

ONS Publishing and Communications Style Guide

Updated May 27, 2010

above Avoid using in the following way: “The discussion above addressed the different reasons for . . .” Often, the text being referred to does not actually appear “above” in a layout.

absolute neutrophil count Units for this measure should be /mm³, not ml (e.g., 500/mm³).

abstracts Should not contain footnote citations of any sort, such as reference citations or asterisks, because abstracts are printed separately in publications other than *ONF* or *CJON*. Thus, someone reading the abstract in another publication would not be able to refer to the indicated citation.

academic degrees Periods are not used after degrees (PhD, RN, etc.). If a person holds two or more degrees, rank them in the order of the holder's preference. When writing out, use bachelor's degree, master's degree, and associate degree.

acneiform Avoid this spelling; use acneform instead.

acronyms Spell out what the acronym stands for the first time it is used in text and include the acronym in parentheses next to it (except where noted). Thereafter, the acronym is to be used on its own.

When an organization's acronym is introduced in a reference, it is not necessary to write it out and give the abbreviation again in the text (and vice versa). For example, if the first mention of the American Cancer Society appears as “(American Cancer Society [ACS], 1990)”, “ACS” should be abbreviated throughout in the text.

In tables, acronyms should appear beneath tables as shown:

BMT—bone marrow transplant; ICU—intensive care unit
(The — is an em dash; no period at the end.)

Write out abbreviations in body of table/figure if possible and list them alphabetically; use a “footnote” (no a/b/c) as shown above if there are many abbreviations. Put these footnotes after regular superscript a/b/c footnotes.

If the term appears in the abstract of an *ONF* or *CJON* article, give the term spelled out and the acronym in parentheses only if the term/acronym is mentioned a second time within the abstract itself (if it is, use only the acronym on the second mention), but if mentioned only once in the abstract, just spell it out, with nothing in parentheses after it; then, when the same term is first mentioned again in the text, spell the term out and give the acronym in parentheses, continuing from there on to use the acronym only.

When appropriate, such as with a term that most nurses recognize more as an acronym than spelled out, consider providing the acronym in parentheses even when the term is not used again in the text. For example: Test alanine aminotransferase (ALT) to check for liver dysfunction. Test alanine aminotransferase (also known as ALT) to check for liver dysfunction.

terminology:

ABG	arterial blood gases
ACLS	advanced cardiac life support
ADN	associate degree in nursing

AIDS	(AIDS on all mentions)
ALL	acute lymphoblastic leukemia
ANOVA	analysis of variance
AOCN [®]	advanced oncology certified nurse
AOCNP [®]	advanced oncology certified nurse practitioner
AOCNS [®]	advanced oncology certified clinical nurse specialist
BID	twice a day (BID acceptable on all mentions)
BRM	biologic response modifier
BSE	breast self-examination
BUN	blood urea nitrogen
CBC	complete blood count
CBCN [®]	certified breast care nurse
CCOP	community clinical oncology program
CD	compact disk (CD acceptable on all mentions)
CD-ROM	(CD-ROM on all mentions)
CNS	clinical nurse specialist or central nervous system
COPD	chronic obstructive pulmonary disease
CPHON [®]	certified pediatric hematology/oncology nurse
CPON [®]	certified pediatric oncology nurse
CRF	cancer-related fatigue; chronic renal failure
CT	computed tomography
DIC	disseminated intravascular coagulation
DNA	Deoxyribonucleic acid (DNA acceptable on all mentions)
DVD	(DVD on all mentions)
EF	ejection fraction
FEV	forced expiratory volume
G-CSF	granulocyte–colony-stimulating factor
GED	general educational development (GD acceptable on all mentions)
GI	gastrointestinal
GM-CSF	granulocyte macrophage–colony-stimulating factor
HER2	(HER2 on all mentions)
HER2/neu	(HER2/neu on all mentions)
HIV	(HIV on all mentions)
HLA	human leukocyte antigen
IV	intravenous (IV on all mentions)
IVP	IV push
LAK	lymphokine-activated killer, as in "LAK cell"
LFT	liver function test
LPN	licensed practical nurse
MUGA	multigated acquisition scan
OCN [®]	oncology certified nurse
PCA	patient-controlled analgesia
PDA	personal digital assistant (PDA acceptable on all mentions)
PET	positron-emission tomography
PO	by mouth (PO acceptable on all mentions)
PPO	preferred provider organization
PRN	as needed (PRN acceptable on all mentions)
PT	prothrombin time
PTT	partial thromboplastin time
QOL	quality of life
RBC	red blood cell

RN	registered nurse (RN on all mentions)
RNA	ribonucleic acid (RNA acceptable on all mentions)
SC	subcutaneous
SF-36 [®]	formerly the Short-Form-36 Health Survey (SF-36 [®] on all mentions)
TID	three times a day (TID acceptable on all mentions)
TPN	total parenteral nutrition
TV	television (TV acceptable on all mentions)
URL	universal resource locator (URL acceptable on all mentions)
VAD	venous access device or vascular access device
WBC	white blood cell

acute lymphoblastic leukemia This is the same thing as acute lymphocytic leukemia. The bolded term is preferred.

adaptations/reprints If someone else's material has undergone substantial alterations for use in another publication, it has been **adapted**; if no changes, or only minor changes, have been made, it is being **reprinted**. Both cases require permission, and proper credit should be given to the author/publication holding the copyright. (See **permission for adapting/reprinting** for additional information.)

If one or more references were used to compile a table, the references should be noted using the following format:

Note. Based on information from Brickman & Karuza, 1987; Ferrell, 1986.

The line should appear at the bottom of the figure or table as a footnote.

addresses In text, addresses should be spelled out, including the following words: Avenue, Boulevard, Building, Court, Drive, Lane, Parkway, Place, Road, Square, Street, Terrace, North, South, East, West. Exceptions are the abbreviations NW, NE, SE, and SW used in some city addresses after the street name.

In close-set matter or lists (e.g., Chapter, SIG, and ONS directories), abbreviations may be used, including Ave., Blvd., Bldg., Ct., Dr., Ln., Pkwy., Pl., Rd., Sq., St., Terr.

Spell out and cap *First* through *Ninth* when used as street names; use numerals for *10th* and above.

Do not include "RIDC Park West" in ONS, OES, or ONS Foundation addresses.

Use USA after zip codes.

affect/effect **Affect** is the verb, and **effect** is the noun ("How will the drug affect the patient?" and "What is the effect of this drug?"), but there are two exceptions: "affect" is a noun when referring to a person's emotional disposition (e.g., the patient's **affect** was altered by extreme pain), and "effect" can be a verb when used to mean "bring about" (e.g., to **effect** a desired change). Only in very rare circumstances will it be difficult to determine which word to use.

African American Do not hyphenate, even as an adjective.

alphabetizing Alphabetize numbers as if they are written out. Use the traditional alphabetizing order (e.g., American Service Corp before AT&T; University of Texas before UTI). Also, ignore definite articles such as "An" and "The" when they begin the title of something you are alphabetizing.

am (ante meridiem) Lowercase, no periods.

& (ampersand) Avoid using as part of journal names, particularly in references. Refer to *Index Medicus* for correct names.

analogue Use analog instead.

AOCN[®] Use the registered trademark symbol every time it is used, including in a person's credentials. Except in credential lists, write out on first mention (advanced oncology certified nurse) in every publication except *ONS Connect* and the *ONCC News*, with acronym used subsequently. Use AOCN[®]-certified nurses instead of AOCN[®]s or AOCNs[®].

AOCNP[®] Use the registered trademark symbol every time it is used, including in a person's credentials. Except in credential lists, write out on first mention (advanced oncology certified nurse practitioner) in every publication except *ONCC News* and *ONS Connect*, with acronym used subsequently.

