

CPTL Author Style and Formatting Checklist

Based on AMA Manual of Style 11th Edition

Updated: 15 January 2021

Final Submission Document List – at minimum, upload the following documents to Editorial Manager

- Signed/completed copy of pages 1-2 of this checklist (upload as e-component)
- Response to reviewers
- Author disclosure statement
- Title page (based upon formatted version available in Editorial Manager)
- Manuscript
- Tables, figures, boxes, and appendices (upload each as an individual file – do not combine)

Title Page – download the "do not reformat" version from Editorial Manager, then re-upload

- You may edit if needed, but do not change the format
- Assure manuscript title is correct
- Assure that all author contact information is accurate
- Assure author order is correct
- You do NOT have to update the abstract – this will be done by the copy-editing team

Manuscript

- The following are included in the manuscript document
 1. Abstract page (see below for further detail)
 2. Body of manuscript
 3. Acknowledgements (if relevant)
 4. Figure legends (only if needed – include directly on figures if able)
 5. References
- Make sure manuscript and abstract headings are correct for your manuscript type (**see pages 3-4**)
- Re-identify the manuscript by replacing XXX, YYY, ZZZ placeholders with the correct information
- Remove the “evidence of contribution to the literature” statement, if still present
- Accept all track changes or other editorial comments. Make sure track changes are turned "off"
- Remove line numbers, if still present
- Set 1-inch margins for top, bottom, left, and right
- Use Arial, 10-pt font for all manuscript components
- Double space entire manuscript (including references) with 0 pt both before and after paragraphs
- Remove any blank lines/spaces between manuscript sections, references, etc.
- Center the title of the manuscript. Justify the remainder of the manuscript
- Indent the first line of each paragraph using 0.3” tabs (warning – Word often defaults to 0.5")
- Define all abbreviations the first time they are used. Do not use an abbreviation if it only appears once
- Abstract Page specifications
 1. Abstracts must be 250 words or less, including headers
 2. First line is the manuscript title
 3. Second line is the word "Abstract"
 4. Start each abstract section on a different line. Do not indent
 5. The next line after your abstract should be the word "Keywords:"
 6. Each keyword should start with a capital letter and be separated with semi-colons, with a period at the end
 7. The next line is "Conflict of interest:"
 8. The final line is "Disclosure(s):"

Tables, Figures, Boxes, and Appendices

- Reference all tables, figures, boxes, and appendices using Arabic numbers (e.g., Table 1)
- If an item should only appear online as supplementary material, designate as eTable, eFigure, etc.
- Upload original formats so that copy editing can manipulate, if needed
- For figures/graphs that use spreadsheet data, also upload source data file
- Use Arial, 10-pt font, when able
- Single-spacing is preferred
- Re-identify, if necessary, by replacing XXX, YYY, ZZZ placeholders with the correct information
- Define each abbreviation in the appropriate table/figure/appendix legend
- Use sequential, lowercase superscript letters for footnotes (not symbols)

References and In-Text Citations – General Considerations (see pages 5-7 for specific examples)

- Do NOT rely on referencing software. Check/edit every single reference and citation yourself.
- Follow AMA style with the following exceptions:
 1. no italics needed for book and journal titles
 2. dates should be European style (e.g., 20 May 1976)
- Make sure each reference is used. Also look for duplicates!
- Make sure references appear in-text in numerical order. If a table/figure/appendix contains a reference, those references appear numerically in-text where the first reference to that table, figure, or appendix is noted
- ALL software programs (not just statistical software) need in-text information about the version and owner. When able, use a generic term instead of proprietary name (e.g., learning management system instead of Blackboard). Examples of correct in-text information:
 1. Kaplan-Meier curves were plotted using R, version 3.1.3 (R Foundation for Statistical Computing)
 2. The university's learning management system, Sakai, version 12.4 (The Sakai Foundation)
- In-text citation numbers generally come after punctuation unless you use quotation marks. In that case, the punctuation goes inside the quotation mark and the superscript number comes after the quotation mark. (e.g., I like milk.¹ Deb said "I like milk."¹)
- When citing a specific paper by author name, ensure that the superscript citation is immediately following the reference to the name of the authors. (e.g., Smith and Jones⁷ or Martin et al⁸)
- Verify URLs and update the accessed date for websites. Links are often changed
- Check to see if any online ahead or print, uncorrected proof, or preprint articles have been published, and update reference if needed
- List up to six authors/editors. If more than six, only list the first three with "et al". If a group is an author, then list as follows:
 1. Group is only author: STAR Study Group.
 2. Groups and individuals are authors: Doe J, Smith BE, Cole MR, et al; STAR Study Group
- Journal names are abbreviated using National Library of Medicine (NLM) style. If not referenced in the NLM, then use the full journal name. A list of the NLM title abbreviations may be found at: <https://www.ncbi.nlm.nih.gov/nlmcatalog/journals> or through the single citation search in PubMed
- Journal issue numbers should be included, not just volume. You may need to look these up
- Page ranges should list full page numbers at the end of each end of range (e.g. 121-125, not 121-5)
- All journal articles should include the doi number, when available. The doi is commonly found via PubMed and/or the journal's website. If a doi is not assigned and the publication is only available online, an access date and website is instead required (examples shown below)
- Pay attention to **AMA style punctuation and capitalization requirements**. Generally speaking, journal article titles, website titles, and chapters of books only capitalize the first word of the title and proper nouns; book titles and theses/dissertations capitalize all major words

