

# Style Guides

**Sima Abbasi,**

Technical Editor of Hepatitis Monthly,  
Kowsar Medical Institute,

*Journal's homepage:* [www.HepatMon.com](http://www.HepatMon.com)

*Email:* [abbasi@kowsarmed.com](mailto:abbasi@kowsarmed.com)

*Tel:* +98 2188934125



# Style Guides

- A **style guide** or **style manual** is a *set of standards* for the *writing* and *design* of documents, either for general use or for a specific publication, organization or field.
- The implementation of a style guide provides *uniformity in style* and *formatting* of a document.[1]



# ACS style

- The **ACS style** is a set of standards for writing documents relating to chemistry, including a standard method of **citation in academic publications**, developed by the **American Chemical Society (ACS)**. [1]



# AP Stylebook

- **The Associated Press Stylebook and Briefing on Media Law**, usually called the **AP Stylebook**, is a **style and usage guide** used by **newspapers** and in the news industry in the **United States**. [1]



# The Chicago Manual of Style

- **The Chicago Manual of Style** (abbreviated in writing as **CMS** or **CMOS**, or verbally as **Chicago**) is a style guide for **American English** published since 1906 by the **University of Chicago Press**. [1]



# **A Manual for Writers of Research Papers, Theses, and Dissertations**

- **A Manual for Writers of Research Papers, Theses, and Dissertations** (published by the **University of Chicago Press** and commonly known as **Turabian style**), is a **style guide** for writing and formatting **research papers** (such as the **arrangement** and **punctuation** of **footnotes** and **bibliographies**). [1]



# MHRA Style Guide

- **The MHRA Style Guide: A Handbook for Authors, Editors, and Writers of Theses** (formerly the **MHRA Style Book**) is an academic style guide published by the **Modern Humanities Research Association** and most widely used in the **arts and humanities** in the **United Kingdom**, where the MHRA is based. It is available for sale both in the UK and in the **United States**. [1]



# MLA Style Manual

- The MLA Style Manual is an **academic style guide** widely used in the **United States, Canada.**
- providing guidelines for writing and documentation of research in the **humanities**, such as **English studies** and **literatures.** [1]



# APA style

- **American Psychological Association (APA) Style** is a set of rules that authors use when submitting papers for publications in APA journals.
- The APA style contains guidelines for every aspect of writing, especially in the **social sciences**, from determining authorship to **constructing a table to avoiding plagiarism** and **constructing accurate reference citations.** [1]



# ASA style

- **American Sociological Association (ASA) style** is a widely accepted format for **writing university research papers** that specifies such the arrangement and punctuation of footnotes and **bibliographies**.
- **ASA Style Guide**, which is published by the **American Sociological Association**, the main scholarly organization for academic **sociologists in the United States**. [1]



# Yahoo! Style Guide

- The **Yahoo! Style Guide** covers the basics of writing for the **World Wide Web** and digital media. It is available in print and digital editions. [1]



# Chicago Manual of Style 16th Edition

- **The Chicago Manual of Style (CMS)** covers a variety of topics from **manuscript preparation** and publication to **grammar, usage, and documentation** and has been lovingly called the “**editors’ bible.**”
- The material in this **resource focuses** primarily on one of the **two CMS documentation styles**:
  - **The Notes-Bibliography System (NB)**, which is used by those in **literature, history, and the arts.**
  - **The Author-Date System**, is nearly identical in content but slightly different in form and is preferred in the **social/sciences.**[2]



# AMA Manual of Style

- **AMA Manual of Style: A Guide for Authors and Editors** is a style guide by the editors of **JAMA** (Journal of the American Medical Association), most recently published by **Oxford University Press**. It specifies the **writing and citation styles** for use in **scholarly publications in medicine** internationally.[3]



# Some Features of AMA Manual of Style

## ☞ Headings

- **Levels of Headings:** The styles used for the various levels of headings will vary from publisher to publisher and publication to publication, even within the same publishing house. They may also vary within a single publication, from one category of article to another.
- ☑ Avoid using a single abbreviation as a heading, even if the abbreviation has been expanded earlier in the text. [3]



# Some Features of AMA Manual of Style

## ☞ Visual Presentation of Data

### ➤ Uses of Tables

- Present large amounts of detailed quantitative information in a smaller space than would be required in the text
- Demonstrate detailed item-to-item comparisons
- Display many quantitative values simultaneously
- Display individual data values precisely
- Demonstrate complex relationships in data[3]



# Some Features of AMA Manual of Style

## ☞ Visual Presentation of Data

### ➤ Uses of Figures

- Highlight patterns or trends in data
- Demonstrate changes or differences over time
- Display complex relationships among quantitative variables
- Clarify or explain methods
- Provide information to enhance understanding of complex concepts
- Provide visual data to illustrate findings (eg, slides, photographs, maps)
- Illustrate scientific or clinical concepts, mechanisms, or pathophysiology[3]



# Some Features of AMA Manual of Style

## 👉 Visual Presentation of Data

### ➤ Types of Tables

✓ Table: A table displays information arranged in columns and rows and is used most commonly to present numerical data. [3]