AOCNS[®] Use the registered trademark symbol every time it is used, including in a person's credentials. Except in credential lists, write out on first mention (advanced oncology certified clinical nurse specialist) in every publication except *ONCC News* and *ONS Connect*, with acronym used subsequently.

APHON Write out on first mention (Association of Pediatric Hematology/Oncology Nurses) in every publication except *ONS Connect* and the *ONCC News*, with acronym used subsequently.

apostrophes May be used to eliminate confusion in cases such as "x's and y's" "S's, A's, I's" and "How To's"; but should not be used in cases such as "PhDs" or "1990s." Also, use ONS's.

article is the appropriate term for an article in *ONF* or *CJON*; "paper" and "manuscript" should be changed to "article."

assure/ensure/insure Don't use these three words interchangeably. You **assure** another person of something, you **ensure** that something will come about, and you **insure** something to protect its monetary value.

ATAQ Appropriate Treatment Assures Quality. In less formal publications (e.g., SIG newsletters, *ONS Connect*), use the acronym on the first mention with its meaning in parentheses. In formal publications, such as journals and texts where the readers may not know the initiative by its acronym, follow the normal rule for acronyms (i.e., use complete name on first mention followed by the acronym in parentheses).

at risk Should be "at risk for developing cancer," not "at risk of." But: "The risk of developing cancer increases with. . ."

B cell, T cell Do not hyphenate unless used as an adjective.

B₁₂, B₆, and other vitamins Subscript the numerals.

because Generally, if the information following "because" is integral to the meaning and purpose of the sentence, no comma should precede it despite its grammatical classification as a conjunction.

below Avoid using in the following way: "The discussion below addresses the different reasons for . . ." Often, the text being referred to does not actually appear "below" in a layout.

bibliography Items in a bibliography are not cited in the text; items in a reference list are cited in the text. An article can have both a bibliography and a reference list.

block quotes Do not begin the first line with a paragraph indent or quotation marks. Indent entire quote equally (0p9 in *ONF* and *CJON*) from the far left and far right of the column. Try to include a half of line of space above and below the quote. Quoted material within a block quotation is set off with double quotation marks. If quotes are 40 words or more, they should be block quotes. However, if an article has only one quote (~40 words) and it would not look strange to run it within the paragraph, it's okay to run into the text.

blood urea nitrogen As shown; no hyphens or commas; commonly known as BUN

board Capitalize when referring to the ONS Board of Directors: Board meeting, the Board met in San Antonio, new members were elected to the Board, etc. If referring to a board other than ONS's, "board" usually will be lowercase when is used alone; however, this rule is dependent on the publication (e.g., capitalize "board" in the *ONCC News*). When referring to a sister corporation's board of directors (Foundation, ONCC), always specify the board to which you are referring (e.g., ONCC Board) to eliminate confusion. Only the ONS Board should be referred to as simply "the Board," and even then, "ONS Board" should have been specified at least once previously in the text.

brain stem Always two words

bullet list The first line of a bulleted item (including the bullet) should be flush left; all other lines of type in that item should be indented so the text aligns with the beginning of the text on the first line. If the items of a bulleted list complete an introductory phrase or simply list some items, each should begin with a capital letter and have no punctuation at the end. There should be a period at the end of the entire series.

Example:

This instrument would serve a variety of purposes, including

- Determining the relationship between prechemotherapy through patterns and manifestations of distress
- Developing cognitively oriented nursing interventions
- Evaluating changes in thought patterns.

If the bulleted items are **complete sentences**, still begin each with a capital letter, but end each with a period (or question mark). Also, a period should follow all bulleted items that are consistent with the structure of a sentence written in the "command voice."

Example:

At the end of this session, the participant will be able to

- Define high-dose chemotherapy.
- Identify types of cancer treated with chemotherapy.
- Evaluate the effectiveness of the chemotherapy.

If the bulleted list includes items with subdivisions, use a bold dash for the subdivisions and indent subdivided text the same increment as for the bullets.

If a bulleted item begins with a number, write the number out as you would at the beginning of a sentence, regardless of whether the bulleted item forms a sentence.

bylaw amendments Capitalize when referred to by number: Amendment 4. But: The amendment was passed.

cancer/oncology patient Do not use "cancer patient" or "oncology patient"--refer to either as a "patient with cancer." The same holds for "patient with AIDS," "patient with leukemia," "patient undergoing BMT," etc. Put the patient, not the disease first. However, symptoms or descriptions may appear first; for example, "older adult patients," "terminally ill patients," "neutropenic patients with cancer," and "hospitalized patients" are fine.

capitalization In headlines, capitalize nouns, pronouns, and verbs, and all other words of four or more letters. Also capitalize **No, Nor, Not, Off, Out, So, Up**, etc. Lowercase **a, and, as, at, but, by, for, if, in, of, on, or, the**, and **to**, except when they appear at the beginnings of lines or when they follow em dashes and colons (unless most of the title has been lower-cased for style reasons, such as in references). Infinitives appear as follows: to Be, to Do, to Go, etc. Capitalize both words of a compound word: Able-Bodied Patient. Also: One-Tenth, Re-Elect. Capitalize the principal words in the heads and bolded subheads of tables, figures, lists, etc. (Note: Other style rules pertinent to capitalization are included in various entries throughout the Style Guide.)

Generally speaking, any time a phrase is shortened on subsequent references, capitalization is no longer necessary. For example, if the "Stetler-Marram Model for Research Utilization" is written out as shown, with capitals, on its first text reference, then abbreviated as "the Stetler model" on subsequent reference, model is no longer capitalized.

An exception to this rule is ONS Board of Directors, which may appear as ONS Board.

captions In figure captions and table captions, capitalize the first letter of all words with more than three letters (follow "capitalization" guidelines). Figure and table captions should be phrases without punctuation at the end. (See **permission for adapting/reprinting** for additional information.)

caregiver, caretaker Written as shown

carried out Avoid using. Studies are "conducted," "performed," or "done."

CEUs The acronym "CEU" is no longer acceptable to the American Nurses Association; continuing nursing education is now measured in "contact hours." (One contact hour = 60 minutes of learning experience.) "CNE" is acceptable, however. (Write out on first mention.)

chairperson, chairman Do not use. Use chair instead (or "chair-elect," if appropriate).

Chapters Virtual Community Written as shown.

chemical elements and formulas Lowercase and hyphenate the names of the elements when they are written out (e.g., carbon-14, uranium-238). When the symbol is used with an atomic number, cap the element symbol according to the *Chicago Manual*, with the atomic number preceding as a superscript: ¹⁴C.

child care/childcare Noun, two words; adjective, one word

chi-square Hyphenated with a lowercase "c" and lowercase "s"

CINAHL Use CINAHL[®] when referring to the database on first mention and Cumulative Index to Nursing and Allied Health Literature[®] on first mention when referring to the print index.

citing a grant proposal Use the following format.

Radwin, L. (2001). *Testing the Quality Health Outcomes Model in cancer care* [Grant K08 HS11625 proposal to the United States Public Health Service, Agency for Health Care Research and Quality].

citing ONS publications When referencing an ONS publication, always cite ONS as the publisher; do not use Oncology Nursing Press. All ONP copyrights have been transferred to ONS.

citing URLs in text and references When including a URL in text, drop the http://. For URLs that do not contain www, retain http://. However, use complete URLs in reference lists (i.e., always retain http://).

city/state When a city or state is part of a name of an institution, don't repeat the name of the city or state on second mention. For example: The University of Texas M.D. Andersen Cancer Center in Houston (no need to repeat "TX"); The University of North Carolina at Chapel Hill (no need to repeat city or state); the University of California, San Francisco (no need to repeat city or state).

