

Below are the writing guidelines developed in class this quarter. You may use these to generally guide your editorial choices; however, the most important, primary guideline is editorial consistency. Keep layout and formats consistent throughout your document—don't do things one way on one page, then change to something else on another page. If in doubt, use guidelines from APA, CSE, or any mainstream, peer-reviewed medical journal (e.g., JAMA or Lancet).

Make certain that all sources are properly attributed (cited), including text, graphics, and data. Include a bibliography at the end of your paper. Papers without sources will not be accepted.

Layout

- Margins: 1 inch all around
- Line spacing: double
- Paragraph Indentation: 1 "tab"
- Page Numbering: Just number (ex: 13) bottom-right corner
- Font type: Times New Roman
- Size: 12-point
- Headings and subheadings: 12-point bolded font
- Titles of books and journals: Italicized
- Titles of articles: Use quotations
- Single-column formatting
- Images: Not floating, in line with text
- Footnotes: Optional
- Use of color: Optional for images, but black only for text
- Italicize organism names (i.e. *heliobacter*)
- 1" indent for long quotes, single space
- Refer to figures in paper (i.e. figure 1 or fig 2) in text. Caption the figure as well; refer to science journals for examples
- Page number bottom center, do not include name
- Title bold and slightly larger font (14), name underneath it, aligned left

Ethics

- Plagiarism

All sources must be cited correctly

See citation guidelines

Using anyone else's work without credit is plagiarism

- All parties involved in the writing and publishing of an article are responsible for ensuring that data is sourced ethically wherever possible

- Use articles that meet certain criteria and can be described with certainty as being ethical wherever possible

Citing unethical research can only be done for a valid reason (ie saving lives)
You must not use an unethical source if an ethical source could be used instead

- Publishing unethically obtained data can only be done if that data meets the following criteria:

The unethical nature of the data must be described
Respect must be paid to the victims
Your article must pay tribute to their suffering
You must acknowledge your understanding that unethical experimentation is not condoned by the university
You must respect the anonymity and privacy of the subjects
You may not use data that was not approved by the IRB of at least one institution

- Images

Images that can identify participants must not be used without permission
Ensure that your imagery does not violate HIPAA

- Collaboration

You must acknowledge your collaborators and give credit to their work

- Historic Sources

Sources which did not pass an IRB or were obtained in historic atrocities may be used only if the data was not replicated under ethical or more controlled settings

[Source/Inspiration: American Medical Association "Opinion 2.30 - Information from Unethical Experiments"]

Graphics

- Color

Color may be used when necessary as long as sufficient contrast allows all information to be communicated to the reader/audience. All text, including text within a graphic (should be black).

- Citing Graphics and Tables

Figures and tables should be referenced within text by number (e.g., "Figure 5," Table 2," etc.). For graphics, include a figure number, title, caption that actively summarizes information, and source citation directly below; for tables, a table number, title, caption that actively summarizes information, and source citation should be located directly above. Locate close to relevant text, on the same page when possible. Include sources for graphics and tables in your bibliography at the end of your paper.

Graphics and tables should be labeled in the numerical order in which they appear in the text; graphics are numbered separately from tables (e.g., "Figure 5," Table 2," etc.). Group figures should be identified with lowercase letters in parentheses in the order that they are reference in the text (Figure 1(a), Figure 1 (b), etc.)

- Photographs

Photographs should be clear, free of clutter or extraneous background distractions and be taken with models wearing simple clothing. Photos of patients must either be unidentifiable or must be taken with consent.

- Bibliography

Sources for all graphics and tables should be included in the bibliography, alongside text sources. If an image or graphic is modified in any way, it should be stated in the text source and the nature of the modification described in the bibliography.

- Sizes and locations of Graphics and Tables on Page; Alignment

A single-column, full-width, centered format for graphics and tables is preferred. Figure and table numbers, descriptive captions, and sources should be left-justified.

Quantitative Representations

- Numeracy Format [Adapted from APA]

Numbers zero through ten need to be written out unless it is an exact measurement (ex: 3.26 miles)

All numbers in title or heading are to be written out

No sentence is to start with numbers

Four significant figures

- How numbers/quantities are to be represented in text

Any easy rounded numbers should be written out

Ex: 1,000 should be written as "one-thousand"

5,000,000+ should be written as "over five million"

Up to "tenth," should be written out, e.g., first, second, third, fourth, fifth, sixth, seventh, eighth, ninth, tenth

11th and greater should be superscripted, e.g., 11th, 12th, etc.

Space between unit and number, e.g., 6.7 Amperes

Common units can be abbreviated. E.g., Inches = in.

Starting at a thousand, when expressing a number larger than ten followed by "thousand" (etc.) E.g. 17,000,000 = 17 million

"American-style" periods and commas

One-thousand six hundred forty two and a half = 1,642.50

Separate thousands by commas: a million = 1,000,000

All percentages are numerals and percentage signs. E.g., 25%, 9%

All fractions are decimals with a zero before the period. E.g., 0.25, 0.88

All number ranges use the en dash between the two numbers. E.g., 5–10 years

To represent multiplication, use an x

When using scientific notation, the following format should be used: 1,003 =

1.003x10³

Be consistent with using scientific notation

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- Formatting of tables, charts, graphs containing data

Graphs should be centered on the text

Any numbers from the graph should be displayed on the right side of the graph

Equations: explain variables, list out equations, label equations as "equation 1" in order.

Square brackets to label equations on the right-hand margin; e.g. [Eq. 1]

The description for each figure/table, as well as its title/name should be displayed under the respective figure/table

The word "Figure" must be written out followed by the corresponding number (e.g. Figure 1) under the figure, however, when referring to the figure in text, "Fig. 1" should be used.

Source Citation and Bibliography

- Formatting

Depending on your topic, different formats can be used:

APA: If you are planning to do your research report on a topic mainly involved in psychology

[\[https://owl.english.purdue.edu/owl/resource/560/01/\]](https://owl.english.purdue.edu/owl/resource/560/01/)

CSE: If your topic is mainly describing laboratory sciences

Or...

Adapt the citation and bibliography format of any major, peer-reviewed medical journal