<b>Table 1.</b> Baseline Characteristics of Infants With Initial and Follow-up Screening		
<b>Characteristics</b>	<b>Initial Screening (n = 202)</b>	<b>Initial and Follow-up Screening (n = 147)</b>
Age, mean (SD), mo	9.9 (1.2)	9.8 (1.1)
Female, No. (%)	107 (53)	78 (53)
Weight, mean (SD), kg	9.5 (1.2)	9.5 (1.2)
Length, mean (SD), cm	72.7 (5.3)	72.6 (5.3)
Birth weight, mean (SD), kg	3.3 (0.5)	3.4 (0.5)
Race/ethnicity, No. (%) <sup>a</sup>		
Black/African American	85 (42)	63 (43)
Hispanic/Latino	64 (32)	48 (33)
White	17 (8)	13 (9)
Asian	8 (4)	4 (3)
Other/unknown	28 (14)	19 (13)

<sup>a</sup>Parents or guardians self-determined the race/ethnicity of their infant. Other/unknown includes any race/ethnicity not represented by any of the aforementioned categories.

} Table number and title

} Column headings

Row headings (stubs)

} Field with data cells

} Footnote



# Some Features of AMA Manual of Style

## ☞ Visual Presentation of Data

### ➤ Types of Tables

✓ **Tabulation:** A tabulation is a brief, in-text table that may be used to set material off from text. Tabulations **require the text** to explain their meaning. They are placed directly in the text, unlike a table, which cannot always be placed next to its text citation.

Tabulations usually consist of **1 or 2 columns of data**; they generally should not exceed half a column in length. [3]

Symptom	No. (%) of Patients
Mass in parotid region	87 (98)
Pain or tenderness	13 (15)
Facial nerve weakness	6 (7)
Skin ulceration	3 (3)
Facial twitching	1 (1)
Cervical mass separate from tumor	1 (1)
Other	5 (6)



# Some Features of AMA Manual of Style

## ☞ Visual Presentation of Data

### ➤ Types of Tables

✓ **Matrix:** A matrix is a **tabular structure** that uses **numbers, short words** (eg, no, yes), **or symbols** (eg, bullets, check marks) to depict relationships among items in columns and rows and **allow comparisons among entries.**

[3]

**Table 3.** Direction of the Association Between Birth Weight and Total Blood Cholesterol and Reported Associations With Other Components of the Lipid Profile in Published Reports of Studies That Had Published Regression Coefficients

Source (Country of Study)	No. of Individuals <sup>a</sup>	Age as Reported in Study (Mean or Range), y	Reported Direction of Birth Weight vs Total Cholesterol Association				Associations Also Reported With				
			Inverse	None	Positive	NA	HDL-C	LDL-C	Triglycerides	ApoA	ApoB
Vestbo, <sup>25</sup> 1996 (Denmark)	620	48	✓								
Suzuki, <sup>31</sup> 2000 (Japan)	299	23	✓						✓		
Ijzerman, <sup>33</sup> 2001 (Holland)	228	16	✓				✓	✓	✓	✓	
Rona, <sup>39</sup> 1996 (Scotland) <sup>b</sup>	154	9			✓						
Kesteloot, <sup>54</sup> 1975 (Belgium)	303	0	✓				✓				
Owen, <sup>11</sup> 2003 (United Kingdom)	1461	13-16	✓								
Fall, <sup>58</sup> 1992 (United Kingdom)	794	59-70			✓			✓			
Miura, <sup>59</sup> 2001 (Japan)	4951	20	✓								
Lauren, <sup>60</sup> 2002 (Finland)	5792	31	✓						✓		
Bavdekar, <sup>8</sup> 1999 (India)	477	8	✓				✓	✓	✓		
Davies, <sup>63</sup> 2004 (United Kingdom)	25 843	36-39	✓								

Abbreviations: ApoA, apolipoprotein A; ApoB, apolipoprotein B; HDL-C, high-density lipoprotein cholesterol; LDL-C, low-density lipoprotein cholesterol; NA, direction of association not available in the original publication.

<sup>a</sup> Number of individuals on whom regression coefficients in the present analyses are based, which may differ from numbers reported in the original publication.

<sup>b</sup> Association reported in the original publication was obtained by combining results from 5 separate studies.



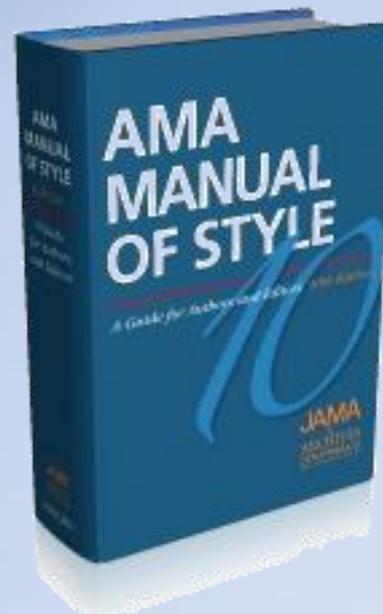
# Some Features of AMA Manual of Style

## ☞ Visual Presentation of Data

### ➤ Types of Tables

✓ Organizing Information in Tables...

➤ Figures... and so many other useful data, so lets have a look at the website!



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# References

1. Wikipedia
2. The Online Writing Lab (OWL) at Purdue University houses writing resources website
3. AMA Manual of Style website