CPTL Section Headers

Book Review

No section headers. Needs abstract. Title formatted as follows: Preceptor's Handbook for Pharmacists, Third Edition. Lourdes M. Cuellar and Diane B. Ginsburg. American Society of Health-System Pharmacists Publications. Bethesda, MD (2016). 350 pp, US \$49.00 [ASHP Members: \$43.00] (paperback), US \$44.00 [ASHP Members: \$39.00] (ebook), ISBN: 978-1-58528-495-5.

Commentary

Introduction
Perspective or Commentary (author selects preference)
Implications

Educational Review

Background
Methods
Results
Implications

Experiences in Teaching and Learning

Background and purpose
Educational activity and setting
Findings
Discussion – *this section NOT included in abstract*
Summary

Interprofessional Education Reports

Background
Interprofessional education activity
Discussion
Implications

LEADeR

Introduction and leadership framework
Educational context and methods
Findings and discussion
Implications

Letter to the Editor

No section headers. No abstract

Live and Learn

Background
Impact
Recommendation(s)
Discussion

Methodology Matters

My (or our) situation (or issue, problem)
Methodological literature review
My recommendations and their application(s)
Potential impact

Quality Improvement Reports

Problem description

Quality improvement methods

Results of CQI inquiry

Interpretation and discussion

Conclusions

Research Article and Research Note

Introduction

Methods

Results

Discussion – *this section NOT included in abstract*

Conclusions

Teaching and Learning Matters

Background

Educational activity

Critical analysis of the educational activity

Teachable Moments Matter

Background

Impact

Teachable moment

Wisdom of Experience

Purpose

Description

Analysis/Interpretation

Conclusions

Implications

References – based on 11th edition AMA style

(Variations from usual AMA style = italics removed and dates in European format)

Journal articles (there is no space between "doi:" and the number itself nor is there a period after the doi number)

Print article (doi available)

1. Quiroz YT, Schultz AP, Chen K, et al. Brain imaging and blood biomarker abnormalities in children with autosomal dominant Alzheimer disease: a cross-sectional study. *JAMA Neurol.* 2015;72(8):912-919. doi:10.1001/jamaneurol.2015.1099

Print article (doi not available)

2. Beasley JW, Hahn DL, Wiesen P, Plan MB, Manwell L. The cost of primary care research. *J Fam Pract.* 2000;49(11):985-989.

e-article (doi available)

3. Allison MA, Hurley LP, Markowitz L, et al. Primary care physicians' perspectives about HPV vaccine. *Pediatrics.* 2016;137(2):e20152488. doi:10.1542/peds.2015-2488

e-article (doi not available)

4. Tucker King CS, Keeth S, Ryan CJ. Collaborative curriculum design and assessment: piloting a hybrid first-year writing course. *Journal of Interactive Online Learning.* 2018;16(1):41-62. Accessed 25 February 2020. <https://www.ncolr.org/jiol/issues/pdf/16.1.3.pdf>

Online ahead of print

5. Tamburini S, Shen N, Chih Wu H, Clemente JC. The microbiome in early life: implications for health outcomes. *Nat Med.* Published online 7 July 2016. doi:10.1038/nm4142

Online uncorrected proofs

6. Collins-McMillen D, Stevenson EV, Heon Kim J, et al. HCMV utilizes a nontraditional STAT1 activation cascade via signaling through EGFR and integrins to efficiently promote the motility, differentiation, and polarization of infected monocytes. *J Virol.* Accepted manuscript. Published online 11 October 2017. doi:10.1128/JVI.00622-17

Preprints

7. Bloss CS, Wineinger NE, Peters M, et al. A prospective randomized trial examining health care utilization in individuals using multiple smartphone-enabled biosensors. Preprint. Posted online 28 October 2015. bioRxiv 029983. doi:10.1101/029983

Article located in institutional repository

8. Tseng V. Effect of noise reduction methods in the ICU on sleep quality. UC Irvine. 8 June 2016. Accessed 17 August 2016. <http://escholarship.org.libproxy.lib.unc.edu/uc/item/190551hq>

Online supplemental material that accompanies a print/e-article

9. Meeker D, Linder JA, Fox CR, et al. Effect of behavioral interventions on inappropriate antibiotic prescribing among primary care practices: a randomized clinical trial. Supplement 1. Study protocol and changes to analysis plan. *JAMA.* 2016;315(6):562-570. Accessed June 18, 2019. <https://www-jamanetwork-com.libproxy.lib.unc.edu/journals/jama/fullarticle/2488307>

Books

Entire book

10. Adkinson NF Jr, Bochner BS, Burks W, et al, eds. Middleton's Allergy: Principles and Practice. 8th ed. Saunders; 2014.