Clinical Journal of Oncology Nursing Always italics in print (underline when italics is not possible). Use the "*Clinical Journal of Oncology Nursing*" in the first reference with "(CJON)" following; in subsequent references within the same article, use "CJON" or "the journal."

CLIR Center for Leadership, Information and Research. In less formal publications (e.g., SIG newsletters, *ONS Connect*), use the acronym on the first mention with its meaning in parentheses. In formal publications, such as journals and texts where the readers may not know the initiative by its acronym, follow the normal rule for acronyms (i.e., use complete name on first mention followed by the acronym in parentheses).

collective nouns When the word *number* or *group* is the subject, treat it as singular when it is preceded by a definite article (e.g., the) and plural when preceded by an indefinite article (e.g., a). For example, *the number of people present was large*, but *A large number of people were present*.

column heads In *ONF* tables, column heads should be boldface with initial caps (see "capitalization") followed by lowercase letters.

commas Use the final serial comma (i.e., place a comma after the next-to-last object, action, etc., in a series). Example: shelter, food, and jobs. In addition, a comma should precede **and, but, or, nor, for, so, although, yet,** and other connectives when they link independent clauses (clauses that could be written separately).

committee Capitalize when part of a name, but not in second reference: "the Bylaws Committee," and later, "the committee." Never abbreviate. The same rule applies to "the Meeting Services Team," and later, "the team" and other similar groups.

consensus Not "consensus of opinion" (redundant)

continuing nursing education Use instead of continuing education

coworker One word

CPON[®] Use the registered trademark symbol every time it is used, including in a person's credentials. Except in credential lists, write out on first mention (certified pediatric oncology nurse) in every publication except *ONS Connect* and the *ONCC News*, with acronym used subsequently. Avoid plural forms; use CPON[®]-certified nurses instead.

credentials Should be listed in order of the author's/submitter's preference, which usually is indicated on the original. Use commas to separate names with credentials, not semicolons. Example: Scarlott Mueller, RN, MPH, Carolyn d'Avis, RN, MSN, and Patricia Cooney, RN, attended Congress in May.

curriculum/curricula Curriculum is singular; curricula is plural.

curriculum vitae No italics

data Always plural

database Always one word

day care/daycare As a noun, two words; as an adjective, one word.

death Deathbed, death rate

decades Given in figures: the 1980s. When the century is omitted, the decade is spelled out, lower-case: the eighties. If this becomes awkward, however, use the number preceded by an apostrophe: '80s. (See **years**.)

decimals Use figures for all numbers that contain decimals: 3.4 inches of tubing.

decimal points/trailing zeros Do not use a trailing zero after a decimal point (e.g., 5.0 should just be 5). Always add a zero before a "naked" decimal point (e.g., .5 should be 0.5)

decision maker Two words as a noun

decision making, decision-making As a noun, two words; as an adjective, hyphenated

degrees See **academic degrees; temperatures and angles.**

department Capitalize when part of the "official" name, otherwise lowercase.

dictionary terms Traditional ONS Publishing Division style for presenting terms is always overruled by any words that appear as bona fide words in Webster's Dictionary. For example, reestablish, preexisting, and in-service appear as shown in Webster's.

die Use "die" rather than euphemisms such as "expire" or "succumb."

dietitian/dietician "dietitian" is the preferred spelling according to the American Dietetic Association

digital object identifiers (doi) All *ONF* and *CJON* articles and features (except for features that do not go online (e.g., directories, classifieds, conference calendar, ad index, publications order form) should have a doi.

The doi consists of: standard prefix/two-digit year.journal abbreviation.pp-pp

Examples:

ONF article/feature: 10.1188/06.ONF.124-129

CJON article/feature: 10.1188/06.CJON.124-129

Note that 10.1188/ is the standard prefix that always will be used with everything and a hyphen (not an en dash) separates the page numbers.

Online-only articles for *ONF* follow the same pattern, with the page numbers being preceded by an "E" (for electronic): 10.1188/06.ONF.E124-E129

For supplements, use the following pattern: S + issue number.page range (e.g., 10.1188/06.CJON.S6.26-31).

In references, when possible, cite a doi at the end of the reference using this format:
doi: 10.1188/06.CJON.124-129

dilatation/dilation **dilatation** is the act or anatomic result of dilating; **dilation** is only the act of dilating.

dimensions, measurements, and proportions Use figures: 3 x 5, 7'4" x 10'5", 5 parts water 1 part salt, 4:1, odds of 3:1, 8:1 shot. Also, 2-1/2 by 4, 3-1/4" long, 2-1/2-foot catheter. **Volume measurements:** Use standard metric abbreviation, without periods, and write in the following manner: 5 mg/ml. The abbreviation for gram is g not gm. (See **liter.**)

disciplines ending in "-ology," used as adjectives When using scientific disciplines (e.g., pharmacology) as adjectives, drop the "-al" at the end. Examples are "pharmacologic," "methodologic," "gynecologic," "phenomenologic," and "physiologic" (not "pharmacological," "methodological," "gynecological," "phenomenological," and "physiological"). However, retain the -al in "psychological."

Note that this applies only to the disciplines ending in "-ology." "Philosophical" would not be used as "philosophic."

disclaimers Include the following disclaimer on the last page of the *Oncology Nursing Forum* "Oncology Update" feature.

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Include the following disclaimer with *ONF* and *CJON* articles or features that mention pharmaceutical products. The disclaimer is unnecessary when software programs (e.g., SPSS®) and other nonhealthcare-related products are cited in the text. The disclaimer should appear with the author bio.

Mention of specific products and opinions related to those products do not indicate or imply endorsement by the Oncology Nursing Forum or the Oncology Nursing Society.

Include the following disclaimer when an ONS employee is a coauthor of an article.

The views expressed in this article are those of the authors and do not reflect the official policy or position of the Oncology Nursing Society.

Adapt the following disclaimer when an author has an affiliation with any of the products or manufacturers mentioned in an article.

Author X has consulted for and is on the speakers bureau for LABORATORY NAME, the manufacturer of DRUG NAME®, which is mentioned in this article.

disease-specific Hyphenate as an adjective.

dollars and cents Use figures: 25 cents, \$10, \$12.25, \$5,000, \$2 million. Round-number and infinite amounts may be spelled out: half a million, a quarter of a million, a million and a half dollars, one dollar. Large round numbers are designated: \$200 million, \$3.4 million, \$12 billion. In sums involving only cents, spell out cent(s): 26 cents a dozen, one-cent tax, 20-cent stamp, 14 cents apiece. And: "They couldn't find one cent in the coffee collection cup." Columns of dollar amounts should include a dollar sign in two places only: to the left of the top number, far enough to the left to align one space left of the longest number (which may not be the first number); and just to the left of the bottom number, if the bottom number is a total (if it is not a total, a dollar sign is not needed except at the top). If less than a dollar, use \$0.50.

Down syndrome Not Down's syndrome

drug A drug is "administered," "given," "taken," or "withdrawn," not "started" or "stopped." But, "drug use," "drug therapy," or "drug treatment," may be "started" or "stopped." Do not use as a synonym for "narcotic." Use the generic name of a drug unless referring specifically to one brand, i.e., "doxorubicin," not "Adriamycin." Do not use brand names in headlines under any circumstances. Do not capitalize generic names; be sure to include trademarks, if any, on first reference for brand names. (See **trademarks/brand names** for more information.)

due to Replace with "because of" or something equally suitable, if possible.

early-stage Hyphenate as an adjective.

