

AMA Style Guide

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This is a guide to the most frequently used reference types, based on the *AMA Manual of Style: A Guide for Authors and Editors*, 10th edition, 2007. It is an adaptation of a guide produced by Terri Jankowski, librarian and assistant director of user experience at the University of Washington Health Sciences Library, and is posted here with her permission.

If you don't see an example for your type of reference, consult the complete *AMA Manual of Style* located in the reference section of OBU's library at REF 808.06661 A479m.

When to Cite

You need to cite when:

- using a direct quotation, even if it is in quotation marks.
- using facts that are not common knowledge (what the reader can reasonably be expected to know).
- paraphrasing or rewriting the author's ideas.
- summarizing the data or argument of an author.
- using the key words or phrases from the author or using synonyms.
- mentioning the author's name in your text.
- writing a sentence that mostly consists of your own thoughts, but you have made a reference to another author's ideas.

When in doubt, err on the side of caution, and cite.

Quick Tips

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References

- Number references consecutively with Arabic numerals in the order in which they are cited in the text.
- If the citation extends to a second line, do NOT indent (as in APA).
- Journal titles are abbreviated and in italics.
- Use PubMed abbreviations for journal titles. See Journals referenced in the [NCBI Databases](#).
- If no PubMed journal abbreviation exists, use standard abbreviations in the AMA Manual of Style to construct an abbreviated title.
- Single word titles, such as Pediatrics, are not abbreviated.
- In journal titles, capitalize all major words (Do not capitalize the, an, a, in, for, or but, unless this word begins the title.)
- In the title of journal article, capitalize only the first word.
- For journal page numbers and dates, the format is the year followed by a semicolon; the volume number and the issue number (in parentheses) followed by a colon; the initial page number, a hyphen, the final page number followed by a period and are set without spaces. Example:

Hunter RH, Sykes K, Lowman SG, Duncan R, Satariano WA, Belza B. Environmental and policy change to support healthy aging. *J Aging Soc Policy*. 2011;23(4):354-371.
doi:10.1080/08959420.2011.605642
- When citing online journals, the DOI number is preferred over the URL link.
- In book titles, capitalize all major words (Do not capitalize the, an, a, in, for, or but, unless this word begins the title.) and put in italics.
- In book chapter titles, capitalize only the first word.

In-Text Citations

- Use superscript Arabic numbers to cite material. Example: This drug is used to treat hepatitis.¹
- The superscript number is inserted into the document immediately next to the fact, concept, or quotation being cited.
- When more than two references are cited at a given place in the manuscript, use hyphens to join the first and last numbers of a closed series; use commas without space to separate other parts of a multiple citation. Example: As reported previously,^{1,4-7,19,24}
- If a reference is used multiple times in one paper, use the same number throughout.
- You may use author names in your text, as long as these mentions are accompanied by numbered citations. Use last names only. For items with one or two authors, include both names. For items with three or more authors, include the first author's surname and then 'et al' or 'and colleagues'. Examples: Smith and Jones² reported on the questionnaire. Hammersmith et al³ reported on the survey.
- For secondary citations, reference may be made to one author's citation of, or quotation from, another's work. Distinguish between citation and quotation (i.e., between work mentioned and words actually quoted). In the text, the name of the original author, rather than the secondary source, should be mentioned. (See also 3.11.12, References to Print Journals, Discussants.) As with citation of an abstract of an article rather than citation of the original document (see 3.11.9, References to Print Journals, Abstracts and Other Material Taken from Another Source), citation of the original document is preferred unless it is not readily available. Only items actually consulted should be listed. Example:

Cauley JA, Lui L-Y, Ensrud KE, et al. Osteoporosis and fracture risk in women of different ethnic groups. *JAMA*. 2005;293(17):2102-2108. Cited by: Acheson LS. Bone density and the risk of fractures: should treatment thresholds vary by race [editorial]? *JAMA*. 2005;293(17):2151-2154.

- At the end of the document, include a "References" list with full citations to each item. Order citations as they appear in your paper.
- The first reference used in a written document is listed as 1 in the reference list.

Citing Print Resources

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Book (single author)

Shepard TH. *Catalog of Teratogenic Agents*. 7th ed. Baltimore, MD: Johns Hopkins University Press; 1992.

Book (more than one author)

List all authors if six or less. Otherwise, list the first three authors followed by et al.

Baselt RC, Cravey RH. *Disposition of Toxic Drugs and Chemicals in Man*. 4th ed. Foster City, CA: Chemical Toxicology Institute; 1995.

Book (with editors)

Armitage JO, Antman KH, eds. *High-dose Cancer Therapy: Pharmacology, Hematopoietins, Stem Cells*. Baltimore, MD: Williams & Wilkins; 1995.

Book Chapter

Degner LF, McWilliams ME. Challenges in conducting cross-national nursing research. In: Fitzpatrick JJ, Stevenson JS, Polis NS, eds. *Nursing Research and its Utilization: International State of the Science*. New York, NY: Springer; 1994:211-215.

Monographic Series

Davidoff RA. *Migraine: Manifestations, Pathogenesis, and Management*. Philadelphia, Pa: FA Davis; 1995. Contemporary Neurology Series; No 42.

Article from a Journal (single author)

Moldofsky H. Sleep, neuroimmune and neuroendocrine functions in fibromyalgia and chronic fatigue syndrome. *Adv Neuroimmunol*. 1995;5(1):39-56.

Article from a Journal (more than one author)

List all authors if six or less. Otherwise, list the first three authors followed by et al.

Raux H, Coulon P, Lafay F, Flamand A. Monoclonal antibodies which recognize the acidic configuration of the rabies glycoprotein at the surface of the virion can be neutralizing. *Virology*. 1995;210(2):400-408.

