambridge University Hospitals NHS Foundation Trust, Addenbrooke's Hospital, Cambridge, UK
³Department of Pathology, University of Cambridge, Cambridge, UK
⁴Department of Radiology, Cambridge University Hospitals NHS Foundation Trust, Addenbrooke's Hospital, Cambridge, UK
⁵North West Thames Regional Genetic Services, Northwick Park Hospitals NHS Foundation Trust, London, UK
⁶Department of Pediatrics, Emma Children's Hospital, Amsterdam, The Netherlands

Abstract

Stickler syndrome (SS) is characterized by ophthalmic, articular, orofacial, and auditory manifestations. SS is usually autosomal dominantly inherited, with variants in COL2A1 or COL11A1. Recessive forms are rare but have been described with homozygous variants in COL9A1, COL9A2, and COL9A3, and compound-heterozygous COL11A1 variants. This paper expands phenotypic descriptions in recessive SS due to variants in genes encoding type IX collagen. Clinical features were assessed in four families. Genomic DNA samples derived from venous blood were collected from family members. Six affected patients were identified from four pedigrees, with variants in COL9A1 (one family, one patient), COL9A2 (two families, three patients), and COL9A3 (one family, two patients). Three variants were novel. All patients were

2.1.8 Correspondence

- Short address with email ID would suffice. If street names, post/ZIP codes, or PO boxes are provided, retain them, but delete telephone and fax details.
- Include country names for all author correspondence, including USA and UK in abbreviated forms.
- The order of the address details in the correspondence address should be as used in the respective country (refer to Universal Postal Union website).
- Email: Always starts on a new line; standard text “Email” should be used (without hyphen).
- Full stop at the end of the correspondence address, before email.

For example:

Correspondence

John A. Doe,
Department of Pediatrics,
Baylor College of Medicine,
1 Baylor Plaza, Houston, TX 77030, USA.
Email: jdoe@baylor.edu

- Two corresponding authors with different addresses should be set as follows:

Correspondence

Yanhui Ji, Department of Orthopaedics,
The First Affiliated Hospital of Zhengzhou
University, Zhengzhou, 450052, China.
Email: jiyanhui2004@163.com

Xiaodong Guo, Department of Orthopaedics,
Union Hospital, Tongji Medical College,
Huazhong University of Science and
Technology, Wuhan, 430022, China.
Email: xiaodongguo@hust.edu.cn

- Two corresponding authors with the same address should be set as follows:

Correspondence

Mitsuyoshi Takiguchi and Noboru Sasaki,
Laboratory of Veterinary Internal Medicine,
Department of Veterinary Clinical
Sciences, Graduate School of Veterinary
Medicine, Hokkaido University, N18 W9,
Sapporo, Hokkaido 060-0818, Japan.
Email: mtaki@vetmed.hokudai.ac.jp and
nsasaki@vetmed.hokudai.ac.jp

2.1.9 Categories of Editors and Their Treatment

Types of editors are listed below:

Author	This creator is designated as an “author”
Checker	This creator is designated as a “checker”
Contact	This creator is designated as a contact person for the article and is not an author
Editor	This creator is designated as an “editor”
Editor-in-Chief	This creator is designated as an “editor-in-chief”
Executive Editor	This creator is designated as an “executive editor”
Guest Editor	This creator is designated as a “guest editor”
Illustrator	This creator is an illustrator
Investigator	This creator is a member of a collaborative group author but not listed individually as an author

Translator	This creator is designated as a “translator”
Associate Editor	This creator is designated as an “associated editor”
Handling Editor	This creator is designated as a “handling editor”
Review Editor	This creator is designated as a “review editor”
Series Editor	This creator is designated as a “series editor”
Section Editor	This creator is designated as a “section editor”

The categories given above such as Associate editor, Review editor, Section editor, Series editor, Handling editor and others are handled as given below (if provided):

Place on the first page, left column under “Correspondence”:

Correspondence

Sophie Restellini, Service de
Gastroentérologie et Hépatologie, Geneva
University Hospital, Geneva, Switzerland.
Email: sophie.restellini@hcuge.ch

Present address

Alwin Miller, Cancer Research UK Centre,
Southampton General Hospital, Southampton, UK.

Handling Editor: Vincent Wong

2.1.10 Present Address

- Present address should be included if supplied and placed below Correspondence in the same style as Correspondence.
- Include country names for all countries.

2.1.11 Funding Information

Section heading should be **Funding information**.

- If funding information is supplied as a separate section, then the funding agency and grant number(s) are to be tagged, and the complete section has to be displayed below the Correspondence section on the title page with the heading ‘Funding information’ in sentence case:

Funding information

National Institute of Child Health and Human
Development; CIHR, Grant/Award Number:
HOA-80072

- If funding information is supplied as a part of Acknowledgements, retain it in the Acknowledgement section AND display it on the title page, even if in this way it will appear twice.
- If the content is too long and cannot be displayed below the Correspondence section on the title page, then place it as a title page footnote.
- If funding information is supplied as 'None' or something similar to that, then it need not be displayed for PDF or HTML.
- For articles where the author names are at the end of the article (e.g. Editorial, Letter, Correspondence, etc.), the funding information should be displayed after the Conflict of Interest with the heading '**FUNDING INFORMATION**' in ALL CAPS:

FUNDING INFORMATION

Young Innovation Foundation of The First Affiliated Hospital of Zhengzhou University, Grant/Award
Number: 2015

2.1.12 Abstract/Graphical Abstract

- The heading should be "**Abstract**".
- The following abstract styles are allowed: structured, unstructured, list.
- Unstructured abstracts: Only one paragraph is allowed.
- Structured abstracts: headings in bold, followed by colon in title case style.
- Abstract text in roman.
- Structured abstract subheadings in bold, followed by colon, title case.
- Numbered abstracts are allowed.
- Abbreviations in the abstract text are allowed; define all abbreviations and acronyms on first occurrence and use abbreviations thereafter.
- Numerals: Use numerals for numbers 10 and above throughout the manuscript, except at the beginning of a sentence.
- Genus and species names should be defined at first use as in text.
- A copyright line is not allowed in the Abstract section.
- If an isotope is mentioned, spell out the name of the element when it is first used and provide the isotope number on the line (e.g., carbon-12 (first occurrence), then C-12).
- Non-research articles such as editorials, commentaries, and errata do not have abstracts, and brief reports/short communications may exclude abstracts at the discretion of the journal editor.

- Graphical Abstract: Include a Graphical Abstract as per the journal style. If the query page appears in the beginning of an article, the Graphical Abstract will be placed AFTER the query page; however, if the query page is placed at the end of an article, the Graphical Abstract will be placed BEFORE the query page.

Graphical Abstract

The contents of this page will be used as part of the graphical abstract of html only. It will not be published as part of main.

2.1.13 Keywords

- Heading: **KEYWORDS** in ALL CAPS and bold.
- Placement: below the Abstract in the abstract box.
- Include keywords if journal style, including the number of keywords allowed.
- Set in lowercase (except for proper nouns, etc.); alphabetical order; separated by commas; no end period.
- Abbreviations are allowed.
- Chemical formulas beginning with symbols (e.g., $\delta^{13}\text{C}$, $\delta^{15}\text{N}$) are listed at the end of the keywords; formulas starting with letters (e.g., C3) should be arranged alphabetically among the other keywords; formulas starting with numerals (e.g., 13C) come at the beginning of the keywords.

KEYWORDS

axon regeneration, axonal cytoskeleton, axonal transport, DRG neuron, microtubule organization and dynamics

2.1.14 Keyword Style in Articles Without Abstract

Correspondence

John A. Doe, Department of Pediatrics, Baylor College of Medicine, 1 Baylor Plaza, Houston, TX 77030.

Email: jdoe@baylor.edu

Funding information

National Institute of Child Health and Human Development; CIHR, Grant/Award Number: HOA-80072

KEYWORDS

breast cancer, cancer, caregivers, dyadic, oncology, qualitative, survivors

2.1.15 Key Points/Highlights

- Key Points/highlights are placed below the “Keyword” section.

- The heading should be “Key points” and is in sentence case.

For example:

¹Laboratory of Veterinary Internal Medicine, Department of Veterinary Clinical Sciences, Graduate School of Veterinary Medicine, Hokkaido University Sapporo, Japan

²Gastrointestinal Laboratory, Department of Small Animal Clinical Science, Texas A&M University, Texas

³Veterinary Teaching Hospital, Graduate school of Veterinary Medicine, Hokkaido University, Sapporo, Japan

⁴Department of Veterinary Internal Medicine, Graduate School of Agricultural and Life Sciences, The University of Tokyo, Tokyo, Japan

⁵Organization for Promotion of Tenure Track, University of Miyazaki, Miyazaki, Japan

Correspondence
Mitsuyoshi Takiguchi, Laboratory of Veterinary Internal Medicine, Department of Veterinary Clinical Sciences, Graduate School of Veterinary Medicine, Hokkaido University, N18 W9, Sapporo, Hokkaido 060-0818, Japan.
Email: mtaki@vetmed.hokudai.ac.jp

Abstract

Background: Contrast-enhanced ultrasonography (CEUS) can be used to evaluate intestinal perfusion in healthy dogs. It is helpful for diagnosing and monitoring inflammatory bowel disease in humans and could be useful for dogs with chronic intestinal diseases.

Objectives: To examine duodenal perfusion in dogs with chronic inflammatory enteropathy (CIE) and intestinal lymphoma.

Animals: Client-owned dogs with CIE (n = 26) or intestinal lymphoma (n = 7) and dogs with gastrointestinal signs but histopathologically normal duodenum.

Methods: In this cross-sectional study, dogs with CIE were classified into remission (n = 16) and symptomatic (n = 10) groups based on clinical scores determined at the time of CEUS. The duodenum was scanned after IV injection of Sonazoid (0.01 mL/kg). Contrast-enhanced ultrasonography-derived perfusion parameters, including time-to-peak, peak intensity (PI), area under the curve (AUC), and wash-in and wash-out rates were evaluated.

Results: Peak intensity was significantly higher in the symptomatic CIE group (median mean pixel value [MPV]), 105.4; range, 89.3–128.8) than in the control group (median MPV, 89.9; range, 68.5–112.2). The AUC was significantly higher in the symptomatic CIE group (median MPV-sec, 4847.9; range, 3824.3–8462.8) than in the control (median MPV-sec, 3448.9; range, 1559.5–4736.9) and remission CIE (median MPV-sec, 3862.3; range, 2094.5–6899.0) groups. The PI and clinical score were positively

Abbreviations: AUC, area under the curve; CCEAI, canine chronic enteropathy clinical activity index; CEUS, contrast-enhanced ultrasonography; CIE, chronic inflammatory enteropathy; CRP, C-reactive protein; ID, gastrointestinal; IBD, inflammatory bowel disease; MPV, mean pixel value; MPV-sec, mean pixel value multiply second; PI, peak intensity; ROI, region of interest; TIC, time-intensity curve; TTR, time-to-peak; WIR, wash-in rate; WOR, wash-out rate; WSAVA, World Small Animal Veterinary Association

This manuscript was presented on 10/7/18 at the AAEP/AVMA Annual Meeting in Atlanta, GA. (Abstract number 1118)

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J Vet Intern Med. 2019;01(01):1–22. wileyonlinelibrary.com/journal/jvim | 1

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AUTHOR ET AL

correlated in the CIE group. No significant differences in perfusion parameters were detected between the lymphoma and CIE groups or the lymphoma and control groups.

Conclusions and Clinical Importance: The PI and AUC can detect duodenal inflammation and hence are potentially useful for excluding a diagnosis of CIE.

KEYWORDS
CEUS, enhancement, intestinal diseases, tissue perfusion

Key points

- Association between hyperuricaemia and risk of nonalcoholic fatty liver disease (NAFLD) has been observed in epidemiological studies.
- This meta-analysis summarized all available data and demonstrated a statistically significant increased risk of NAFLD among subjects with hyperuricaemia.
- The lipogenic effect of uric acid and increased oxidative stress could be the pathogenetic link

2.1.16 JEL and AMS Classifications

For journals that use JEL or AMS codes, this is the style:

- Heading: **JEL CLASSIFICATION** or **AMS CLASSIFICATION** in ALL CAPS and bold.
- Placement: below the Keywords in the abstract box.
- Comma as separators, no end period, alphabetical order.

For example:

KEYWORDS

1820s, Corn Laws, free trade, Huskisson, Lord Liverpool, Navigation Act, Reciprocity of Duties Act, silk trade

JEL CLASSIFICATION

B30, N73

2.1.17 Title Page Footnotes

The hierarchy of the footnote elements on the title page is as follows:

Abbreviations

Equal contributions

Paper presentations

Deceased author

- Abbreviations:
 - Not all the journals use abbreviations lists.
 - The format: “Abbreviations: xx, xxxx; xx, xxxxx; xx, xxxx.”
 - Set in alphabetical order.
- Placed on first page.
- Standardized format: no symbols for title page footnotes except daggers (†) for deceased authors.

For example:

Myrtle Coe and Simon Foe contributed equally to this study.

This study was first presented at the...

†Died May 14, 2014.

2.1.18 Abbreviations

- Set in alphabetical order, separated by a comma. Use semicolons to separate several abbreviations, period at the end.

For example:

Abbreviations: CI, confidence interval; HR, hazard ratios; NAFLD, nonalcoholic fatty liver disease; NASH, nonalcoholic steatohepatitis; OR, odds ratio; SIR, standardized incidence ratio; SUA, serum uric acid.

- Where the abstract is large and the list of abbreviations exceeds the first-page limit, the list can continue on the next page.

2.1.19 Title Page Footnote for End-Author Style

For articles with author information listed at the end of the article (Editorial, Letter, etc.), if there is a note tagged to the author(s) (e.g., co-author/deceased), then the note will be added after the corresponding author address and NOT as a footnote.

For example:

Ravi Jhaveri¹
Nancy Murray²
David Weller³

¹*Division of Infectious Diseases,
Duke Children's Hospital, Durham, NC, USA*

²*Duke Children's Primary Care,
Duke Children's Hospital, Durham, NC, USA*

³*Centre for Population Health Sciences,
University of Edinburgh, Edinburgh, UK*

Correspondence

David Weller,
Centre for Population Health Sciences,
University of Edinburgh,
Edinburgh, UK.
Email: david.weller@ed.ac.uk

Ravi Jhaveri and Nancy Murray are considered as
joint first authors.

2.1.20 Copyright Line

- The copyright line appears only on the first page in the article footer.

For example:

This is an open access article under the terms of the Creative Commons Attribution-NonCommercial License, which permits use, distribution and reproduction in any medium, provided the original work is properly cited and is not used for commercial purposes.

© 2018 The Authors. *Journal of Medical Virology* Published by WileyPeriodicals, Inc.

J Med Virol. 2018;90:721–729.

wileyonlinelibrary.com/journal/jmv

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- Place above the footer rule if it is lengthy. When this is done, the journal URL is moved to the right bottom of the footer.

For example:

© 2018 The Authors. The Journal of World Intellectual Property © 2018 John Wiley & Sons Ltd

J World Intellect Prop. 2018;1–18.

wileyonlinelibrary.com/journal/jwip | 1

- The complete journal title will appear in italics up to two words. When there are more than two words, the journal title is abbreviated (use periods for abbreviated terms if required by journal; e.g., *Ann. Noninvasive Electrocardial.* 2017; 1–6). For the abbreviation of journal titles, please refer to <https://www.issn.org/services/online-services/access-to-the-Itwa/>

E-locator workflow	Non-e-locator workflow
Full stop required after journal title (use periods for abbreviated terms if required by journal; e.g., <i>Ann. Noninvasive Electrocardiol.</i> 2017; 1–6)	
Semicolon after year	
Colon after volume number or supplement issue number	
No spaces between year, volume, and e-locator (vol. no. will be absent until EV stage)	No spaces between year, volume and page range (vol. no. will be absent until EV stage)
Full stop after e-locator	Full stop after page range
DOI appears in https://-URL format	DOI display is NOT required in the second line
<i>For example:</i> <hr/> <i>Atmos Sci Lett.</i> 2019;e882. https://doi.org/10.1002/asl.882	<i>For example:</i> <hr/> <i>Ann Noninvasive Electrocardiol.</i> 2017;1–6.

- If a **legal statement** appears in the proofs, it should be placed above the footer rule, below a dotted line. The copyright line has to be displayed below the legal statement, i.e. above the solid rule (refer to the snapshot below). Generally, the journal URL appears in center position. But the journal URL should be flush right when there is a legal statement. This style is also applicable when there is a lengthy copyright line.

For example:

.....
This is an open access article under the terms of the Creative Commons Attribution License, which permits use, distribution and reproduction in any medium, provided the original work is properly cited.
© 2018 The Authors. Journal of Cellular and Molecular Medicine published by John Wiley & Sons Ltd and Foundation for Cellular and Molecular Medicine.

J Cell Mol Med. 2018;1–9. wileyonlinelibrary.com/journal/jcmm | 1

Note: The final period for the copyright line should be retained.

2.1.21 Epigraphs

- An epigraph is a short quotation set at the beginning of the article; epigraphs are used only sometimes.
- Epigraphs are set in italics and are flush left.
- The signature is set in roman type underneath the quotation and is flush right.

For example:

The medical profession seems to have no place for its mistakes. . . . And if the medical profession has no room for doctors' mistakes, neither does society.

David Hilfiker¹

2.2 BODY MATTER

2.2.1 Running Head

- Author names: use only surnames, set in full caps.
- Single author: SURNAME.
- Two authors: SURNAME 1 and SURNAME 2 (“and” in small caps).
- More than two authors: SURNAME 1 ET AL. (“ET AL.” in roman and small caps).
- Lowercase particles in small caps (e.g., van KARGA).
- Miscellaneous categories (Editorial, Letter to the Editor, Correspondence): The article category should be used as running head in full caps.
- Short titles can be used if a journal prefers short titles to author surnames.

For example:

EPISTEMIC MOTIVATION AND INFORMATION CONSISTENCY

EASP-WILEY | 3

3 | OVERVIEW OF THE STUDY

The experiment was conducted online. Eighty users¹ of an online research panel took part in the study, but nine of them failed to

2.2.2 Heading Levels

Numbered heading

- Headings 1, 2, 3, and 4—unjustified style.
- Number and headings should be bold; dividing line should be roman.
- Heading 1: ALL CAPS.
- Heading 2: sentence case except proper nouns.
- Headings 3, 4, and 5: sentence case except proper nouns.
- Section numbers are not applicable for Headings 4 and 5.

Heading level	Description	Example
1	Numbered with Arabic numbers, bold, all caps	1 INTRODUCTION
2	Numbered, bold, sentence case (except for proper nouns and acronyms)	2.1 Materials and methods
3	Numbered, bold, sentence case (except for proper nouns and acronyms)	2.2.1 Screening of differentially expressed genes
4	Unnumbered, lightface, italics, sentence case without end period	<i>Acceptance set</i>

5	Unnumbered, lightface, italics, sentence case with end period, run-on	<i>Properties.</i> There is considerable variability in phenotype in patients with missense mutations...
---	---	--

Please note that article types such as editorials and book reviews do not need to have introductions.

Unnumbered heading

Heading level	Description	Example
1	Bold, all caps	HEAD
2	Bold, sentence case (except for proper nouns and acronyms)	Head head head
3	Bold, sentence case (except for proper nouns and acronyms)	Head head head
4	Italics, sentence case	<i>Head 4</i>
5	Italics, sentence case with end period, run-on	<i>Head 5.</i>

Roman heading

Heading level	Description	Example
1	Bold, all caps	II HEADING
2	Bold, sentence case (except for proper nouns and acronyms)	II.I Heading heading
3	Bold, sentence case (except for proper nouns and acronyms)	II.I.I Heading heading
4	Unnumbered, italics, sentence case	<i>Head 4</i>
5	Unnumbered, italics, sentence case with end period, run-on	<i>Head 5.</i>

Alphanumeric heading

Heading level	Description	Example
1	Bold, all caps	A HEADING
2	Bold, sentence case (except for proper nouns and acronyms)	A.1 Heading heading
3	Bold, sentence case (except for proper nouns and acronyms)	A.1.1 Heading heading
4	Unnumbered, italics, sentence case	<i>Head</i>
5	Unnumbered, italics, sentence case with end period, run-on	<i>Head 5.</i>

2.2.3 Figures

- All figures must be referred to in the main body of the text.
- Figures should be placed close to their first citations or close to the paragraphs where they are cited.

2.2.3.1 Figure Legends

- Sentence case, roman, no period at the end (except if integral part of title, as abbreviation, etc.).
- Label in ALL CAPS and bold (**FIGURE 1**) without period.
- Abbreviations need to be redefined.
- Raise a query if any symbol in the artwork is not defined in the figure caption.
- Check the figure captions against the figures and against the text to ensure consistency. Make sure, for example, if parts “x” and “y” are mentioned in the captions or the text, parts “x” and “y” also appear in the figure.

2.2.4 Parts of Figures

Option 1

- Artwork: Use lowercase labels enclosed in parentheses. *For example:* (a), (b)
- Captions: Use lowercase labels enclosed in parentheses.
For example: (a) Histological section of.... (b) Comparison of...
- Match the figure parts given in the legend with the parts given in the artwork.

Option 2

- Artwork: Use uppercase labels. *For example:* (A), (B)
- Captions: Use uppercase labels enclosed in parentheses.
For example: (A) Histological section of.... (B) Comparison of...
- Match the figure parts given in the legend with the parts given in the artwork.

2.2.4.1 Figure Citations in Text

- All figures must be cited in the text by number.
- The citation should be spelt out.
For example:
Figure 1 shows ...
- The order of the citations of figures in the text must be sequential.
- Insert missing citations and query the author.
- Figure parts: Use uppercase/lowercase labels closed-up with the number, separated by comma without space after the comma.

- Refer to Section 2.2.3.1 for figure labels
- Citations to figures from other sources should be lowercase and contracted (e.g., fig. 3).

For example:

Figure 1 shows...

As shown in Figures 2 and 3...

in the illustration (Figure 1).

...which are leiomyosarcomas (Figures 1 and 2).

Illustration:

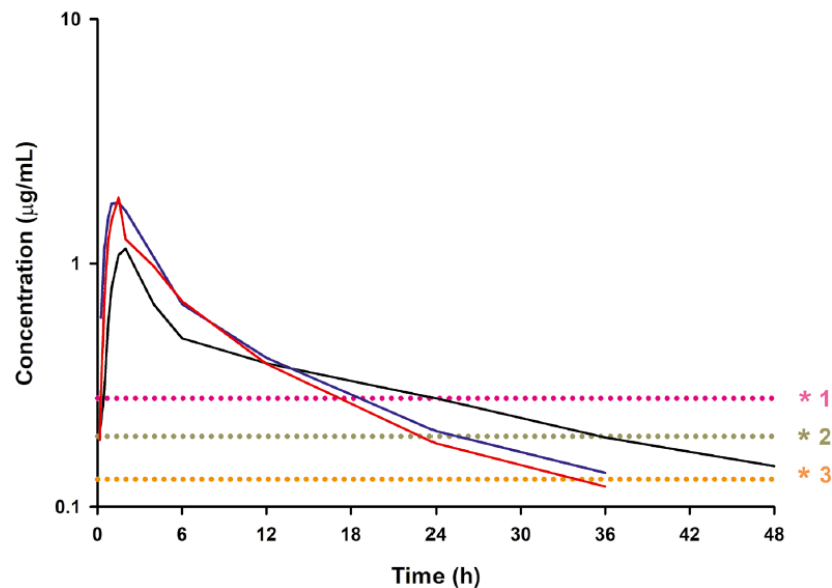


FIGURE 3 Semilogarithmic plot of serum meloxicam concentrations in 7 healthy fasted horses after a single dose (0.6 mg/kg) of granule (black line), suspension (blue line), and tablet (red line) formulation. Dotted lines represent the effective concentrations previously reported. ^{*1} COX-2 inhibition concentration (0.27 µg/mL) reported by Beretta et al; ^{*2} effective concentration for improvement in lameness score (0.19 µg/mL) reported by Toutain and Cester; ^{*3} effective concentration for improvement in stride length (0.13 µg/mL) by Toutain and Cester. Plots are expressed as mean values

2.2.5 Tables

- Tables should be placed and cited in order of reference and in numerical order.
- Tables should be placed close to their first citation on the top or bottom of the page.