Educational Blueprint Use Education Agenda instead.

effect See **affect/effect**.

e.g. Means "for example." Series of words or phrases preceded by "e.g." should always be enclosed in parentheses and should not incorporate the word "and" before the last item, as follows: (e.g., dogs, cats, horses), not (e.g., dogs, cats, and horses). Also, "etc." should not conclude a series of words preceded by "e.g." ("e.g., dogs, cats, horses, etc." is incorrect usage).

elderly Use older adult instead.

-elect president-elect, vice president-elect, coordinator-elect.

eminent/imminent Both adjectives; eminent means standing out, prominent, or famous; imminent means to come or hanging over one's head

en dash to ensure clarity in compound adjectives To ensure clarity of what is the compound, an en dash should be used in place of a hyphen in a compound adjective when one of the elements of the adjective is an open compound or when two or more of the elements are hyphenated compounds. Examples: granulocyte–colony-stimulating factor or anti–vascular endothelial growth factor

estrogen receptor–positive/estrogen receptor–negative On first mention, use an en dash between receptor and positive or negative. If using the acronym, use a hyphen instead of an en dash.

et cetera Use "etc." followed by a comma as the abbreviation: nausea, vomiting, chills, etc., can be controlled with proper treatment.

ethnocentricity To avoid ethnocentricity, please be sensitive to the fact that not all readers are in the United States. In text, add United States or U.S. where applicable and USA after zip codes. With dollar amounts, indicate U.S. dollars, either in text or in publisher's notes.

etiology/cause **Etiology** is the study or description of causes of a disease. **Cause** is the agent that brings about an effect, such as the agent that causes disease or injury.

ex- The hyphen is used in this form: ex-champion, ex-President, ex-chair. In text, the adjective "former" is generally preferred over "ex(-)." Also: ex officio, ex post facto.

examination Always write out rather than use "exam."

ex vivo no italics

fax All lowercase.

figures See **numbers**.

figures/tables For all ONS publications, differentiate between the figures and tables as follows: figures include photos, line art, and nontabular (single-column) material; tables include tabular columns that can be read horizontally (e.g., the text in column two has a relationship to the text adjacent to it in column one). Subheads that tend to look "buried" within the material (use your own good judgment on this) in a figure or table should be bolded if accentuation is needed.

Footnotes When a table has two or more lengthy footnotes, the footnotes should be separated by two points of leading to allow for easier reading. When a footnote is referenced with a superscripted letter, add a thin space after the superscript in the footnote; however, do not insert a thin space before the superscripted letter in the text or figure. For multiple footnotes, set in the following order.

N =

Any symbol footnotes (e.g., *)

^a, ^b, etc. footnotes

Acronym lists (e.g., ONS—Oncology Nursing Society)

Note. Because of rounding, not all percentages total 100.

Note. Based on information from Smith et al., 1999.

For *ONF* and *CJON* figures, reference- and reprint-type **footnotes** should appear below the figure caption. All other footnotes should appear above the caption as part of the figure.

Hanging indents within table or figure text should be 0p6.

Indents following bullets should be 0p9.

Reprint information should appear below a figure caption and below a table's bottom rule.

References cited in or with figures or tables should appear as if they already have been mentioned in the text. For example, Smith et al., 1990 is how Smith, Jones, Johnson, & James, 1990 should be cited in a figure or table, even if the reference has not been cited previously.

SD and X (X should have a bar over top) generally should be used if they stand alone; however, they may be written out as **Standard Deviation and Mean** when used in the same heading with other words (e.g., "Total Mean for Group One").

Text In *ONF*, text in tables should be justified except in rare cases when doing so makes the text too spacey.

Trademarks Include only the TM or [®] symbol on first mention if the product's manufacturer, city, and state are presented somewhere in the article.

Financial disclosure in *CJON* The funding and sponsorship language will appear in the acknowledgments section of the article before the author contact. The product disclaimer can be retained in the author info on the first page.

If an article has received funding, etc., use the following.

The authors take full responsibility for the content of the paper but thank [medical writer], of [company, supported by XX for medical writing support. The authors received honoraria for this work and/or participated on [list other potential conflicts like advisory boards, speaker's bureaus]. The content of this article has been reviewed by independent peer reviewers to ensure that it is balanced, objective, and free from commercial bias. No financial relationships relevant to the content of this article have been disclosed by the authors, planners, independent peer reviewers, or editorial staff.

If an article has *not* received any funding, etc., use the following.

The authors take full responsibility for the content of the paper. The authors did not receive honoraria for this work. The content of this article has been reviewed by independent peer reviewers to ensure that it is balanced, objective, and free from commercial bias. No financial relationships relevant to the content of this article have been disclosed by the authors, planners, independent peer reviewers, or editorial staff.

FIRE[®] Use the registered trademark symbol every time it is used, not just on first reference. Fatigue Initiative through Research and Education. In less formal publications (e.g., SIG newsletters, *ONS Connect*), use the acronym on the first mention with its meaning in parentheses. In formal publications, such as journals and texts where the readers may not know the initiative by its acronym, follow the normal rule for acronyms (i.e., use complete name on first mention followed by the acronym in parentheses).

first/firstly "First" is an adverb in its own right; adding "ly" to it is unnecessary.

flier Do not use; when referring to a pamphlet or handout, use "flyer."

follow- follow-through (n.), follow-up (n. & adj.) Verb forms are not hyphenated.

footnotes Under tables and figures, footnotes that are whole sentences should end with a period; footnotes that are not whole sentences should not end with a period. Footnotes use superscripted a, b, c, etc. except for statistical significance, which uses * $p < 0.2$.

In *ONF* text (as opposed to in tables and figures), present footnotes in the same format as the *ONF* author bio information (use the same style tag—"authorbio"). That is, the text should be 9/10 Times italics with a 4-pica long .5 rule 1 pica above the baseline. IN *CJON* or other publications, adjust font and leading as necessary to correlate with that of the given publication, but still use the .5 rule.

foreign Avoid this term when referring to international people or members; "foreign" has a negative connotation. (See **international**.)

foreign terms Italicize Latin and other foreign terms and phrases (underlining in manuscript = italics in printed copy). Only italicize if not in common usage.

Forum Don't refer to the *Oncology Nursing Forum* as simply the *Forum*. Another publication uses this name. Also, people may confuse it with the discussion forums in the ONS Web site. Instead, use "*ONF*."

fractions Spell out in text when the fraction appears by itself: a quarter of an inch, ten-hundredths (not ten one-hundredths), twenty-one thirty-seconds. Use numerals whenever the fraction appears with a full number in ages, dimensions, measures, etc.: 3- 1/2-year-old, 3-1/2 by 3-1/2. In other cases, follow the rule for spelling out up to 10: "She taught for six-and-one-half years." "Her teaching career lasted 12-1/2 years." Use a hyphen to separate the whole number and the fraction unless the fractional figure is "stacked." (See **decimals**.)

full-time and **part-time** are always hyphenated.

fund-raiser/fund-raising Always hyphenate.

gay and lesbian used as adjectives (i.e., gay patients with cancer and lesbian patients with cancer instead of gays with cancer and lesbians with cancer)

gene presentation The authority on gene names and presentation is the HUGO Gene Nomenclature Committee (www.genenames.org). According to the committee,

- When gene names are written out, use standard type (no italics).
- Gene symbols and alleles should be italicized.
- Proteins should be in standard type.

