

AUSTRALIAN DIABETES EDUCATORS ASSOCIATION

Australian Diabetes Educator

Editorial Style Guide

2010



Contents

<i>Australian Diabetes Educator (ADE)</i>	4
Editorial Style Guide.....	4
Editorial Style of the Australian Diabetes Educator.....	4
What to call people with diabetes	5
Ten quick tips to help you with your writing	5
Copyright and intellectual property	7
Names and titles	7
Author’s Qualifications	8
Photo captions and credits	9
Appointed positions	9
Headings	9
Tables and figures	10
Numbers and figures	10
Money.....	10
Telephone, Fax Numbers, Email and Web addresses	11
Time.....	11
Dates.....	11
Units of Measurement	12
Bullet List or Numbered Lists.....	12
Percentages	13
Acronyms.....	13
Abbreviations.....	14
Full stops.....	14
Addresses.....	14
States and Territories	15
Apostrophes.....	15
Quotation marks	16
Capitalisation	16
Word endings.....	17
Trade and brand names.....	18
Frequently used words.....	18
Referencing.....	19

References	21
Journal article.....	21
Books and other monographs.....	25
Conference proceedings.....	25
Conference paper.....	25
Guidelines	25
Scientific or technical report.....	26
Dissertation.....	26
Patent	26
Other Published Material	26
Unpublished Material.....	27
Electronic Material	27
Article style layout.....	30
Letters to the Editor	30
Layout:.....	30

Australian Diabetes Educator (ADE)

Editorial Style Guide

The ADEA and *Australian Diabetes Educator* editorial style guide has been developed for use in the development of both ADEA documents and the *Australian Diabetes Educator*. It is therefore useful to ADEA staff, the Managing Editor of the *Australian Diabetes Educator* and designers involved in the development of ADEA publications, to ensure editorial consistency between ADEA publications.

Editorial Style of the Australian Diabetes Educator

The Australian Diabetes Educator is produced for members of the Australian Diabetes Educators Association (ADEA) and is available on the ADEA website. Therefore, it is designed for people actively working with people with diabetes in a wide variety of settings.

The *Australian Diabetes Educator* aims to inform, inspire and motivate ADEA members in order to assist in the standardisation and quality of diabetes education and care that is provided by ADEA members to people with diabetes.

Articles should:

- be written in a professional format
- be written in clear language
- avoid abbreviations unless they are explained the first time they appear in the article
- avoid clichés and colloquialisms unless they are relevant, such as a quote in a qualitative research report
- avoid euphemisms, for example use the elderly rather than senior citizens use non-sexist language.

The tone of the *Australian Diabetes Educator* should be professional, interesting, challenging, informative and motivating.

Appropriate submissions include:

- Articles of no more than 3,000 words – peer review and non peer review available
- Case studies
- Guidelines and Standards
- Teaching tips
- Reflective practice articles
- Resources and services designed to assist diabetes educators
- Updates on ADEA news, for example branches, NDSS.

The Australian Diabetes Educator is read by a wide range of health professionals. Therefore, when discussing diabetes educators, do not assume they are nurses. An inclusive style is required that acknowledges that a diabetes educator can be a dietitian, doctor, nurse, pharmacist, podiatrist, or other health professional.

‘The diabetes educator moved the meter’ instead of ‘The diabetes nurse moved the meter’.

What to call people with diabetes

For the purposes of the *Australian Diabetes Educator*, people with diabetes will not be described as diabetic and nor will the term 'people with diabetes' be abbreviated to PWD.

Where possible, use the term, person or people with diabetes. Other terms that are acceptable include client, patient and consumer. Use the most appropriate term for the context of the article.

Ten quick tips to help you with your writing

1. Clarity

Be clear and consistent to ensure the reader is able to understand easily what it is you are saying in your article.

Avoid discrepancies in your copy e.g. spelling a word two different ways, using different punctuation styles, using metric in one place and imperial measurement elsewhere.

2. Avoid spelling errors

Use a dictionary. An accepted reference source and definitive guide to spelling for Australian publishers is *The Macquarie Dictionary*, published by The Macquarie Library, Macquarie University, NSW, Australia.

If using a computer spell check, ensure it is using Australian spelling and double check before accepting the suggested change.

3. Do not repeat unnecessary information

If you mention Mr Bloggs has type 1 diabetes in the first paragraph, the reader does not need to be told again in the fourth paragraph.

4. Do not mix tenses throughout the article

Be careful not to change tenses in your writing.

For example:

Changing from 'will do', to 'is doing' or 'did'.

5. Quotation marks should be placed correctly

This can be confusing! Always use single quotation marks unless quoting within a quote.

For example:

He said, 'Don't do that! Mum said, "Bring the things inside."'

If using quotation marks to indicate what someone has said, then put the full stop inside the quotation marks.

For example:

He said, 'Most people have the wrong the idea.'

If using the quotation mark to indicate a particular expression of a word, the full stop goes outside of the quotation marks.

For example:

He said that most had the 'wrong idea'.

6. Use direct speech if appropriate

Consider using the actual words of a speaker as a quote, rather than paraphrasing as this will have more impact.

For example:

ADEA President, Molly Munten said, 'The introduction of the ADEA Strategic Plan is an important milestone for ADEA.'

instead of ...

ADEA President, Molly Munten declared this was an important milestone for ADEA.

7. Use active voice

Active voice is 'straight to the point' and is more concise when writing.

