

Guide to American Medical Association (AMA) Manual of Style, 10th Edition

General Notes about References (p40-41)¹

- Purposes of references: documentation, acknowledgement, & directing/linking the reader to more information
- ALL authors are responsible for ALL reference citations
- Always consult primary source and never cite a reference you yourself have not read
- Whatever reference style is used (eg, AMA, NLM), consistency is imperative

Formatting Citations (p39-71)¹⁻³

- Each reference is separated into bibliographic groups by a period. Within each group, commas, semi-colons, or colons are used.
- Include as much information as you have. If the information is not available, leave it out.
- Authors: Use authors' surname followed by their initials without periods. If there are ≤ 6 authors, all should be named. If there are > 6 authors, list the first 3 followed by "et al." Roman numerals and "Jr/Sr" follow the initials. Original spelling and capitalization of surnames with prefixes or particles (eg, von, de, La, van) are retained.
- **Titles:** Retain the spelling, abbreviations, style (eg, capitalization) of the original title (including numbers). Exception: numbers at the beginning of the title should be spelled out (except specific years (eg, 1948).
- **Journal:** Use NLM-abbreviated titles (eg, N Engl J Med). Search titles here: https://www.nlm.nih.gov/tsd/cataloging/contructitleabbre.html. Information about abbreviated titles: https://www.nlm.nih.gov/tsd/cataloging/contructitleabbre.html.
- AMA does not provide official guidance for formatting citations on curriculum vitaes (CVs). Presentations and posters that are part of academic coursework may be appropriate for pharmacy students to include on their CV. For consistency, Concordia University Wisconsin School of Pharmacy (CUW SOP) students should follow the recommended formats below on their CV.

Citation Type	Format	Example
Journal article (print)	Author(s). Title. <i>Journal</i> . Year; Volume(Issue): Page number(s).	Rainer S, Thomas D, Tokarz D, et al. Myofibrillogenesis regulator 1 gene mutations cause paroxysmal dystonic choreoathetosis. <i>Arch Neurol</i> . 2004;61(7):1025-1029.
Journal article (online) 1. With URL 2. With DOI 3. Published ahead of print	Author(s). Title. <i>Journal</i> . Year;Volume(Issue):Page number(s). URL. Published date. Updated date. Accessed date. Author(s). Title. <i>Journal</i> . Year;Volume(Issue):Page number(s). DOI. Author(s). Title [published online ahead of print <i>date</i>]. <i>Journal</i> . Year;Volume(Issue):Page number(s). DOI.	Duchin JS. Can preparedness for biological terrorism save us from pertussis? <i>Arch Pediatr Adolesc Med</i> . 2004;158(2):106-107. http://archpedi.ama-assn.org/cgi/content/full/158/2/106. Accessed June 1, 2004. Smeeth L, Iliffe S. Community screening for visual impairment in the elderly. <i>Cochrane Database Syst Rev</i> . 2002;(2):CD001054. doi:10.1002/14651858.CD1001054. van der Hoek L, Pyrc K, Jebbink MF, et al. Identification of a new human coronavirus [published ahead of print March 21, 2004]. <i>Nat Med</i> . doi:10.1038.nm1024.
Book chapter (print)	Chapter author(s). Chapter title. In: Book author(s) or editor(s). Book title. Volume number and title. Edition number (do not indicate 1st edition). Place of publication: Publisher; Year:Page number(s).	Solensky R. Drug allergy: desensitization and treatment of reactions to antibiotics and aspirin. In: Lockey P, ed. <i>Allergens and Allergen Immunotherapy</i> . 3 rd ed. New York, NY: Marcel Dekker; 2004:585-606.
Book chapter (online)	Chapter author(s). Chapter title. In: Book author(s) or editor(s). Book title. Volume number and title. Edition number (do not indicate 1st edition). Place of publication: Publisher; Year:Page number(s). URL. Accessed date.	Resnik NM. Geriatric medicine. In: Braunwald E, Fauci AS, Isselbacher KJ, et al, eds. Harrison's Online. Based on: Braunwald E, Hauser SL, Fauci AS, Kasper DL, Longo DL, Jameson JL, eds. Harrison's Principles of Internal Medicine. 15 th ed. New York, NY: McGraw-Hill; 2001. http://www.hsls.pitt.edu/resources.documentation/harrisoninfo.html. Accessed December 6, 2005.
Book (print)	Book author(s) or editor(s). <i>Book title</i> . Volume number and title. Edition number (do not indicate 1 st edition). Place of publication: Publisher; Year.	Adkinson N, Yunginger J, Busse W, Bochner B, Holgate S, Middleton E, eds. <i>Middleton's Allergy: Principles and Practice</i> . 6 th ed. St Louis, MO: Mosby; 2003.