2.2.5.1 Table Legends/Captions

- Sentence case, roman, left aligned, no period at the end (except if integral part of title, as abbreviation, etc.).
- Label in ALL CAPS and bold (**TABLE 1**); use Arabic numerals for table numbers.
- Abbreviations need to be defined.

2.2.5.2 Table Body

- Column headings: Bold, roman; bottom aligned.
- Capitalize only the first letter of the first word of all headings (column heads, column spanners, subheads, and table spanners) and word entries. Also, capitalize the first letter of each word of all proper nouns and the first word following a colon or an em dash.
- First column left aligned, numerical columns follow alignment with decimal/operator alignment, text columns left aligned.
- Numerical entries must be aligned by decimal (if applicable), digits and operational (math), symbols (if applicable).

TABLE 1 Comparison of previous studies reporting meloxicam pharmacokinetic parameters in healthy horses after an oral single dose at 0.6 mg/kg

Reference	11		15	9		16	17
Formulation	Suspension	Tablets	Suspension	Suspension	Tablets	Tablets	Suspension
Population	Adults	Adults	Adults	Adults	Adults	Adults	Foals
Sample size	6 or 8	8	16	8	8	7	10
Feeding status	Fed	Fasted	Fed	Fasted	Fasted	Fed	Nursing
Administration	PO, just before fed, mixed with wheat bran mash	Oral directly	Oral directly	Oral directly	Oral mixed with molasses	PO, 1 hour after fed, mixed with molasses	Oral directly

Variable	Shrubsteppe		Old CRP		New CRP	
	\bar{x}	SE	\bar{x}	SE	\bar{x}	SE
Shrubs (% cover)	15.79A	2.08	5.00B	1.98	1.98B	1.16
Shrub height (cm)	102.95A	4.52	64.74B	10.55	29.45C	10.08
Perennial grass (% cover)	69.17A	2.07	75.25A	3.83	71.92A	5.54
Perennial grass height (cm)	42.49A	2.44	45.33A	1.75	56.81B	3.24
All forbs (% cover)	11.64A	1.69	16.81A	3.05	18.58A	4.25
Perennial forbs (% cover)	4.24A	0.66	6.34A	2.88	3.02A	0.66
Visual obstruction (cm)	11.13A	1.47	5.37B	0.74	7.94AB	1.02

- Each cell entry in sentence case.
- Separate decimal entries in same column is treated as given below:

	(1)	(2)	(3)	(4)
PR	-0.352 (0.398)	-0.210 (0.387)	-0.172 (0.375)	-2.617 (4.846)
EL	0.061 (0.398)	0.219 (0.372)	0.087 (0.368)	1.518 (4.711)
IP	0.194 (0.377)	0.096 (0.377)	0.043 (0.361)	1.313 (4.686)
Estimate error			0.039 (0.011)***	0.513 (0.153)***
Estimate range			0.011 (0.014)	0.177 (0.188)
Calculation			0.141 (0.130)	1.953 (1.663)
Price fairness		0.117 (0.106)	0.091 (0.107)	1.044 (1.366)
Safe bets		0.123 (0.075)	0.116 (0.070)	1.592 (0.933)*
Impt: Loss amt		0.260 (0.169)	0.161 (0.173)	2.029 (2.253)
Impt: Insured amt		-0.016 (0.160)	-0.047 (0.155)	-0.617 (2.026)
Impt: Uninsured amt		0.165 (0.126)	0.239 (0.121)**	2.901 (1.667)*
Impt: Loss prob		-0.276 (0.093)***	-0.242 (0.091)***	-3.030 (1.168)***
Impt: Premium		-0.030 (0.165)	-0.059 (0.164)	-0.496 (2.121)
Demographic controls	Yes	Yes	Yes	Yes
Scenario FE	Yes	Yes	Yes	Yes
Order FE	Yes	Yes	Yes	Yes
Subject RE	Yes	Yes	Yes	Yes
Clustered SE	Subject	Subject	Subject	Subject
N	824	824	824	824

- Shorter text, formulas, equations can be set center aligned.
- Generally, longer text entries or combination text, numbers, equations, etc. should be left aligned.

Model	Full log likelihood	K ^a	AIC	ΔAIC ^b	w _i ^c
DVCs = $\beta_0 + \text{killno_last}^d + \text{rdgroup}^e + \text{kms}^f + \text{dev}^g + \text{water}^h + \varepsilon$	-3927.99	7	7869.98	0.00	1.0
DVCs = $\beta_0 + \text{killno_last} + \text{rdgroup} + \text{kms} + \text{forest}^i + \text{field}^j + \varepsilon$	-3971.61	7	7957.22	87.24	0.0
DVCs = $\beta_0 + \text{killno_last} + \text{rdgroup} + \text{kms} + \text{water} + \varepsilon$	-4156.19	6	8324.38	454.41	0.0
DVCs = $\beta_0 + \text{killno_last} + \text{rdgroup} + \text{kms} + \text{dev} + \varepsilon$	-4161.37	6	8334.74	464.77	0.0
DVCs = $\beta_0 + \text{killno_last} + \text{rdgroup} + \text{kms} + \text{forest} + \varepsilon$	-4199.20	6	8410.40	540.42	0.0
DVCs = $\beta_0 + \text{rdgroup} + \text{kms}) + \text{dev} + \varepsilon$	-4220.01	5	8450.02	580.04	0.0
DVCs = $\beta_0 + \text{killno_last} + \text{rdgroup}) + \text{kms} + \varepsilon$	-4335.88	5	8681.76	811.78	0.0
DVCs = $\beta_0 + \text{rdgroup} + \text{kms} + \varepsilon$	-4389.78	4	8787.56	917.58	0.0
DVCs = $\beta_0 + \text{forest} + \text{field} + \text{dev} + \text{water} + \varepsilon$	-5074.66	5	10159.32	2289.34	0.0
DVCs = $\beta_0 + \text{forest} + \text{field} + \varepsilon$	-5362.20	3	10730.39	2860.41	0.0
DVCs = $\beta_0 + \text{killno_last} + \varepsilon$	-5452.73	2	10909.454	3039.48	0.0
DVCs = $\beta_0 + \text{killno}^k + \varepsilon$	-5453.88	2	10911.752	3041.77	0.0

1A.	Buffy white, yellow, or reddish-brown tinge on secondary or primary wing coverts, alula, or leading fringe of primaries (this is generally more evident on proximal juvenile primaries 1–6 compared with primaries 7–10; Fig. 1)	Juvenile
1B.	No buffy white, yellow, or reddish-brown tinge on secondary or primary wing coverts or alula or leading fringe of primaries	2
2A.	Secondaries uniform in apparent length and width and or are all broad and flat at tips (juvenile secondaries are narrow and rounded at tips), may be worn or molting (Fig. 2)	Adult
2B.	Secondaries uniform in apparent length and width, but are all narrow and rounded at tips; or secondaries 6–7, 5–7, 4–7, or 3–7 appear rounded at tips and shorter in length and more narrow than secondaries 1, 2, and 8–10 (relative to juvenile secondaries, adult secondaries are darker, longer, and wider), may be worn or molting (Fig. 3)	3
3A.	Presence of ≥ 1 juvenile primary (relative to adult primaries, juvenile primaries are lighter in color and appear dull brown and may have reddish-brown tinge on leading fringe. Juvenile primaries 1–6 are narrow in shape and rounded at the apex, while 7–10 are narrow and pointed. Adult primaries 1–6 are broad and truncate, while 7–10 are broad and rounded when compared with juveniles)	Juvenile
3B.	Post-juvenile molt of primaries complete (these birds are generally molting again at primary 1, 2, or 3 and retain juvenile secondaries 6 and 7)	Subadult

- In tables, the three-letter abbreviations for days of the week and months may be used. *For example:* Mon, Jan.
- An ellipsis (...), an en dash, or a hyphen may be used to indicate that no data are available for a cell.
- List and sublist in a table

Variable	Control (n = 14)	Chronic inflammatory enteropathy			Intestinal lymphoma (n = 7)
		Remission (n = 16)	Symptomatic (n = 10)		
Wall thickness					
Normal	14	16	9		4
Mild	0	0	1		3
Moderate, severe thickening	0	0	0		0
Wall layering					
Normal	12	16	10		4
Present but altered	2	0	0		3
Effaced	0	0	0		0

2.2.5.3 Table Footnotes

- Footnotes end with a period.
- All footnotes are placed above one another.

- Order of table footnotes:
 - general notes
 - abbreviations and their definitions
 - linked table footnotes
 - levels of probability
- The heading “Note” in italics is used for general statements. (This heading is not required if there are only labelled and linked table footnotes.).
- Abbreviations: Use the heading “Abbreviation” if only one abbreviation follows; use “Abbreviations” if there are more. Abbreviations need to be redefined; list them in alphabetical order, use semicolons as separators, and a period at the end.
- Use superscript letters for linked table footnotes (a, b, c, ...); asterisks are used for levels of probability.

For example:

Note: xxxxx.

Abbreviations: CI, confidence interval; OR, odd ratio.

^aControls were matched to cases by age, sex, index date, and duration of recorded history in the UK General Practice Research Database before the index date.

***, **, and * denote statistical significance at the 1%, 5%, and 10% levels, respectively.

2.2.5.4 Table Citations in Text

- All tables must be cited in the text by number.
- The order of the main citations of tables in the text must be sequential.
- Insert missing citations and query the author.
- Spell out in full (even in parentheses).

For example:

Table 1 shows...

As shown in Tables 2 and 3...

...text (Table 1).

...text (Tables 1 and 2).

- Citations to tables from other sources should be lowercase and contracted (e.g., tab. 1).

2.2.6 Lists

2.2.6.1 Display Lists

- Numbered, alphabetical, roman, dash, and bulleted lists are allowed. Any combination of the lists can be used as submitted by the author or as per the journal style.
- Line space above and below a list is used.

2.2.6.2 Run-in Lists

- In text, use uppercase letters, lowercase Roman numerals, or Arabic numbers within round parentheses.

For example:

(a) text, (b) text, and (c) text

OR

(A) text, (B) text, and (C) text

OR

(1) text, (2) text, and (3) text

OR

(i) text, (ii) text, and (iii) text

- Use semicolons to separate three or more elements that have internal commas.

For example:

We tested three groups: (a) low scorers, who scored fewer than 20 points; (b) moderate scorers, who scored between 20 and 50 points; and (c) high scorers, who scored more than 50 points.

2.2.7 Equations

- The equation number should be set flush right in parentheses.
- Equation numbers should appear in sequence. Both Arabic and Roman numerals for display equations are acceptable.

For example:

(1), (2), (3), etc.

(I), (II), (III), etc.

- Symbols representing variables and scalars should be italicized (e.g., $a + b = c$).
- Arrays and vectors should be in boldface (e.g., **a**, **b**, **c**, **d**).
- Boldface uppercase letters are to be used to refer to matrices, e.g., **A**, **B**, **C**, **D**, etc.
- Differential “d” is set in italic type.
- The symbol for exponential is “e” (roman, not italic).
- Greek symbols as variables should be set in italics.
- Punctuation after a set-off equation is helpful. Display equations are often preceded by punctuation.
- Equation citations are treated as given below.

For example:

Equation (1) shows...

Equations (2) and (3) suggest...

As shown in Equations (I) and (II) (not eq or Eq.)
in the illustration (Equation 1)

For example:

$$\mathbf{x}_j^T (\mathbf{I}_n - \Pi_C) \mathbf{y} = \beta_j \mathbf{x}_j^T (\mathbf{I}_n - \Pi_C) \mathbf{x}_j + \sum_{k \in S_0 \setminus (C \cup \{j\})} \beta_k \mathbf{x}_j^T (\mathbf{I}_n - \Pi_C) \mathbf{x}_k + \mathbf{x}_j^T (\mathbf{I}_n - \Pi_C) \boldsymbol{\epsilon}. \quad (1)$$

Equation (1) indicates that only when the last two terms in (1) are negligible compared with the first one, the partial faithfulness is valid. In practice, however, this assumption may be violated and the marginal effects can be quite different from the

$$\mathbf{v} = \frac{1}{J_T} D F_T \hat{\mathbf{v}} \circ F_T^{-1} \quad (3.3)$$

is known as the Piola transformation.

For $\mathbf{q}, \mathbf{v} \in \mathbf{V}_h$, by (3.3) and (3.2a) we have

- Citations to equations from other sources should be lowercase and contracted (e.g., eq. 5).
- Perform linearization and display formats wherever required

Example 1:

Before linearization:

Note: Hill's equation followed the formula, $y_0 = \frac{ax^b}{c^b + x^b}$, where y , y_0 , x , a , b , and c denotes the specific fluorescence at any level of x , the leakage expression of specific fluorescence, β -d-1-thiogalactopyranoside (IPTG) concentration, dynamic range, Hill's coefficient, and the IPTG concentration that achieve half the dynamic range. The fold change was calculated as $\frac{a}{y_0} + 1$.

After linearization:

Note: Hill's equation followed the formula, $y_0 = \frac{ax^b}{(c^b + x^b)}$, where y , y_0 , x , a , b , and c denotes the specific fluorescence at any level of x , the leakage expression of specific fluorescence, β -d-1-thiogalactopyranoside (IPTG) concentration, dynamic range, Hill's coefficient, and the IPTG concentration that achieve half the dynamic range. The fold change was calculated as $(a/y_0) + 1$.

Example 2:

Before linearization:

10 mm; therefore, the ω/ω_p ratio is approximately 0.71 or 0.61, respectively. The ratio of $\frac{\omega}{\omega_p} = c(\lambda, m)$ is defined by a function with discrete values. For a defined probe setup and only considering the main absorption ($m = 0$), the ratio becomes constant, $\frac{\omega}{\omega_p} = c$. ω_p depends on n_e (Equation 1)^[38], hence, n_e is calculated by using this ratio

After linearization:

10 mm; therefore, the ω/ω_p ratio is approximately 0.71 or 0.61, respectively. The ratio of $\omega/\omega_p = c(\lambda, m)$ is defined by a function with discrete values. For a defined probe setup and only considering the main absorption ($m = 0$), the ratio becomes constant, $\omega/\omega_p = c$. ω_p depends on n_e (Equation 1)^[38]; hence, n_e is calculated by using this ratio

2.2.8 Enunciations

- Should be set as given below, regardless of referencing or copyediting style for the journal.
- Should be indented on both sides.

Enunciation	Title	Number (if any)	Text
Theorem (and Assertion, Axiom, etc.)	Roman, bold	Roman, bold	Italics
Proof	Italics	Roman	Roman
Definition (and Assumption, Example, etc.)	Roman, bold	Roman, bold	Roman
Remark (and Answer, Case, Claim, etc.)	Italics	Roman	Roman

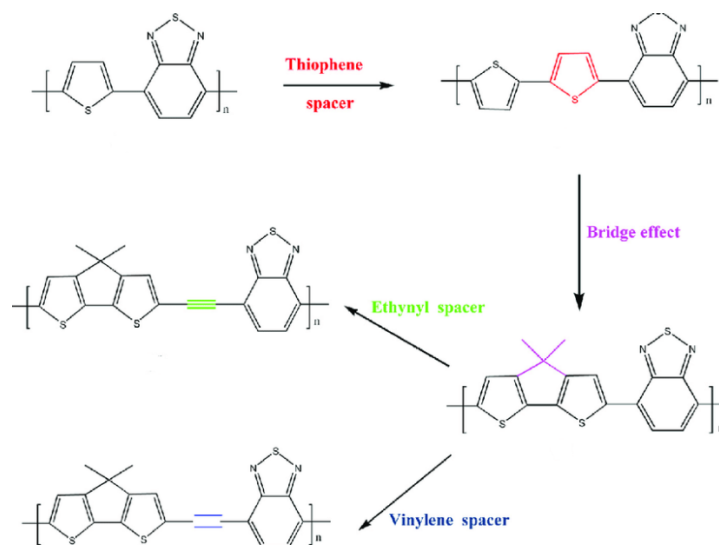
2.2.9 Scheme and Structure

Graphics that are not designated as figures are called schemes or structures. Please note that an author's version needs not to be changed if he/she has used the category "Figure" to define schemes or structures.

2.2.9.1 Scheme

A scheme comprises a group of chemical reactions. These reactions are denoted by arrows. A scheme should be defined by a legend.

For example: ... (as shown in Scheme 3)

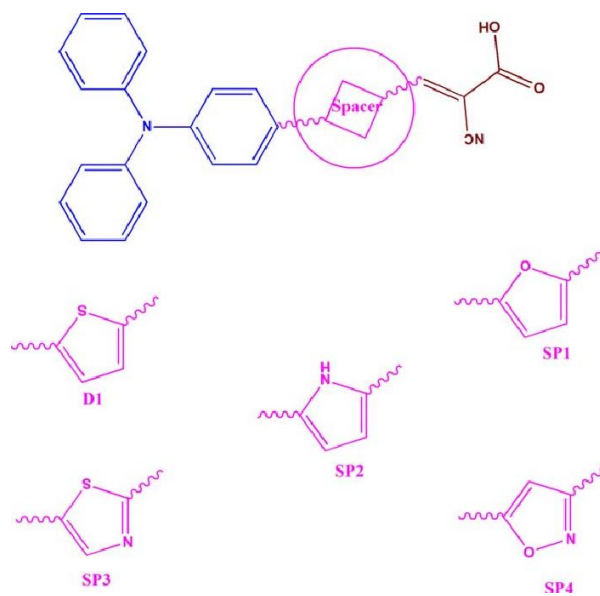


SCHEME 3 Chemical reactions

2.2.9.2 Structure

A structure does not have a legend. It can have one or more reactions, but the reactions are not denoted by arrows.

For example:



2.2.10 Open Practices/Open Research Badges

- The badges should appear after the title on page one.
- Badges should sit on the same line as the article title and be of the same size as the title text.
- Only the badge/badges that a journal has acquired should be displayed.

For example:

ORIGINAL RESEARCH

Ecology and Evolution
Open Access WILEY

Relationship between population density and viral infection: A role for personality?

OPEN RESEARCH BADGES



This article has earned an Open Data Badge for making publicly available the digitally-shareable data necessary to reproduce the reported results. The data is available at <https://doi.org/10.17605/OSF.IO/QJXNU>.

2.2.11 Boxes

- Headings should be bold and in sentence case.
- For the treatment of lists in a box, see Display List (Section 2.2.6.1).
- Label: **BOX 1**
- Citation: Box 1
- Source is mandatory for boxes taken from other articles/journals.

For example:

BOX 1 Categorization of reviews according to the strength of evidence

Level 1. Systematic reviews, defined as an exhaustive summary of the high-quality literature on a particular topic[44], typically involving an a priori comprehensive search strategy, with the goal of reducing bias by identifying, appraising and synthesizing all relevant studies on a particular topic[45].

Level 2. Reviews with three core criteria; i.e. evidence of comprehensive search, clear selection (inclusion/exclusion) criteria and process of quality assessment of papers reviewed.

Level 3. Reviews not meeting the criteria of level 2. This group is therefore weaker methodologically, but was taken to represent 'suggestive evidence'.

2.2.12 Handling of dialogue or Q&A

- Unnumbered, boldface, italics, sentence case with colon, run-on headings (if present)

For example:

primary caregivers during childhood or early adulthood (e.g., parents, close family members) as a contributing factor to the impact of betrayal by their romantic partner.

Participant: I know where my abandonment issues stem from.

Interviewer: Where do you think?

Participant: I was really close to an aunt when I was like from the age of 2 to 5, I guess formative years, and I spent a lot of time with her. My mom had 8 children, she wanted 4 and I was number 5. So, I think I internalize a lot of feelings about oh I wasn't wanted.... So, I never felt like I had bonded with my mom.... I know that this issue of trust, this fear of abandonment, I know that's where it comes from. [*female, 44, other specified trauma-and stressor-related disorder, IES-R below threshold and HSCL-25 depression above threshold at post-treatment*]

2.2.13 Abbreviations

- General Information: Define all abbreviations and acronyms on first occurrence and use abbreviations thereafter.
- Academic degrees and honors: Academic degrees are abbreviated in bylines and in the text. These abbreviations are used only with the full name of a person.

For example: James Ray ART (accredited record technician); Xu Zhang DMSc (doctor of medical science).

- Military services and titles: Military titles and abbreviations should be verified with the author.

For example: MC, USA (Medical Corps, US Army); USAF, MC (Medical Corps, US Air Force); GEN (General); LTG (Lieutenant General).

- Use the following standard Latin abbreviations only in parenthetical material; in nonparenthetical material, use the English translation of the Latin terms; in both cases, include the correct punctuation that accompanies the term:

cf.	compare	i.e.,	that is,
e.g.,	for example,	viz.,	namely,
, etc.,	and so forth	vs.	versus, against

- Abbreviations for eras are set in small caps with no punctuation.

Use the following abbreviations when complete local addresses are given.

Air Force Base	AFB	Place	Pl
----------------	-----	-------	----

Army Post Office	APO	Post Office	PO
Avenue	Ave	Road	Rd
Boulevard	Blvd	Route	Rte
Building	Bldg	Rural Free Delivery	RFD
Circle	Cir	Rural Route	RR
Court	Ct	Saint	St or Ste
Drive	Dr	South	S
East	E	Southeast	SE
Fleet Post Office	FPO	Southwest	SW
Fort	Ft	Square	Sq
Highway	Hwy	Street	St
Lane	Ln	Terrace	Terr
Mount	Mt	West	W
North	N	Northwest	NW
Northeast	NE	Parkway	Pkwy

- Do not abbreviate the non-English counterparts of the aforementioned designators (e.g., rue, Strasse, Platz).
- When the plural form is used, do not abbreviate it (e.g., Broad and Vine streets).
- When a street number is not given, do not abbreviate (e.g., National Hospital for Neurology and Neurosurgery, Queen Square, London WC1N 3BG, England).
- Do not abbreviate room, suite, department, or division.
- Do not use periods or commas with N, S, E, W, or their combinations
- US states, territories, and possessions; provinces; and countries:
 - Names of US states, territories, provinces, and possessions should be spelled out in full when they stand alone.
 - Use postal codes as provided.
 - Do not abbreviate a state name after a county name.

For example:

Chicago, IL

Chicago, IL 60601

Cook County, Illinois

- The abbreviation “US” may be used as a modifier (i.e., only when it directly precedes the word it modifies) but should be expanded to “United States” in all other contexts.
- *Senior* and *Junior* are abbreviated when they are part of a name, with no commas.

- The following social titles are always abbreviated when preceding a surname, with or without the first name or initials: *Dr*, *Mr*, *Messrs*, *Mrs*, *Mmes*, *Ms*, and *Mss*. These abbreviations use periods in some instances.
- In the text, do not abbreviate a business term if the company spells it out (e.g., Sandoz Pharmaceuticals Corporation).

The following abbreviations do not need to be defined; however, author's preference can be retained and must be consistent throughout the article.