For example:

The patient tested his blood glucose level 5 times.

8. Select words carefully

Do not use many words when one will do the job.

For example:

Mrs Smith made the point that ...

is better written:

Mrs Smith said ...

Do not use long words when shorter words are available.

For example:

He endeavoured to complete the education session.

He tried to finish the session.

9. Avoid overly long sentences

Break up longer sentences into a few short ones.

10. Edit your work

Always take the time to re-read your work. Reading it out loud will help you to pick up more errors. Leave it a few days between writing the piece and checking it through. Consider asking somebody else to read it to ensure they understand what it is that you are trying to say.

Copyright and intellectual property

Manuscripts submitted for publication must not be under consideration for, or have been published, elsewhere. Accepted manuscripts become the sole property of the Australian Diabetes Educators Association for copyright purposes. However, the author is responsible for any views expressed in the manuscript published.

It is important to acknowledge the work other people have done, as it is a breach of copyright to take another person's work without either permission from the original author, or acknowledgement of the work done by another person. Therefore referencing and acknowledgement of the work of others is essential. This applies to photos as well as written text.

Names and titles

The title of a publication should be italicised whenever it appears in an article or as a reference.

For example:

Australian Diabetes Educator

not

'*Australian Diabetes Educator*' or "*Australian Diabetes Educator*"

When writing the Australian Diabetes Educators Association, although it is grammatically correct to write it with an apostrophe at the end of the word Educators, it is written without the apostrophe for ease of use.

People should be referred to by their preferred given name (when known).

When someone is first mentioned use their first and last name.

For example:

John Smith

in subsequent references,

Mr Smith.

In longer articles, you can write the name of the person in full and then refer to them by their family name only.

For example:

Smith said ...

When using titles do not use full stops.

For example:

Mr not Mr.

Mrs not Mrs.

Ms not Ms.

Dr not Dr.

Note: The abbreviation for Professor is:

Prof. not Prof

The abbreviation does not end at the last letter of the word, thus a full stop must be used.

When first name initials are used, as is sometimes the case with 'Letters to the editor', do not use full stops after the initials.

For example:

F W Briggs not F. W. Briggs

Author's Qualifications

All feature articles should credit the author, including their title, full name, and qualification/s. Position and contact details can be included with permission from the author/s. A short introduction of the author/s follows in some cases:

Jo Bloggs is the National Advocacy Officer for Diabetes Australia.

In the *Australian Diabetes Educator* the order for post-nominals is:

- . honours and awards (as governed by the Order of Precedence) that is, AM
- . university degrees (BSc) from highest qualification to lowest. If there is more than one degree of the same level, put the most recent first.
- . memberships (FRCNA)
- . appointments (JP)
- . ADEA Credentialed Diabetes Educator (CDE).

For example:

Stephanie North, AM, PhD, BSc, Grad Dip Diet & Nut, APD, CDE

Note: Capital letters on National Advocacy Officer are used because it is a formal position within the organisation.

The term 'Credentialed Diabetes Educator' can only be used by ADEA members who have satisfied certain criteria regarding their education and professional development.

Credentialed Diabetes Educator should be abbreviated to CDE. CDE is a multidisciplinary qualification. Where it is used on its own it should be used in conjunction with the primary professional discipline, that is, Registered Nurse CDE (or RN CDE), Dietitian CDE (or APD CDE), Podiatrist CDE, Psychologist CDE. Terms such as Credentialed Nurse Educator should be avoided.

For example:

Sally Field BN(Ed), DipAppSc(Nsg.), FRCNA, RN CDE

There is no reason to observe cumbersome position descriptions if they make an article harder to read.

For example:

The Minister for Health and Ageing, who may also hold the Social Security portfolio, can be referred to in an article about health issues as The Minister for Health. If the other positions are irrelevant in the context of writing and the person in question is happy for the additional information not to be included, then it can be left out.

Photo captions and credits

Photos are encouraged as accompaniments to articles and for publication in other sections of the *Australian Diabetes Educator*. A signed consent form is required before photos can be published. If a group of people appear in a photograph they must give written approval to the author, agreeing to the publication of the photo. The Authors will need to sign a photo approval form stating that they are responsible for gaining approval to publish the photo/s unless the person in the photo has been dead for more than 50 years.

All photos require a caption that includes the name/s of the people in the photo and their position in the photo and a short summary of what the photo depicts.

For example:

Left to right: Molly Munten, ADEA President, accompanied Peter Potter, Chief Executive Officer, Health Australia and John Smith, National President, Health Care Pty Ltd at the ADEA Annual General Meeting.

Include the caption and indicate which photo it applies to, at the top of the article. All emailed photos should be added to the end of the article.

Appointed positions

All positions which are formally recognised and appointed within an organisation should have a capital letter at each new word of the title.

For example:

Assistant Research Officer

Chief Executive Officer

Editor-in-Chief

It is useful to remember that capitals are used for specific positions and lower case to generally describe something.

For example:

John Williams is the Chief Executive Officer ...

Sally Green is a diabetes educator at ...

Headings

Headings should be written with capitals for the first letter of longer words and lower case for shorter joining words. Where a header has an extra clarifying statement, a capital letter is used for the first word and then lower case thereafter. Full stops are not needed at the end of headings and subheadings.

For example:

The Lived Experience of Diabetes – A consumer's view

Subheadings should be written with a capital letter for the first letter of the first word then lower case with no full stop at the end.