Use www.genenames.com (including its search function) and author/editor queries to help determine proper usage when unclear.

genetic vs. genetics Use “genetic” when used as an adjective and “genetics” when used as a noun or as a field or course of study.

genus/species When including the genus and species of a bacteria, plant, or animal, use italics and capitalize the genus name (e.g., *Pseudomonas aeruginosa*). After the first use, the genus name may be abbreviated, if desired (e.g., *P. aeruginosa*). For higher divisions (e.g., family, phylum, class, order), capitalize and set in Roman type (e.g., "of the Pseudomonadaceae family of bacteria").

geriatric Only use when referring to a geriatric population or geriatric nursing. When referring to patients, rewrite to older adult.

grade Not Grade

graft-versus-host disease Hyphenate as shown.

gram See **dimensions, measurements, and proportions.**

grass roots Two words when a noun, one word as an adjective

half- half-clad, half-dozen (adj.), half-full, half-life (n. or adj.), halfway. But half pay. Half a, half an, and a half are all correct. Avoid the colloquialism "a half a"; use "a half of a" or "a half of an."

headlines See **capitalization.**

health care One word when used as an adjective; two words when used as a noun. Examples: "The city is opening a new healthcare facility." "The state should pay for health care."

healthy/well Prefer "healthy." Example: "a group of healthy children," not "a group of well children."

heart condition Don't use unless the condition is described. Say heart ailment, disease, injury, etc.

hematology-oncology Use hyphen instead of slash unless part of a proper noun that requires otherwise.

HER2 and HER2/neu As shown; acceptable on first mention

He/she & his/her Avoid; use plural pronouns or **he or she** and **his or her**.

Hispanic/Latino Use both terms if possible. However, do not change this terminology in research studies.

Hodgkin disease or lymphoma Not Hodgkin's disease or lymphoma

home care One word when used as an adjective; two words when used as a noun. Examples: "The homecare nurse visits on Tuesdays." "The state should pay for home care."

homeologous/homologous **homeologous**: adj. used to characterize partially homologous chromosomes. **homologous** (in biology): corresponding in structure, position, origin, or other characteristics.

hospitals Do not precede the names of hospitals and other institutions with capitalized articles such as "the" (as some hospitals are prone to do); refer to the *American Hospital Association Guide to the Health Care Field* for the exact names of hospitals.

hours See **time**.

hyphens Avoid overhyphenization. When in doubt, determine whether the hyphen is needed for clarification.

Do not hyphenate the following (and other similar forms) as compound adjectives.

- risk/symptom management
- cancer/patient care
- whole breast/body
- full body
- pain control
- patient/drug education/assistance
- smoking cessation
- health policy
- quality/performance improvement
- staff development

However, the following should be hyphenated as compound adjectives.

- early-stage/early-detection
- first-line/second-line
- peer-review
- tobacco-control
- distance-learning
- side-effect
- any noun plus -based/-related/-specific

hypothesis See **theory/hypothesis**.

i.e., Means "in other words" or "that is" and always appears in parentheses.

Image: The Journal of Nursing Scholarship This journal name is correct through its 1999 issues; however, in 2000, its name was changed to the *Journal of Nursing Scholarship*.

imminent See **eminent/imminent**.

imply/infer **imply**: to say or express indirectly. **infer**: to draw a conclusion or make a deduction based on facts or indications.

Inc. No comma after Inc. in text, unless a comma precedes "Inc." and sets it apart (e.g., Novartis Pharmaceuticals, Inc., submitted an advertisement.").

incidence/prevalence **incidence**: number of cases developing per unit of population per unit of time. **prevalence**: number of cases existing per unit of population at a given time.

includes Do not use if what follows is a **complete** listing.

indexes Use the following as shown. Cumulative Index to Nursing and Allied Health Literature or CINAHL[®] (print and electronic databases, respectively), MEDLINE[®], the Cochrane Library, PubMed, PsycINFO, Google[™] Scholar

initials When using Ms. G to refer to a patient, do not insert a period after the last name initial. However, if instead of using Mr./Ms./Mrs., two initials are given, insert periods after both initials (e.g., L.M.).

in part Set off with commas ("Supported, in part, by a grant . . .").

inpatient One word.

institutional review board Lowercase unless it immediately follows the name of an institution (e.g., the Johns Hopkins University Institutional Review Board).

interleukin/interferon interleukin-1, interferon-2, etc. (lowercase, with hyphen); all are hyphenated.

international Use this instead of "foreign," which has a negative connotation, when referring to international members or people.

international cities Specify a state or province when mentioning an international city in text or references. For example, "Toronto, Ontario, Canada."

in vitro No italics

in vivo No italics

italics, bolding, and underlining This entry will be deleted because we defer to Chicago style.

Joint Commission on Accreditation of Healthcare Organizations Use Joint Commission instead.

Jones and Bartlett is in Sudbury, MA (not Boston, MA).

journals See **publications**.

Jr./Sr. In references, "Jr." and "Sr." should be written as in the following example: Jones, J.M., Jr. (1997). *Cancer nursing*. Philadelphia: Smith. **However, in text, do not use commas before or after Jr. or Sr. (e.g., J.M. Jones Jr.).**

Knowledgeqy[®] Use with the registered trademark on first mention.

laboratory Always write out rather than use “lab.”

last Generally, this word means final. In most cases, last should be replaced with “past.”

Latin terms See **foreign terms**.

less than/greater than Write out rather than use symbols < and > whenever possible.

life span Always two words.

lifestyle Always one word.

Lippincott Williams and Wilkins As written, no commas

lists Use (a), (b), (c) rather than (1), (2), (3) to list information within a sentence in an article's text.

Listserv Capitalized, one word. Used for managing e-mail transmissions to and from a list of subscribers (per Webster). Can be rewritten as e-mail discussion group, distribution list, etc.

liter Use the symbol L for liter when it stands alone (e.g., 5 L), but lowercase when combined with other units (e.g., 5 ml).

magazines See **publications**.

mcg should be used rather than μg (e.g., mcg/kg rather than $\mu\text{g}/\text{kg}$). This terminology appears in text dealing with medication dosages. Always replace μ with mc.

measurements See **dimensions, measurements, and proportions**.

medical-surgical Use hyphen instead of slash unless part of a proper noun that requires otherwise. Use this instead of med surg or any variation thereof.

MEDLINE[®] Written as shown.

meiosis/miosis **meiosis**: cellular division resulting in production of cells with a haploid number of chromosomes. **miosis**: excessive smallness of the ocular pupil.

members-only hyphenate as an adjective

mg This and other units of measurement require a space between the number and the unit abbreviation: 5 mg, 32 ml, 64 kg. Don't use periods at the end of the abbreviations.

mid No hyphen unless a capitalized word follows: mid-America, mid-Atlantic, mid-June, midsemester, midterm. But use a hyphen when "mid-" precedes a number: mid-30s.

money Except for U.S. dollars and cents, symbols and abbreviations are not to be used in giving sums of money. The monetary unit is to be used following the figures: 10,000 pesos, 30,000 lire.

months When no date is used with the month, eliminate the comma and spell out the month: January 1984.

mucous (adj.), **mucus** (n.)

multi- Drop hyphen unless root word begins with "i" or a capital letter.

myelogenous Use myeloid instead (e.g., acute myeloid leukemia); the meaning is the same.

N versus n A capital N refers to the entire sample of a study; a lowercase n refers to any subgroup of the sample.

names Use full name when person is first mentioned and use only the last name after that. This does not apply to references.

National Comprehensive Cancer Network Clinical Practice Guidelines in Oncology™ Please adhere to the following style for references.

Example of general reference to entire set of guidelines: National Comprehensive Cancer Network. (2008). *NCCN Clinical Practice Guidelines in Oncology™*. Retrieved from <http://www.nccn.org>

Example of a reference to a specific guideline: National Comprehensive Cancer Network. (2008). *NCCN Clinical Practice Guidelines in Oncology™: Acute myeloid leukemia* [v.1.2008]. Retrieved from http://www.nccn.org/professionals/physician_gls/PDF/aml.pdf

National Office Capitalize when referring to ONS National Office.