Abbreviation	Expanded form	Abbreviation	Expanded form
CD	clusters of differentiation (use with a number, eg, CD4 cell)	DOS	disk operating system
CD	compact disc	EDTA	ethylene diamine tetra acetic acid
CD-ROM	compact disc read-only memory	F	French (add catheter; use only with a number, eg, 12F catheter)
DDT	dichlorodiphenyltrichloroethane (chlorophenothane)	HLA	human leukocyte antigen (say "HLA antigen")
DNA	deoxyribonucleic acid	ISBN	International Standard Book Number
ISSN	International Standard Serial Number	<i>m</i> -	meta- (use only in chemical formulas or names)
Nd:YAG	neodymium:yttrium-aluminum-garnet	<i>o</i> -	ortho- (use only in chemical formulas)
OD	oculus dexter (right eye) (use only with a number)	os	oculus sinister (left eye) (use only with a number)
OU	oculus unit as (both eyes) or oculus uterque (each eye) (use only with a number)	<i>p</i> -	para- (use only in chemical formulas or names)
PaCO ₂	partial pressure of carbon dioxide, arterial	PaO ₂	partial pressure of oxygen, arterial
PCO ₂	partial pressure of carbon dioxide	pH	hydrogen ion concentration; negative logarithm of hydrogen ion activity
PO ₂	partial pressure of oxygen	RAM	random access memory
RNA	ribonucleic acid	ROM	read-only memory
SD	standard deviation	SE	standard error
SEM	standard error of the mean	ssc	standard saline citrate
SSPE	sodium chloride, sodium phosphate, EDTA (buffer)	TNM	tumor, node, metastasis
ul	uniformly labeled	UV	ultraviolet

Abbreviation	Expanded form	Abbreviation	Expanded form
UV-A/B/C	Ultraviolet A/B/C	VDRL	Venereal Disease Research Laboratory (add test)

2.2.14 Scientific and Mathematical Content

- In general, lines, variables, unknown quantities, and constants (e.g., x , y , z , A , B , C) are set in italics.
- Units of measurement (e.g., kg, ml, s, m), symbols, and numbers are set in roman. No repetition of units except for percent (%) when defined in range (10–12 kg, 3 and 5 ml, not 2–3%, 2 and 3%)
- Use a non-breaking space between numerals and units.
- Use a thin space before and after the following mathematical symbols: \pm , $=$, $+$, $-$, \div , \times , and \sim . Note that copyeditors should use ordinary spaces; the compositor will set this.
- Symbols are set close to numbers, superscripts and subscripts, greater than or less than signs, and parentheses, brackets, and braces.
- Use italics for chemical prefixes (*N*-, *cis*-, *trans*-, *p*-, etc.), for restriction enzymes, and for lowercase letters used in alphabetic enumerations of items or topics (the parentheses are set roman): (a), (b), (c), etc.
- **Abbreviate the following:** h, hour; min, minute; s, second; ms, millisecond; ns, nanosecond.
- **Probability:** lowercase italic *p*. “*t*” for *t*-test; “*n*” for small sample; “*N*” for large sample
- %, percentage (use the word percentage when a number is not given)
- **Volume:** Liter for standalone \rightarrow L (always). *For example:* 5 L and 6 ml
- **Temperature:** 3–4°C (degrees Celsius, no space before °C)
- **Measures of currency:** \$55.60

2.2.14.1 Numbers

Use numerals to express:

- numbers 10 and above (e.g., 12-cm wide)
- numbers that immediately precede a unit of measurement (e.g., a 5-mg dose)
- numbers that represent statistical or mathematical functions (e.g., multiplied by 5)
- numbers that represent time, dates, ages, scores and points on a scale, exact sums of money, and numerals as numerals (e.g., 1 h 34 min)
- numbers that denote a specific place in a numbered series (e.g., row 5)

Use words to express:

- numbers zero to nine
- any number that begins a sentence, title, or text heading
- common fractions (e.g., one fifth of the class)

- universally accepted usage (e.g., the Twelve Apostles)

Use a combination of numerals and words to express back-to-back modifiers:

- 2 two-way interactions
- ten 7-point scale

Ordinal Numbers

Second-order factor

The fourth graders

The first item of the 75th trial

The first and third groups

Spell out ordinal that appears before a numeral

Comma in Numbers

Use a comma as a separator in numbers of ≥ 5 decimal places. The standard/default is ‘comma as a thousand separator’, but a journal can choose thin space if required.

This rule does not apply for titles in German. In UK and US English, a period is used to indicate the decimal place. In German, a comma is used. While the UK and US use a comma to separate groups of thousands, in German language, period is used.

For example:

10.000 (GER) but 10,000 (UK, US)

A comma should never be used in the place of a decimal point for US and UK content.

Decimal Fractions

- Use a zero before the decimal point with numbers that are less than 1 when the statistic can exceed 1.

0.23 cm

Cohen's $d = 0.70$

0.48 s

- As per the requirement, use or remove a zero before a decimal fraction when the statistic cannot be greater than 1 (e.g., correlations, proportions, and levels of statistical significance: p , beta, alpha), but the consistency should be maintained within the journal style.

$r(24) = -.43$ or -0.43

$p = 0.028$ or $.028$

Usage of Solidus/Indices

Solidus or indices in units will be used as per the author's preference.

For example:

m/s^2 or m s^{-2}

kg/m/s^2 or $\text{kg m}^{-1} \text{s}^{-2}$

Manufacturer Information (Equipment, Devices, and Reagents)

It is no longer required to include the location of the manufacturer because whoever desires more specific details can easily find them online.

Plurals of Numbers

- To form the plurals of numbers, whether expressed as figures or as words, add *s* or *es* alone, without an apostrophe.

For example:

fours and sixes; 1950s; 10s and 20s

Time and Date

For US English (at both article- and journal-level consistencies):

Date: April 18, 1992

Time: 8:30 p.m., 12:30 a.m.

For UK English (at both article- and journal-level consistencies):

Date: 18 April 1992

Time: 8:30 PM, 12:30 AM

Note: A copyeditor can query the author about the format of the time and date (US or UK) if there is an ambiguity.

2.2.14.2 Scientific Abbreviations

- Do not repeat abbreviated units of measurement when expressing multiple amounts: 16–30 kHz.
- Write out abbreviations for units that are not accompanied by numeric values (e.g., measured in centimeters, several kilograms).
- **Units of time.** To prevent misreading, do not abbreviate the following units of time, even when they are accompanied by numeric values: day, week, month, year.
- **Routes of administration:** You may abbreviate a route of administration when it is paired with a number-and-unit combination. icv = intracerebral ventricular, im = intramuscular, ip = intraperitoneal, iv = intravenous, sc = subcutaneous, and so on.

For example:

anesthetized with sodium pentobarbital (90 mg/kg ip)

2.2.14.3 SI Units

- Base quantities and dimensions used in the SI

Base quantity	Symbol for quantity	Symbol for dimension
length	<i>l, x, r, etc.</i>	L
mass	<i>m</i>	M
time, duration	<i>t</i>	T
electric current	<i>I, i</i>	I
thermodynamic temperature	<i>T</i>	Θ
amount of substance	<i>n</i>	N
luminous intensity	<i>I_v</i>	J

Quantity symbols are always written in an italic font, and symbols for dimensions in sans-serif roman capitals.

- SI base units

Base quantity		SI base unit	
Name	Symbol	Name	Symbol
length	<i>l, x, r, etc.</i>	meter	m
mass	<i>m</i>	kilogram	kg
time, duration	<i>t</i>	second	s
electric current	<i>I, i</i>	ampere	A
thermodynamic temperature	<i>T</i>	kelvin	K
amount of substance	<i>n</i>	mole	mol
luminous intensity	<i>I_v</i>	candela	cd

The symbols for quantities are generally single letters of the Latin or Greek alphabets.

- SI derived units

Derived quantity		SI coherent derived unit	
Name	Symbol	Name	Symbol
area	<i>A</i>	square meter	m ²
volume	<i>V</i>	cubic meter	m ³
speed, velocity	<i>v</i>	meter per second	m/s
acceleration	<i>a</i>	meter per second squared	m/s ²
wavenumber	<i>σ, ν̄</i>	reciprocal meter	m ⁻¹
density, mass density	<i>ρ</i>	kilogram per cubic meter	kg/m ³
surface density	<i>ρ_A</i>	kilogram per square meter	kg/m ²
specific volume	<i>v</i>	cubic meter per kilogram	m ³ /kg
current density	<i>j</i>	ampere per square meter	A/m ²
magnetic field strength	<i>H</i>	ampere per meter	A/m
amount concentration ^(a) , concentration	<i>c</i>	mole per cubic meter	mol/m ³
mass concentration	<i>ρ, γ</i>	kilogram per cubic meter	kg/m ³
luminance	<i>L_v</i>	candela per square meter	cd/m ²
refractive index ^(b)	<i>n</i>	one	1
relative permeability ^(b)	<i>μ_r</i>	one	1

(a) In the field of clinical chemistry this quantity is also called “substance concentration.”

(b) These are dimensionless quantities, or quantities of dimension one, and the symbol “1” for the unit (the number “one”) is generally omitted in specifying the values of dimensionless quantities.

Derived units are products of powers of base units. Coherent derived units are products of powers of base units that include no numerical factor other than 1.

- Units with special names and symbols

Derived quantity	SI coherent derived unit ^(a)			
	Name	Symbol	Expressed in terms of other SI units	Expressed in terms of SI base units
plane angle	radian ^(b)	rad	1 ^(b)	m/m
solid angle	steradian ^(b)	sr ^(c)	1 ^(b)	m ² /m ²
frequency	hertz ^(d)	Hz		s ⁻¹
force	newton	N		m kg s ⁻²
pressure, stress	pascal	Pa	N/m ²	m ⁻¹ kg s ⁻²
energy, work, amount of heat	joule	J	N m	m ² kg s ⁻²
power, radiant flux	watt	W	J/s	m ² kg s ⁻³
electric charge, amount of electricity	coulomb	C		s A
electric potential difference ^(e) , electromotive force	volt	V	W/A	m ² kg s ⁻³ A ⁻¹
capacitance	farad	F	C/V	m ⁻² kg ⁻¹ s ⁴ A ²
electric resistance	ohm	Ω	V/A	m ² kg s ⁻³ A ⁻²
electric conductance	siemens	S	A/V	m ⁻² kg ⁻¹ s ³ A ²
magnetic flux	weber	Wb	V s	m ² kg s ⁻² A ⁻¹
magnetic flux density	tesla	T	Wb/m ²	kg s ⁻² A ⁻¹
inductance	henry	H	Wb/A	m ² kg s ⁻² A ⁻²
Celsius temperature	degree Celsius ^(f)	°C		K
luminous flux	lumen	lm	cd sr ^(c)	cd
illuminance	lux	lx	lm/m ²	m ⁻² cd
activity referred to a radionuclide ^(g)	becquerel ^(d)	Bq		s ⁻¹
absorbed dose, specific energy (imparted), kerma	gray	Gy	J/kg	m ² s ⁻²
dose equivalent, ambient dose equivalent, directional dose equivalent, personal dose equivalent	sievert ^(h)	Sv	J/kg	m ² s ⁻²
catalytic activity	katal	kat		s ⁻¹ mol

(a) The SI prefixes may be used with any of the special names and symbols, but when this is done the resulting unit will no longer be coherent.

(b) The radian and steradian are special names for the number one that may be used to convey information about the quantity concerned. In practice the symbols rad and sr are used where appropriate, but the symbol for the derived unit one is generally omitted in specifying the values of dimensionless quantities.

(c) In photometry the name steradian and the symbol sr are usually retained in expressions for units.

(d) The hertz is used only for periodic phenomena, and the becquerel is used only for stochastic processes in activity referred to a radionuclide.

(e) **Editors' note:** Electric potential difference is also called "voltage" in the United States and in many other countries, as well as "electric tension" or simply "tension" in some countries.

(f) The degree Celsius is the special name for the kelvin used to express Celsius temperatures. The degree Celsius and the kelvin are equal in size, so that the numerical value of a temperature difference or temperature interval is the same when expressed in either degrees Celsius or in kelvins.

(g) Activity referred to a radionuclide is sometimes incorrectly called radioactivity.

(h) See CIPM Recommendation 2 (CI-2002), p. 78, on the use of the sievert (PV, 2002, 70, 205).

The special names and symbols are simply a compact form for the expression of combinations of base units that are used frequently.

- SI coherent derived compound units with special names and symbols

Derived quantity	SI coherent derived unit		
	Name	Symbol	Expressed in terms of SI base units
dynamic viscosity	pascal second	Pa s	$\text{m}^{-1} \text{kg s}^{-1}$
moment of force	newton meter	N m	$\text{m}^2 \text{kg s}^{-2}$
surface tension	newton per meter	N/m	kg s^{-2}
angular velocity	radian per second	rad/s	$\text{m m}^{-1} \text{s}^{-1} = \text{s}^{-1}$
angular acceleration	radian per second squared	rad/s ²	$\text{m m}^{-1} \text{s}^{-2} = \text{s}^{-2}$
heat flux density, irradiance	watt per square meter	W/m ²	kg s^{-3}
heat capacity, entropy	joule per kelvin	J/K	$\text{m}^2 \text{kg s}^{-2} \text{K}^{-1}$
specific heat capacity, specific entropy	joule per kilogram kelvin	J/(kg K)	$\text{m}^2 \text{s}^{-2} \text{K}^{-1}$
specific energy	joule per kilogram	J/kg	$\text{m}^2 \text{s}^{-2}$
thermal conductivity	watt per meter kelvin	W/(m K)	$\text{m kg s}^{-3} \text{K}^{-1}$
energy density	joule per cubic meter	J/m ³	$\text{m}^{-1} \text{kg s}^{-2}$
electric field strength	volt per meter	V/m	$\text{m kg s}^{-3} \text{A}^{-1}$
electric charge density	coulomb per cubic meter	C/m ³	$\text{m}^{-3} \text{s A}$
surface charge density	coulomb per square meter	C/m ²	$\text{m}^{-2} \text{s A}$
electric flux density, electric displacement	coulomb per square meter	C/m ²	$\text{m}^{-2} \text{s A}$
permittivity	farad per meter	F/m	$\text{m}^{-3} \text{kg}^{-1} \text{s}^4 \text{A}^2$
permeability	henry per meter	H/m	$\text{m kg s}^{-2} \text{A}^{-2}$
molar energy	joule per mole	J/mol	$\text{m}^2 \text{kg s}^{-2} \text{mol}^{-1}$
molar entropy, molar heat capacity	joule per mole kelvin	J/(mol K)	$\text{m}^2 \text{kg s}^{-2} \text{K}^{-1} \text{mol}^{-1}$
exposure (x and γ rays)	coulomb per kilogram	C/kg	$\text{kg}^{-1} \text{s A}$
absorbed dose rate	gray per second	Gy/s	$\text{m}^2 \text{s}^{-3}$
radiant intensity	watt per steradian	W/sr	$\text{m}^4 \text{m}^{-2} \text{kg s}^{-3} = \text{m}^2 \text{kg s}^{-3}$
radiance	watt per square meter steradian	W/(m ² sr)	$\text{m}^2 \text{m}^{-2} \text{kg s}^{-3} = \text{kg s}^{-3}$
catalytic activity concentration	katal per cubic meter	kat/m ³	$\text{m}^{-3} \text{s}^{-1} \text{mol}$

- SI prefixes

Factor	Name	Symbol	Factor	Name	Symbol
10 ¹	deka	da	10 ⁻¹	deci	d
10 ²	hecto	h	10 ⁻²	centi	c
10 ³	kilo	k	10 ⁻³	milli	m
10 ⁶	mega	M	10 ⁻⁶	micro	μ
10 ⁹	giga	G	10 ⁻⁹	nano	n
10 ¹²	tera	T	10 ⁻¹²	pico	p
10 ¹⁵	peta	P	10 ⁻¹⁵	femto	f
10 ¹⁸	exa	E	10 ⁻¹⁸	atto	a
10 ²¹	zetta	Z	10 ⁻²¹	zepto	z
10 ²⁴	yotta	Y	10 ⁻²⁴	yocto	y

- Units accepted for use with the SI units

Quantity	Name of unit	Symbol for unit	Value in SI units
time	minute	min	1 min = 60 s
	hour ^(a)	h	1 h = 60 min = 3600 s
	day	d	1 d = 24 h = 86 400 s
plane angle	degree ^(b, c)	°	1° = ($\pi/180$) rad
	minute	'	1' = (1/60)° = ($\pi/10\,800$) rad
	second ^(d)	"	1" = (1/60)' = ($\pi/648\,000$) rad
area	hectare ^(e)	ha	1 ha = 1 hm ² = 10 ⁴ m ²
volume	liter ^(f)	L	1 L = 1 dm ³ = 10 ³ cm ³ = 10 ⁻³ m ³
mass	metric ton ^(g)	t	1 t = 10 ³ kg

Volume: Liter for standalone → L (always). *For example:* 5 L and 6 ml

Quantity	Name of unit	Symbol for unit	Value in SI units ^(a)
Units accepted for use with the SI			
energy	electronvolt ^(b)	eV	1 eV = 1.602 176 53(14) × 10 ⁻¹⁹ J
mass	dalton, ^(c)	Da	1 Da = 1.660 538 86(28) × 10 ⁻²⁷ kg
	unified atomic mass unit	u	1 u = 1 Da
length	astronomical unit ^(d)	ua	1 ua = 1.495 978 706 91(6) × 10 ¹¹ m
Natural units (n.u.)			
speed	n.u. of speed (speed of light in vacuum)	c ₀	299 792 458 m/s (exact)
action	n.u. of action (reduced Planck constant)	ħ	1.054 571 68(18) × 10 ⁻³⁴ J s
mass	n.u. of mass (electron mass)	m _e	9.109 3826(16) × 10 ⁻³¹ kg
time	n.u. of time	ħ/(m _e c ₀ ²)	1.288 088 6677(86) × 10 ⁻²¹ s
Atomic units (a.u.)			
charge	a.u. of charge (elementary charge)	e	1.602 176 53(14) × 10 ⁻¹⁹ C
mass	a.u. of mass (electron mass)	m _e	9.109 3826(16) × 10 ⁻³¹ kg
action	a.u. of action (reduced Planck constant)	ħ	1.054 571 68(18) × 10 ⁻³⁴ J s
length	a.u. of length, bohr (Bohr radius)	a ₀	0.529 177 2108(18) × 10 ⁻¹⁰ m
energy	a.u. of energy, hartree (Hartree energy)	E _h	4.359 744 17(75) × 10 ⁻¹⁸ J
time	a.u. of time	ħ/E _h	2.418 884 326 505(16) × 10 ⁻¹⁷ s

- Other non-SI units

Quantity	Name of unit	Symbol for unit	Value in SI units
pressure	bar ^(a)	bar	1 bar = 0.1 MPa = 100 kPa = 10 ⁵ Pa
	millimeter of mercury ^(b)	mmHg	1 mmHg ≈ 133.322 Pa
length	ångström ^(c)	Å	1 Å = 0.1 nm = 100 pm = 10 ⁻¹⁰ m
distance	nautical mile ^(d)	M	1 M = 1852 m
area	barn ^(e)	b	1 b = 100 fm ² = (10 ⁻¹² cm) ² = 10 ⁻²⁸ m ²
speed	knot ^(f)	kn	1 kn = (1852/3600) m/s
logarithmic ratio quantities	neper ^(g, i)	Np	[see footnote (j) regarding the numerical value of the neper, the bel, and the decibel]
	bel ^(h, i)	B	
	decibel ^(h, i)	dB	

2.2.14.4 Standard Notations in Mathematics

sin	Sine	sn	Elliptic function, sn
cos	Cosine	cn	Elliptic function, cn
		dn	Elliptic function, dn
tan	Tangent	tg	Tangent ^a
cot	Cotangent	ctg	Cotangent ^a
sec	Secant	csc	Cosecant
sinh	Hyperbolic sine	cosh	Hyperbolic cosine
tanh	Hyperbolic tangent	coth	Hyperbolic cotangent
sin ⁻¹	Inverse sine	arcsin	Inverse sine
log	Common logarithm (log ₁₀)	ln	Natural logarithm
lg	Binary logarithm (log ₂)	log _e	Natural logarithm, alternate form
sgn	Sign	arg	Argument
det or Det	Determinant	Tr	Trace (also Sp, or <i>spur</i>)
Re, \Re	Real part	Im, \Im	Imaginary part
curl	Curl; vector operator, same as $\nabla \times$	div	Divergence; vector operator, same as $\nabla \cdot$
prob or Pr	Probability	mod	Modulo (as in $a \bmod b$)
inf	Infimum; greatest lower bound	sup	Supremum; least upper bound
isom	Isomorphism	Hom	Homeomorphism
min	Minimum	max	Maximum
gcd	Greatest common divisor	lcm	Least common multiple
dex	Decimal exponent; from 10 ^{-1.5} to 10 ⁻³ is 1.5 dex	norm	Norm; norm (a) = $\ a\ $
dim or Dim	Dimension	ker	Kernel
wrt	With respect to ^b	iff	If and only if ^b
Var or var	Variance	Cov or cov	Covariance

^aFrequently used by non-North American authors.

^bUsed in informal notation.

2.2.14.5 Scientific names

In text, the species names (Latin) of plants and animals are italicized. Every binomial contains a genus name (capitalized) and a species name (lowercased). These names should not be misinterpreted with orders and phyla (not italicized).

For example:

- Many species names, such as *Rosa caroliniana* and *Styrax californica*, reflect the locale of the first specimens described.
- The pike, *Esox lucius*, is valued for food and sports.
- Certain lizard taxa, such as *Basiliscus* and *Crotaphytus*, are bipedal specialists.

2.2.14.6 Use of genus names

After the first use the genus name may be abbreviated to a single capital letter. If two or more species of the same genus are listed together, the abbreviation may be doubled (to indicate the plural) before the first species, though repeating the abbreviation with each species is more common. But if species of different genera beginning with the same letter are discussed in the same context, abbreviations may not be appropriate.

For example:

One method estimates the maximum speed obtained by *Callisaurus draconoides* in the field. We found that durations of both *C. draconoides* and *Uma scoparia* do not change after the third stride.

2.2.14.7 Names of author/s

The name of the author who proposed a specific epithet is sometimes added, abbreviated, and not italicized. A capital *L.* stands for Linnaeus; *Mill.* stands for Miller.

For example:

Diaemus youngi cypselinus Thomas

Euchistenes hartii (Thomas)

Linaria spuria (L.) Mill.

2.2.14.8 Species and varieties

Abbreviations “sp.” and “var.” when used without a following element, indicate that the species or variety is unknown or unspecified. The plural “spp.” is used to refer to a group of species. The abbreviations are not italicized.

For example:

Rhododendron spp.

Rosa rugosa var.

Viola sp.

2.2.14.9 Higher Divisions

Phylum, class, order, and family are capitalized but not italicized.

For example:

Chordata (phylum)

Chondrichthyes (class)

Monotremata (order)

Ruminantia (suborder)

Hominidae (family)

Felinae (subfamily)

2.2.14.10 Chemical Terms

Names of chemical elements and compounds are lowercased when written out. Symbols, however, are capitalized and set without periods; the number of atoms in a molecule appears as a subscript.

For example:

ozone; O₃

sodium chloride; NaCl

sulfuric acid; H₂SO₄

2.2.14.11 *Mass Number*

In formal chemical literature, the mass number appears as a superscript to the left of the symbol. In work intended for a general audience, however, it may follow the symbol, after a hyphen, in full size.

For example:

^{14}C (formal style); C-14 or carbon-14 (informal style)

2.2.14.12 *Medical Terms*

Names of diseases, syndromes, diagnostic procedures, and anatomical parts are lowercased, except for proper names forming part of the term. Acronyms and initials are capitalized.

For example:

acquired immunodeficiency syndrome or AIDS

Alzheimer disease

computed tomography or CT

The possessive forms Alzheimer's, Down's, and Hodgkin's, though less common in medical literature, may be preferred in a general context.

2.2.14.13 *Terms for Radiation*

Terms for electromagnetic radiations may be spelled as follows:

β-ray (noun or adjective) or beta ray (in nonscientific contexts, noun or adjective)

γ-ray (noun or adjective) or gamma ray (in nonscientific contexts, noun or adjective)

x-ray (noun, verb, or adjective)

cosmic ray (noun); cosmic-ray (adjective)

ultraviolet ray (noun); ultraviolet-ray (adjective)

Note that the verb to x-ray, though acceptable in a general context, is not normally used in scholarly medical literature, where writers would more likely speak of obtaining an x-ray image, or a radiograph, of something, or of subjecting something to x-ray analysis.

2.2.14.14 *Drug Names*

- Drug names are lowercased.
- Brand names are capitalized and mostly included in parentheses after the first occurrence of the generic name (e.g., interferon beta-1a (Avonex)).

2.2.14.15 *Geographic Coordinates*

Abbreviations **lat** and **long**, usually without periods, may be used when part of a coordinate. They can sometimes be dropped, since the compass point identifies the coordinate.

For example:

lat 42°15'09" N, long 89°17'45" W

lat 45°16'17" S, long 116°40'18" E

The chart showed shoal water at 19°29'59" N, 107°45'36" W.