Citing Electronic Resources

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When citing electronic material, in addition to the basic information included as with print references, you must also, in general, include the URL (link) to the item as well as the date you accessed it. Provide the most direct URL possible, and if a DOI is listed instead of a URL, it is not necessary to include the date accessed. DOI is preferred over URL.

Some browsers may show italicized text as underlined. When preparing bibliographies based on any of the formats addressed by this series, use italics. If you don't see an example for your type of reference, consult the complete *AMA Manual of Style*.

Online Journals with Volume and Page Information

Kapur VK, Obstructive sleep apnea: diagnosis, epidemiology, and economics. *Respir Care*. 2010;55(9):1155-1167. <http://www.rcjournal.com/contents/09.10/09.10.1155.pdf>
Accessed November 8, 2011.

Online Journals without Volume and Page Information

Mast CT, DeMuro-Mercon C, Kelly CM, Floyd LE, Ealter EB. The impact of rotavirus gastroenteritis on the family. *BMC Pediatrics*. 2009;9:11. doi:10.1186/1471-2431-9-11

Web Site

King MW. The Medical Biochemistry Page. <http://themedicalbiochemistrypage.org>.
Updated July 14, 2009. Accessed July 14, 2009.

Online Book

Neinstein, L, ed. *Adolescent Health Care*. 5th ed. Philadelphia: Lippincott W&W; 2008.
http://www.r2library.com/marc_frame.aspx?ResourceID=931. Accessed November 9, 2011.

Chapter from an Online Book

Creating safety systems in health care organizations. In: Kohn, LT, Corrigan, JM, and Donaldson MS, eds. *To Err is Human: Building a Safer Health System*. Washington, DC: Committee on Quality of Health Care in America, Institute of Medicine; 2000.
http://www.nap.edu/openbook.ptp?record_id=9728&page=155. Accessed November 1, 2011.

Database

Amoxicillin. In: *DRUGDEX System (Micromedex 2.0)*. Greenwood Village, CO: Truven Health Analytics; c1974-2013.
<http://www.micromedexsolutions.com/micromedex2/librarian#>. Accessed October 22, 2013.

In-Text Citations

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Finding treatments for breast cancer is a major goal for scientists.^{1,2} Some classes of drugs show more promise than others. Gradishar evaluated taxanes as a class.³ Other scientists have investigated individual drugs within this class, including Andre and Zielinski² and Joensuu and Gligorov.⁴ Mita et al's investigation of cabazitaxel⁵ seems to indicate a new role for this class of drugs.

References

1. Cancer Research Funding. National Cancer Institute. <http://www.cancer.gov.offcampus.lib.washington.edu/cancertopics/factsheet/NCI/research-funding>. Publication date unavailable. Updated June 6, 2011. Accessed November 3, 2012.
2. Andre F, Zielinski CC. Optimal strategies for the treatment of metastatic triple-negative breast cancer with currently approved agents. *Ann Oncol.* 2012;23(Suppl 2):vi46-vi51.
3. Gradishar WJ. Taxanes for the treatment of metastatic breast cancer. *Breast Cancer (Auckl.)*. 2012;6:159-171.
4. Joensuu H, Gligorov J. Adjuvant treatments for triple-negative breast cancers. *Ann Oncol.* 2012;Suppl 6:vi40-45.
5. Mita AC, Figlin R, Mita MM. Cabazitaxel: more than a new taxane for metastatic castrate-resistant prostate cancer? *Clin Cancer Res.* 2012;18(24):OF1-OF6.

Formatting

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The *AMA Manual of Style* is not very specific on formatting papers. Check with your instructor or the publisher to whom you are submitting a paper for their preferences.

Spacing: Double space

Margins: 1"

Font: Size 12, any font type. AMA suggests two typefaces (a serif for body text and a sans serif for titles and subheads) with appropriate use of styles, such as bold and italics for a scholarly publication. (5.22.4)

Indents: 1/2"

Page numbering: Each page, beginning with the title page, should be numbered consecutively. Page numbers are usually placed in the upper right corner.

References: Reference entries should be listed and numbered in the order they were cited in your paper. If the citation extends to a second line, do NOT indent (as in APA).

Acronyms, abbreviations, initialisms: Acronyms, abbreviations, and initialisms are discouraged from use, except for well-known and accepted units of measurement and some well-recognized terms. If used, spell out at the first use, even if the acronym or initialism is well-known. Do not place periods between the letters of an acronym, abbreviation or initialism. State names should always appear as full names in the text of a manuscript. If included in references, use the two-letter abbreviation.

Numbers: Numerals (1, 2, 3, etc.) should be used in all writing, except when:

- The number begins the sentence or title.
- Common fractions
- Ordinals: first through ninth
- Number spelled out in quotations or titles of works cited.
- One number may be spelled out, if the sentence requires multiple numbers to be placed next to each other. e.g., "If 12 16-year-olds had this reaction..." should be changed to "If twelve 16-year-olds..."

Time: To indicate a time of day, use AM or PM in small capitals. (18.5.3)

Conventional 12-hour clock time is preferred. However, 24 hour or military time convention can also be used to convey precise timing when needed, such as when describing drug dosage regimens.

Dates: When dates are provided in the text, use numerals for day and year, and write out the month, e.g., April 2, 2010.

If using dates in a table, you may use numerals for the month (e.g., 4/2/2010).

Measurements: Use SI (Le Système International d'Unités) standards for writing measurements. Numbers are always written in plain text, there is a space after the number and prior to the unit, and never a period after the unit (unless it ends a sentence).

Do not include commas in longer numbers (e.g., 1600 km, not 1,600 km).