Tables and figures

When using tables and figures in an article the heading should be placed in the following positions:

Tables – the header is placed above the table.

Figures – the title is placed below the figure.

A notation should be made in the relevant part of the text linking the text with the tables and figures, which is referred to as 'calling out'.

Place all tables and figures at the end of the text, with each prepared on a separate page, after the references.

Numbers and figures

Numbers between **zero** and **nine** should be written out in full. For example:

One two three four five six seven eight nine

Numbers over **10** can be left as figures unless they occur at the beginning of a sentence.

For example:

There were 11 participants in the diabetes education sessions.

Ninety five percent of children in the study responded.

Four digit numbers between 1 000 and 9 999 should be written without commas but a thin space inserted where the comma would have gone.

For example:

The number of participants involved in the program each day ranged between 1 230 and 1 450.

Five to six digit numbers between **10 000** and **999 999** should be written without commas but a thin space inserted where the comma would have gone.

For example:

The sample group consisted of 11 500 people.

Seven digit numbers should be written as a combination of words and numbers.

For example:

6 million

24 billion

Money

Write 'cents' in full within sentences, use abbreviated 'c' only in tables, charts and lists.

For example:

Parking meters do not accept five cent coins.

Dollar amounts should be expressed in figures.

For example:

Parking in the city costs \$7 a day.

The education day cost the unit \$1000.

The building cost \$200,000.

The estimates exceed \$24 million.

Telephone, Fax Numbers, Email and Web addresses

Contact details will be included after the heading of the article and presented using the following format (without brackets for area code, or hypertext link) across one line:

Ph: 02 6249 6366 Fax: 02 6249 6367

Email: inquiries@adpo.com.au

Website: www.adea.com.au

Web addresses will be presented without http:// throughout the publication.

Time

Express a period of time as:

9am to 5pm not 9 a.m. to 5 p.m.

1–5pm not 1.00 p.m. to 5.00 p.m.

12pm not noon and not 12 noon

Note:

An en rule (–) is used, without spaces, to link figures.

For example:

8–10 days

Full stops in am and pm are no longer used by many contemporary publications.

Dates

Express dates as follows:

24 May 2004

Thursday, 16 June 2004

19–21 December 2003

1994–1997

If the year is clear from the context it can be excluded.

Note:

A spaced en rule is used for spans of dates when one or both parts of the expression contain one or more words.

For example: 12 June 1988 – 9 April 1989

When writing about a particular year, use the full expression of the year. For example: 1960 or 1960s.

Do not abbreviate days of the week, except in tables, charts or lists.

Acceptable abbreviations for the days of the week are:

Sun Mon Tues Wed Thurs Fri Sat

The names of the months should be written in full, except in tables, charts or lists.

Acceptable abbreviations for the months of the year are:

Jan Feb Mar Apr Aug Sept Oct Nov Dec

Units of Measurement

It is acceptable to use symbols to express units of measurement.

Acceptable abbreviations for units are:

Use	Instead of
mm	millimetres
cm	centimetres
m	metres
km	kilometres
mol	mole
g	grams
kg	kilograms
L	litres
mL	millilitres
kL	kilolitres
km/h	kilometres per hour
mmol/L	m.mol/l

Other acceptable symbols include:

< (less than)

> (greater than)

≤ (less than or equal to)

≥ (greater than or equal to).

Do not add spaces between the number and measurement.

For example:

It weighed 5kg not 5 kg

A width of 60cm not 60 cm

Bullet List or Numbered Lists

1. If the dot points are a list of responses to the opening sentence, then the author starts each point with a lower case letter (unless normally capitalised as in a person's name) and then finishes the last point with a full stop.

For example:

Diabetes educators are involved in:

- patient care
- education
- management
- staff development
- research.

2. If independent statements are written as bullet points, the list should commence with a capital letter and end with a full stop at the end of each statement. Bullet points are not required in this circumstance.

For example:

Diabetes educators gain many insights into the human condition, which can be illustrated in the following examples.

A 63 year old man, attending the diabetes educator's assessment clinic, arrived with a list of questions. Unless he received answers to his questions, he was not going to be able to actively participate in the session.

A child, diagnosed with diabetes by the Accident and Emergency staff on Friday afternoon, was lying on the barouche. The diabetes educator noticed that she had been crying; the shock of her diagnosis was beginning to hit the child and reassurance was going to be required.

When using bullet points:

- Start with bullet points
 - then use empty bullet points
 - and finally, dashes

If using numbered lists, then list the items in hierarchy or priority order.

Percentages

Percentages can be expressed as figures and symbols.

For example:

In Australia, 54% of the population is female.

not

In Australia, 54 percent of the population is female.

Acronyms

Not everyone understands acronyms, particularly if they are specific to an industry group, profession, or region, which is usually the case.

If an acronym is to be used, first write the name/title out in full, followed by the letters of the acronym in brackets. The acronym can then be used throughout the article in subsequent instances.

Example of first mention:

The National Association of Diabetes Centres (NADC) is involved in the process.

Subsequent references:

The NADC offers a number of training packages.

Plurals for acronyms do not need an apostrophe.

For example:

CDEs not CDE's

It is acceptable to abbreviate Diabetes Educator to DE, if not specifically talking about CDEs. The first time it is used in the article write it in full, with DE in brackets after. It is then acceptable to use the DE abbreviation for the rest of the article.

Abbreviations

Commonly used abbreviations for words are acceptable in the *Australian Diabetes Educator*.