Note that primes (') and double primes ("), not quotation marks, are used.

2.2.14.15 *Cultivars and their treatments*

The cultivar names are written enclosed in single quotes in roman followed with initial casing.

For example:

Rubus flagellaris Willd. 'American Dewberry' [a cultivated variety or cultivar]

Triticum aestivum L. 'Era'

Hordeum vulgare L. 'Proctor'

Juniperus communis L. var. *depressa* Pursh. 'Plumosa'

Single quotes are not required when cultivar names are written alone (without species name).

For example:

Era is a widely grown cultivar of wheat.

2.2.15 Math Markup

2.2.15.1 *Standard Markup*

Standard math markup includes the following points (copyediting level 0 or higher):

- Correct handling of numbers and units
- Correct use of characters for Greek and Roman letters
- Correct use of characters for symbols, numbers, and letters (e.g., x ×, l 1, and O 0)
- Correct setting of numbers, signs, punctuation, units, and recognizable functions to upright
- Retention of any special formatting (bold, italic bold, upright characters within the italic default, different fonts, e.g., sans serif) set by the author
- Correct splitting up of an equation that spreads over more than one line
- Correct equation alignment over a line break

2.2.15.2 *Extended Markup*

Extended math markup includes the following points (copyediting level 1 or higher):

- Same as Section 2.2.14.1
- Correct setting of variables to italic
- Ensuring the consistency of formatting in displayed equations, inline mathematics, and symbols in the text

- Correct styling and sizing of signs, operands, fences (e.g., primes, right and left angle brackets, integral signs)

2.2.15.3 *Intensive Math Markup*

Intensive math markup specifically includes the following points (copyediting level 2 or higher):

- Same as Sections 2.2.14.1 and 2.2.14.2
- Correct styling of single-letter functions (e.g., differential d , exponential e)
- Correct styling of the complex number i or j
- Correct styling of all single-character label subscripts (nonvariables)
- Correct styling of particle names, e.g., e (electron mass)
- Correct identification and styling of vectors, matrices, tensors and other characters with dimension

2.3 BACK MATTER

2.3.1 Acknowledgment

- The **ACKNOWLEDGMENTS** head should be all caps and bold roman.
- If there is more than one person to thank, the heading should be plural (**ACKNOWLEDGMENTS**); otherwise the heading should be singular (**ACKNOWLEDGMENT**).
- Should be presented as a separate section.
- For articles using US spelling, it should be “**ACKNOWLEDGMENT**” or “**ACKNOWLEDGMENTS**.”
- For articles using UK spelling, it should be “**ACKNOWLEDGEMENT**” or “**ACKNOWLEDGEMENTS**.”

For example:

ACKNOWLEDGMENTS

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2.3.2 Nomenclature

Nomenclature is defined as a system of names and terms used in a particular field of study or community.

For example:

ANA	anti-nuclear antibodies
APCs	antigen-presenting cells
cDCs	conventional dendritic cells
DCs	dendritic cells
EAE	experimental autoimmune encephalomyelitis
IC	immune complex

2.3.3 Conflict of Interest

- This section will not be used in all journals/articles, but when it is used, it should be placed after the Acknowledgment section.
- Should be set in all caps and bold.
- Section heading should be **CONFLICT OF INTEREST** or **CONFLICT OF INTERESTS**.

For example:

CONFLICT OF INTEREST

The author declares that there is no conflict of interest that could be perceived as prejudicing the impartiality of the research reported.

2.3.4 Ethics Statement

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC) OR OTHER APPROVAL DECLARATION

This study received approval from both the Welfare Committee of Animal Experimentation of the University of Cordoba (2016PI/17) and the Rural Development, Fishing and Agriculture Ministry of Junta de Andalucía (21-10-2016-165). Animals were handled according to national guidelines for research animals.

HUMAN ETHICS APPROVAL DECLARATION

Authors declare human ethics approval was not needed for this study.

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ETHICAL APPROVAL

All procedures performed in studies involving human participants were in accordance with the ethical standards of the Russian Federation and with the 1964 Helsinki declaration and its later amendments or comparable ethical standards. Enrolled patients provided written informed consent. The examination was made in accordance with the approved principles. All the preparations and the equipment used are officially certified for the clinical use.

2.3.5 Author Contributions

- Retain if given by the author.
- Placement after Conflict of Interests/Disclosure of Interests before References.
- Treatment of author names: Title case, names in full; initials are spaced out

For example:

AUTHOR CONTRIBUTIONS

Study concept and design: Emily L. Baldwin and Jacob D. Zahler. *Analysis and interpretation of data:* Jacob D. Zahler. *Drafting of the manuscript:* Alexis MacAllister. *Critical revision of the manuscript for important intellectual content:* Emily L. Baldwin and Jacob D. Zahler. *Statistical analysis:* Jacob D. Zahler. *Obtained funding:* William R. Gibbons. *Study supervision:* Emily L. Baldwin and Jacob D. Zahler.

AUTHOR CONTRIBUTIONS

Yoon K. Loke developed the original idea and the protocol, abstracted and analyzed data, wrote the manuscript, and is the guarantor. Deirdre Price and Sheena Derry contributed to the development of the protocol and prepared the manuscript.

CRediT Statement

Contributor Roles Taxonomy (CRediT) comprises individual author contributions, which help reduce conflicts among authorships and enable collaborations.

CRediT statements should be provided during the submission process and will appear above the acknowledgement section of the published paper.

There are two ways of displaying the Authors' Contribution statement using CRediT:

With "degree of contribution":

Pierro Asara: review and editing (equal). **Kerys Jones:** Conceptualization (lead); writing – original draft (lead); formal analysis (lead); writing – review and editing (equal). **Elisha Roberto:** Software (lead); writing – review and editing (equal). **Hebei Wang:** Methodology (lead); writing – review and editing (equal). **Jinnie Wu:** Conceptualization (supporting); Writing – original draft (supporting); Writing – review and editing (equal).

Without “degree of contribution”:

Pierro Asara: review and editing. **Kerys Jones:** Conceptualization; writing – original draft; formal analysis; writing – review and editing. **Elisha Roberto:** Software; writing – review and editing. **Hebei Wang:** Methodology; writing – review and editing. **Jinnie Wu:** Conceptualization; Writing – original draft; Writing – review and editing.

2.3.6 Data Availability Statement

A data availability statement (also sometimes known as “data accessibility statement”) tells the reader where the data associated with a paper are available, and under what conditions the data can be accessed. They also include links (where applicable) to the data set.

The “DATA AVAILABILITY STATEMENT” is the standard heading to be used across all Wiley titles. Please check that the data availability statement in the manuscript is correct.

For example:

DATA AVAILABILITY STATEMENT

In accordance with the “DFG Guidelines on the Handling of Research Data”, we will make all data (digitized electrophysiological recordings (IGOR wave metrics format); confocal images (a.o. TIFF format) available upon request. The data set will be archived for at least 10 years after publication.

2.3.7 ORCID ID

The ORCID ID logo will appear in the PDF with a hyperlink to the ORCID ID in the author byline (check for the ORCID ID in the metadata; updated 23 Feb 2017). Copyeditors are not responsible for inserting the ORCID logo.

2.3.8 Endnotes

- Existing journal style will be applied for body footnotes (whether bottom-of-the-page footnotes or endnotes should be used).
- Endnotes:
 - “**ENDNOTE**” (or “**ENDNOTES**” if there are more) is the standard heading text to be used for endnotes. Do not use “NOTE” as the default heading text.
 - Placement: before References.

For example:

ENDNOTES

¹A subgraph is a subset of vertices and edges in the graph.

²<http://newsroom.fb.com/company-info/>

³<http://www.worldwidewebsize.com/>

⁴Note that a matrix is a special type of tensor, that is of dimension two.

⁵A *clique* is a set of vertices, that are pairwise connected to each other.

- Both endnotes and bottom-of-the-page footnotes are cited by sequential superscript Arabic numerals, following any punctuation mark except a dash (note: if superscript numbered reference citation style is followed, then the footnotes would be cited with symbols to avoid

ambiguity). A footnote number that appears with a dash—like this²—always precedes the dash.

2.3.9 Author Biography/Biosketch

- An author biography should be set after any appendix or, if there is no appendix, after the References.
- The heading **AUTHOR BIOGRAPHY** for one biography and **AUTHOR BIOGRAPHIES** for more than one should be set in bold and all caps.
- Authors' photographs should be included if opted for by a journal.
- Author names in bold and roman (not in small caps or all caps). Spell out first name and surname, and use initials for middle names.

For example: Jay W. Smith

- A few titles use the terminology “**BIOSKETCH**” instead of “**BIOGRAPHY**.” This section can be styled similar to Biography:

Triantis, K. A., Guilhaumon, F., & Whittaker, R. J. (2012). The island species-area relationship: Biology and statistics. *Journal of Biogeography*, 39, 215–231.

BIOSKETCHES

Rafael Rabelo is interested in understanding the distribution patterns of species and assemblages across environmental gradients. His recent work has focused on species' responses to changes in landscape structure. This article is a product of Rabelo's MSc thesis, conducted at the Ecology Graduate Program of Brazil's National Institute for Amazon Research (INPA).

Susan Aragón is interested in understanding the distribution patterns of species and assemblages across environmental gradients. His recent work has focused on species' responses to changes in landscape structure. This article is a product of Rabelo's MSc thesis, conducted at the Ecology Graduate Program of Brazil's National Institute for Amazon Research (INPA).

2.3.10 Supporting Information

- Supporting information should be placed at the end of the article after the References.
- Caption not required as general style, instead insert this standard text:
- **SUPPORTING INFORMATION**
- Additional supporting information may be found online in the Supporting Information section at the end of this article.
- Text citations for supporting information: Figure S1, Table S1, Data S1, etc.

Note: Caption for supporting information is displayed based on journal requirement.

2.3.11 How to Cite

- The “How to cite” section must be included in all journals for the main article types: Original article (and similar article types); Review article (and similar article types); Short communication; Commentary.
- This section would be automatically generated/manually developed by the typesetters.
- Place it after the Supporting Information section.
- The “How to Cite” section should be styled as per the journal reference style.
- If the supplement is numbered, and there is an issue number, use the following format:

Crino L, Cappuzzo F. Present and future treatment of advanced non-small-cell lung cancer. *Semin Oncol*. 2002;29(3)(suppl 9):9-16.

- If the supplement is numbered, and there is no issue number, use the following format:

McDougle CJ, Stigler KA, Posey DJ. Treatment of aggression in children and adolescents with autism and conduct disorder. *J Clin Psychiatry*. 2003; 64(suppl 4):16-25.

Illustration:

How to cite this article: Goto S, Hida K, Kawada K, et al. Multicenter analysis of transanal tube placement for prevention of anastomotic leak after low anterior resection. *J Surg Oncol*. 2017;116:989–995. <https://doi.org/10.1002/jso.24760>

Articles without an e-locator:

For example:

How to cite this article: Tritschler M, Retschnig G, Yañez O, Williams GR, Neumann P. Host sharing by the honey bee parasites *Lotmaria passim* and *Nosema ceranae*. *Ecology and Ecology*. 2017;2:1–9.

Articles with an e-locator: The DOI appears in https://-URL format after the page range (in blue with underlining).

For example:

How to cite this article: López JM, Fortuny G, Puigjaner D, Herrero J, Marimon F, Garcia-Bennett J. Effects of walking in deep venous thrombosis: A new integrated solid and fluid mechanics model. *Int J Numer Method Biomed Eng*. 2016;32:e2819. <https://doi.org/10.1002/cnm.2819>

2.3.12 Transparent Peer Review

Transparent peer review shows the complete peer review process from initial review to final decision. This means that alongside the published article, readers can see a full peer review history, including reviewer reports, editor decision letters and the authors’ responses.

Wiley has launched a Transparent Peer Review (TPR) initiative in collaboration with Clarivate Analytics’ Publons and ScholarOne. Under TPR, if authors have chosen transparent peer review and

their article is accepted, the peer reviewers' reports, authors' responses, and editors' decisions will also be published. Authors may have the option to participate or not when they submit their article to the journal; some journals may have mandatory participation. Reviewers may have the option with every review to disclose their names alongside their reports or to remain anonymous; some journals may require reviewers to be named or anonymous. The peer review history is openly available on a page hosted by Publons via a URL incorporated into the published article, both the HTML and PDF version. Each component has a DOI, ensuring each element is fully citable. For those reviewers who choose to sign their reviews, the DOIs for their reviews can also be added to their ORCID records. Please note that the "[article DOI]" in "[https://publons.com/publon/\[article DOI\]](https://publons.com/publon/[article DOI])" should be replaced by the corresponding article's DOI, not the entire Publons URL

"Peer Review" is the standard heading to be used across all Wiley titles. Transparent Peer Review is applicable for all article types that come through peer review.

For example:

Peer Review

The peer review history for this article is available at <https://publons.com/publon/10.1111/cge.13612/>

TRANSPARENT PEER REVIEW

The peer review history of this article is available at <https://xxxxxxx.com/xxxxx/10.1111/jvim.0006>

2.3.13 Appendix

- Placement: after References and "How to cite".
- Heading: ALL CAPS.

For example:

How to cite this article: Tzini K, Jain K. Unethical behavior under relative performance evaluation: Evidence and remedy. *Hum Resour Manage.* 2018;1–15. <https://doi.org/10.1002/hrm.21913>

APPENDIX

STUDY 1 SCENARIOS

**(Control condition) [Absolute performance condition]
{Relative performance condition}**

Sam is one of the key traders for Mercury Bank's recently launched operations in the futures markets on the Singapore International Monetary Exchange (SIMEX). He has had a successful trading career

3 REFERENCES

3.1 GENERAL INFORMATION

As many as ten reference styles, which includes the footnote reference style, and four citation styles are available for Wiley journals. A journal has the option to choose any of these recommended styles of references and citations. A journal can also go with “As in Manuscript” as its choice of reference and citation styles. The reference and citation styles are not interdependent on each other. For the abbreviation of journal titles, please refer to <https://www.issn.org/services/online-services/access-to-the-ltwa/> (wherever required).

3.2 CITATION OF REFERENCES

3.2.1 Name and Year

- One author: Gabriel (2000) and (Gabriel, 2000).
- Two authors: (Mathes & Severa, 2004) and Mathes and Severa (2004).
- Three or more authors: Waterman et al. (1993) and (Waterman et al., 1993).
- Authors with same surname: Among studies, we review M. A. Light and Light (2008) and I. Light (2006).
- If two papers have first-listed authors with the same name in the reference list: To avoid ambiguity, list as many names as needed to differentiate the papers, followed by “et al.” in citations.

For example: Fannon, Chan, Ramirez, Johnson, and Grimsdottir (2019) ... and Fannon, Chan, Montego, Daniels, and Miller (2019)... can be cited as (Fannon, Chan, Ramirez, et al., 2019) or Fannon, Chan, Ramirez et al. (2019), and (Fannon, Chan, Montego, et al., 2019) or Fannon, Chan, Montego et al. (2019), respectively.

- Anonymous author: on free care (“Study Finds,” 2007); (Anonymous, 1998).
- Several studies: (Miller, 1999; Shafranske & Mahoney, 1998).
- Secondary sources: Allport’s diary (as cited in Nicholson, 2003).
- Citing parts of a source: (Shimamura, 1989, Chap. 3).
- Personal communications: T. K. Lutes (personal communication, April 18, 2001).
- Sample reference list entry to an appealed case: *Durflinger v. Artiles*, 563 F. Supp. 322 (D. Kan. 1981), aff’d, 727 F.2d 888 (10th Cir. 1984).
- - Text citation: *Durflinger v. Artiles* (1981/1984).
- Organization whose name is then abbreviated:
- First occurrence—(American Psychological Association [APA], 2009) or “The American Psychological Association (APA, 2009) noted...”
- Next occurrence—APA (2009) or (APA, 2009)

- Sample reference to an unreported decision: *Gilliard v. Oswald*, No. 76-2109 (2d Cir. Mar. 16, 1977).
- Sample reference to a case appealed to a state supreme court: *Compton v. Commonwealth*, 239 Va. 312, 389 S.E.2d 460 (1990).
- Sample reference to a case appealed to a state court of appeals: *Texas v. Morales*, 826 S.W.2d 201 (Tex. Ct. App. 1992).
- Sample references to cases decided by the US Supreme Court: *Brown v. Board of Educ*, 347 US 483 (1954).
- Sample reference for federal testimony: RU486: The Import Ban (1990).
- Sample reference for a full federal hearing: Urban America's Need (1992).
- Form for executive order: Executive Order No. 11,609 (1994).
- Patents: US Patent No. 123,445 (1988).

3.2.2 Number

For numbered citations, Arabic numbers are used. The reference numbers are given in brackets or in superscript (need to be consistent throughout the article).

For brackets:

- Single citation: **[1]**
- Multiple citations: **[2–6, 10]**. Numbers should be in numerical and sequential order.
- With author's name in the text: **John [11]** explained...

For superscripts:

- Single citation: **Number¹**
- Multiple citations (numbers should be in numerical and sequential order):
 - Use en dashes to join the first and last numbers of a closed series: **Number^{2–6}**
 - Use commas without a space to separate other parts of multiple citations: **Number^{2–6,8}**
 - Place superscript numerals outside periods and commas, inside colons and semicolons: **Number.^{2,3} | Number,^{2,3} | Number^{2,3}: | Number^{2,3};**

For superscripts in brackets:

- Single citation: **Number^[1]**
- Multiple citations (numbers should be in numerical and sequential order):
 - Use en dash to join the first and last number of a closed series in brackets: **Number^[2–6]**
 - Use comma without a space to separate other parts of multiple citations enclosed in brackets: **Number^[2–6,8]**

Place superscript numerals in brackets outside periods and commas, inside colons and semicolons: **Number.^[2,3] | Number,^[2,3] | Number^[2,3]: | Number^[2,3];**

3.2.3 Basic Rules of Citations (Name and Year)

Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
One work by three or more authors	Bradley et al. (1999)	Bradley et al. (1999)	(Bradley et al., 1999)	(Bradley et al., 1999)
Groups (readily identified through abbreviation) as authors	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Groups (no abbreviation) as authors	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

- Indirect citations should be listed alphabetically.
- Use “and” for direct citations and “&” for indirect citations.

3.3 REFERENCE LISTS

3.3.1 Chemistry–Material Sciences Reference Style

Reference list should be numbered.

Type	Example/Style	Exceptions/Remarks
------	---------------	--------------------

Type	Example/Style	Exceptions/Remarks
Journal (no article title)	J. H. Burroughes, D. D. C. Bradley, A. R. Brown, R. N. Marks, K. Mackay, R. H. Friend, P. L. Burn, A. B. Holmes, <i>Nature</i> 1990 , 347, 539.	<ul style="list-style-type: none"> - If each issue of a journal begins on page 1, the issue number must also be included in brackets directly after the volume number, e.g., 125(3). In other cases, the issue numbers should not be included (and should be deleted if they are present) - Place names given in brackets after the journal title should be deleted: e.g., <i>Nature</i> (London) should be <i>Nature</i> - Journal title is abbreviated (more than one word). If the journal title abbreviation is unknown, check CASSI: http://cassi.cas.org/search.jsp
Book	R. McWeeny, <i>Coulson's Valence</i> , 3rd ed., Oxford University Press, Oxford 1979 .	The edition is not given if only one edition has been published. For towns in the USA, query the author to specify the state (except for very well-known cities such as New York); use the two-letter postal abbreviation for the state. If the city is not well known, add the country, e.g., 'Dordrecht, The Netherlands', or 'Weinheim, Germany'. Only one location should be given.
Book published in a series	L. B. Schein, <i>Electrophotography and Development Physics</i> , 2nd ed., Springer Series in Electrophysics, Vol. 14, Springer, Berlin 1992 .	Series editors are not listed
Multi-authored (edited) book	<i>Handbook of Heterogeneous Catalysis</i> (Eds: G. Ertl, H. Knözinger, J. Weitkamp), Wiley-VCH, Weinheim, Germany 1997 .	Note that if there is only one editor "Eds:" is changed to "Ed:"
Chapter in a multi-authored (edited) book	A. Smart, in <i>The Chemistry of Metal CVD</i> (Eds: T. Kodas, M. Hampden-Smith), VCH, Weinheim, Germany 1994 , Ch.5.	The chapter number (e.g., Ch. 5) is optional. The chapter title should be deleted if provided. A page number can be given instead of a chapter number (e.g., p. 312). The first and last pages may also be given (e.g., pp. 312–345).
Proceedings volume	<i>Abbrev. Proc. Title</i> (Eds: A. B. Editor1, C. D. Editor2), Publisher, Location Year .	

Type	Example/Style	Exceptions/Remarks
Paper in a proceedings volume	A. B. Author1, C. D. Author2, E. F. Author3, G. H. Author4, in <i>Abbrev. Proc. Title</i> (Eds: I. J. Editor1, K. L. Editor2), Publisher, Location Year of publication , page no.	Page no. is optional.
Papers presented at conferences (unpublished proceedings)	A. B. Author1, presented at Abbrev. Conf. Title, Location of conference, Month and year of conference.	
Thesis	A. B. Author, <i>Degree Thesis</i> , University (Location) Year .	Note that the degree (Diploma, M.Sc., Ph.D., etc.) should be specified. The location need only be given if it is not obvious from the name of the university.
Patent	A. B. Author1, A. B. Author2 (Company), <i>Country Patent number</i> , Year.	If a patent is consigned to a company, the company name may be included in parentheses after the names of the authors, but it is optional. Rather than a country, the patent may be a world patent or a European (Eur.) patent.
Website	Advanced Materials homepage, http://www.advmat.de (accessed: July 2007).	
Unpublished work	A. B. Author1, C. D. Author2, E. F. Author3, unpublished.	If a reference is described as "submitted," this should be changed to "unpublished."
Accepted for publication	A. B. Author1, C. D. Author2, E. F. Author3, <i>Abbrev. Journal Title</i> , Year. https://doi.org/[DOI]	If a reference is described as "accepted," query the author for a journal title, year, and DOI.
Personal communication	A. B. Author1, personal communication (Year).	The year is optional

3.3.2 American Mathematical Society (AMS) Reference Style

Reference list should be alphabetically arranged.

Type	Example/Style	Exceptions/Remarks
Journal	Author(s), <i>ArticleTitle</i> , <i>Abbreviated JournalTitle</i> , volume (publication year), pages. MR number . L. J. Weill, <i>Stability of bases in complete barrelled</i>	

Type	Example/Style	Exceptions/Remarks
	<i>spaces</i> , Proc. Amer. Math. Soc. 18 (1967), 1045–1050. MR 36 :642.	
Journal (three authors)	G. G. Esseen, L. M. Abramov, and V. A. Rohlin, <i>Fourier analysis of distribution functions: A mathematical study of the Laplace–Gaussian law</i> , Acta Math. 77 (1945), 1–125. MR 7 :312a.	
Journal (more than 3 authors)	G. Buroschi, J. Dassow, W. Harnau, and D. Lau, <i>On subalgebras of an algebra of predicates</i> , Elektron. Informationsverarb. Kybernet. 21 (1985), no. 1–2, 9–22. MR 87c :03044.	The issue number, if present, should be preceded by “no.”; however, the issue number is normally omitted except when omission would result in an ambiguous reference.
Book	V. M. Kopytov, <i>Lattice-ordered groups</i> , “Nakua,” Moscow, 1984. (Russian) MR 87b :06030 A. M. Arthurs, <i>Complementary variational principles</i> , 2nd ed., Clarendon, Oxford, 1980. N. Vekua, <i>Generalized analytic functions</i> , Fizmatgiz, Moscow, 1959; English transl.; Pergamon Press, London, and Addison-Wesley, Reading, MA, 1962. MR 21 :7288; 27:321.	
Book with authors as editors	R. W. Cottle, F. Giannessi, and J. -L. Lions (eds.), <i>Variational inequalities and complementarity problems</i> , Proc. Internat. School (Erice, 1978), Wiley, New York, 1980.	
Thesis	M. Darnel, <i>Lattice-ordered groups</i> , Ph.D. Thesis, Univ. Kansas, 1983.	
Proceedings and conference	Toma Albu, <i>Certain Artinian lattices are Noetherian. Applications to the relative Hopkins-Levitzki theorem</i> , Methods in Ring Theory (Antwerp, 1983), NATO Adv. Sci. Inst. Ser. C.: Math. Phys. Sci., vol. 129, Reidel, Dordrecht and Boston, 1984, pp. 37–52. MR 86m :06014. C. Cozone, <i>Congruences of a semigroup</i> , Proceedings of Conference on Rings (San Benedetto del Toronto, 1984) (G. U. Coates, ed.), Univ. Pamway, Pamway, 1984, pp. 125–145.	
Book in series	K. I. Beidar, V. N. Latyshev, V. T. Markov, A. V. Mikhalev, L. A. Skorniyakov, and	

Type	Example/Style	Exceptions/Remarks
	<p>A. A. Tuganbaev, <i>Associative rings</i>, Itogi Nauki i Tekhniki: Algebra, Topologiya, Geometriya, vol. 22, VINITI, Moscow, 1984, pp. 3–115; English transl. in J. Soviet Math. 38 (1987), no.3. MR 86h:16001.</p> <p>Holmes, <i>Split extensions of Abelian groups with identical subgroup structures</i>, Contributions to Group Theory, Contemp. Math., vol. 33, Amer. Math. Soc., Providence, RI, 1984, pp. 265–273. MR 86h:20089.</p>	
URL	<p>D. Gray and P. Stowman, <i>Macaulay 2</i>, Version 0.8, January 7, 1997, available at http://www.math.uabc.edu/Macaulay2.</p> <p>Babenko, M. Katz, and A. Sucui, <i>Volumes, middle-dimensional systoles, and Whitehead products</i>, available at http://xxx.lanl.gov/abs/dg-ga/9707016, preprint.</p>	

3.3.3 American Medical Association (AMA) Reference Style

Reference list should be numbered.