Native American Use instead of American Indian.

nearly Relates to proximity between objects; in most cases, nearly should be changed to "almost" especially when used with numbers or statistics.

negative numbers Use an en dash, not a hyphen, preceding a negative number (e.g., $r = -0.07$).

newspapers See **publications**.

No. Abbreviation for "number." Use in running heads/feet; Vol. 11, No. 6. Use same form in letters to the editor and in ordinary text when referring to a previously published article.

non- Drop hyphen unless root word begins with an "n" or a capital letter. One exception to this rule is non-small cell carcinoma or non-small cell lung cancer.

non-Hodgkin lymphoma Not non-Hodgkin's lymphoma

nonprofit Use instead of not-for-profit when referring to ONS, ONCC, and the ONS Foundation.

noon Use instead of 12 pm; never 12 noon

normal Avoid using in reference to a patient, tissue, etc. Use “healthy” instead.

numbers In general, spell out the first nine cardinal and ordinal numbers in ordinary reading matter: "Five days after surgery, she was able to walk nine blocks." "There were eight applicants." "She was fifth." Use figures for numbers above nine: "The oncology unit could accommodate 23 patients." "There were 50 patients on the waiting list." "She has 11 children." The "spelling out below 10" rule does not apply to the following:

- Figures in headlines and in financial and tabular matter
- Figures containing decimals
- Percentages (see **percent**)
- Sums of money
- Times of day (see **time**)
- Days of month
- Degrees of temperature (see **temperature**)
- Dimensions, measurements, and proportions
- Numbers that are part of titles (Vol. 3, No. 9)
- Numbers in reference to day 1, cycle 1

Although round numbers (e.g., 10, 20, 30) usually are presented as figures, there are occasions when spelling out is appropriate: "Countrywide, they planned to hire a million nurses." "Fifty to sixty thousand went on strike."

The rules for spelling out and for using figures also apply to adjectival forms: four-mile Fun Run, 11-mile commute, 40-hour week, five-pound cast, 3.5-inch tube.

In a sentence with numbers both above and below 10, use all numerals if the objects of the numbers are closely related or part of a serial list: "The survey included 9 CNSs, 16 RNs, and 4 physicians." However, if the objects of the numbers differ greatly or are not part of a serial list, numbers below 10 should be spelled out and figures should be used for numbers above 10: "The patient received four treatments in the past 16 days." If both numbers are below 10, write them out.

Spell out all numbers that begin a sentence, and then follow the "spell out under 10 rule." Ordinal numbers also follow this rule.

Always use numerals (figures) with decimals. For example, 1.7 million.

Preceding terms like million and billion, numbers should follow the "write out beneath 10" rule. For example, four million; 26 million. An exception is in matter that draws a comparison: The trial studied 4 million pediatric patients and 26 million adult patients.

Use numbers when both refer to the same subject, even if lower than 10: 3 out of 11 patients, 6-18 months, 5-20 kg.

When a drug name begins with a number, such as 5-fluorouracil, capitalize, for example, the "F" in fluorouracil if it is a column/row head or the first word in a point in a figure or table but not in standard text. This rule applies to any such word or drug name that begins with a number.

numerals in abstracts under “Sample” Use the numeric figure, even if it begins the sentence.

OCN[®] Use the registered trademark symbol every time it is used, including in a person's credentials. Write out on first mention (oncology certified nurse) in every publication except *ONS Connect* and *ONCC News*, with acronyms used subsequently. **Use OCN[®]-certified nurses instead of OCN[®]s or OCNs[®].**

Oncology Nursing Forum Always italics in print (underline when italics is not possible). Use the "*Oncology Nursing Forum*" in the first reference with "(*ONF*)" following; in subsequent references within the same article, use "*ONF*" or "the journal." Never use "the *Forum*" or "the *ONF*." Note: *ONF* began serial pagination in 1988.

ONF See ***Oncology Nursing Forum***.

online Write as one word without a hyphen.

online exclusive print page articles All online exclusive articles that also are listed as another type of publication (e.g., ONS Report, Continuing Education) should use the Online Exclusive head only. Add a line to the shaded box below the byline instructing readers that "This article is an ONS Report or Continuing Education Report, etc." (see *ONF*, Vol. 29, No. 4, p. 642, for an example).

online exclusive references Please adhere to the following style.

Bender, C.M., Engberg, S.J., Donovan, H.S., Cohen, S.M., Houze, M.P., Rosenzweig, M.Q., . . . Sereika, S.M. (2008). Symptom clusters in adults with chronic health problems and cancer as a comorbidity [Online exclusive]. *Oncology Nursing Forum*, 35, E1–E11. doi: 10.1188/08.ONF.E1-E11

online references Per APA, in references to online content, report titles should be italicized. All other titles of online pages should be in plain font. Whether the online document is a PDF does not determine font.

only Place it next to the word it modifies: Only she said she loved him--She only said she loved him--She said only she loved him--She said she only loved him--She said she loved only him--all have different meanings, so use caution when placing the "only."

ONS Use "Oncology Nursing Society" in first reference with "(ONS)" following; use "ONS" or "the Society" in subsequent references, never "the ONS." It is not necessary to write out ONS in SIG newsletters or *ONS Connect*.

ONSEdge Note italics.

ONS Foundation Never spell out ONS; do not shorten proper name to just "Foundation"; "the foundation" is acceptable in instances where the proper name is not used.

outpatient One word.

over With numbers, use "more than."

oxygen free radicals No hyphen; these are byproducts of oxidation, so they would be oxygen free radicals, and not oxygen-free, as in without oxygen. They are one type of many types of molecules called "free radicals."

package inserts in references Use the following style for product package inserts cited as references.

Genentech, Inc. (2009). *Herceptin*[®] [Package insert]. South San Francisco, CA: Author.

page numbers In text, use "p." if one page of the publication is noted; use "pp." if more than one is noted. With a citation, the following is correct: (Baird, 1984, p. 2)

"Patient Education" This *Oncology Nursing Forum* feature is to have an abstract like regular *ONF* articles.

patient versus recipient Use *recipient* when referring to those undergoing bone marrow or stem cell transplants.

patients with cancer Should be used rather than "cancer patients."

payor Use **payer** instead.

people/person **People** is the preferred usage.

percent Always use the "%" symbol in text, tables, and charts unless the percentage is the first word of a sentence. For a range, repeat the symbol (e.g., 3%–5%).

periods at the end of e-mail addresses or Web sites used in sentences Use a period at the end of an e-mail address or Web site URL if it ends the sentence; however, in references, do not end the URL with a period, including PDFs.

permission for adapting/reprinting tables and figures Generally, follow APA style in regard to the content and format of reprinted or adapted *with permission* lines. However, if the copyright holder specifies content to include that does not comply with APA style, then be sure to incorporate it somehow. The format of the permission line should still adhere to APA style as closely as possible. (Copyright holders are much more concerned about the content than the format of permission lines.) The following is the correct APA format.

If reprinted or adapted with permission from a book:

Note. From *The Change Agent's Guide to Innovation in Education* (4th ed., p. 201), by A.L. Harris and B.M.J. Cantwell, 1986, Englewood Cliffs, NJ: Educational Technology Publications, Inc. Copyright 1986 by the Name of Copyright Holder. Reprinted (**or** Adapted) with permission.

If reprinted or adapted with permission from a chapter in an edited book:

Note. From "An Understanding of Suffering Grounded in Clinical Practice and Research" (p. 20), by D.L. Kahn and R.H. Steeves in B.R. Ferrell (Ed.), *Suffering* (4th ed.), 1996, Sudbury, MA: Jones and Bartlett. Copyright 1996 by Jones and Bartlett. Reprinted (**or** Adapted) with permission.