Common abbreviations include:

Abbreviation	Full Words
Eg. or e.g.,	for example
i.e.,	that is
%	per cent
etc.	etcetera
am	a.m.
pm	p.m.
BGL	blood glucose level
HbA _{1c}	glycosylated haemoglobin

Other acceptable abbreviations include:

Abbreviation	Full Words
ADEA	Australian Diabetes Educators Association
DE	Diabetes Educator
CDE	Credentialed Diabetes Educator
AHP	Allied Health Professional
ASM	ADEA/ADS Annual Scientific Meeting

Full stops

The general rule is that a full stop is used at the end of sentences. In other circumstances they are not required when the abbreviation starts with a capital letter. If, however, the abbreviation is in lower case letters, a full stop is used.

For example:

e.g. Eg.

A full stop mark should be always followed by **one space** only (not two).

Addresses

Street names and places should not be abbreviated in sentences. Short forms are acceptable in tables, charts and lists only if the meaning is clear.

For example:

In text	In tables
Street	St
Road	Rd

Crescent	Cres
Highway	Hwy
Point	Pt

States and Territories

States and Territories can be abbreviated in tables, charts and lists. The accepted order in which States and Territories are listed, unless a different order is required for a specific reason, is according to population. They are ordered from highest population, to lowest population:

NSW, VIC, QLD, WA, SA, TAS, NT, ACT.

Queensland, Tasmania and Victoria must be written in full where they appear within text.

For example:

Queensland	not QLD
Victoria	not VIC
Tasmania	not TAS

Acceptable abbreviations include:

NSW	New South Wales
WA	Western Australia
SA	South Australia
NT	Northern Territory
ACT	Australian Capital Territory

When writing about the ADEA Branches, use the following abbreviations written in capital letters, with an en rule without a space:

For example:

ADEA–SA and ADEA–VIC

When writing the 'State and Territories' use capital letters as shown.

Apostrophes

Omissions

An apostrophe is used to indicate some letters have been omitted. For example:

don't	do not
it's	it is
I'll	I will
she'd	she would
he's	he is

However, in professional writing it is best if these abbreviations are not used.

Possession

The principal use of the apostrophe, normally followed or preceded by 's', is to indicate possession. The apostrophe goes before the 's' if the word is singular.

For example:

The company's assets

The doctor's bag

Plural nouns

An apostrophe after the s' is also used to denote plural possession.

For example:

The teachers' strike

That is, the apostrophe after the 's' indicates you are referring to more than one teacher (plural).

Note:

Its denotes possession.

For example: The dog has its bone.

It's means it is.

For example: It's a hot day

Quotation marks

Single quotation marks are used in all instances, except where they are used to identify a quote within a quotation.

For example:

Mr Smith said, 'The development of e-commerce will change the way people shop for certain items.'

'Mr Smith was heard to say, "My diabetes is out of control"', said the diabetes educator involved.

Capitalisation

Capitalise words that begin a sentence and when referring to specific entities, not general entities.

For example:

ADEA Branches

The Association

Bylaws

Conference

Director

Executive Committee

Gestational Diabetes

Magazine

The ADEA President

State and Territory

Type 1 diabetes

Type 2 diabetes

The NSW State Government announced...

Capitalise the initial letter of principal words when naming books, films, songs, news papers. These should also be in italics and not quotation marks.

For example:

Conquest

Canberra Times

Capitalise the initial letter of principal words when naming places, racial groups, official title or proper name, title of a paper or education session.

For example:

The Eiffel Tower

Caucasian

Commonwealth Gardens

Melanesian

Italians

Aboriginal

Words such as state, parliament, minister and government need not be capitalised when standing alone in a sentence.

For example:

Not all state and territory governments will attend...

Lower case letters

Some specific examples:

liberal except when referring to 'a member of the **Liberal** Party'.

The seasons: **winter, autumn, spring, summer**.

Geographical locations

Lower case should be used for purely descriptive and unofficial designations of a particular part of the same geographical area.

For example:

eastern Australia

southern Africa

The official names of specific parts of countries, or of cities and towns, are always capitalised.

For example:

South Australia

Auckland

Dulwich Hill

South East Asia

Western Europe

Word endings

Australian English and not American English spelling is preferred in the *Australian Diabetes Educator*.

For example:

recognise	not recognize
organise	not organize
colour, flavour, rumour	not color, flavor, rumor
program	not programme

Trade and brand names

Use a manufacturer's spelling and preferred capitalisation when noting a brand. Be careful not to use brand names to describe generic products.

For example:

Hoover is not a generic description of all vacuum cleaners.

Use the ® or ™ symbols where appropriate for company products, presented as supertext and in a smaller font next to the name to which the symbol applies.

Frequently used words

Preferred use of word	Do not use
among	amongst or amid
and	&
because	as
blood glucose	blood sugar
bookkeeping	book-keeping or book keeping
criteria	plural for criterion. Not criterias
diabetes	Diabetes
dietitian	dietician
email	e-mail or Email
ecommerce	e-commerce or Ecommerce
forego	means to go before
forgo	means to go without
foreward	type of literary introduction
full-time	full time
glucose	sugar
glucose meter	glucometer
glycaemic	not glycemic

glycaemic index (GI)	not glycemic index, unless writing: Glycemic Index™
Internet	internet
mmol/L	not mM
part time	part-time
people with diabetes	diabetics or persons with diabetes
practice is a noun	For example: Fred Smith has a busy building inspection practice.
practise is a verb	For example: Jim Smith needs more practise.
pre-diabetes	Pre Diabetes
program	programme
recognise	recognize
subcontractor	sub-contractor or sub contractor.
sulphonylureas	sulfonylureas
taskforce	task-force or task force
type 1	Type One or type one or Type 1
type 2	Type Two or type two or Type 2
	(By request of Diabetes Australia Board 2001)
under way	underway or under-way
webpage	web-page or web page
website	web-site or web site
while	whilst
World War I or II	not WW2 or WWI

Referencing

References are used to support statements made in articles, especially research articles.