Type	Example/Style	Exceptions/Remarks
Journal article with 1-6 authors	Hu P, Reuben DB. Effects of managed care on the length of time that elderly patients spend with physicians during ambulatory visits. <i>Med Care</i> . 2002;40(7):606-613.	
Journal article with more than 6 authors	Geller AC, Venna S, Prout M, et al. Should the skin cancer examination be taught in medical school? <i>Arch Dermatol</i> . 2002;138(9):1201-1203.	
Electronic journal article	Gage BF, Fihn SD, White RH. Management and dosing of warfarin therapy. <i>Am J Med</i> . 2000;109(6):481-488. https://doi.org/10.1016/S0002-9343(00)00545-3	
Journal article published online ahead of print	Chau NG, Haddad RI. Antiangiogenic agents in head and neck squamous cell carcinoma: tired of going solo [published online ahead of print September 20, 2016]. <i>Cancer</i> . https://doi.org/10.1002/cncr.30352	
Discontinuous pagination	Altman LK. Medical errors bring calls for change. <i>New York Times</i> . July 18, 1995:C1, C10.	
Journals without volume numbers	Hastings C. Differences in professional practice model outcomes: the impact practice setting. <i>Crit Care Nurs Q</i> . November 1995;(18):75-86.	
Parts of an issue	Newman KM, Johnson CL, Jean-Claude J, Li H, Ramey WG, Tilson MD. Cytokines which activate proteolysis are increased in abdominal aortic aneurysms. <i>Circulation</i> . 1994;90(pt 2):224-227.	
Special or theme issue	Marais AD, Firth JC, Batemon M, Jones J, Mountney J, Marten C. Atorvastatin is a powerful and safe agent for lowering plasma cholesterol concentrations in heterozygous familial hypercholesterolaemia [abstract 226]. <i>Atherosclerosis</i> . 1994;109(special issue):316. Winker MA, Flanagan A, eds. Emerging and reemerging global microbial threats. <i>JAMA</i> . 1996;275(theme issue):163-256.	

Type	Example/Style	Exceptions/Remarks
Supplements	Lagios MD. Evaluation of surrogate endpoint biomarkers for ductal carcinoma in situ. <i>J Cell Biochem.</i> 1994;19(suppl):186-188.	
Abstract of a complete article taken from another publication	Falco NA, Upton J. Infantile digital fibromas [abstract taken from <i>JAMA.</i> 1996;275:1462b]. <i>J Hand Surg Am.</i> 1995;20:1014-1020.	
Journal article with no named author or with a group name	Centers for Disease Control and Prevention (CDC). Licensure of a meningococcal conjugate vaccine (Menveo) and guidance for use—Advisory Committee on Immunization Practices (ACIP), 2010. <i>MMWR Morb Mortal Wkly Rep.</i> 2010;59(9):273.	
Discussants	Allo MD. In discussion of: McKindley DS, Fabian TC, Boucher BA, Croce MA, Proctor KG. Antibiotic pharmacokinetics following fluid resuscitation from traumatic shock. <i>Arch Surg.</i> 1995;130:1321-1329.	
Correction	Nelson HD, Nevitt MC, Scott JC, Stone KL, Cummings SR; for the Study of Osteoporotic Fractures Research Group. Smoking, alcohol, and neuromuscular and physical function of older women [published correction appears in <i>JAMA.</i> 1996;275:446]. <i>JAMA.</i> 1994;272:1825-1831.	
Retractions	Article containing a retraction: Garey CE, Schwarzman AL, Rise ML, Seyfried TN. Notice of retraction of “Ceruloplasmin gene defect associated with epilepsy in EL mice” [retraction of: Garey CE, Schwanman AL, Rise ML, Seyfried TN. In: <i>Nat Genet.</i> 1994;6:426-431]. <i>Nat Genet.</i> 1995;11:104. Article retracted: Liou GI, Wang M, Matragoon S. Precocious IRBP gene expression during mouse development [retracted in: <i>Invest Ophthalmol Vis Sci.</i> 1994;35:3127]. <i>Invest Ophthalmol Vis Sci.</i> 1994;35:1083-1088.	
Reference to an entire book	Sherlock S, Dooley J. <i>Diseases of the Liver and Biliary System.</i> 9th ed. Oxford, England: Blackwell Scientific Publications; 1993.	

Type	Example/Style	Exceptions/Remarks
Chapter in a book	Nahas GG, Goldfrank LR. Marijuana. In: Goldfrank LR, Flomenbaum NE, Lewin NA, Weisman RS, Howland MA, Hoffman RS, eds. <i>Goldfrank's Toxicologic Emergencies</i> . 5th ed. Appleton & Lange; 1994:889-898.	
Editors and translators	Plato. <i>The Laws</i> . Taylor EA, trans-ed. JM Dent & Sons Ltd; 1934:104-105. [Plato is the author; Taylor is the translator-editor.]	
Volume number	Bithell TC. Hereditary coagulation disorders. In: Lee GR, Bithell TC, Foerster J, Athens JW, Lukens JN, eds. <i>Wintrobe's Clinical Hematology</i> . Vol 2. 9th ed. Lea & Febiger; 1993:1422-1472.	
Edition number	Frolich ED. Pathophysiology of systemic arterial hypertension. In: Schlant RC, Alexander KW, eds. <i>Hurst's The Heart: Arteries and Veins</i> . 8th ed. McGraw-Hill Book Co; 1994:1391-1401.	
Page numbers or chapter number	Litt IE. Special health problems during adolescence. In: Nelson WE, senior ed. Behrman RE, Kliegman RM, Arvim Ahh, eds. <i>Nelson Textbook of Pediatrics</i> . 15th ed. WB Saunders Co; 1996:541-560.	
Newspapers	Gianelli DM. AMA launching ethics institute for research, outreach projects. <i>American Medical News</i> . November 4, 1996:1, 75.	
Government bulletins	US Bureau of the Census. <i>Statistical Abstract of the United States: 1993</i> . 113th ed. Washington, DC: US Bureau of the Census; 1993.	
Serial publications	Miller JE, Korenman S. <i>Poverty, Nutritional Status, Growth and Cognitive Development of Children in the United States</i> . Princeton University Office of Population Research; 1993. Working Paper 93-5.	
Theses and dissertations	Knoll EG. <i>Mental Evolution and the Science of Language: Darwin, Miiller, and Romanes on the Development of the Human Mind</i> [dissertation]. Chicago, IL: Committee on the Conceptual Foundations of Science, University of Chicago; 1987.	

Type	Example/Style	Exceptions/Remarks
Conferences/meetings, unpublished	Donegan J. Anesthesia for patients with ischemic cerebrovascular disease. Paper presented at: American Society of Anesthesiologists; October 17-21, 1981; New Orleans, LA.	
Conferences/meetings, published	Slama K, ed. Tobacco and Health: Proceedings of the Ninth World Conference on Tobacco and Health, Paris, France, 10-14 October 1994. New York, NY: Plenum Press; 1995. Khuri FR, Lee JJ, Lippman SM, et al. Isotretinoin effects on head and neck cancer recurrence and second primary tumors. In: Proceedings from the American Society of Clinical Oncology; May 31-June 3, 2003; Chicago, IL. Abstract 359.	
Special collections	Hunter J. An account of the dissection of morbid bodies: a monograph or lecture. 1757;No. 32:30-32. Located at: Library of the Royal College of Surgeons, London, England.	
Package inserts	Lamasil [package insert]. East Hanover, NJ: Sandoz Pharmaceuticals Corp; 1993.	
Patents	Furukawa Y, Kishimoto S, Nishikawa K, inventors; Takeda Chemical Industries Ltd, assignee. Hypotensive imidazole derivatives. US patent 4 340 598. July 20, 1982.	
Audiotapes, videotapes	<i>The Right to Die . . . The Choice Is Yours</i> [videotape]. New York, NY: Society for the Right to Die; 1987.	
Television or radio broadcast	Lundberg GD. The medical profession in the 1990s [transcript]. American Medical Television. September 15, 1993.	
Software	<i>Epi Info</i> [computer program]. Version 6. Atlanta, GA: Centers for Disease Control and Prevention; 1994.	
Software manual	Dean AG, Dean JA, Coulombier D, et al. Epi Info, Version 6: A Word-Processing, Database, and Statistics Program for Public Health on IBM-Compatible Microcomputers. Atlanta, GA: Centers for Disease Control and Prevention; 1994.	

Type	Example/Style	Exceptions/Remarks
CD-ROMs	<i>The Oxford English Dictionary</i> [CD-ROM]. 2nd ed. New York, NY: Oxford University Press; 1992.	
Databases	CANCERNET-PDQ [database online]. Bethesda, MD: National Cancer Institute; 1996. Updated March 29, 1996.	
World Wide Web	Rosenthal S, Chen R, Hadler S. The safety of acellular pertussis vaccine vs whole-cell pertussis vaccine [abstract]. <i>Arch Pediatr Adolesc Med</i> [serial online]. 1996; 150:457-460. http://www.ama-assn.org/sci-pubs/journals/archive/ajdc/vol150/no-5/abstract/htm . Accessed November 10, 1996.	
Unpublished material	Eisenbeg J. Market forces and physician workforce reform: why they may not work. Paper presented at: Annual Meeting of the Association of American Medical Colleges; October 28, 1995; Washington, DC.	
In press	Klassen TP, Watters LK, Feldman ME, Sutcliffe T, Rowe PC. The efficacy of nebulized budesonide in dexamethasone-treated outpatients with croup. <i>Pediatrics</i> . In press.	

3.3.4 American Psychological Association (APA) Reference Style

Type	Example/Style	Exceptions/Remarks
Journal article	Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. <i>Title of Periodical</i> , xx, pp-pp.	
Journal article with DOI	Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. <i>Title of Periodical</i> , xx, pp-pp. https://doi.org/xx.xxxxxxxx	DOI format should be changed to URL format.

Type	Example/Style	Exceptions/Remarks
Journal article with DOI, more than 20 authors	Pegion, K., Kirtman, B. P., Becker, E., Collins, D. C., LaJoie, E., Burgman, R., Bell, R., DelSole, R., Min, D., Zhu, Y., Li, W., Sinsky, E., Guan, H., Gottschalck, J., Metzger, E. J., Barton, N. P., Achuthavarier, D., Marshak, J., Koster, R., ... Kim, H. (2019). The subseasonal experiment (SubX): A multimodel subseasonal prediction experiment. <i>Bulletin of the American Meteorological Society</i> , 100(10), 2043–2061. https://doi.org/10.1080/14622200410001676305	DOI format should be changed to URL format.
Journal article without DOI	Light, M. A., & Light, I. H. (2008). The geographic expansion of Mexican immigration in the United States and its implications for local law enforcement. <i>Law Enforcement Executive Forum Journal</i> , 8(1), 73–82.	
Journal article with/without DOI, title translated into English, print version	Guimard, P., & Florin, A. (2007). Les evaluations des enseignants en grande section de maternelle sont-elles predictives des difficultes de lecture au cours preparatoire? [Are teacher ratings in kindergarten predictive of reading difficulties in first grade?]. <i>Approche Neuropsychologique des Apprentissages chez l'Enfant</i> , 19, 5–17. Bussi�res, E.-L., St-Germain, A., Dub�, M., & Richard, M.-C. (2017). Efficacit� et efficience des programmes de transition � la vie adulte: Une revue syst�matique [Effectiveness and efficiency of adult transition programs: A systematic review]. <i>Canadian Psychology/Psychologie canadienne</i> , 58, 354–365. https://doi.org/10.1037/cap0000104	DOI format should be changed to URL format.
Journal article with DOI, advance online publication	Von Ledebur, S. C. (2007). Optimizing knowledge transfer by new employees in companies. <i>Knowledge Management Research & Practice</i> . Advance online publication. https://doi.org/10.1057/palgrave.kmrp.8500141	DOI format should be changed to URL format.
In-press article posted in a preprint archive	Briscoe, R. (in press). Egocentric spatial representation in action and perception. <i>Philosophy and Phenomenological Research</i> . http://cogprints.org/5780/1/ECSRAP.F07.pdf	

Type	Example/Style	Exceptions/Remarks
Magazine article	Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health. <i>Monitor on Psychology</i> , 39(5), 26–29.	
Online magazine article	Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. <i>Monitor on Psychology</i> , 39(6). http://www.apa.org/monitor/	
Newsletter article, no author	Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). <i>OJJDP News @ a Glance</i> . http://www.nqrs.gov/html/ojjdp/news_at_glance/216684/topstory.html	
Newspaper article	Schwartz, J. (1993, September 30). Obesity affects economic, social status. <i>The Washington Post</i> , pp. A1, A4.	
Online newspaper article	Brody, J. E. (2007, December 11). <i>Mental reserves keep brain agile</i> . The New York Times. http://www.nytimes.com	
Special issue or section in a journal	Haney, C., & Wiener, R. L. (Eds.). (2004). Capital punishment in the United States [Special issue]. <i>Psychology, Public Policy, and Law</i> , 10(4).	
Monographs as part of journal issue	Ganster, D. C., Schaubroeck, J., Sime, W. E., & Mayes, B. T. (1991). The nomological validity of the Type A personality among employed adults [Monograph]. <i>Journal of Applied Psychology</i> , 76, 143–168. https://doi.org/10.1037/0021-9010.76.1.143	DOI format should be changed to URL format.
Editorial without signature	Editorial: “What is a disaster” and why does this question matter? [Editorial]. (2006). <i>Journal of Contingencies and Crisis Management</i> , 14, 1–2.	
Online-only supplemental material in a periodical	Marshall-Pescini, S., & Whiten, A. (2008). Social learning of nut-cracking behavior in East African sanctuary-living chimpanzees (<i>Pan troglodytes schweinfurthii</i>) [Supplemental material]. <i>Journal of Comparative Psychology</i> , 122, 186–194. https://doi.org/10.1037/0735-7036.122.2.186.supp	DOI format should be changed to URL format.

Type	Example/Style	Exceptions/Remarks
Abstract as original source	Woolf, N. J., Young, S. L., Fanselow, M. S., & Butcher, L. L. (1991). MAP-2 expression in cholinceptive pyramidal cells of rodent cortex and hippocampus is altered by Pavlovian conditioning [Abstract]. <i>Society for Neuroscience Abstracts</i> , 17, 480.	
Abstract as secondary source	Hare, L. R., & O'Neill, K. (2000). Effectiveness and efficiency in small academic peer groups. <i>Small Group Research</i> , 31, 24–53. Abstract retrieved from Sociological Abstracts database. (Accession No. 200010185)	
Book	Author, A. A. (1967). <i>Title of work</i> . Publisher. Covey, S. R. (2013). <i>The 7 habits of highly effective people: Powerful lessons in personal change</i> . Simon & Schuster. Author, A. A. (1997). <i>Title of work</i> . http://www.xxxxxxx Author, A. A. (2006). <i>Title of work</i> . https://doi.org/xxxxx Editor, A. A. (Ed.). (1986). <i>Title of work</i> . Publisher.	
Book chapter	Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), <i>Title of book</i> (pp. xxx–xxx). Publisher. Author, A. A., & Author, B. B. (1993). Title of chapter or entry. In A. Editor & B. Editor (Eds.), <i>Title of book</i> (pp. xxx–xxx). http://www.xxxxxxx Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), <i>Title of book</i> (pp. xxx–xxx). https://doi.org/xxxxxxxxx	
Reference work with no byline	Title of entry. (1998). In A. Editor (Ed.), <i>Title of reference work</i> (xx ed., Vol. xx, pp. xxx–xxx). Publisher. Title of entry. (1998). In <i>Title of reference work</i> (xx ed., Vol. xx). http://www.xxxxxxxx	
Electronic version of print book	Shotton, M. A. (1989). <i>Computer addiction? A study of computer dependency</i> . Taylor & Francis. http://www.ebookstore.tandf.co.uk/html/index.asp Schiraldi, G. R. (2001). <i>The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth</i> . McGraw-Hill. https://doi.org/10.1036/0071393722	DOI format should be changed to URL format.

Type	Example/Style	Exceptions/Remarks
Electronic-only book	O'Keefe, E. (n.d.). <i>Egoism & the crisis in Western values</i> . http://www.onlineoriginals.com/showitem.asp?itemID=135	
Electronic version of republished book	Freud, S. (1953). The method of interpreting dreams: An analysis of a specimen dream. In J. Strachey (Ed. & Trans.), <i>The standard edition of the complete psychological works of Sigmund Freud</i> (Vol. 4, pp. 96–121). http://books.google.com/books (Original work published 1900)	
Several volumes in a multivolume work	Koch, S. (Ed.). (1959–1963). <i>Psychology: A study of science</i> (Vols. 1–6). McGraw-Hill.	
Electronic version of book chapter in a volume in a series	Strong, E. K., Jr., & Uhrbrock, R. S. (1923). Bibliography on job analysis. In L. Outhwaite (Series Ed.), <i>Personnel Research Series: Vol. 1. Job analysis and the curriculum</i> (pp. 140–146). https://doi.org/10.1037/10762-000	DOI format should be changed to URL format.
Book chapter, print version	Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), <i>The science of subjective well-being</i> (pp. 17–43). Guilford Press.	
Non-English reference book, title translated into English	Real Academia Española. (2001). <i>Diccionario de la lengua española</i> [Dictionary of the Spanish language] (22nd ed.). Madrid, Spain: Author. Foucault, M. (1993). <i>Surveiller et punir: Naissance de la prison</i> [Discipline and punish: The birth of the prison]. Schoenhof's Foreign Books.	
Entry in an online reference work	Graham, G. (2005). Behaviorism. In E. N. Zalta (Ed.), <i>The Stanford encyclopedia of philosophy</i> (Fall 2007 ed.). http://plato.stanford.edu/entries/behaviorism/	
Entry in an online reference work, no author or editor	Heuristic. (n.d.). In <i>Merriam-Webster's online dictionary</i> (11th ed.). http://www.m-w.com/dictionary/heuristic	
Technical and research reports	Author, A. A. (1998). <i>Title of work</i> (Report No. xxx). Publisher.	

Type	Example/Style	Exceptions/Remarks
Corporate author, government report	US Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2003). <i>Managing asthma: A guide for schools</i> (NIH Publication No. 02-2650). http://www.nNbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf	
Corporate author, task force report	American Psychological Association, Task Force on the Sexualization of Girls. (2007). <i>Report of the APA Task Force on the Sexualization of Girls</i> . http://www.apa.org/pi/wpo/sexualization.html	
Authored report, from nongovernmental organization	Kessy, S. S. A., & Urio, F. M. (2006). <i>The contribution of microfinance institutions to poverty reduction in Tanzania</i> (Research Report No. 06.3). http://www.repoa.or.tz/documents_storage/Publications/Reports/06.3_Kessy_and_Urio.pdf	
Report from institutional archive	McDaniel, J. E., & Miskel, C. G. (2002). <i>The effect of groups and individuals on national decisionmaking: Influence and domination in the reading policymaking environment</i> (CIERA Report 3-025). http://www.ciera.org/library/reports/inquiry-3/3-025/3-025.pdf	
Website reference	Sick, L. (Ed.). (2009). <i>Record structure for APA databases</i> . http://www.apa.org/databases/training/record-structure.pdf <ul style="list-style-type: none"> • There is no need to query for the accession date (delete if provided). • The retrieved date is not mandatory. Delete if provided. • Available from is also used when one is taking data from a commercial database/library/university (see <i>Publication Manual of the American Psychological Association</i>, 6th edition, p. 208). 	
Issue brief	Employee Benefit Research Institute. (1992, February). <i>Sources of health insurance and characteristics of the uninsured</i> (Issue Brief No. 123). Washington, DC: Author.	

Type	Example/Style	Exceptions/Remarks
Symposium	Contributor, A. A., Contributor, B. B., Contributor, C. C., & Contributor, D. D. (Year, Month). Title of contribution. In E. E. Chairperson (Chair), <i>Title of symposium</i> . Symposium conducted at the meeting of Organization Name, Location.	
Paper presentation or poster session	Presenter, A. A. (Year, Month). <i>Title of paper or poster</i> . Paper or poster session presented at the meeting of Organization Name, Location.	
Symposium contribution	Muellbauer, J. (2007, September). Housing, credit, and consumer expenditure. In S. C. Ludvigson (Chair), <i>Housing and consumer behavior</i> . Symposium conducted at the meeting of the Federal Reserve Bank of Kansas City, Jackson Hole, WY.	
Conference paper abstract retrieved online	Liu, S. (2005, May). <i>Defending against business crises with the help of intelligent agent based early warning solutions</i> . Paper presented at the Seventh International Conference on Enterprise Information Systems, Miami, FL. Abstract http://www.iceis.org/iceis2005/abstracts_2005.htm	
Proceedings published regularly online	Herculano-Houzel, S., Collins, C. E., Wong, P., Kaas, J. H., & Lent, R. (2008). The basic nonuniformity of the cerebral cortex. <i>Proceedings of the National Academy of Sciences, USA</i> , 105, 12593–12598. https://doi.org/10.1073/pnas.0805417105	
Proceedings published in book form	Katz, I., Gabayan, K., & Aghajan, H. (2007). A multi-touch surface using multiple cameras. In J. Blanc-Talon, W. Philips, D. Popescu, & P. Scheunders (Eds.), <i>Lecture Notes in Computer Science: Vol. 4678. Advanced Concepts for Intelligent Vision Systems</i> (pp. 97–108). Springer-Verlag. https://doi.org/10.1007/978-3-540-74607-2_9	
Published Doctoral dissertation or master's thesis	Author, A. A. (2003). <i>Title of doctoral dissertation or master's thesis</i> (Doctoral dissertation or master's thesis). Retrieved from Name of database. (Accession or Order No.)	
Unpublished dissertation or thesis	Author, A. A. (1978). <i>Title of doctoral dissertation or master's thesis</i> (Unpublished doctoral dissertation or master's thesis). Name of Institution, Location.	