Specific pages from an entire book

11. Adkinson NF Jr, Bochner BS, Burks W, et al, eds. Middleton's Allergy: Principles and Practice. 8th ed. Saunders; 2014:5-15.

Chapter in book

12. Prince M, Glozier N, Sousa R, Dewey M. Measuring disability across physical, mental, and cognitive disorders. In: Regier DA, Narrow WE, Kuhl EA, Kupfer DJ, eds. The Conceptual Evolution of DSM-5. American Psychiatric Publishing Inc; 2011:189-227.

e-book

13. Guyatt G, Rennie D, Meade MO, Cook DJ. Users' Guides to the Medical Literature: A Manual for Evidence-Based Clinical Practice. 3rd ed. McGraw-Hill Education; 2015. Accessed 15 August 2016. <https://jamaevidence-mhmedical-com.libproxy.lib.unc.edu/book.aspx?bookID=847>

Websites and Information (reports, pamphlets, other documents) found on websites (As shown in example 15, published date no longer uses the word "published," but if available do include updated or revised dates with relevant lead-in word. There is no period after the website address.)

14. Brogan P. Lecture capture solutions for students with disabilities. Echo360.com. January 2009. Accessed 24 February 2020. <https://www.automaticsync.com/captionsync/wp-content/uploads-old/AccessibleLectures-11.pdf>
15. Zika travel information. Centers for Disease Control and Prevention. 26 January 2016. Updated 11 August 2016. Accessed 18 June 2019. <https://wwwnc-cdc-gov.libproxy.lib.unc.edu/travel/page/zika-travel-information>
16. Accreditation standards and key elements for the professional program in pharmacy leading to the doctor of pharmacy degree ("Standards 2016"). Accreditation Council for Pharmacy Education. 2 February 2015. Accessed 4 March 2020. <https://www.acpe-accredit.org/pdf/Standards2016FINAL.pdf>

Theses and Dissertations

Not available online

17. Neel ST. A Cost-Minimization and Policy Analysis Comparing Immediate Sequential Cataract Surgery and Delayed Sequential Cataract Surgery from Payer, Patient, Physician, and Surgical Facility Perspectives in the United States. Master's thesis. London School of Economics and Political Science; 2013.

Available online

18. Ghanbari S. Integration of the Arts in STEM: A Collective Case Study of Two Interdisciplinary University Programs. Dissertation. University of California; 2014. Accessed 14 October 2016. <http://6cholarship.org.libproxy.lib.unc.edu/uc/item/9wp9x8sj>

Government or Agency Reports

19. Grall T. Census 2010 Report No. P60-255: Custodial Mothers and Fathers and Their Child Support: 2013. US Census Bureau; 2016.
20. National Institute of Arthritis and Musculoskeletal and Skin Diseases. Questions and Answers About Sprains and Strains. National Institutes of Health; 2015. NIH publication 15-5328. Accessed 28 January 2016. http://www.niams.nih.gov.libproxy.lib.unc.edu/Health_Info/Sprains_Strains/default.asp
21. World Medical Association. Declaration on alcohol. Updated October 2015. Accessed 3 March 2016. <https://www.wma.net/policies-post/wma-declaration-on-alcohol/>
22. US Department of Health and Human Services. Protection of human subjects. 45 CFR §46. Revised 19 July 2018. Accessed 23 June 2019. <https://www-hhs-gov.libproxy.lib.unc.edu/ohrp/regulations-and-policy/regulations/revised-common-rule-regulatory-text/index.html>

Posters, Papers, and Presentations at Professional Meetings

Published in society proceedings of a journal

23. Richardson J, Hendrickse C, Gao-Smith F, Thickett D. Characterisation of systemic neutrophil function in patients undergoing colorectal cancer resection. *Eur Surg Res.* 2015;55(suppl 1):4. European Society for Surgical Research abstract OP-4.

Unpublished aside from meeting program or website

24. Pasternak B. Carvedilol vs metoprolol succinate and risk of mortality in patients with heart failure: national cohort study. Paper presented at: European Society of Cardiology Congress; 31 August 2014; Barcelona, Spain.

In example 24 – replace word "Paper" with "Poster", "Abstract", or "Presentation" as appropriate.

Apps

25. Davis's Drug Guide with Updates & Calculators app. Version 1.18. Unbound Medicine Inc. Updated 25 September 2015.

Software

Typically, software will NOT require a full citation/inclusion on the reference list. But if you are referring to someone else's original ideas found within a software program (this would be rare), then the following format is used in the reference list:

26. Sakai. Version 12.4. The Sakai Foundation; 2018. Accessed 24 February 2020. <https://sakai.unc.edu/portal>