The Vancouver System is the preferred referencing system.

For journal articles

In the reference list, cite the full reference including the name of the author, with their surname first, and initials for first names; title of the paper; title of the journal or book; the year of the publication; volume number, issue number and page numbers.

- Minimal capitalisation is used for the article title, that is only the first word and words that normally would begin with a capital letter are capitalised.
- Full stops are used after the last author's initials, after the article title, after the abbreviated journal title and at the end of the entry.
- The date is followed by a semicolon (with no space after it) and the volume number or issue number is followed by a colon (with no space after it).
- Journal titles should be abbreviated according to the style used in *Index Medicus*. For the accepted abbreviations, consult the *List of Journals Indexed for MEDLINE*, which can be obtained from the [NML web site](#).
- No punctuation is used in journal abbreviations, except a full stop at the end.
- Months are abbreviated to the first three letters.
- The page range is provided, that is the first and last page numbers of articles. The number of digits in the second part of the page range is limited to those needed for clarity, without repeating digits unnecessarily, for example 284-7 not 284-287.

For Books

When listing a book in a reference list, note the following points:

- As for a journal article, for a book written by more than six authors, the names of the first six are provided, followed by the phrase 'et al'.
- If the author is an organisation, the organisation name is provided in the author position, as for a journal article.
- Book titles, like journal article titles, use minimal capitalisation.
- Edition number is provided only for second (or later) editions.
- Full stops are used after the last author's initials, after the book title, after the edition number (if provided) and at the end of the entry.
- The city of publication is followed by a colon (with a space after it) and the publisher is followed by a semicolon (with a space after it).
- A relatively unknown city/place of publication is followed by state or country abbreviation in parentheses, for example White Plains (NY).

Chapter in a book

In the reference list entry you need to give the name of the author(s) you cited plus the chapter title and information about the publication in which the work appears. The following information is included: author(s) cited, chapter title, editor(s), title of the book in which the work appears, city, publisher, year, volume number (if applicable) and page numbers.

- Follow the standard format for a book when presenting author, title, city and publisher of the book in which the chapter appears.

- Minimal capitalisation is used for the chapter title, as for the book title.
- The word 'In' is used to introduce the book in which the chapter appears.
- The page range is provided, that is the first and last page numbers of the article, limited to those needed for clarity, without repeating digits unnecessarily.
- Note that the letter p. (for 'page' or 'pages') is used for chapters in books. The letter p. is not used for page numbers of journal articles.

In the text, sequentially number the references within the text, displaying them as supertext and unbracketed. If the same reference is used more than once, retain the same number throughout the document. Put a full stop before the supertexted reference number.

For example:

Assessment tools are necessary to ensure high quality care. ¹

When two or more references appear at the same point in the text, the relevant numbers are separated by commas.

For example:

(4, 7) or ^{4,7} if using superscript. Three or more consecutive citations are joined by a hyphen, that is (4-7) or ⁴⁻⁷.

Within the body of the text, if a reference has more than three authors, cite all of the authors initially and then it is acceptable to use the name of the first author and et al. after.

For example:

Boyd et al. concluded that it was a significant event.

When setting articles the following applies regarding the reference number within the text:

- 10 point, supertext
- Comma or full stop is placed after the reference number (not supertext)
- A space between last word and the number.

The corresponding number of the reference in the reference list at the end of the article should not be set with brackets (see references section below).

References

Journal article

The ADEA has taken this information from the International Committee of Medical Journal Editors website. More detailed information on how to cite references can be found in [Citing Medicine](#).

For a journal article written by six or fewer authors, provide the names of all the authors.

1. Hemer J. Introduction of a structured assessment tool. *Diabetes Care*. 2004;24:233.

Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med*. 2002 Jul 25;347(4):284-7.

As an option, if a journal carries *continuous pagination throughout a volume* (as many medical journals do) the month and issue number may be omitted.

Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med*. 2002;347:284-7.

For a journal article written by *six or more authors*, list the first six authors followed by et al.

Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res*. 2002;935(1-2):40-6.

Optional addition of a database's unique identifier for the citation:

Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med*. 2002 Jul 25;347(4):284-7. PubMed PMID: 12140307.

Forooghian F, Yeh S, Faia LJ, Nussenblatt RB. Uveitic foveal atrophy: clinical features and associations. *Arch Ophthalmol*. 2009 Feb;127(2):179-86. PubMed PMID: 19204236; PubMed Central PMCID: PMC2653214.

Optional addition of a clinical trial registration number:

Trachtenberg F, Maserejian NN, Soncini JA, Hayes C, Tavares M. Does fluoride in compomers prevent future caries in children? *J Dent Res*. 2009 Mar;88(3):276-9. PubMed PMID: 19329464. ClinicalTrials.gov registration number: NCT00065988.