Type	Example/Style	Exceptions/Remarks
Master's thesis, from a commercial database	McNiel, D. S. (2006). <i>Meaning through narrative: A personal narrative discussing growing up with an alcoholic mother</i> (Master's thesis). Available from ProQuest Dissertations and Theses database. (UMI No. 1434728)	
Doctoral dissertation, from an institutional database	Adams, R. J. (1973). <i>Building a foundation for evaluation of instruction in higher education and continuing education</i> (Doctoral dissertation). http://www.ohiolink.edu/etd/	
Doctoral dissertation, from the web	Bruckman, A. (1997). <i>MOOSE Crossing: Construction, community, and learning in a networked virtual world for kids</i> (Doctoral dissertation, Massachusetts Institute of Technology). http://www-static.cc.gatech.edu/~asb/thesis/	
Doctoral dissertation, abstracted in <i>DAI</i>	Appelbaum, L. G. (2005). Three studies of human information processing: Texture amplification, motion representation, and figure-ground segregation. <i>Dissertation Abstracts International: Section B. Sciences and Engineering</i> , 65(10), 5428.	
Doctoral thesis, from a university outside the United States	Carlbon, P. (2000). <i>Carbody and passengers in rail vehicle dynamics</i> (Doctoral thesis, Royal Institute of Technology, Stockholm, Sweden). http://urn.kb.se/resolve?urn=urn:nbn:se:kth:diva-3029	
Reviews and peer commentary	Reviewer, A. A. (2000). Title of review [Review of the book <i>Title of book</i> , by A. A. Author]. <i>Title of complete work</i> , xx, xxx–xxx.	
Review of a book	Schatz, B. R. (2000, November 17). Learning by text or context? [Review of the book <i>The social life of information</i> , by J. S. Brown & P. Duguid]. <i>Science</i> , 290, 1304. https://doi.org/10.1126/science.290.5495.1304	
Review of a video	Axelmann, A., & Shapiro, J. L. (2007). Does the solution warrant the problem? [Review of the DVD <i>Brief therapy with adolescents</i> , produced by the American Psychological Association, 2007]. <i>PsycCRITIQUES</i> , 52(51). https://doi.org/10.1037/a0009036	

Type	Example/Style	Exceptions/Remarks
Review of a video game, no author	[Review of the video game <i>BioShock</i> , produced by 2K Games, 2007]. (n.d.). http://www.whattheyplay.com/products/bioshock-for-xbox-360/?fm=3&ob=1&t=0#166	
Peer commentary on an article	Wolf, K. S. (2005). <i>The future for Deaf individuals is not that bleak</i> [Peer commentary on the paper "Decrease of Deaf potential in a mainstreamed environment" by K. S. Wolf]. http://www.personalityresearch.org/papers/hall.html#wolf	
For a motion picture	Producer, A. A. (Producer), & Director, B. B. (Director). (Year). <i>Title of motion picture</i> [Motion picture]. Country of Origin: Studio.	
Video	American Psychological Association. (Producer). (2000). <i>Responding therapeutically to patient expressions of sexual attraction</i> [DVD]. Available from http://www.apa.org/videos/	
Podcast	Van Nuys, D. (Producer). (2007, December 19). <i>Shrink rap radio</i> [Audio podcast]. http://www.shrinkrapradio.com/	
Single podcast episode	McElroy, S. & McElroy, J. (Hosts). (2019, September, 27). <i>Essential oils</i> (Ep. 302) [Audio podcast episode]. In Sawbones: A marital tour of misguided medicine. Maximum Fun Productions. https://maximumfun.org/episodes/sawbones/essential-oils/	
Single episode from a television series	Egan, D. (Writer), & Alexander, J. (Director). (2005). Failure to communicate [Television series episode]. In D. Shore (Executive producer), <i>House</i> . New York, NY: Fox Broadcasting.	
Music recording	LaVere, A. (2011). Often happens. On <i>Stranger Me</i> [CD]. Memphis, TN: Archer Records.	
Map retrieved online	Lewis County Geographic Information Services (Cartographer). (2002). Population density, 2000 US Census [Demographic map]. http://www.co.lewis.wa.us/publicworks/maps/Demographics/census-pop-dens_2000.pdf	
Data set	Pew Hispanic Center. (2004). <i>Changing channels and crisscrossing cultures: A survey of Latinos on the news media</i> [Data file and code book]. http://pewhispanic.org/datasets/	

Type	Example/Style	Exceptions/Remarks
Measurement instrument	Friedlander, M. L., Escudero, V., & Heatherington, L. (2002). E-SOFTA: System for observing family therapy alliances [Software and training videos]. Unpublished instrument. http://www.softa-soatif.com/	
Software	Comprehensive Meta-Analysis (Version 2) [Computer software]. Englewood, NJ: Biostat.	
Apparatus	Eyelink II [Apparatus and software]. (2004). Mississauga, Ontario, Canada: SR Research.	
Unpublished manuscript with a university cited	Blackwell, E., & Conrod, P. J. (2003). <i>A five-dimensional measure of drinking motives</i> . Unpublished manuscript, Department of Psychology, University of British Columbia, Vancouver, Canada.	
Manuscript in progress or submitted for publication	Ting, J. Y., Florsheim, P., & Huang, W. (2008). <i>Mental health help-seeking in ethnic minority populations: A theoretical perspective</i> . Manuscript submitted for publication.	
Unpublished raw data from study, untitled work	Bordi, R., & LeDoux, J. E. (1993). [Auditory response latencies in rat auditory cortex]. Unpublished raw data.	
Informally published or self-archived work	Mitchell, S. D. (2000). <i>The import of uncertainty</i> . http://philsci-archive.pitt.edu/archive/00000162/	
Informally published or self-archived work, from ERIC	Kubota, K. (2007). <i>"Soaking" model for learning: Analyzing Japanese learning/teaching process from a socio-historical perspective</i> . Retrieved from ERIC database. (ED498566)	
Letter from a repository	Frank, L. K. (1935, February 4). [Letter to Robert M. Ogden]. Rockefeller Archive Center (GEB series 1.3, Box 371, Folder 3877), Tarrytown, NY.	
Letter from private collection	Zacharius, G. P. (1953, August 15). [Letter to William Rickel (W. Rickel, Trans.)]. Copy in possession of Hendrika Vande Kemp.	
Collection of letters from an archive	Allport, G. W. (1930–1967). Correspondence. Gordon W. Allport Papers (HUG 4118.10). Harvard University Archives, Cambridge, MA.	

Type	Example/Style	Exceptions/Remarks
Unpublished papers, lectures from an archive or personal collection	Berliner, A. (1959). <i>Notes for a lecture on reminiscences of Wundt and Leipzig</i> . Anna Berliner Memoirs (Box M50). Archives of the History of American Psychology, University of Akron, Akron, OH.	
Archival/historical source for which the author and/or date is known or is reasonably certain but not stated on the document	[Allport, A.?), [ca. 1937]. <i>Marion Taylor today—by the biographer</i> . Unpublished manuscript, Marion Taylor Papers. Schlesinger Library, Radcliffe College, Cambridge, MA.	
Archival source with corporate author	Subcommittee on Mental Hygiene Personnel in School Programs. (1949, November 5–6). <i>Meeting of Subcommittee on Mental Hygiene Personnel in School Programs</i> . David Shakow Papers (M1360). Archives of the History of American Psychology, University of Akron, Akron, OH.	
Interview recorded and available in an archive	Smith, M. B. (1989, August 12). Interview by C. A. Kiesler [Tape recording]. President's Oral History Project, American Psychological Association. APA Archives, Washington, DC.	
Transcription of a recorded interview, no recording available	Sparkman, C. F. (1973). <i>An oral history with Dr. Colley F. Sparkman/Interviewer: Orley B. Caudill</i> . Mississippi Oral History Program (Vol. 289), University of Southern Mississippi, Hattiesburg.	
Newspaper article, historical, in an archive or personal collection	Psychoanalysis institute to open. (1948, September 18). [Clipping from an unidentified Dayton, OH newspaper]. Copy in possession of author.	
Historical publication of limited circulation	Sci-Art Publishers. (1935). <i>Sci-Art Publications</i> [Brochure]. Cambridge, MA: Author. A. A. Roback Papers (HUGFP 104.50, Box 2, Folder "Miscellaneous Psychological Materials"). Harvard University Archives, Cambridge, MA.	
Photographs	[Photographs of Robert M. Yerkes]. (ca. 1917–1954). Robert Mearns Yerkes Papers (Box 137, Folder 2292). Manuscripts and Archives, Yale University Library, New Haven, CT.	

Type	Example/Style	Exceptions/Remarks
Message posted to a newsgroup, online forum, or discussion group	Rampersad, T. (2005, June 8). Re: Traditional knowledge and traditional cultural expressions [Online forum comment]. http://www.wipo.int/roller/comments/ipisforum/Weblog/theme_eight_how_can_cultural#comments	
Message posted to an electronic mailing list	Smith, S. (2006, January 5). Re: Disputed estimates of IQ [Electronic mailing list message]. http://tech.groups.yahoo.com/group/ForensicNetwork/message/670	
Blog post	PZ Myers. (2007, January 22). The unfortunate prerequisites and consequences of partitioning your mind [Web log post]. http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php	
Video blog post	Norton, R. (2006, November 4). How to train a cat to operate a light switch [Video]. http://www.youtube.com/watch?v=Vja83KLQXZs	
Sample reference list entry to an appealed case	Durflinger v. Artiles, 563 F. Supp. 322 (D. Kan. 1981), <i>aff'd</i> , 727 F.2d 888 (10th Cir. 1984).	
Sample reference to a statute	Mental Health Systems Act, 42 U.S.C. § 9401 (1988).	
Sample reference to a statute in a state code	Mental Care and Treatment Act, 4 Kan. Stat. Ann. §§ 59-2901-2941 (1983 & Supp. 1992).	
Sample reference to a statute in a federal code	Americans With Disabilities Act of 1990, 42 U.S.C.A. § 12101 <i>et seq.</i> (West 1993).	
Sample reference for federal testimony	<i>RU486: The import ban and its effect on medical research: Hearings before the Subcommittee on Regulation, Business Opportunities, and Energy, of the House Committee on Small Business</i> , 101st Cong. 35 (1990) (testimony of Ronald Chesemore).	
Sample reference for a full federal hearing	<i>Urban America's need for social services to strengthen families: Hearing before the Subcommittee on Human Resources of the Committee on Ways and Means, House of Representatives</i> , 102d Cong. 1 (1992).	

Type	Example/Style	Exceptions/Remarks
Sample reference to unenacted federal bills	Equitable Health Care for Severe Mental Illnesses Act of 1993, H.R. 1563, 103d Cong. (1993).	
Form for executive order	Exec. Order No. 11,609, 3 C.F.R. 586 (1971–1975), <i>reprinted as amended in</i> 3 U.S.C. 301 app. at 404–07 (1994).	
Patents	Smith, I. M. (1988). <i>US Patent No. 123,445</i> . Washington, DC: US Patent and Trademark Office.	

3.3.5 Vancouver Reference Style

Type	Example/Style	Exceptions/Remarks
Journal article	Smith JJ. The world of science. <i>Am J Sci</i> . 1999;36:234–5.	
Journal article with DOI (and with page numbers)	O'Mahony S, Rose SL, Chilvers AJ, Ballinger JR, Solanki CK, Barber RW, et al. Finding an optimal method for imaging lymphatic vessels of the upper limb. <i>Eur J Nucl Med Mol Imaging</i> . 2004;31:555–63. https://doi.org/10.1007/s00259-003-1399-3	
Journal article by DOI (before issue publication with no page numbers)	O'Mahony S, Rose SL, Chilvers AJ, Ballinger JR, Solanki CK, Barber RW, et al. Finding an optimal method for imaging lymphatic vessels of the upper limb. <i>Eur J Nucl Med Mol Imaging</i> . 2004. https://doi.org/10.1007/s00259-003-1399-3	
Article in electronic journal by DOI (no paginated version)	Slifka MK, Whitton JL. Clinical implications of dysregulated cytokine production. <i>Dig J Mol Med</i> . 2000. https://doi.org/10.1007/s801090000086	
Journal article in a supplement	Frumin AM, Nussbaum J, Esposito M. Functional asplenia: demonstration of splenic activity by bone marrow scan. <i>Blood</i> 1979;59 (Suppl 1):26–32.	
Book chapter	Wyllie AH, Kerr JFR, Currie AR. Cell death: the significance of apoptosis. In: Bourne GH, Danielli JF, Jeon KW, editors. <i>International review of cytology</i> . London: Academic; 1980. p. 251–306.	
Online: First chapter in a series (without a volume designation but with a DOI)	Saito Y, Hyuga H. Rate equation approaches to amplification of enantiomeric excess and chiral symmetry breaking. <i>Top Curr Chem</i> . 2007. https://doi.org/10.1007/128_2006_108	

Type	Example/Style	Exceptions/Remarks
Book, authored	Blenkinsopp A, Paxton P. Symptoms in the pharmacy: a guide to the management of common illness. 3rd ed. Oxford: Blackwell Science; 1998.	
Online document	Doe J. Title of subordinate document. In: The dictionary of substances and their effects. Royal Society of Chemistry. 1999. http://www.rsc.org/dose/title of subordinate document . Accessed 15 Jan 1999.	
Online database	Healthwise Knowledgebase. US Pharmacopeia, Rockville. 1998. http://www.healthwise.org . Accessed 21 Sept 1998.	
Supplementary material/private homepage	Doe J. Title of supplementary material. 2000. http://www.privatehomepage.com . Accessed 22 Feb 2000.	
University site	Doe, J.: Title of preprint. http://www.uni-heidelberg.de/mydata.html (1999). Accessed 25 Dec 1999.	
FTP site	Doe, J.: Trivial HTTP, RFC2169. ftp://ftp.isi.edu/in-notes/rfc2169.txt (1999). Accessed 12 Nov 1999.	
Organization site	ISSN International Centre: The ISSN register. http://www.issn.org (2006). Accessed 20 Feb 2007.	

3.3.6 Math and Physical Sciences Reference Style

Type	Example/Style	Exceptions/Remarks
Journal article	Hamburger, C.: Quasimonotonicity, regularity and duality for nonlinear systems of partial differential equations. <i>Ann. Mat. Pura. Appl.</i> 169, 321–354 (1995)	
Inclusion of issue number (optional)	Campbell, S.L., Gear, C.W.: The index of general nonlinear DAES. <i>Numer. Math.</i> 72(2), 173–196 (1995)	
Journal article with DOI (and with page numbers)	Slifka, M.K., Whitton, J.L.: Clinical implications of dysregulated cytokine production. <i>J. Mol. Med.</i> 78, 74–80 (2000). https://doi.org/10.1007/s001090000086	
Journal article with DOI (and with article citation ID)	Hendi, S.H., Momeni, D.: Black-hole solutions in $F(R)$ gravity with conformal anomaly. <i>Eur. Phys. J. C</i> 71, 1823 (2011). https://doi.org/10.1140/epjc/s10052-011-1823-y	
Journal article by DOI (before issue publication with page numbers)	Slifka, M.K., Whitton, J.L.: Clinical implications of dysregulated cytokine production. <i>J. Mol. Med.</i> (2000). https://doi.org/10.1007/s001090000086	
Article in electronic journal by DOI (no paginated version)	Slifka, M.K., Whitton, J.L.: Clinical implications of dysregulated cytokine production. <i>Dig. J. Mol. Med.</i> (2000). https://doi.org/10.1007/s801090000086	
Journal issue with issue editor	Smith, J. (ed.): Rodent genes. <i>Mod. Genomics J.</i> 14(6), 126–233 (1998)	
Journal issue with no issue editor	Rodent genes: <i>Mod. Genomics J.</i> 14(6):126–233 (1998)	
Book chapter	Broy, M.: Software engineering – from auxiliary to key technologies. In: Broy, M., Denert, E. (eds.) <i>Software Pioneers</i> , pp. 10–13. Springer, New York (2002)	
Book, authored	Geddes, K.O., Czapor, S.R., Labahn, G.: <i>Algorithms for Computer Algebra</i> . Kluwer, Boston (1992)	
Book, edited	Seymour, R.S. (ed.): <i>Conductive Polymers</i> . Plenum, New York (1981)	

Type	Example/Style	Exceptions/Remarks
Chapter in a book in a series without volume titles	MacKay, D.M.: Visual stability and voluntary eye movements. In: Jung, R., MacKay, D.M. (eds.) Handbook of Sensory Physiology, vol. 3, pp. 307–331. Springer, Heidelberg (1973)	
Chapter in a book in a series with volume titles	Smith, S.E.: Neuromuscular blocking drugs in man. In: Zaimis, E. (ed.) Neuromuscular Junction. Handbook of Experimental Pharmacology, vol. 42, pp. 593–660. Springer, Heidelberg (1976)	
OnlineFirst chapter in a series (without a volume designation but with a DOI)	Saito, Y., Hyuga, H. Rate equation approaches to amplification of enantiomeric excess and chiral symmetry breaking. Top. Curr. Chem. (2007). https://doi.org/10.1007/128_2006_108	
Proceedings as a book (in a series and subseries)	Zowghi, D., et al.: A framework for reasoning about requirements in evolution. In: Foo N., Goebel R. (eds.) Topics in Artificial Intelligence, 4th Pacific Rim Conference on Artificial Intelligence, Cairns, August 1996. Lecture Notes in Computer Science. Lecture Notes in Artificial Intelligence, vol. 1114, pp. 157–168. Springer, Heidelberg (1996)	
Proceedings with an editor (without a publisher)	Aaron, M.: The future of genomics. In: Williams, H. (ed.) Proceedings of the Genomic Researchers, Boston (1999)	
Proceedings without an editor (without a publisher)	Chung, S.-T., Morris, R.L.: Isolation and characterization of plasmid deoxyribonucleic acid from Streptomyces fradiae. In: Abstracts of the 3rd International Symposium on the Genetics of Industrial Microorganisms, University of Wisconsin, Madison, 4–9 June 1978	
Paper presented at a conference	Chung, S.-T., Morris, R.L.: Isolation and characterization of plasmid deoxyribonucleic acid from Streptomyces fradiae. Paper presented at the 3rd international symposium on the genetics of industrial microorganisms, University of Wisconsin, Madison, 4–9 June 1978	
Patent. Name and date of patent are optional	Norman, L.O.: Lightning rods. US Patent 4,379,752, 9 Sept 1998	
Dissertation, Ph.D. thesis	Trent, J.W.: Experimental acute renal failure. Dissertation, University of California (1975)	

Type	Example/Style	Exceptions/Remarks
Institutional author (book)	International Anatomical Nomenclature Committee: Nomina anatomica. Excerpta Medica, Amsterdam (1966)	
Non-English, Latin alphabet publication cited in an English publication.	Wolf, G.H., Lehman, P.-F.: Atlas der Anatomie, vol. 4/3, 4th edn. Fischer, Berlin (1976)	Use the language of the primary document, not that of the reference for "vol" etc.!
Non-Latin alphabet publication cited in an English publication.	Marikhin, V.Y., Myasnikova, L.P.: Nadmolekulyarnaya struktura polimerov (The supramolecular structure of polymers). Khimiya, Leningrad (1977)	Optional are the title of the publication in the original language (and alphabet) and an English translation, which are placed in parentheses when they are present.
In press	Holmes, R., et al.: References. In: Jones, T.C. (ed.) Science style manual. Sprint, London (2007, in press)	
Online document	Cartwright, J.: Big stars have weather too. IOP Publishing PhysicsWeb. http://physicsweb.org/articles/news/11/6/16/1 (2007). Accessed 26 June 2007	
Online database	Healthwise Knowledgebase. US Pharmacopeia, Rockville. http://www.healthwise.org (1998). Accessed 21 Sept 1998	
Supplementary material/private homepage	Doe, J.: Title of supplementary material. http://www.privatehomepage.com (2000). Accessed 22 Feb 2000	
University site	Doe, J.: Title of preprint. http://www.uni-heidelberg.de/mydata.html (1999). Accessed 25 Dec 1999	
FTP site	Doe, J.: Trivial HTTP, RFC2169. ftp://ftp.isi.edu/in-notes/rfc2169.txt (1999). Accessed 12 Nov 1999	
Organization site	ISSN International Centre: The ISSN register. http://www.issn.org (2006). Accessed 20 Feb 2007	

3.3.7 American Physical Society (APS) Reference Style

Type	Example/Style	Exceptions/Remarks
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Type	Example/Style	Exceptions/Remarks
Journal article	S. Preuss, A. Demchuk Jr., M. Stuke, Appl. Phys. A 61, 33 (1995)	
Inclusion of issue number (optional)	D.S. Saunders, Sci. Am. 234(2), 114 (1976)	
Journal article with DOI (and with page numbers)	M.K. Slifka, J.L. Whitton, Clinical implications of dysregulated cytokine production. J. Mol. Med. 78, 74–80 (2000). https://doi.org/10.1007/s001090000086	
Journal article by DOI (before issue publication with page numbers)	M.K. Slifka, J.L. Whitton, Clinical implications of dysregulated cytokine production. J. Mol. Med. (2000). https://doi.org/10.1007/s001090000086	
Article in electronic journal by DOI (no paginated version)	M.K. Slifka, J.L. Whitton, Clinical implications of dysregulated cytokine production. Dig. J. Mol. Med. (2000). https://doi.org/10.1007/s801090000086	
Journal issue with issue editor	J. Smith (ed.), Rodent genes. Mod. Genomics J. 14(6) (1998)	
Journal issue with no issue editor	Rodent genes, Mod. Genomics J. 14(6) (1998)	
Book chapter	D.M. Abrams, in <i>Conductive Polymers</i> , ed. by R.S. Seymour, A. Smith (Springer, Berlin Heidelberg New York, 1973), p. 307	
Book, authored	H. Ibach, H. Lüth, <i>Solid-State Physics</i> , 2nd edn. (Springer, New York, 1996), pp. 45–56	
Book, edited	R.S. Seymour (ed.), <i>Conductive Polymers</i> (Plenum, New York, 1981)	
Chapter in a book in a series without volume titles	D.M. MacKay, in <i>Handbook of Sensory Physiology</i> , vol. 3, ed. by R. Jung, D.M. MacKay (Springer, Heidelberg, 1973), p. 307	
Chapter in a book in a series with volume titles	S.E. Smith, in <i>Neuromuscular Junction</i> , ed. by E. Zaimis. Handbook of Experimental Pharmacology, vol 42 (Springer, Heidelberg, 1976), p. 593	
OnlineFirst chapter in a series (without a volume designation but with a DOI)	Y. Saito, H. Hyuga, Rate equation approaches to amplification of enantiomeric excess and chiral symmetry breaking. Top. Curr. Chem. (2007). https://doi.org/10.1007/128_2006_108	

Type	Example/Style	Exceptions/Remarks
Proceedings as a book (in a series and subseries)	D. Zowghi et al., in <i>PRICAI '96: Topics in Artificial Intelligence</i> , ed. by N. Foo, R. Goebel. 4th Pacific Rim Conference on Artificial Intelligence, Cairns, August 1996. Lecture Notes in Computer Science. Lecture notes in artificial intelligence, vol. 1114 (Springer, Heidelberg, 1996), p. 157	
Proceedings with an editor (without a publisher)	M. Aaron, in <i>Proceedings of the Genomic Researchers</i> , Boston, 1999, ed. by H. Williams	
Proceedings without an editor (without a publisher)	S.-T. Chung, R.L. Morris, in <i>Abstracts of the 3rd International Symposium on the Genetics of Industrial Microorganisms</i> , University of Wisconsin, Madison, 4–9 June 1978	
Paper presented at a conference	S.-T. Chung, R.L. Morris, Isolation and characterization of plasmid deoxyribonucleic acid from <i>Streptomyces fradiae</i> . Paper presented at the 3rd international symposium on the genetics of industrial microorganisms, University of Wisconsin, Madison, 4–9 June 1978	
Patent	L.O. Norman, U.S. Patent 4,379,752, 9 Sept 1998	Name and date of patent are optional
Dissertation, Ph.D. thesis	J.W. Trent, Dissertation, University of California, 1975	
Institutional author (book)	International Anatomical Nomenclature Committee, <i>Nomina anatomica</i> . (Excerpta Medica, Amsterdam, 1966)	
Non-English, Latin alphabet publication cited in an English publication.	G.H. Wolf, P-F Lehman (eds.), <i>Atlas der Anatomie</i> , vol. 4/3, 4th edn. (Fischer, Berlin, 1976)	Use the language of the primary document, not that of the reference for "vol" etc.!
Non-Latin alphabet publication cited in an English publication.	V.Y. Marikhin, L.P. Myasnikova, <i>Nadmolekulyarnaya struktura polimerov</i> (The supramolecular structure of polymers). (Khimiya, Leningrad, 1977)	Optional are the title of the publication in the original language and an English translation, which are placed in parentheses when they are present.
In press	R. Holmes et al., in <i>Science style manual</i> , ed. by T.C. Jones (Sprint, London, 2006 in press)	

Type	Example/Style	Exceptions/Remarks
Online document	J. Cartwright, Big stars have weather too. (IOP Publishing PhysicsWeb, 2007), http://physicsweb.org/articles/news/11/6/16/1 . Accessed 26 June 2007	
Online database	Healthwise Knowledgebase (US Pharmacopeia, Rockville, 1998), http://www.healthwise.org . Accessed 21 Sept 1998	
Supplementary material/private homepage	J. Doe, Title of supplementary material (2000), http://www.privatehomepage.com . Accessed 22 Feb 2000	
University site	J. Doe, Title of preprint (1999), http://www.uni-heidelberg.de/mydata.html . Accessed 25 Dec 1999	
FTP site	J. Doe, Trivial HTTP, RFC2169 (1999), ftp://ftp.isi.edu/in-notes/rfc2169.txt . Accessed 12 Nov 1999	
Organization site	ISSN International Centre: The ISSN register (2006), http://www.issn.org . Accessed 20 Feb 2007	

3.3.8 Chicago Reference Style

Type	Example/Style	Exceptions/Remarks
Book with single author	Pollan, Michael. 2006. <i>The Omnivore's Dilemma: A Natural History of Four Meals</i> . New York: Penguin. Keith, Edward O. 2001. <i>Survey of Marine Mammals</i> . Dubuque, Iowa: Kendall/Hunt Publishing Company.	
Book with two authors	Ward, Geoffrey C., and Ken Burns. 2007. <i>The War: An Intimate History, 1941–1945</i> . New York: Knopf. Purkis, Samuel, and Victor Klemas. 2011. <i>Remote Sensing and Global Environmental Change</i> . Oxford: Wiley-Blackwell.	
Book with three authors	Heatherton, Joyce, James Fitzgilroy, and Jackson Hsu. 2007. <i>Meteors and Mudslides: A Trip through</i> . New York: Knopf.	
Book with editor as author	Woodward, David, ed. 1987. <i>Art and Cartography: Six Historical Essays</i> . Chicago: University of Chicago Press.	