If reprinted or adapted with permission from a journal:

Note. From "The Cancer Pain Problem: Wisconsin's Response," by J.L. Dahl, D.E. Joranson, and D. Engber, 1988, *Journal of Pain Symptom Management*, 3(Suppl. 1), p. 56. Copyright 1988 by the Name of Copyright Holder. Reprinted (or Adapted) with permission.

If reprinted or adapted with permission from a Web site:

Note. From "Colorectal Cancer 2004: Current Treatment and Future Directions," by Meniscus, Ltd., 2004. Retrieved from <http://www.meniscus.com/crc>. Copyright 2004 by Meniscus, Ltd. Reprinted (or Adapted) with permission.

For figures/photos/tables that aren't being reprinted from another publication but require crediting a source of origin:

Note. Photo courtesy of Chiron Therapeutic. Used with permission.

For figures, the adapted/reprint information appears below the actual figure caption using the figure text style and type specs.

For tables, this information should appear as a footnote beneath the table, using the standard style and type specs for footnotes. These footnotes should appear **last**, after all other footnotes.

Adapt/reprint information pertaining to a figure or table should not appear in the reference list unless it is also cited somewhere in the text.

p53 Change to *TP53* and confirm with the author. If the author insists on using p53, set as *P53*.

phase Not Phase

PhD For "Doctor of Philosophy"; no periods

PhD(c) Delete this credential, particularly in *ONF* and *CJON* articles.

phenomenon/phenomena Phenomenon is singular, phenomena plural.

phone numbers Do not place area codes in parentheses. With U.S. area codes, add +1. Use the following format: +1-412-859-6100. Toll-free numbers do not use + or 1.

PIER Patient Information and Education Resource. In less formal publications (e.g., SIG newsletters, *ONS Connect*), use the acronym on the first mention with its meaning in parentheses. In formal publications, such as journals and texts where the readers may not know the initiative by its acronym, follow the normal rule for acronyms (i.e., use complete name on first mention followed by the acronym in parentheses).

plurals of abbreviations, letters, and figures. These plurals are usually formed by adding "s" as in RNs, CPAs. But: "p's," "q's," etc., to avoid confusion. Also, "how to's."

pm (post meridiem) Lowercase, without periods: 10:30 pm yesterday. Avoid redundancies like "10:30 pm last night."

podcast Written as shown.

policy making, policy-making As a noun, two words; as an adjective, hyphenated

positron-emission tomography as shown; commonly known as PET

possessive disease names Avoid the use of possessives with disease names (e.g, Crohn disease and Alzheimer disease instead of Crohn's disease and Alzheimer's disease).

post-/pre- In most cases, drop hyphen unless root word begins with same letter that prefix ends with: prechemotherapy, post-treatment, pretreatment, postoperative, preoperative, etc. Use judgment and weigh readability to make occasional exceptions to this rule. When in doubt, consult Webster's and try to write around use of the prefixes.

preexisting No hyphen

Presidency Capitalize when the reference is to the office of the president of the United States.

president Examples: Abraham Lincoln, president of the United States; President Lincoln; the president of the United States; the president

preventative Avoid; use "preventive" instead.

principal investigator Not principle investigator

PRISM Priority Symptom Management. In less formal publications (e.g., SIG newsletters, *ONS Connect*), use the acronym on the first mention with its meaning in parentheses. In formal publications, such as journals and texts where the readers may not know the initiative by its acronym, follow the normal rule for acronyms (i.e., use complete name on first mention followed by the acronym in parentheses). **Change PRISM Levels of Evidence to ONS Levels of Evidence.**

problem solving Noun, two words; adjective, hyphenated.

proved As the past participle, use "proved"; use "proven" as an adjective, i.e., "a proven method."

PsycINFO an abstract database of psychological literature

publications Italicize (or underline, if you can't italicize) the names of publications such as magazines, journals, newspapers, and books: *Washington Post*, *American Journal of Nursing*, *Time*. Place in quotation marks the names of articles within those publications.

publishers in references Location: Provide the city and state for all U.S publishers and the city and country for publishers outside the United States. If two or more publisher locations are given, use the location listed first in the book or, if specified, the location of the publisher's home office.

Publisher's name Omit superfluous terms such as *Publishers, Co., and Inc.* as part of publishers' names in reference lists. Retain the words *Books* and *Press*. However, if you doubt the information is superfluous, retain it.

Putting Evidence Into Practice On first mention, Oncology Nursing Society Putting Evidence Into Practice. On subsequent uses, PEP. Only the logo is a registered trademark. When referring to PEP materials, use "resources," not "cards."

quality of life Hyphenate when used as an adjective: quality-of-life issues.

quotations Put a comma before quoted material unless the quote can be run in as part of the phrase and reads easily. For example: In the report on his study, Johnson asserted that "each patient perceives pain differently." Capitalize the first word in the quote if it is a complete phrase or statement and is preceded by a comma. Lowercase the first word of the quote if the quoted material is a phrase or another portion of a complete statement that completes the meaning of the sentence in which it is used (as in example above). All punctuation goes inside the quotes, except semicolons, colons, and question marks (unless quoted material is a question). Page numbers are required after the use of direct quotes from other material. Reference numbers are placed directly after the closing quotation marks, followed by the page number. For example: According to Jackson (1985), "Everyone involved is a victim of cancer, not just the patient" (p. 447). Obviously, this is a common view. Also, (Jackson, 1985, p. 447). at the end of a quote. (See **block quotes.**)

reevaluate, reexamine No hyphen

references (See **citing ONS publications** for additional information.)

Example: (Smith et al., 1986) In a reference list, titles with seven authors or less must list all of the authors' names. For titles written by seven or more authors, retain the first six authors' names, then use an ellipsis, followed by the final author listed. Cite a digital object identifier or online retrieval information whenever possible. See the *Publication Manual of the American Psychological Association* (6th ed.) for more information and examples.

References to *ONF* from Volume 15 (1988) and up should not include an issue number because these volumes are serially paginated; however, issue numbers are needed for Volumes 1 through 14, because these volumes are not serially paginated.

In text, always refer to a work in the past tense. For example, "Jones (1986) reported" is correct; not, "Jones (1986) reports."

In *ONF* layouts, references should be broken over two columns rather than run straight after the text, unless there are too few references in a column to do so.

If only one reference, the "title" should be singular: "Reference."

If an article includes a list of references that aren't cited, it should be called a bibliography and placed after the reference list.

referendum (singular); **referenda** (plural).

related/relating Prefer "related." For example: "concerns related to therapy," not "concerns relating to therapy," because it means "concerns that are related to therapy," not "concerns that are relating to therapy."

relative Use "relative," not "relation," when referring to a person.

"Research Brief" This *ONF* feature should have an abstract.

scales With scales, such as those commonly used with surveys, use the following style:

Patients were studied using a five-point scale ranging from 1 (always happy) to 5 (never happy). The average response was 2 (occasionally happy). Those responding as "rarely happy" were less happy than those responding as "occasionally happy."

scope of practice Hyphenate when used as an adjective; no hyphens when used as a noun. Examples: "This article explains the scope of practice regarding...." "The scope-of-practice statement explains...."

seasons Do not capitalize spring, summer, autumn/fall, or winter (unless used in a head).

self- self-abasing, self-esteem, selfhood, self-respect, self-service, self-care. Use breast self-examination and skin self-examination (rather than self breast examination and self skin examination).

septum (singular); **septa** (plural).

sex Prefer use of man/men, woman/women, boy(s), and girl(s), but use male(s) and female(s) when referring to the subjects of a study or gender-related matters. Example: "There were 30 males and 22 females in the study." "Lung cancer is more common among men than women."