Organisation as author

Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. *Hypertension*. 2002;40(5):679-86.

Both personal authors and organization as author (List all as they appear in the byline.)

Vallancien G, Emberton M, Harving N, van Moorselaar RJ; Alf-One Study Group. Sexual dysfunction in 1,274 European men suffering from lower urinary tract symptoms. *J Urol*. 2003;169(6):2257-61.

Margulies EH, Blanchette M; NISC Comparative Sequencing Program, Haussler D, Green ED. Identification and characterization of multi-species conserved sequences. *Genome Res*. 2003 Dec;13(12):2507-18.

No author given

21st century heart solution may have a sting in the tail. *BMJ*. 2002;325(7357):184.

Article not in English

Ellingsen AE, Wilhelmsen I. Sykdomsangst blant medisin- og jusstudenter. Tidsskr Nor Lægeforen. 2002;122(8):785-7. Norwegian.

Optional translation of article title (MEDLINE/PubMed practice):

Ellingsen AE, Wilhelmsen I. [Disease anxiety among medical students and law students]. Tidsskr Nor Lægeforen. 2002 Mar 20;122(8):785-7. Norwegian.

Volume with supplement

Geraud G, Spierings EL, Keywood C. Tolerability and safety of frovatriptan with short- and long-term use for treatment of migraine and in comparison with sumatriptan. Headache. 2002;42 Suppl 2:S93-9.

Issue with supplement

Glauser TA. Integrating clinical trial data into clinical practice. Neurology. 2002;58(12 Suppl 7):S6-12.

Volume with part

Abend SM, Kulish N. The psychoanalytic method from an epistemological viewpoint. Int J Psychoanal. 2002;83(Pt 2):491-5.

Issue with part

Ahrar K, Madoff DC, Gupta S, Wallace MJ, Price RE, Wright KC. Development of a large animal model for lung tumors. J Vasc Interv Radiol. 2002;13(9 Pt 1):923-8.

Issue with no volume

Banit DM, Kaufer H, Hartford JM. Intraoperative frozen section analysis in revision total joint arthroplasty. Clin Orthop. 2002;(401):230-8.

No volume or issue

Outreach: bringing HIV-positive individuals into care. HRSA Careaction. 2002 Jun:1-6.

Pagination in roman numerals

Chadwick R, Schuklenk U. The politics of ethical consensus finding. Bioethics. 2002;16(2):iii-v.

Type of article indicated as needed

Tor M, Turker H. International approaches to the prescription of long-term oxygen therapy [letter]. Eur Respir J. 2002;20(1):242.

Lofwall MR, Strain EC, Brooner RK, Kindbom KA, Bigelow GE. Characteristics of older methadone maintenance (MM) patients [abstract]. *Drug Alcohol Depend*. 2002;66 Suppl 1:S105.

Article containing retraction

Feifel D, Moutier CY, Perry W. Safety and tolerability of a rapidly escalating dose-loading regimen for risperidone. *J Clin Psychiatry*. 2002;63(2):169. Retraction of: Feifel D, Moutier CY, Perry W. *J Clin Psychiatry*. 2000;61(12):909-11.

Article containing a partial retraction:

Starkman JS, Wolder CE, Gomelsky A, Scarpero HM, Dmochowski RR. Voiding dysfunction after removal of eroded slings. *J Urol*. 2006 Dec;176(6 Pt 1):2749. Partial retraction of: Starkman JS, Wolter C, Gomelsky A, Scarpero HM, Dmochowski RR. *J Urol*. 2006 Sep;176(3):1040-4.

Article retracted

Feifel D, Moutier CY, Perry W. Safety and tolerability of a rapidly escalating dose-loading regimen for risperidone. *J Clin Psychiatry*. 2000;61(12):909-11. Retraction in: Feifel D, Moutier CY, Perry W. *J Clin Psychiatry*. 2002;63(2):169.

Article partially retracted:

Starkman JS, Wolter C, Gomelsky A, Scarpero HM, Dmochowski RR. Voiding dysfunction following removal of eroded synthetic mid urethral slings. *J Urol*. 2006 Sep;176(3):1040-4. Partial retraction in: Starkman JS, Wolder CE, Gomelsky A, Scarpero HM, Dmochowski RR. *J Urol*. 2006 Dec;176(6 Pt 1):2749.

Article republished with corrections

Mansharamani M, Chilton BS. The reproductive importance of P-type ATPases. *Mol Cell Endocrinol*. 2002;188(1-2):22-5. Corrected and republished from: *Mol Cell Endocrinol*. 2001;183(1-2):123-6.

Article with published erratum

Malinowski JM, Bolesta S. Rosiglitazone in the treatment of type 2 diabetes mellitus: a critical review. *Clin Ther*. 2000;22(10):1151-68; discussion 1149-50. Erratum in: *Clin Ther*. 2001;23(2):309.

Article published electronically ahead of the print version

Yu WM, Hawley TS, Hawley RG, Qu CK. Immortalization of yolk sac-derived precursor cells. *Blood*. 2002 Nov 15;100(10):3828-31. Epub 2002 Jul 5.

Books and other monographs

Personal author(s)

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. Medical microbiology. 4th ed. St. Louis: Mosby; 2002.

Editor(s), compiler(s) as author

Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. Operative obstetrics. 2nd ed. New York: McGraw-Hill; 2002.