Type	Example/Style	Exceptions/Remarks
Book with three or more authors or editors	Goodman, James A., Samuel J. Purkis, and Stuart R. Phinn, eds. 2013. <i>Coral Reef Remote Sensing: A Guide for Mapping, Monitoring and Management</i> . Dordrecht: Springer.	
Book with author and editor/translator	Soloviev, Alexander, and Roger Lukas. 2006. <i>The Near-Surface Layer of the Ocean: Structure, Dynamics and Applications</i> . Edited by Lawrence A. Mysak and Kevin Hamilton. Dordrecht: Springer.	
Forthcoming book	Bloemraad, Irene. Forthcoming. <i>Land Grant Colleges Today</i> . New York: Macmillan Co. Faraday, Carry. Forthcoming. "Protean Photography." In <i>Seven Trips beyond the Asteroid Belt</i> , edited by James Oring. Cape Canaveral, FL: Launch Press.	
Chapter in an edited book	Messing, Charles G., John K. Reed, Sandra D. Brooke, and Steve W. Ross. 2008. "Deep-Water Coral Reefs of the United States." In <i>Coral Reefs of the USA</i> , edited by Bernhard M. Riegl and Richard E. Dodge, 767-792. Dordrecht: Springer.	
Journal article	Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. 2017. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." <i>Journal of Human Capital</i> 11, no. 1 (Spring): 1–34. https://doi.org/10.1086/690235 LaSalle, Peter. 2017. "Conundrum: A Story about Reading." <i>New England Review</i> 38 (1): 95–109. Project MUSE. Weinstein, Joshua I. 2009. "The Market in Plato's <i>Republic</i> ." <i>Classical Philology</i> 104: 439–58.	Journal articles often list many authors, especially in the sciences. If there are four or more authors, list up to ten in the reference list; in the text, list only the first, followed by et al. ("and others"). For more than ten authors (not shown here), list the first seven in the reference list, followed by et al.
Journal: Online format with DOI	Campbell, Alexandra M., Jay Fleisher, Christopher Sinigalliano, James R. White, and Jose V. Lopez. 2015. "Dynamics of Marine Bacterial Community Diversity of the Coastal Waters of the Reefs, Inlets, and Wastewater Outfalls of Southeast Florida." <i>Microbiology Open</i> 4(2): 1-19. https://doi.org/10.1002/mbo3.245	DOI is preferred over URL. Always use DOI if given instead of URL.
Journal: Online format without DOI	Spieler, Richard E. 1971. "A Carp-Goldfish Hybrid with No Caudal Fin." <i>Transactions of the Kansas Academy of Science</i> 74 (3/4): 342-343. http://nsuworks.nova.edu/occ_facarticles/215/	

Type	Example/Style	Exceptions/Remarks
Article in press: If publication year is known	Swallow, Sundar K., and Mary J Mazzotta. 2004 "Assessing Public Priorities for Experiment Station Research: Contingent Value and Public Preferences for Agricultural Research." <i>American Journal of Agricultural Economics</i> 86: in press.	
Article in press: If publication year is not known	Swallow, Sundar K., and Mary J Mazzotta. Forthcoming "Assessing Public Priorities for Experiment Station Research: Contingent Value and Public Preferences for Agricultural Research." <i>American Journal of Agricultural Economics</i> : in press.	
Article in a popular magazine	Sheryl Gay Stolberg and Robert Pear, "Wary Centrists Posing Challenge in Health Care Vote," <i>New York Times</i> , February 27, 2010, accessed February 28, 2010, http://www.nytimes.com/2010/02/28/us/politics/28health.html .	
Online article	Kossinets, Gueorgi, and Duncan J. Watts. 2009. "Origins of Homophily in an Evolving Social Network." <i>American Journal of Sociology</i> 115: 405–50. Accessed February 28, 2010. https://doi.org/10.1086/599247	Accessed date is must
Paper delivered at a meeting and not published	Adelman, Rachel. 2009. "Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24.	
Paper delivered at a meeting and published	Ku, Bhatt, and Helen Bake. 2000. "Re-reading the '167 event': The Politics of Numbers and the Making of Hong Kong 'Others.'" Twelfth Annual Meeting on Socioeconomics, 54. London. July 7–10.	
Proceedings	Chiswick, Bake R. 1977. "A Longitudinal Analysis of the Occupational Mobility of Immigrants." In <i>Proceedings of the 30th Annual Winter Meetings, Industrial Relations Research Association</i> . Ed. B. D. Dennis, 20–7 Madison, WI:IRRA.	

Type	Example/Style	Exceptions/Remarks
Newspaper/magazine	Royko, Mike. 1992. "Next Time, Dan, Take Aim at Arnold." Chicago Tribune, September 23, 1992. Pai, Tanya. 2017. "The Squishy, Sugary History of Peeps." Vox, April 11, 2017. http://www.vox.com/culture/2017/4/11/15209084/peeps-easter .	
Streaming video	Kurz Gesagt - In a Nutshell. 2013. "The Gulf Stream & Climate Change." (streaming video). https://youtu.be/UuGrBhK2c7U	
Anonymous works - unknown authorship	<i>Circadian hormone basis for seasonal conditions in the gulf killifish</i> , Fundulus grandis. 1978. Amsterdam: Elsevier Science Ltd.	
Anonymous works - known authorship	[Meier, Albert, Albert J. Fivizzani, Richard E. Spieler, and Nelson Horseman]. 1978. <i>Circadian hormone basis for seasonal conditions in the gulf killifish</i> , Fundulus grandis. Amsterdam: Elsevier Science Ltd.	Use if authorship is not listed, but author is known or guessed through another method.
Capstone, thesis, or dissertation	Pruzinsky, Nina. 2018. "Identification and Spatiotemporal Dynamics of Tuna (Family: Scombridae; Tribe: Thunnini) Early Life Stages in the Oceanic Gulf of Mexico." MS Thesis, Nova Southeastern University. https://nsuworks.nova.edu/occ_stuetd/472/ .	These are cited similarly to a book.

3.3.9 Harvard Reference Style

Type	Example/Style	Exceptions/Remarks
Journal article with one author	Selman, P. (2016) The global decline of intercountry adoption: what lies ahead? <i>Social Policy and Society</i> , 11(3), 381–397.	
Journal article with 3 authors	Barros, B., Read, T. & Verdejo, M.F. (2008) Virtual collaborative experimentation: An approach combining remote and local labs. <i>IEEE Transactions on Education</i> , 51(2), 242–250. Available from: https://doi.org/10.1109/TE.2007.908071	
Journal article with 4 or more authors	Holding, M.Y., Saulino, M.F., Overton, E.A., Kornbluth, I.D. & Freedman, M.K. (2008) Interventions in chronic pain management. 1. Update on important definitions in pain management. <i>Archives of Physical Medicine and Rehabilitation</i> , 89 (3, Supplement 1), S38–S40.	

Type	Example/Style	Exceptions/Remarks
Reference with no author	Department of Health. (2009) <i>Living well with dementia: a national dementia strategy</i> . Available from: www.gov.uk/government/publications/living-well-with-dementiaa-national-dementia-strategy [Accessed 4th June 2015].	
Pre-print journal articles	Silas, P., Yates, J.R. & Haynes, P.D. (2008) Density-functional investigation of the rhombohedral to simple cubic phase transition of arsenic. To be published in <i>Physical Review B</i> . Arxiv. [Preprint] Available from: http://arxiv.org/abs/0810.1692 [Accessed 23rd July 2010].	
Book with one author	Adair, J. (1988) <i>Effective time management: How to save time and spend it wisely</i> . London: Pan Books.	
Book with three authors	Simons, N.E., Menzies, B. & Matthews, M. (2001) <i>A short course in soil and rock slope engineering</i> . London: Thomas Telford Publishing.	
Book with seven or more authors	Davis, M., Charles, S., Curry, M.J., Shanti, H., Prasad, M., Hewings, A. et al. (2003) <i>Challenging spatial norms</i> . London: Routledge.	
Book with edition	Barnes, R. (1995) <i>Successful study for degrees</i> , 2nd edition, London: Routledge.	
Book with an editor	Danaher, P. (Ed.) (1998) <i>Beyond the ferris wheel</i> . Rockhampton: CQU Press.	
Book: chapter in an edited book	Partridge, H. & Hallam, G. (2007) Evidence-based practice and information literacy. In: Lipu, S., Williamson, K. & Lloyd, A. (Eds.) <i>Exploring methods in information literacy research</i> . Wagga Wagga, Australia: Centre for Information Studies, pp. 149–170.	
Books with an anonymous or unknown author	<i>The University Encyclopedia</i> (1985) London: Roydon.	
Book online	Simons, N.E., Menzies, B. & Matthews, M. (2001) <i>A Short Course in Soil and Rock Slope Engineering</i> . London: Thomas Telford Publishing. Available at: http://www.myilibrary.com?ID=93941 [Accessed 18th June 2015].	

Type	Example/Style	Exceptions/Remarks
Conference proceedings and symposium	Wittke, M. (2006) Design, construction, supervision and long-term behaviour of tunnels in swelling rock. In: Van Cotthem, A., Charlier, R., Thimus, J.-F. and Tshibangu, J.-P. (Eds.) Eurock 2006: <i>Multiphysics coupling and long term behaviour in rock mechanics: Proceedings of the international symposium of the international society for rock mechanics, EUROCK 2006, 9–12 May 2006, Liège, Belgium</i> . London: Taylor & Francis, pp. 211–216.	
Report	Leatherwood, S. (2001) <i>Whales, dolphins, and porpoises of the western North Atlantic</i> . U.S. Dept. of Commerce. Report number: 63.	
Map	British Geological Survey. (1998) <i>South London</i> . 270, 1:50,000. London: British Geological Survey.	
Web page/website	European Space Agency. (2015) <i>Rosetta: rendezvous with a comet</i> . Available at: http://rosetta.esa.int [Accessed 15th June 2015].	
Email: personal	Harrison, R. (2014) Email sent to Mimi Weiss Johnson, 10th June.	
Personal communication	Law, James. Engineering consultant. (Personal communication, 26th April 2014).	
Lecture/presentation	Wagner, G. (2006) <i>Structural and functional studies of protein interactions in gene expression</i> . [Lecture] Imperial College London, 12th December.	
Government publications	Department for Education and Employment (DfEE), (2001) <i>Skills for life: The national strategy for improving adult literacy and numeracy skills</i> . Nottingham: DfEE Publications.	
Newspaper articles	Cumming, F. (1999) Tax-free savings push. <i>Sunday Mail</i> , 4 April, p. 1.	
Religious texts	<i>Good News Bible</i> (2010). New York: HarperCollins.	
Video recording	Rules of the game (1991) <i>I'll fly away</i> , television program, New York Broadcasting Company.	
Systematic reviews	Osborn, D.A. & Sinn, J.H. (2006) Soy formula for prevention of allergy and food intolerance in infants. <i>Cochrane Database of Systematic Reviews</i> , no. 4, art. no.: CD003741, viewed 19 May 2009.	

Type	Example/Style	Exceptions/Remarks
Acts of parliament	Corporation Act 2001 (Commonwealth of Australia) s. 3, viewed 19 May 2009, < http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilationl.nsf/32EF06709485AA287 >	
Cases	<i>Jones v. Sherlock</i> (2009) NSWSC 246.	
Patent	Smith, P.S. (2002) <i>A pump for use in windmill assembly</i> , application no. 2008230011, 17 October, viewed 15 May 2009, < http://pericles.ipaustralia.gov.au/ols >	
Podcast	Atkin, M. (2008) Bermagui forest disputed turf, The Hack Half Hour, 13 November, podcast, viewed 31 March 2009, < http://www.abc.net.au/hack/notes >	
Thesis/Dissertation	Fayadh, K.H. (2015) <i>The legal regulation of assisted reproductive technology in Iraq: Lessons from the Australian approach</i> . Thesis, Penrith, Western Sydney University, viewed 24 November 2015, Research Direct database.	

3.3.10 Oxford University Standard for the Citation of Legal Authorities (OSCOLA – Footnote Reference Style)

- Only law/legal journals opting for footnote reference style can choose OSCOLA for styling.
- When citing any source, either directly (as a quotation) or indirectly (by paraphrasing or referring to ideas in a source), cite the reference in a footnote.
- Indicate footnotes with a superscript number.

For example:

¹Paul Craig, ‘Theory, “Pure Theory” and Values in Public Law’ [2005] PL 440.

²Human Rights Act 1998, s 2.

Type	Example/Style	Exceptions/Remarks
Journal	Author, ‘Article Title’ [year] Journal Acronym first page of article. <i>For example:</i> Paul Craig, ‘Theory, “Pure Theory” and Values in Public Law’ [2005] PL 440. OR	

Type	Example/Style	Exceptions/Remarks
	<p>Author, 'Article Title' [year] Volume No. Journal Acronym first page of article.</p> <p><i>For example:</i> Alison L Young, 'In Defence of Due Deference' (2009) 72 MLR 554.</p>	
Online journals	<p>Author, 'Article Title' [year] Volume No. (Issue No.) Journal Acronym <web address> Date accessed</p> <p><i>For example:</i> Graham Greenleaf, 'The Global Development of Free Access to Legal Information' (2010) 1(1) EJLT <http://ejlt.org/article/view/17> accessed 27 July 2010</p>	Issue No. is optional. If provided, then retain.
Book	<p>Author, <i>Book Title</i> (Additional information (optional), Edition (optional), Publisher Year)</p> <p><i>For example:</i> Timothy Endicott, <i>Administrative Law</i> (OUP 2009). Gareth Jones, <i>Goff and Jones: The Law of Restitution</i> (1st supp, 7th edn, Sweet & Maxwell 2009).</p>	
Edited and translated book	<p>If there is no author, cite the editor or translator as you would an author, adding in parentheses after their name "(ed)" or "(tr)" or "(eds)" or "(trs)" if there is more than one.</p> <p><i>For example:</i> Jeremy Horder (ed), <i>Oxford Essays in Jurisprudence: Fourth Series</i> (OUP 2000). Peter Birks and Grant McLeod (trs), <i>The Institutes of Justinian</i> (Duckworth 1987).</p>	
Legal cases	<p>When citing cases, give the name of the case, the neutral citation (if appropriate), and volume and first page of the relevant law report, and where necessary the court. If the name of the case is given in the text, it is not necessary to repeat it in the footnote.</p>	

Type	Example/Style	Exceptions/Remarks
	<p><i>For example:</i> If the citation is <i>Phipps v Boardman</i>,³¹ then the reference is styled as ³¹[1967] 2 AC 46 (HL).</p>	
Legislation	<p>A citation in a footnote is not required when citing legislation if all the information the reader needs concerning the source is provided in the text, as in the following sentence: This case highlights the far-reaching judicial role ushered in by the Human Rights Act 1998. Where the text does not include the name of the Act or the relevant section, this information should be provided in a footnote.</p> <p><i>For example:</i> In text: British courts must only consider Strasbourg jurisprudence: they are not bound by it.¹ Reference style: ¹Human Rights Act 1998, s 2.</p>	

4 LANGUAGE EDITING

A language editor must have good command over English language with good knowledge of the scientific content. Scientific content requires very sensitive treatment with emphasis on accuracy, precision, and detail. This section covers basic guidelines on copyediting tasks under language editing such as punctuation, British and American usage, and more advanced editing such as correcting poor style. However, editorial discretion must be exercised while editing content and author's preference given high precedence, especially when the author is a native English speaker.

4.1 GENERAL GUIDELINES

- Perform copyediting as per Wiley copyediting specifications.
- Rephrasing and rewriting must be done only when required. A copyeditor must have the ability to know when to rephrase and rewrite and not make any unnecessary changes.
- Words or phrases in a manuscript must never be changed due to personal preference.
- Unless incorrect, use the author's own words to rephrase and reconstruct a poor construction.
- Correct poor style only if it hinders comprehension.
- Words or phrases that serve no meaningful purpose in a sentence should be deleted.
- Author's preference for passive voice and first person must be kept. However, overuse and complicated sentences can be simplified, such as: "It could be shown by our report that..." "Our report showed that..."
- The use of he/she should be avoided. Bring it to the author's attention than changing the entire text.
- Do not use adjectival form of a word where a noun form is more suitable.
- Do not delete information that the author has repeated for the sake of emphasis.

4.2 BRITISH AND AMERICAN USAGE

- Both American and British spellings are allowed for Wiley articles.
- UK/US usage needs to be consistent within the article or the journal. If a copyeditor is required to change from one usage to another, the author must be informed of the same.
- For American spellings, use *Merriam-Webster's Collegiate Dictionary*. For British spellings, *Collins English Dictionary* must be used. If authors have used words from *Oxford Dictionary*, these are acceptable.

The following are general spelling differences between UK and US English:

UK -our vs. US -or		UK -re vs. US -er		UK -ae/-oe/-oeu vs. US -e/-o/-eu	
armour	armor	amphitheatre	amphitheater	archaeology	archeology
behaviour	behavior	centimetre	centimeter	gynaecology	gynecology
colour	color	centre	center	leukaemia	leukemia
favourite	favorite	fibre	fiber	manoeuvre	maneuver
flavour	flavor	kilometre	kilometer	mediaeval	medieval
harbour	harbor	litre	liter	mementoes	mementos
honour	honor	lustre	luster	oestrogen	estrogen
humour	humor	louvre	louver	orthopaedic	orthopedic
labour	labor	manoeuvre	maneuver	paediatric	pediatric
neighbour	neighbor	metre	meter	palaeontology	paleontology
rumour	rumor	spectre	specter	toxaemia	toxemia
saviour	savior	theatre	theater		

UK -se vs. US -ze*		UK -l vs. US -ll		UK -ogue vs. US -og	
analyse	analyze	enrolment	enrollment	analogue	analog
apologise	apologize	fulfil	fulfill	catalogue	catalog
appetiser	appetizer	instalment	installment	dialogue	dialog
catalyse	catalyze	skilful	skillful	monologue	monolog
civilise, civilisation	civilize, civilization				
colonise, colonisation	colonize, colonization				
criticise	criticize				
UK -se vs. US -ze*		UK -ll vs. US -l		UK -ence vs. US -ense	
emphasise	emphasize	Counsellor	counselor	defence*	defense
organise	organize	Fueled	fueled	licence (<i>noun</i>) license (<i>verb</i>)	license (<i>both noun and verb</i>)

popularise, popularisation	popularize, popularization	Travelling	traveling	offence*	offense
prise	prize	Paralleled	paralleled	pretence	pretense
realise	realize	Quarrelling	quarreling		
recognise	recognize				

***Additional notes:**

- UK English uses both "**-ise**" and "**-ize**" forms but tends to prefer **-ise (-isation)** form.
- Verbs in UK English that can be spelled with either "**-ize**" or "**-ise**" at the end are always spelled with **-ize** in US English.
- Verbs in UK English that end in "**-yse**" (e.g. *analyse*) are always spelled "**-yze**" in US English (*analyze*).

!Remember: In UK English, verbs that end in -l preceded by a vowel usually double the final -l when a suffix -ed/-ing is added. In US English, the final -l is doubled only when the last syllable is stressed.

**But note: defensive, offensive*

UK -dge/-gue vs. US -dg/-gu		UK -gramme vs. US -gram	
judgement	Judgment	programme (noun) (TV/radio programme or programme of events plans, conferences, a theatre programme etc.)	program
arguement	argument		
UK -que vs. US -k/-ck		programme (verb) (to instruct)	program (-mm-)
cheque (money)	check	program (programme) (computer program)	program
		gram (gramme)	gram
		kilogram (kilogramme)	kilogram

Miscellaneous spelling differences			
UK	US	UK	US
ageing	aging	mould	mold
aluminium	aluminum	mum, mummy (mom, mam)	mom, mommy
encyclopaedia	encyclopedia	omelette	omelet

Miscellaneous spelling differences			
kerb (<i>edge of roadway or pavement</i>) curb (<i>verb means "restrain"</i>)	curb (<i>both noun and verb</i>)	practise (<i>verb</i>), practising, practice (<i>noun</i>)	practice (<i>both noun and verb</i>), practicing
draught (<i>current of air</i>)	draft	pyjamas	pajamas
grey	gray	plough	plow
sulphur or sulfur	sulfur	tyre	tire
jewellery	jewelry	sceptic	skeptic
marvellous	marvelous	woollen	woolen

4.3 CAPITALIZATION

Capitalize:

- Words beginning a sentence.
- The first word after a colon is capitalized when i) it introduces a speech or a dialogue in an extract and ii) it introduces a direct question.
- Specific terms and terminologies
- Only the first word and proper nouns in table headings and figure captions.
- References to titles of sections within the same article.
- Proper nouns and adjectives and words used as proper nouns.
- Names of university departments if they refer to a specific department within a specific university and complete names of academic courses if they refer to a specific course.
- Trade and brand names of drugs, equipment, and food.
- Titles of heads of governments (President, Prime Minister, ...) when it precedes a name and set lowercase when following a name.
- Nouns followed by numerals or letters that denote a specific place in a numbered series.

For example:

On Day 2 of Experiment 4

- Complete titles of published and unpublished texts.
- Names of derived variables within a factor or principal components analysis.
 - The words *factor* and *component* are not capitalized unless followed by a number.

For example:

Mealtime Behavior (Factor 4)

Factors 6 and 7

- Abbreviations beginning a sentence.

For example:

p-Endorphins

- Proper nouns and words derived from proper nouns.
- Geographic names for cities, townships, counties, states, countries, continents, islands, peninsulas, straits, bodies of water, mountain chains, streets, parks, forests, canyons, dams, specific locations, accepted designations for regions, and political divisions.

Note: there may be exceptions based on historical, political, and regional contexts, and author's preference should be accepted.

- Words denoting political divisions, such as a state, republic, empire, ward, or precinct, when they are followed by a name or are an accepted part of the name.
- When a common noun is capitalized in the singular as part of a proper name or in a title, it is generally not capitalized in the plural.