SIG Spell out as "special interest group" (lowercased, unless part of a proper name) when first mentioned. However, do not spell out in SIG newsletters, because most SIG members probably are familiar with the term. Always write out the full name of the SIG on first mention in each article regardless of how common an abbreviation it has ("Bone Marrow Transplant [BMT] SIG members decided to...")

SIGs Virtual Community Written as shown

since/because generally, since should refer to time, rather than reasoning. In other words, "Since he left this morning, we received four phone calls," is correct, whereas "He left this morning since he was no longer needed here" is considered to be incorrect.

slash/virgule a virgule is what appears after the word virgule in this listing (better known as a slash). Avoid using it in regular text when "and" works just as well because it often is nothing more than a way to shorten a sentence. For example, use "four times per day" rather than "4 times/day" in text. However, the virgule may be retained when related to dosages (e.g., 5 mg/kg).

slash after a URL Delete the virgule at the end of a URL.

social media Correct use of these proper nouns is as follows: Facebook, Twitter, LinkedIn, YouTube. Reference to Facebook should not imply partnership or endorsement unless approved (for example, "the ONS Facebook page"). Use language such as, "Find us on Facebook" or "the ONS page on Facebook."

speakers bureau Written as shown (no apostrophe)

Sr. (senior) See **Jr./Sr.**

stage Not Stage

state abbreviations Use as follows: AL, AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY

statistical notations Do not italicize.

mean (average)	X (with a bar over top)
standard deviation	SD
standard error of the mean	SEM
sum of squares	SS
sample size (total)	N
sample size (subgroups)	n
degrees of freedom	df
t-test value	t
F test	F
statistical significance	p
regression or correlation	R
correlation coefficient	r

strategic plan Should be lowercase, unless referring to the ONS Strategic Plan.

subjects Avoid using this term in reference to people in studies. Use “participants” instead.

submitted and accepted dates In *ONF* and *CJON*, it should appear at the end of the author bio (before the product disclaimer) using the following format:

(Submitted March 1991. Accepted for publication June 25, 1991.)

superscripts When using a superscript, do not insert a thin space between the word or letter to which it is attached (e.g., N = 19^a). However, in a key, insert a thin space between the superscript and its description (e.g., ^aOne participant did not answer all questions).

Susan G. Komen Foundation Use Susan G. Komen for the Cure instead.

table columns that include entries with no data In table columns that have entries with no data, a centered en dash (unbolded) should be used.

team Capitalize when part of the "official" name; otherwise lowercase.

temperatures and angles Always use figures for temperatures and angles. Don't spell out Fahrenheit, Celsius, Centigrade, or degrees. Instead, use the degree symbol and F or C. Celsius is preferred, but you may use Fahrenheit if you include the Celsius conversion. Examples: Her fever was 104°F (40°C). The patient was sitting a 45° angle.

that/which **That** is the defining, or restrictive, pronoun. **Which** is the nondefining, or nonrestrictive, pronoun. Examples: "The lawn mower that is broken is in the garage." (Tells which one.) "The lawn mower, which is broken, is in the garage." (Adds a fact about the only mower in question.) Nonrestrictive ("which") clauses must always be preceded by or set off by (a) comma(s).

theory/hypothesis theory: a system of assumptions. **hypothesis**: a single tentative assumption.

third-degree headings In *ONF* and *CJON*, do not use initial caps (**Bone marrow transplantation**: In the early 1970s, nurses were . . .).

three-dimensional Hyphenate as an adjective; if the acronym is used, also hyphenate (i.e., 3-D).

thus/therefore These terms do not require a comma when appearing before the verb.

time Use numerals in giving clock time: 10 am, 10:30 am (preferred because it is the shortest form). Do not use half-past 10. Also, do not use double zeros (e.g., 10:00 am) or repeat am/pm (e.g., 9–10:30 am instead of 9 am–10:30 am).

time 1 (or 2, 3, etc.); lowercase “t” and use numerals.

time zones When spelled out, designations of time and time zones are lowercased. Abbreviations are capitalized, i.e., "eastern standard time," but "EST."

titles Position or honorary titles should not be capitalized unless they immediately precede the name and are not separated from it by a comma, for instance: ONS President Georgia Decker; The ONS president, Georgia Decker; Georgia Decker, ONS president.

to With numbers, use an en dash: 5–10 days, 1992–1993.

tool kit two words, unless part of a proper noun that requires it to be one word

toward never towards

trademarks/brand names Upon first mention of any trademarked or brand name, use the appropriate symbol (® or ™). The symbol is only necessary the first time the product is mentioned. With trade or brand names of drugs, medical equipment, or healthcare products (but not software or other products), also include the manufacturer’s name in parentheses upon first mention. Trademark and registration symbols should appear in article abstracts, but listing the name of drug manufacturers is not necessary until the drug is mentioned again in the body. Use generic names whenever possible in place of trademarked or brand names, considering whether they are integral to the meaning of the article. Do not use brand names in headlines under any circumstances.

When a brand name accompanies a generic name, present as follows: "The patient received 135 mg IV of paclitaxel (Taxol®, Bristol-Myers Squibb Oncology/Immunology)."

TRAM flap The proper full phrase to be used on first mention is transverse rectus abdominis myocutaneous flap.

t test Lowercase, do not hyphenate unless used as an adjective.

UCLA, UCSF When spelled out, use “University of California, Los Angeles” and “University of California, San Francisco.”

United States/U.S. Use **United States** as the noun and **U.S.** as the modifier. For example: . . . in the United States; U.S. Department of Health and Human Services. Do not use "United States of America"; "USA"; "U.S.A."; "US"; etc.

unlicensed assistive personnel do not use "unlicensed"; use the phrase "assistive personnel"

up-/up upstairs, up-to-date, close-up, grown-up, mix-up, push-up, walk-up

U.S. citizens Do not use; use Americans instead.

versus Spell out; not "vs."

vitamin A (etc.) Do not capitalize the word vitamin.

Washington, DC No periods

Web Capitalize when referring to the World Wide Web (e.g., Web site)

Web-based Capitalize Web; hyphenate as a preceding adjective

webcast, webcam each one word, lowercase

well- Use hyphen only when part of an adjective preceding a noun (He is a *well-known* actor.). Do not hyphenate when not preceding a noun (The actor is *well known*.). Exception: well-being (always hyphenate)

while Use "while" *only* when referring to concurrent events; otherwise, use "although."

-wide As a suffix, no hyphen: countrywide, nationwide, hospitalwide, worldwide.

Wikipedia Avoid this as a source.

words or phrases used nonfunctionally When a word or term is not used functionally but is referred to as the word or term itself, italic the word or term (e.g., the term *critical mass* is used).

work group Always two words

world view Always two words

x-ray Can be a noun, adjective, or verb.

years Numerals are almost always used to designate specific years: 1984. Hyphenate the adjective form: two-year study. Decades are given in figures: 1970s. When the century is omitted, the decade is spelled out and lowercased: The seventies (if this becomes awkward, use the '70s). Spans of years are given as follows: 1985–1990. Spell out numbers of centuries from first through ninth and lowercase: the first century, the eighth century. Use numerals from 10th forward: the 19th century. Hyphenate the adjective form: eighth-century hospital care, 20th-century improvements. Use 2000 rather than "the year 2000."

zeros Do not use double zeros after numbers denoting a time or a monetary amount. Yes: \$25, \$100, 3 pm, 6 am. No: \$25.00, \$100.00, 3:00 pm, 6:00 am. Do not use trailing zeros (Yes: 1, 1.5; No: 1.0, 1.50). Do use a leading zero before a decimal (Yes: 0.59; No: .59).

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