Author(s) and editor(s)

Breedlove GK, Schorfheide AM. Adolescent pregnancy. 2nd ed. Wiecezorek RR, editor. White Plains (NY): March of Dimes Education Services; 2001.

Organisation(s) as author

Advanced Life Support Group. Acute medical emergencies: the practical approach. London: BMJ Books; 2001. 454 p.

American Occupational Therapy Association, Ad Hoc Committee on Occupational Therapy Manpower. Occupational therapy manpower: a plan for progress. Rockville (MD): The Association; 1985 Apr. 84 p.

National Lawyer's Guild AIDS Network (US); National Gay Rights Advocates (US). AIDS practice manual: a legal and educational guide. 2nd ed. San Francisco: The Network; 1988.

Chapter in a book

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer. New York: McGraw-Hill; 2002. p. 93-113.

Conference proceedings

Harnden P, Joffe JK, Jones WG, editors. Germ cell tumours V. Proceedings of the 5th Germ Cell Tumour Conference; 2001 Sep 13-15; Leeds, UK. New York: Springer; 2002.

Conference paper

Christensen S, Oppacher F. An analysis of Koza's computational effort statistic for genetic programming. In: Foster JA, Lutton E, Miller J, Ryan C, Tettamanzi AG, editors. Genetic programming. EuroGP 2002: Proceedings of the 5th European Conference on Genetic Programming; 2002 Apr 3-5; Kinsdale, Ireland. Berlin: Springer; 2002. p. 182-91.

Guidelines

World Health Organisation. Guidelines for Older Australians. Canberra: Commonwealth of Australia; 2006.

Scientific or technical report

Issued by funding/sponsoring agency:

Yen GG (Oklahoma State University, School of Electrical and Computer Engineering, Stillwater, OK). Health monitoring on vibration signatures. Final report. Arlington (VA): Air Force Office of Scientific Research (US), Air Force Research Laboratory; 2002 Feb. Report No.: AFRLSRBLTR020123. Contract No.: F496209810049.

Issued by performing agency:

Russell ML, Goth-Goldstein R, Apte MG, Fisk WJ. Method for measuring the size distribution of airborne Rhinovirus. Berkeley (CA): Lawrence Berkeley National Laboratory, Environmental Energy Technologies Division; 2002 Jan. Report No.: LBNL49574. Contract No.: DEAC0376SF00098. Sponsored by the Department of Energy.

Dissertation

Borkowski MM. Infant sleep and feeding: a telephone survey of Hispanic Americans [dissertation]. Mount Pleasant (MI): Central Michigan University; 2002.

Patent

Pagedas AC, inventor; Ancel Surgical R&D Inc., assignee. Flexible endoscopic grasping and cutting device and positioning tool assembly. United States patent US 20020103498. 2002 Aug 1.

Other Published Material

Newspaper article

Tynan T. Medical improvements lower homicide rate: study sees drop in assault rate. The Washington Post. 2002 Aug 12;Sect. A:2 (col. 4).

Audiovisual material

Chason KW, Sallustio S. Hospital preparedness for bioterrorism [videocassette]. Secaucus (NJ): Network for Continuing Medical Education; 2002.

Legal Material

Public law:

Veterans Hearing Loss Compensation Act of 2002, Pub. L. No. 107-9, 115 Stat. 11 (May 24, 2001).

Unenacted bill:

Healthy Children Learn Act, S. 1012, 107th Cong., 1st Sess. (2001).

Code of Federal Regulations:

Cardiopulmonary Bypass Intracardiac Suction Control, 21 C.F.R. Sect. 870.4430 (2002).

Hearing:

Arsenic in Drinking Water: An Update on the Science, Benefits and Cost: Hearing Before the Subcomm. on Environment, Technology and Standards of the House Comm. on Science, 107th Cong., 1st Sess. (Oct. 4, 2001).

Map

Pratt B, Flick P, Vynne C, cartographers. Biodiversity hotspots [map]. Washington: Conservation International; 2000.

Dictionary and similar references

Dorland's illustrated medical dictionary. 29th ed. Philadelphia: W.B. Saunders; 2000. Filamin; p. 675.

Unpublished Material***In press or Forthcoming***

(Note: NLM prefers "Forthcoming" rather than "In press" because not all items will be printed.)

Tian D, Araki H, Stahl E, Bergelson J, Kreitman M. Signature of balancing selection in Arabidopsis. Proc Natl Acad Sci U S A. Forthcoming 2002.

Electronic Material***CD-ROM***

Anderson SC, Poulsen KB. Anderson's electronic atlas of hematology [CD-ROM]. Philadelphia: Lippincott Williams & Wilkins; 2002.

Journal article on the Internet

Aboud S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. Am J Nurs [Internet]. 2002 Jun [cited 2002 Aug 12];102(6):[about 1 p.]. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htmArticle>

Optional presentation (omits bracketed phrase that qualifies the journal title abbreviation):

Aboud S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. Am J Nurs. 2002 Jun [cited 2002 Aug 12];102(6):[about 1 p.]. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htmArticle>

Article with document number in place of traditional pagination:

Williams JS, Brown SM, Conlin PR. Videos in clinical medicine. Blood-pressure measurement. N Engl J Med. 2009 Jan 29;360(5):e6. PubMed PMID: 19179309.