For example:

Mississippi and Missouri rivers; Atlantic and Pacific oceans.

- Expanded compass directions are not capitalized.

For example:

southern France, northern Illinois

- Nouns and adjectives derived from compass directions should not be capitalized.

For example:

midwesterner; southern-style cooking

- Proper names of languages, peoples, races (e.g., Black or White), political parties, religions, and religious denominations and sects.
- Names of historical events and periods, special events, awards, treaties, and official names and specific parts of adopted laws and bills.
- When an eponym is included in the name of a disease, syndrome, sign, position, or similar designation, capitalize the eponym but not the common noun.

For example:

Raynaud disease, Babinski sign, Marfan syndrome.

- Trademarks and proprietary names of drugs and brand names of manufactured products and equipment.
- Phylum, class, order, family, and tribe.
- Formal name of a genus when it is used in the singular, with or without a species name.
- Designations of specific deities and personifications.
- Recognized holiday and calendar events (e.g., Thanksgiving Day, Christmas, Diwali, and others).

- The exact and complete titles of tests and subscales of tests should be capitalized. The word *test* is not usually capitalized except when it is part of the official name of the test. Always verify exact names of any tests with the author or with reference sources.

For example:

Goodenough–Harris Drawing Test

- The title of a person when it precedes the person's name but not when it follows the name.

For example:

Chair John W. Smith; John W. Smith was named chair.

- Academic degrees when they are abbreviated.
- Official titles of conferences, congresses, postgraduate courses, organizations, institutions, business firms, and governmental agencies, as well as their departments and other divisions.
- With dual verbs, such as *follow up*, capitalize both parts in a title.

For example:

Following Up the Diabetic Patient.

- First letter of the word that follows a lowercase Greek letter (but not a capital one), a symbol, italicized organic chemistry prefixes *trans*- and *cis*-, or a small capital letter in titles, subtitles, table heads, center heads, side heads, and line art.

For example:

trans-Fatty Acid Content of Common Foods; 1,25-Dihydroxycholecalciferol.

- In titles, subtitles (except in references), centered heads, side heads, table column heads, and line art and at the beginning of sentences, the first non-Greek letter after a lowercase Greek letter should be capitalized.

For example:

Liver disease in α_1 -Antitrypsin deficiency

Do Not Capitalize:

- Nouns that denote common parts of books or tables followed by numerals or letters.
- Names of laws, theories, models, statistical procedures, or hypotheses.
- Nouns that precede a variable.

For example:

trial *n* and item *x*

- Shortened, inexact, or generic titles of tests.

For example:

a vocabulary test

- Names of conditions or groups in an experiment.
- Effects or variables unless they appear with multiplication signs.

- Compass points and terms derived from them if they indicate direction or location, such as in the southwest of Italy, pointing to the south, a north wind, etc.
- English words derived from the taxonomic systems such as feline, astilbe, hominids, carnivores, etc.

4.4 PUNCTUATION

Punctuation establishes the cadence of a sentence, telling the reader where to pause (comma, semicolon, and colon), stop (period and question mark), or take a detour (dash, parentheses, and brackets).

4.4.1 Spacing After Punctuation Marks

Insert one space after

- commas, colons, and semicolons
- periods that separate parts of a reference citation; and
- periods of the initials in personal names (e.g., J. R. Zhang).

Exception:

Do not insert a space after internal periods in abbreviations (e.g., a.m., i.e.), including identity-concealing labels for study participants (F.I.M.), or around colons in ratios.

4.4.2 Period

Use a period to end a complete sentence. Periods are used with abbreviations as follows:

Use periods with	Do not use periods with
Initials of names (J. R. Smith)	Abbreviations of state names (NY; OH; Washington, DC) in reference list entries or in vendor locations (e.g., for drugs and apparatus described in the Method section)
Identity-concealing labels for study participants (F.I.M.)	Capital letter abbreviations and acronyms (APA, NDA, NIMH, IQ)
Latin abbreviations (a.m., cf., i.e., vs.)	Abbreviation for United States when it is used as an adjective (US Navy)
Reference abbreviations (Vol. 1, 2nd ed., p. 6, F. Supp.)	Abbreviations for routes of administration (icv, im, ip, iv, sc)
	Web addresses in text or in the reference list (http://www.apa.org)
	Metric and nonmetric measurement abbreviations (cd, cm, ft, h, kg, lb, min, ml, s)
<i>Exception:</i> The abbreviation for inch (in.) takes a period because without the period it could be misread	

4.4.3 Comma

Use a comma	Do not use a comma
Between elements (including before <i>and</i> and <i>or</i>) in a series of three or more items (only applicable for US English)	Before an essential or restrictive clause (The switch that stops the recording device also controls the light)
To set off a nonessential or nonrestrictive clause. <i>For example:</i> Switch A, which was on a panel, controlled the recording device.	Between the two parts of a compound predicate. <i>Correct:</i> All subjects completed the first phase of the experiment and returned the following week for Phase 2. <i>Incorrect:</i> All subjects completed the first phase of the experiment, and returned the following week for Phase 2
To separate two independent clauses joined by a conjunction (Cedar shavings covered the floor, and paper was available for shredding and nest building)	
To separate groups of three digits in most figures of 10,000 or more	
After introductory phrases	
Between coordinate adjectives modifying the same noun: The team was prepared for a long, engaging training session.	
To offset the word <i>respectively</i> : The peak absorption wavelengths of samples A and B were 710 and 600 nm, respectively. Oxygen, nitrogen and hydrogen detector flows were set at 85, 7, and 4 ml/min, respectively.	

4.4.4 Semicolon

Use a semicolon:

- To separate two independent clauses that are not joined by a conjunction.

For example:

The participants in the first study were paid; those in the second were unpaid.

- To separate elements in a series that already contain commas.

For example:

The color order was red, yellow, blue; blue, yellow, red; or yellow, red, blue (Davis & Hueter, 1994; Pettigrew, 1993).

age, $M = 34.5$ years, 95% CI [29.4, 39.6]; years of education, $M = 10.4$ [8.7, 12.1]; and weekly income, $M = 612$ [522, 702]; ...

- Certain adverbs, when used to join two independent clauses, should be preceded by a semicolon, rather than a comma. These transitional adverbs include *however*, *thus*, *hence*, *indeed*, *accordingly*, *besides*, *therefore*, and sometimes, *then*. A comma usually follows the adverb but may be omitted if the sentence seems just as effective without it.

For example:

The accuracy of Jesse's watch was never in question; besides, he was an expert at intuiting the time of the day from the position of the sun and stars.

Kallista was determined not to miss anything on her voyage; accordingly, she made an appointment with her ophthalmologist.

4.4.5 Colon

Use a colon	Do not use a colon
Between a grammatically complete introductory clause and a final phrase or clause. <i>For example:</i> Freud (1930/1961) wrote of two urges: an urge toward union with others and an egoistic urge toward happiness. They have agreed on the outcome: Informed participants perform better than do uninformed participants	After an introduction that is not an independent clause or complete sentence. <i>For example:</i> The formula is $ri = ai + e$. The instructions for the task were Your group's task is to rank the 15 items in terms of their importance for the crew's survival
To introduce a list of items <i>For example:</i> Many fundamentals were covered in the guideline: grammar, punctuation, style, and voice. The following functions need to be performed: <ol style="list-style-type: none"> 1. Input data 2. Write reports 3. Complete tax forms 	

4.4.6 Slash

Use a slash (also called a <i>virgule</i> , <i>solidus</i>)	Do not use a slash
To clarify a relationship in which a hyphenated compound is used. <i>For example:</i> the classification/similarity-judgment condition	When a phrase would be clearer. <i>For example:</i> Each child handed the ball to her mother or guardian. Incorrect: Each child handed the ball to her mother/guardian. Raise an author query in case of any confusion.

4.4.7 Quotation Marks

- Use single quotation marks inside double quotation marks (US English).
- Use double quotation marks inside single quotation marks (UK English).

For example:

Miele (1993) found that “the ‘placebo effect’, which had been verified in previous studies, disappeared when [only the first group’s] behaviors were studied in this manner” (p. 276).

Miele (1993) found that ‘the “placebo effect,” which had been verified in previous studies, disappeared when [only the first group’s] behaviors were studied in this manner’ (p. 276).

- Place periods and commas inside quotation marks; place other punctuation marks outside quotation marks unless they are part of the quoted material.
- In American usage, periods and commas appear before closing quotation marks, *for example*: “The character change in a tumor is usually called ‘tumor progression’.” In British usage, periods and commas appear after closing quotation marks if it is part of the original quotation (i.e., if a complete sentence is being quoted) and after if it is not.
- Do not use quotation marks to enclose block quotations. Do use double quotation marks to enclose any quoted material within a block quotation.

4.4.8 Parentheses, Brackets, and Braces

For text: Use () first, then []).

Exception:

Do not use brackets if the material can be set off easily with commas without confounding meaning.

For Equations: Use () first, then [()], and finally { [()] }.

4.5 ITALICS

Use italics for	Do not use italics for
Genera, species, and varieties	Foreign phrases and abbreviations common in English
Introduction of a new, technical, or key term or label	Chemical terms (NaCl, LSD)
A letter, word, or phrase cited as a linguistic example	Trigonometric terms
Words that could be misread	Nonstatistical subscripts to statistical symbols or mathematical expressions
Letters used as statistical symbols or algebraic variables	Greek letters

Use italics for	Do not use italics for
Some test scores and scales	Mere emphasis. (Italics are acceptable if emphasis might otherwise be lost; in general, however, use syntax to provide emphasis)
Anchors of a scale	

4.6 HYPHENATION

Compound words take many forms; that is, two words may be written as (a) two separate words; (b) a hyphenated word; or (c) one unbroken, “solid” word. Choosing the proper form is sometimes frustrating. *For example*, is follow up, follow-up, or followup the form to be used? The dictionary is an excellent guide for such decisions, especially for nonscientific words (the term is follow-up when functioning as a noun or adjective but follow up when functioning as a verb). When a compound can be found in the dictionary, its usage is established and it is known as a permanent compound (e.g., high school, caregiver, and self-esteem). However, dictionaries do not always agree on the way a compound should be written (open, solid, or hyphenated). Compound terms are often introduced into the language as separate or hyphenated words, and as they become more commonplace, they tend to fuse into a solid word. *For example*, the hyphen was dropped from life-style in the 11th edition of *Webster's Collegiate*, and data base is now database.

There is another kind of compound—the temporary compound—that is made up of two or more words that occur together, perhaps only in a particular paper, to express a thought. Because language is constantly expanding, especially in science, temporary compounds develop that are not yet listed in the dictionary. If a temporary compound modifies another word, it may or may not be hyphenated, depending on (a) its position in the sentence and (b) whether the pairing of a compound with another word can cause the reader to misinterpret meaning. The main rule to remember is that if a temporary compound precedes what it modifies, it may need to be hyphenated, and if it follows what it modifies, it usually does not. If a compound is not in the dictionary, follow the general principles of hyphenation given below.

Note: Exercise caution for scientific terms and terminology and author's preference for hyphenation. Double-check against the journal style sheet and with the author.

Follow *Merriam-Webster's Collegiate Dictionary*.

Rule	Example
Hyphenate	
A compound with a participle when it precedes the term it modifies	role-playing technique anxiety-arousing condition water-deprived animals
A phrase used as an adjective when it precedes the term it modifies	trial-by-trial analysis to-be-recalled items all-or-none questionnaire
An adjective-and-noun compound when it precedes the term it modifies	high-anxiety group middle-class families low-frequency words

Rule	Example
A compound with a number as the first element when the compound precedes the term it modifies	two-way analysis of variance six-trial problem 12th-grade students 16-s interval
A fraction used as an adjective	two-thirds majority
With two or more compounds that share a single base.	low- and high-dose prescriptions
For noun-noun constructs	fire-fly
Do not hyphenate	
A compound including an adverb ending in <i>ly</i>	widely used text relatively homogeneous sample randomly assigned participants
A compound including a comparative or superlative adjective	better written paper less informed interviewers higher scoring students higher order learning
Chemical terms	sodium chloride solution amino acid compound
Foreign phrases used as adjectives or adverbs	a posteriori test post hoc comparisons fed ad lib [but hyphenate the adjectival form: ad-lib feeding; see <i>Webster's Collegiate</i>]
A modifier including a letter or numeral as the second element	Group B participants Type II error Trial 1 performance
Common fractions used as nouns	one third of the participants
Use en dash for equal weightage (e.g., water–oil combination)	
Use hyphen for adjectival units: 4.6-cm long, a 7-kg weight	

4.6.1 Prefixes and Suffixes That Do Not Require Hyphens in Most Cases.

Please consult the recommended dictionary or author's choice of hyphenation before making any changes. Also, check for UK/US usage.

Prefix or suffix	Example	Prefix or suffix	Example
able	retrievable	mini	minisession
after	aftereffect	multi	multiphase
anti	antisocial	non	nonsignificant

Prefix or suffix	Example	Prefix or suffix	Example
bi	bilingual	over	overaggressive
cede	intercede	phobia	agoraphobia
co	coworker	post	posttest
counter	counterbalance	pre	preterm
equi	equimax	pro	pro war
extra	extracurricular	pseudo	pseudoscience
gram	cardiogram	quasi	quasiperiodic
infra	infrared	re	recall
inter	interstimulus	semi	semidarkness
intra	intraspecific	socio	socioeconomic
like	wavelike	sub	subtest
macro	macrocosm	super	superordinate
mega	megawatt	supra	supraliminal
meta	metacognitive	ultra	ultrahigh
meter	micrometer	un	unbiased
micro	microcosm	under	underdeveloped
mid	midterm		
<i>Exceptions:</i> meta-analysis, quasi-experimental, antiapoptotic, autooxidation, cooperation, cyclooxygenase, preempt, preeclampsia, reeducate, posttest Retain the hyphen in the following instances: With abbreviations (e.g., anti-IFN) With proper nouns (e.g., non-Hodgkin lymphoma) With numerals (e.g., pre-1914) With double vowels or triple consonants (e.g., pre-existing, re-entry, cross-section, shell-like)			

4.6.2 Prefixed Words That Require Hyphens in Most Cases

Please consult the recommended dictionary or author's choice of hyphenation before making any changes. Also check for UK/US usage.

Occurrence	Example
Compounds in which the base word is capitalized, a number, an abbreviation, or more than one word	pro-Freudian post-1970 pre-UCS trial non-achievement-oriented students

Occurrence	Example
All self- compounds, whether they are adjectives or nouns	self-report technique the test was self-paced self-esteem
Words that could be misunderstood	re-pair [pair again] re-form [form again] un-ionized
Words in which the prefix ends and the base word begins with the same vowel	meta-analysis anti-intellectual co-occur

4.7 MISPLACED AND DANGLING MODIFIERS

4.7.1 Misplaced Modifiers

You can eliminate misplaced modifiers by placing an adjective or an adverb as close as possible to the word it modifies.

Correct: These data provide only a partial answer.

Incorrect: These data only provide a partial answer.

4.7.2 Dangling Modifiers

Dangling modifiers have no referent in the sentence. Many of these result from the use of the passive voice. Dangling modifiers can be avoided by using the active voice.

Correct: Mulholland and Williams (2000) found that this group performed better, a result that is congruent with those of other studies. [The result, not Mulholland and Williams, is congruent.]

Incorrect: Congruent with other studies, Mulholland and Williams (2000) found that this group performed better.

4.8 VERBS

Verbs are vigorous, direct communicators. Use the active rather than the passive voice and select tense or mood carefully.

Prefer the active voice.

Preferred: We conducted the survey in a controlled setting.

Undesirable: The survey was conducted in a controlled setting.

4.9 TENSE

Check for proper tense.

Correct: Sanchez (2000) presented similar results.

Incorrect: Sanchez (2000) presents similar results.

Correct: Since that time, several investigators have used this method.

Incorrect: Since that time, several investigators used this method.

4.10 SUBJECT AND VERB AGREEMENT

The subject and verb must agree; use a singular subject with a singular verb and a plural subject with a plural verb.

4.10.1 Intervening Phrase

- Plural nouns take plural verbs and singular nouns take singular verbs, even if a plural phrase follows the subject.

For example:

A review of all patients with grade 3 tumors was undertaken in the university hospital.
(Remember, the subject in this sentence is *review*. Ignore all modifying prepositional phrases that follow a noun when determining verb agreement.)

- Units of measure are treated as collective singular (not plural) nouns and require a singular verb.

4.10.2 False Singulars

Singular: Each news **medium shapes** journalism to its own constraints.

Plural: The **media give** great attention to the managed care debate. (Here *media* refers to television and newspaper coverage.)

4.10.3 False Plurals

Some nouns, by virtue of ending in a “plural” -s form, are mistakenly taken to be plurals even though they should be treated as singular and take a singular verb (eg, *measles, mumps, mathematics, genetics*).

4.10.4 Collective Nouns

- The **couple has** a practice in rural Montana. (*Couple* is considered a unit here and so takes the singular verb.)
- **Twenty percent** of her time **is** spent on administration. (*Twenty percent* is thought of as a unit, not as 20 individual units, and so takes the singular verb.)
- The paramedic **crew responds** to these emergency calls. (*Crew* is thought of as a unit here and so takes the singular verb.)

4.10.5 Compound Subject

Both plural: Neither staphylococci nor streptococci **were** responsible for the infection.

Both singular: Neither a false-positive test nor a false-negative test **is** a definitive result.

Mixed: Neither the hospital nor the physicians **were** responsible for the loss.

4.10.6 Shift in Number of Subject and Resultant Subject-Verb Disagreement

Incorrect: Her tests **were** run and her chart updated.

Correct: Her tests **were** run and her chart **was** updated.

Incorrect: The diagnosis **was** made and physical therapy sessions begun.

Correct: The diagnosis **was** made and physical therapy sessions **were** begun.

4.10.7 Subject and Predicate Nominative Differ in Number

Incorrect: The most significant factor that affected the study results **were** interhospital variations in severity of illness.

Correct: The most significant **factor** that affected the study results **was** interhospital variations in severity of illness.

4.10.8 Indefinite Pronouns

Singular referent: Some of my time is spent wisely.

Plural referent: **Some of** his calculations **are** difficult to follow.

4.11 PRONOUNS

Pronouns replace nouns. Each pronoun should refer clearly to its antecedent and should agree with the antecedent in number and gender. A pronoun must agree in number (i.e., singular or plural) with the noun it replaces.

Correct: Neither the highest scorer nor the lowest scorer in the group had any doubt about his or her competence.

Incorrect: Neither the highest scorer nor the lowest scorer in the group had any doubt about their competence.

Use *who* for human beings; use *that* or *which* for nonhuman animals and for things.

Correct: The students who completed the task successfully were rewarded.

Incorrect: The students that completed the task successfully were rewarded.

4.12 RELATIVE PRONOUNS AND SUBORDINATE CONJUNCTIONS

Relative pronouns (*who, whom, that, which*) and subordinate conjunctions (e.g., *since, while, although*) introduce an element that is subordinate to the main clause of the sentence and reflect the relationship of the subordinate element to the main clause.

4.12.1 Relative Pronouns

That versus which

That clauses (called *restrictive*) are essential to the meaning of the sentence:

The materials that worked well in the first experiment were used in the second experiment.

Which clauses can merely add further information (nonrestrictive) or can be essential to the meaning (restrictive) of the sentence.

Restrictive: The cards that worked well in the first experiment were not useful in the second experiment. (Only those cards that worked well in the first experiment were not useful in the second; prefer *that*.)

Nonrestrictive: The cards, which worked well in the first experiment, were not useful in the second experiment. (The second experiment was not appropriate for the cards.)

4.12.2 Subordinate Conjunctions

While versus since

Some authorities accept the use of *while* and *since* when they do not refer strictly to time; however, words like these, with more than one meaning, can cause confusion.

While versus although, and, or but

Use *while* to link events occurring simultaneously; otherwise, use *although*, *and*, or *but* in place of *while*.

Precise: Although these findings are unusual, they are not unique.

Imprecise: While these findings are unusual, they are not unique.

Since versus because

Since is more precise when it is used to refer only to time (to mean “after that”); otherwise, replace it with *because*.

Precise: Data for two participants were incomplete because these participants did not report for follow-up testing.

Imprecise: Data for two participants were incomplete since these participants did not report for follow-up testing.

4.13 PARALLEL CONSTRUCTION

To enhance the reader’s understanding, present parallel ideas in parallel or coordinate form. Make certain that all elements of the parallelism are present before and after the coordinating conjunction (i.e., *and*, *but*, *or*, *nor*).

Correct: The results show that such changes could be made without affecting error rate and that latencies continued to decrease over time.

Incorrect: The results show that such changes could be made without affecting error rate and latencies continued to decrease over time.

Between and and

Correct: We recorded the difference between the performance of subjects who completed the first task and the performance of those who completed the second task.

[The difference is between the subjects’ performances, not between the performance and the task.]

Incorrect: We recorded the difference between the performance of subjects who completed the first task and the second task.

Both and and

Correct: The names were difficult both to pronounce and to spell.

Incorrect: The names were both difficult to pronounce and spell.

Neither and nor, either and or

Correct: Neither the responses to the auditory stimuli nor the responses to the tactile stimuli were repeated.

Incorrect: Neither the responses to the auditory stimuli nor to the tactile stimuli were repeated.

Not only and but also

Correct: It is surprising not only that pencil-and-paper scores predicted this result but also that all other predictors were less accurate.

Incorrect: It is not only surprising that pencil-and-paper scores predicted this result but also that all other predictors were less accurate.

4.14 TENSE

Incorrect: I found it difficult to accept Dr Smith's contention in chapter 3 that the new agonist **has** superior pharmacokinetics and **was** therefore more widely used.

Correct: I found it difficult to accept Dr Smith's contention in chapter 3 that the new agonist **has** superior pharmacokinetics and **is** therefore more widely used.

- **Double Negatives:** Two negatives used together constitute a double negative.
 - *Incorrect:* I can't hardly keep penicillin in stock.
- **Split Infinitives**
 - *Ambiguous:* Don vowed **to promote** exercising vigorously. (Is it the exercising or the promotion of exercising that is vigorous?)
 - *Clearer:* Don vowed to vigorously **promote** exercising.

4.15 COMMONLY MISUSED WORDS AND PHRASES

Take note of the following misused words and phrases.

abort, terminate	as, because, since	dilate, dilation, dilatation
accident, injury	assure, ensure, insure	disinterested, uninterested
acute, chronic	because of, owing to, caused by, due to	effective, effectiveness
adapt, adopt	calorie, energy	efficacious, efficacy
adverse effect, adverse event, adverse reaction, side effect	catatonic, manic, schizophrenic	endemic, epidemic, hyperendemic, pandemic
affect, effect	classic, classical	historic, historical
aggravate, irritate	clinician, practitioner	immunity, immunize
although, though	compare to, compare with	inoculate, vaccinate
among, between	compose, comprise	

Merriam-Webster's Collegiate, Stedman's, Dorland's, and American Heritage dictionaries are resources for determining the appropriate suffix form for adjectives.

- When numbers of persons, things, or groups are referred to, *over* and *under* should be replaced by *more than* and *less than*. Symbols such as < and > are appropriate to use in tables and figures but not in running text.
- Avoid redundant words.

4.16 EM DASH AND EN DASH

- Use an em dash (—) to set off a break in a sentence. It can also be used to replace parenthetical commas for better emphasis.

For example:

There has recently been an increase—though opposed fiercely by many people—in alternative education practices.

Materialism—always wanting something more, something different—is good for the economy but bad for the soul.

The white sand, the warm water, the sparkling sun—this is what brought them to Fiji.

- Use an en dash (–) in the following instances:

- **All Numerical Ranges in Text and Tables**

For example:

The 2005–2007 season was the best of all.

The objectives have been detailed in Sections 2–7.

Please note that in a span or range with words such as **from** or **between**, do not use the en dash. (e.g., He served as president of the board from 1991 to 2002.)

- **Numerical Ranges in Reference Citations**

For example:

Xxxxxx [19–21] or Xxxxxx^{19–21}.

- **In Conflict, Relation, or Connection**

For example:

Oil–water platform, He–Ne guided laser, dose–response curve, Bose–Einstein Theory