Book (online)	Book author(s) or editor(s). Book title. Volume number	Lunney JR, Foley KM, Smith TJ, Gelband H, eds. Describing
	and title. Edition number (do not indicate 1st edition). Place of publication: Publisher; Year. URL. Accessed date.	Death in America: What We Need to Know. Washington, DC: National Cancer Policy Board, Institute of Medicine; 2003. http://www.nap.edu/books/0309087252/html/. Accessed December 6, 2005.
Website	Author(s). Title of item cited. Name of Web site. URL. Published date. Updated date. Accessed date.	Antimicrobial Resistance. Infectious Diseases Society of America. http://www.idsociety.org/Topic_Antimicrobial_Resistance/. Accessed July 21, 2014.
Drug Information Database	Author(s). Title of entry. In: Title of database [database online]. Place of publication: Publisher; Year. URL. Updated date. Accessed date.	Acetaminophen poisoning. In: DynaMed [database online]. Ipswich, MA: EBSCO Information Services. http://osearch.ebscohost.com.topcat.switchinc.org/login.aspx?direct=true&site=DynaMed&id=113862. Updated March 09, 2010. Accessed March 23, 2010.
Monograph	Author(s). Monograph. In: Title of database [database online]. Place of publication: Publisher; Year. URL. Updated date. Accessed date.	Minoxidil. In: Lexicomp, Lexi-Drugs [database online]. St. Louis, MO: Wolters Kluwer Health, Inc; 2005. http://o-online.lexi.com.topcat.switchinc.org/lco/action/doc/reretrie/docid/patch_f/1799123. Updated July 8, 2014. Accessed July 24, 2014.
Government/ Organization Reports	Author(s). <i>Title</i> . Place of publication: Name of issuing organization; Year. Page(s)/ publication/ series numbers.	Centers for Disease Control and Prevention. Sexually Transmitted Disease Surveillance, 2000. Atlanta, GA: Centers for Disease Control and Prevention, US Dept of Health and Human Services; 2000.
Government/ Organization Reports (online)	Author(s). <i>Title</i> . Place of publication: Name of issuing organization; Year. Page(s)/ publication/ series numbers. URL. Published date. Updated date. Accessed date.	World Health Organization. Equitable access to essential medicines: a framework for collective action. http://whqlibdoc.who.int/hq/2004/WHO_EDM_2004.4.pdf. Published March 2004. Accessed December 6, 2005.
Package inserts	Drug. [package insert]. Place of manufacturing: Manufacturer; Year.	Cialis [package insert]. Indianapolis, IN: Eli Lilly & Co; 2003.
Patents	Inventor(s), inventors; Company, assignee. Title. Patent number. Patent date.	Guiliano K, Kapur R, inventors; Cellomics Inc, assignee. System for cell-based screening. US patent 6,875,578. March 15, 2005.
Unpublished Material (<i>accepted</i> for publication)	Author(s). Title. Journal. In press.	Carrau RL, Khidr A, Crawley JA, Hillson EM, Davis JK, Pashos CL. The impact of laryngopharyngeal reflux on patient-reported quality of life. <i>Laryngoscope</i> . In press.
Unpublished Material (<i>submitted</i> for publication)	In-text only (author(s), unpublished data, date) Do not include in reference list	(H. E. Marman, MD, unpublished data, July 2019)
Conference Presentations	Author(s). Title. Poster/Paper presented at: Meeting name; Date(s); Location.	Weber KJ, Lee J, Decresce R, Subjasis M, Prinz R. Intraoperative PTH monitoring in parathyroid hyperplasia requires stricter criteria for success. Paper presented at: 25 th Annual American Association of Endocrine Surgeons Meeting; April 6, 2004; Charlottesville, VA.
Conference Presentations (online)	Author(s). Title. Poster/Paper presented at: Meeting name; Date(s); Location. URL. Accessed date.	Chu H, Rosenthal M. Search engines for the World Wide Web: a comparative study and evaluation methodology. Paper presented at: American Society for Information Science Annual Conference; October 19-24, 1996; Baltimore, MD. http://www.asis.org/annual-96/electronicproceedings/chu.html. Accessed February 26, 2004.
Presentations in an Academic Course (eg, posters, oral presentations) [FOR CV USE ONLY]	Author(s)*. Title. Poster/Paper presented to Audience for Course Number and Course Title; Date(s); Location. *bold your own name	Smith J, Jones T, Peterson G, Johnson C, Martin M, Carlson P. Great Plantain and Helichrysum Italicum: Bosnian Alternative Therapies. Presentation to faculty and students in CUW SOP Phar 382 IPPE-2 course; April 2016; Mequon, WI.



