

General Guidelines

- Use standard 8.5x11 paper
- Times New Roman, 12 pt. font
- 1” margins
- Four parts: Title page, Abstract (*if required*), Body, References
- Use a running header starting after the title page
- Include page numbers in the upper right hand corner, excluding the title page
- Abstract (*if required*) is single spaced
- Text of paper is double spaced
- References are single spaced within the text and double spaced between citations
- There are no hanging indents as seen in other citation styles

In-text Citation Guidelines

- In-text citations use superscript numerals, example: He took a test.¹
- Superscript numerals go *outside* the period with no space between.
- More than one superscript can be used, example: He took the test.^{1,4}
 - * Use of a comma means AND. Example: 1,4= citation 1 and 4
 - * Use of a dash means THROUGH. Example: 1-4= citations 1, 2, 3, and 4 were used
- When using a citation again, you must include the page number(s). If no page number is available (webpage), attempt to use a paragraph number, example: He took a test.^{2(p47)} or: He was an avid reader.^{2(para3)}
- Superscript numerals are ordered by when they are used in the body, example: the second citation used would be : The class took the test.²
- You may cite the same source more than once by using the same endnote number. **However, when you repeat a number, you should include a page number, in parentheses, next to the note number.**

Reference Page Guidelines

refer to page 14 for Reference Page example

- Title of reference page is centered and titled “References”
- The reference page is ordered by number, not author!
- The number is determined by the place the citation was used in the paper.
- Single-space within the citation and double-space between citations There are no hanging indents as seen in other citation styles.

Author Guidelines

- Write as: last name, first initial, middle initial (if given). Example: Smith JF
- No comma between last name and initials. Example: Smith DS, Albert DT, Haynes MG
- List up to six authors on a citation. For sources with 7 or more authors, list the first 3 authors and add et al. Example: Adams CE, Williams DF, Miller CE, et al.

Journal Titles

- When citing a journal article, the journal title must be abbreviated per AMA guidelines
- Find the appropriate abbreviation (single word journals are not abbreviated):
 - In PubMed (single citation matcher): <http://www.ncbi.nlm.nih.gov/pubmed/citmatch>
 - In the AMA Manual, pp. 472-479
- Example: *American Journal of Pathology* = *Am J Pathol*

Capitalization

- Capitalize (and italicize) titles of books
 - Example: *Harrison's Principles of Internal Medicine*
- Book chapter, journal article, and webpage titles are not capitalized
 - Example: Cardiac risk in children: a prospective study

Use of Numerals

- Numerals should be used to express numbers in most circumstances.
- Exemptions are numbers that begin a sentence, title, subtitle, or heading; common fractions, accepted usage such as idiomatic expressions, numbers used as pronouns, and other uses of the numeral (first through ninth); and numbers spelled out in quotations or published titles.
- Refer to the AMA Manual for more specific guidance.

- Be sure that you are legally using any images and remember to cite them
- When using a list of bullet points, put the superscript citation numbers at the end, not after every point
- For PPT presentations, use a reference slide(s) at the end to give full references.

Sample Slide:

Healthy Outcomes in Tennessee

- Diabetes education is a particular concern in the most rural counties.¹
- Several factors exacerbate this trend:
 - Prevalence of unhealthy "junk" foods
 - Lack of exercise opportunities
 - Diet
 - Peer influences^{2,3}
- A comprehensive strategy is needed to combat these problems



Reprinted from Tennessee Scenes, 2014.⁴

Use a superscript numeral for an in-text citation after using a source

The two sources for the list of factors are cited at the end of the list, not after each point.

Image citation; the superscript number at the end points to the full citation on the references slide.

Reference Examples:

