AMA Style

The 10th edition of the *American Medical Association Manual of Style* is available to you online through the Savitt Medical Library. Use the search function to answer specific questions.

AMA Manual of Style
04/2007

eBook: Full Text Online

General Formatting
The recommended font for the body of the paper is Times New Roman or Courier, and Arial or Tahoma should be used for figures and tables, and the size should be 12 for the whole piece of writing. The paper should be **double-spaced** (except the reference page, which is **single-spaced**), with one-inch margins (section 22).

- Include a page number on every page.
- Indent paragraphs ½ inch.

Grammar and Style Usage – Common issues

- Use active voice (e.g., I searched) instead of passive voice (e.g., The literature was searched).
- Use words to express numbers that occur at the beginning of a sentence, title, subtitle, or heading; for common fractions; for accepted usage and numbers used as pronouns; for ordinals first through ninth; and when part of a published quote or title in which the number is spelled out. Additional guidance is found in section 19.
- Use a comma prior to “and” or “or” in a series of three or more items.
- Place periods and commas inside the end of a quotation, even if it was not in the original source. Place question marks inside the quotation only if they were part of the quoted material (8.1.2).
- Use single quotation marks to take the place of double quotations when used inside a quotation (8.6.4). Use square brackets to take the place of parenthesis when used inside parenthesis (8.5.2).
- Use abbreviations sparingly. If an abbreviation is used, spell out the phrase the first time, include the abbreviation in parentheses, and use the abbreviation exclusively throughout the rest of the material (14.8).
Cover page
The cover page header is different than subsequent headers. You will need to select the Different First Page setting/checkbox for page one header and use the words, Running head: to precede your shortened title with all caps and not to exceed 50 characters (Ex. Running head: MY SHORT TITLE). The header is center formatted with a tab inserted to make page numbering right justified.

Cover page contents (centered):

Title of Your Assignment
First Name Last Name, Highest Degree Credentials
University of Nevada, Reno School of Medicine
Physician Assistant Studies Program
Master of Physician Assistant Studies
Professor First Name Last Name, Credential Abbreviations
PAS###: Course Name
Assignment Name (e.g., Assignment #1)
Month Day, Year
(see example paper at the end of this document).

Headings
There are a few important things you need to remember about the headings. Firstly, note that each level of heading throughout the paper should be written in a consistent manner. Secondly, there should be a minimum of 2 levels of headings, as they separate primary and secondary parts.

In-text citations
Always consult primary source and never cite a reference you have not read. The in-text citations are indicated with numbers. If you use a direct quotation, it should be enclosed in the quotation marks. In case the quotation is longer than four lines, it should be set off and presented in a reduced form without the quotation marks. Sometimes it happens that you need to borrow several ideas from multiple sources into a single passage or sentence, in such a case, each of the sources should be identified with a unique superscript number. The numbers need to be separated by commas, and there should be no space between them.

- Two superscript references cited at the same place are separated by a comma without a space (e.g., 1,7). More than two consecutive references use a hyphen to join the first and last numbers of a closed series (e.g., 1-4). A comma without a space separates other parts of multiple citations (e.g., 1-4,7).
- Superscript numerals are placed outside periods and commas, inside colons and semicolons.

Reference Page

References are found at the end of a manuscript. On the References page, center the word “References” at the top of the page. Each item should be listed in numerical order (two references should not be combined under a single reference number) as opposed to alphabetically. Additionally, each item should be single-spaced.

1. The references need to be provided on the separate page at the end of the paper with the “References” header (centered).
2. They should be listed numerically in the order they appear in the text.
3. The superscript number in the in-text citation should match the number of the reference stated in the list.
4. The entries in the reference list need to be single-spaced.
5. Do not use a hanging indent for references.
6. No comma should be put between the last name and the first initials of the writer.
7. The name of the author is followed by initials without spaces or periods. If the source has six (6) authors or less, you need to state all of them; if there are more than six (6) authors, include the names of the first three (3) authors followed by “et al.”

Resources

Purdue Online Writing Lab:
https://owl.purdue.edu/owl/research_and_citation/ama_style/index.html

Example AMA citations:
https://owl.purdue.edu/owl/research_and_citation/ama_style/print_sources.html
Title of Your Assignment

First Name Last Name, Highest Degree Credentials

University of Nevada, Reno School of Medicine

Physician Assistant Studies Program

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PAS###: Course Name

Assignment Name (e.g., Assignment #1)

Month Day, Year
Title of Your Assignment

The general assignment template for the UNR Med PA Studies program includes a title page, main body, and references. This page demonstrates a sample main body first page where you continue your running head. Usually, no more than 50 characters (remove the words Running head: by using Different First Page setting/checkbox for page one header), restate your title and then begin the body of your paper. After this opening paragraph, it is helpful to organize your paper based on major heading and subheadings.

LEVEL ONE HEADING

It is recommended to set your level one heading as a “Heading 1” default within your word processing software (e.g., Microsoft Word). Level one headings should be centered, bold, and all caps.

Level Two Heading

Level two headings should be flush with the left margin, bolded, and use title cases for capitalization.

Level three heading. Level three headings should be indented, bolded, have the first letter capitalized and the remainder lowercased. Text follows directly after the period of the level three heading.

Conclusion

As an example of an in-text citation for the referenced article about antibiotics and Lyme disease would be structured like this.\(^1\) If all four references apply to the in-text citation, it would be structured like this. \(^1-4\)
Each citation that appears in the paper should have a reference entry. References should adhere to AMA format, listed as they appear in the text, and started on a new page.

References