Article with a Digital Object Identifier (DOI):

Zhang M, Holman CD, Price SD, Sanfilippo FM, Preen DB, Bulsara MK. Comorbidity and repeat admission to hospital for adverse drug reactions in older adults: retrospective cohort study. *BMJ*. 2009 Jan 7;338:a2752. doi: 10.1136/bmj.a2752. PubMed PMID: 19129307; PubMed Central PMCID: PMC2615549.

Article with unique publisher item identifier (pii) in place of traditional pagination or DOI:

Tegnell A, Dillner J, Andrae B. Introduction of human papillomavirus (HPV) vaccination in Sweden. *Euro Surveill*. 2009 Feb 12;14(6). pii: 19119. PubMed PMID: 19215721.

Monograph on the Internet

Foley KM, Gelband H, editors. Improving palliative care for cancer [Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <http://www.nap.edu/books/0309074029/html/>.

Homepage/Web site

Cancer-Pain.org [Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>.

Part of a homepage/Web site

American Medical Association [Internet]. Chicago: The Association; c1995-2002 [updated 2001 Aug 23; cited 2002 Aug 12]. AMA Office of Group Practice Liaison; [about 2 screens]. Available from: <http://www.ama-assn.org/ama/pub/category/1736.html>

Database on the Internet**Open database:**

Who's Certified [Internet]. Evanston (IL): The American Board of Medical Specialists. c2000 - [cited 2001 Mar 8]. Available from: <http://www.abms.org/newsearch.asp>

Closed database:

Jablonski S. Online Multiple Congenital Anomaly/Mental Retardation (MCA/MR) Syndromes [Internet]. Bethesda (MD): National Library of Medicine (US); c1999 [updated 2001 Nov 20; cited 2002 Aug 12]. Available from: http://www.nlm.nih.gov/archive//20061212/mesh/jablonski/syndrome_title.html

Part of a database on the Internet [Edited 12 May 2009]

MeSH Browser [Internet]. Bethesda (MD): National Library of Medicine (US); 2002 - . Meta-analysis [cited 2008 Jul 24]; [about 2 p.]. Available from: http://www.nlm.nih.gov/cgi/mesh/2008/MB_cgi?mode=&index=16408&view=concept MeSH Unique ID: D017418.

Blogs

Holt M. The Health Care Blog [Internet]. San Francisco: Matthew Holt. 2003 Oct - [cited 2009 Feb 13]. Available from: http://www.thehealthcareblog.com/the_health_care_blog/.

KidneyNotes.com [Internet]. New York: KidneyNotes. c2006 - [cited 2009 Feb 13]. Available from: <http://www.kidneynotes.com/>.

Wall Street Journal. HEALTH BLOG: WSJ's blog on health and the business of health [Internet]. Hensley S, editor. New York: Dow Jones & Company, Inc. c2007 - [cited 2009 Feb 13]. Available from: <http://blogs.wsj.com/health/>.

Contribution to a blog:

Mantone J. Head trauma haunts many, researchers say. 2008 Jan 29 [cited 2009 Feb 13]. In: Wall Street Journal. HEALTH BLOG [Internet]. New York: Dow Jones & Company, Inc. c2008 - . [about 1 screen]. Available from: <http://blogs.wsj.com/health/2008/01/29/head-trauma-haunts-many-researchers-say/>.

Campbell A. Diabetes and alcohol: do the two mix? (Part 2). 2008 Jan 28 [cited 2009 Feb 13]. In: Diabetes Self-Management Blog [Internet]. New York: Diabetes Self-Management. [2006 Aug 14] - . 2 p. Available from: http://www.diabetesselfmanagement.com/blog/Amy_Campbell/Diabetes_and_Alcohol_Do_the_Two_Mix_Part_2

Reider J. Docnotes: Health, Technology, Family Medicine and other observations [Internet]. [place unknown]: Jacob Reider. 1999 - . CRP again ...; 2004 Apr 2 [cited 2009 Feb 13]; [about 1 screen]. Available from: <http://www.docnotes.com/2004/04/crp-again.html> Prince of Wales Foundation for Integrated Health.

Article style layout

Articles will be laid out in the following style:

- Heading at the top of the page, using header script.
- Name of the author, their academic abbreviations either continuing after the header or underneath if not enough space left next to heading.
- Contact details including organisation that the author works for, address, phone number and email contact.
- A short introduction regarding their place of work and experience.
- The body of the article:
 - Abstract
 - Introduction/background/literature review
 - Aims
 - Method
 - Results
 - Discussion
 - Conclusions
 - Acknowledgements
 - References
 - Tables and figures

Letters to the Editor

Letters to the Editor are encouraged. Letters must be signed, with the author's name and contact details, but authors may request that their name and contact details be withheld if the letter is published. Letters should be no longer than 200 words and will be published at the discretion of the Managing Editor and *Australian Diabetes Educator* ADEA Editorial Advisory Group. Where a company or product/s are mentioned in a letter, the Company cited will have a right of reply, which will be published at the same time as the Letter to the Editor.

Layout:

Heading

Letter

Name, organisation, state

Editor's Reply

Acknowledgement:

This Style Guide has been compiled by the ADEA National Office. The content was updated from the Style Guide produced by Jayne Lehmann in 2006 on commission from ADEA. This content was modified from the original style guide for *Conquest*, which was developed by the Editor of *Conquest*, *Vivienne Whitmore*. *Chris Thorpe and Trisha Dunning provided advice and editing assistance.*

Approved by the ADEA Board 2004

Final compilation of document 1/8/06

Updated October 2007

Updated April 2010

Approved by the ADEA Board 2010