Type	Example
Book	1. Smith J, Toms C, Roberts P. <i>The Essentials of Pediatrics</i> . New York, NY: Elsevier Publishing; 2013.
Book with 7 or more authors	1. Jones P, Michael T, Adams C, et al. <i>Basic Biochemistry</i> . Cleveland, OH: The Medical Press Co.; 2007.
Book Chapter	1. James F, Wells T. Cardiac risk in children: a prospective study. In: Davis C, ed. <i>Developments in Cardiology</i> . 2 nd ed. New York, NY: McGraw-Hill; 2010:243-275.
Ebook	1. Kasper D, Fauci A, Hauser S, Longo D, Jameson JL, Loscalzo J. <i>Harrison's Principles of Internal Medicine</i> . 19 th ed. New York, NY: McGraw-Hill; 2015. http://accessmedicine.mhmedical.com/book.aspx?bookid=1130 . Accessed June 15, 2015.
Ebook chapter	1. Domchek SM, Jameson JL, Miesfeldt S. The practice of genetics in clinical medicine. In: Kasper D, Fauci A, Hauser S, Longo D, Jameson JL, Loscalzo J. eds. <i>Harrison's Principles of Internal Medicine</i> , 19 th ed. New York, NY: McGraw-Hill; 2015;chap 84. http://accessmedicine.mhmedical.com/book.aspx?bookid=1130&sectionid=79728285 . Accessed June 15, 2015.
Journal Article accessed online with DOI	1. Smathers C, Eccles F, Perkins M. The lasting effects of cognitive-based therapy in adults. <i>Am J Psychol</i> . 2013;167(3):317-332. doi: 10.1003/1542483/amjp/2013/3.
Journal article accessed online without DOI	1. Ackley M, Roberts C, Mells D, et al. Investigating cardiac defects in infants. <i>Health Aff</i> . 2014;213(14):1522-1529. http://www.healthaffairsjournal.org/content/213/14/5 . Accessed June 15, 2015.
Journal article published ahead of print	1. van der Hoek L, Pyre K, Jebbink MF, et al. Identification of a new human coronavirus [published online ahead of print June 15, 2015]. <i>Nat Med</i> . doi: 10.1038.nm1024.3521
Webpage	1. Allen B. Nurse anesthesia and the concept of pain. Nurse Anesthesia Web site. http://www.nurseanesthesia.org/anespain/allen.htm . Updated April 2015. Accessed July 3, 2015.
Document on a webpage	1. American Medical Association. The essentials of primary care. Primary Care Medicine Web site. http://www.primarycaremed.org/amastat.htm . Published June 2002. Accessed May 2, 2015.
Newspaper	1. Wolfe W. State's mail-order drug plan launched. <i>Minneapolis Star Tribune</i> . May 14, 2004:D1, D4.
Online newspaper	1. Weiss R. The promise of precision prescriptions. <i>Washington Post</i> . June 14, 2000:A2. http://www.washingtonpost.com/2000/06/02presc.html . Accessed May 10, 2013.
Government report	1. World Medical Association. Declaration of Helsinki: ethical principles for medical research involving human subjects. http://www.wma.net/e/policy/docs/b3.html . Published January 2005. Accessed March 15, 2011.
Legal reference	1. US Food and Drug Administration. The Orphan Drug Act. 1983. http://www.fda.gov/orphan/oda.htm . Accessed December 8, 2011.
UpToDate topic	1. Marion DW. Diaphragmatic pacing. In: Post TW, ed. <i>UpToDate</i> . Waltham, MA: UpToDate; 2015. http://www.uptodate.com . Accessed June 15, 2015.
Image	1. Perkins D. Cardiovascular procedure. Medical Imaging Web site. http://www.imaging.med.org/cardio/15423.jpg . Published January 3, 2013. Accessed April 15, 2015.
Presentation	1. Wells CF. Cardiovascular disease in children. Presented at: Research Methods course; August 25, 2015; Harrogate, Tennessee.

Additional Paper Guidelines

Referencing and citing studies in text

Effectively integrating sources into a paper is a key issue at the graduate level. In AMA format, a source can be referenced by merely placing the superscript numeral in text. However, this method alone does not integrate the study into the context of the paper. In many cases, you will want to directly mention the study, paper, or research project by using the author(s) name or title.

Example:

Do: use the author or title of the study when discussing in the paper

Jones and Hogan's research showed that ibuprofen aids in reducing pain in children.¹

Alexander's new study aided in the development of a better drug.²

Don't: refer to a general study and expect the reader to understand the specific author(s)/work(s)

The second study brought new research on the subject of ibuprofen in children.²

Avoid using "I" in an academic paper

Except in rare circumstances, you should never use "I" in an academic paper. Use professional and academic language to discuss the topic. If you are describing a procedure you performed, use "my", for instance "my observation indicated that the patient..."

Example:

Do:

The patient exhibited indications of anaphylactic shock during the medical examination.

Don't:

I observed indications of anaphylactic shock during the medical examination.

Active/Passive Voice

Strive for using the active voice when writing a paper. This should result in concise language that emphasizes that action taking place. In the example below, note the difference between active and passive voice.

Example:

Do:

The student intubated the patient at the physician's request.

Don't:

The patient was intubated by the student at the physician's request.