Reference List (p41-42)^{1,4}

List references in numerical order (ie, consecutively as they appear in the document/presentation; NOT alphabetical order)

- 1. Hall JE, Brands MW. Intrarenal and circulating angiotensin II and renal function. In: Robertson JIS, Nicholls MG, eds. *The Renin-Angiotensin System*. London: Gower Medical, 1993.
- 2. Weber KT, Brilla CG. Pathological hypertrophy and cardiac interstitium: fibrosis and reninangiotensin-aldosterone system. *Circulation*. 1991;83:1849-1865.
- 3. Weber KT, Villarreal D. Aldosterone and antialdosterone therapy in congestive heart failure. *Am J Cardiol*. 1993;71:3A-11A
- 4. Barr CS, Lang CC, Hanson J, Arnott M, Kennedy N, Struthers AD. Effects of adding spironolactone to an angiotensin-converting enzyme inhibitor in chronic congestive heart failure secondary to coronary artery disease. *Am J Cardiol*. 1995;76:1259-1265.
- 5. Staessen J, Lijnen P, Fagard R, Verschueren LJ, Amery A. Rise in plasma concentration of aldosterone during long-term angiotensin II suppression. *J Endocrinol*. 1981;91:457-465.

During the draft phase of your document, it is often easiest to use parenthetical citations with the author's last name as place-holders until the document/presentation is complete; then put the citations in numerical order on the final version

DRAFT FINAL

Aldosterone is known to be important in the pathophysiology of heart failure. (Hall; Weber (1991); Weber (1993); Barr) Many clinicians have assumed that angiotensin-converting enzyme (ACE) inhibitors, by inhibiting the conversion of angiotensin I to angiotensin II, inhibit the production of aldosterone. Increasing evidence, however, suggests that currently recommended and usual doses of ACE inhibitors do not completely suppress aldosterone production. (Staessen)



Aldosterone is known to be important in the pathophysiology of heart failure. ¹⁻⁴ Many clinicians have assumed that angiotensin-converting enzyme (ACE) inhibitors, by inhibiting the conversion of angiotensin I to angiotensin II, inhibit the production of aldosterone. Increasing evidence, however, suggests that currently recommended and usual doses of ACE inhibitors do not completely suppress aldosterone production. ⁵

Another helpful option to stay organized during the draft phase of your document is to use a reference management software program, which allows you to manage references by helping you to enter/import, retrieve, format, and export citations. Some programs are available for free and others require a subscription. The most common examples of reference management software programs used in pharmacy are: Mendeley, Zotero, EndNote, and Refworks.

Numbering (p42-44)^{1,4}

Number references consecutively with superscript Arabic numerals, including text, tables, or figures

Aldosterone is known to be important in the pathophysiology of heart failure. Many clinicians have assumed that angiotensin-converting enzyme (ACE) inhibitors, by inhibiting the conversion of angiotensin I to angiotensin II, inhibit the production of aldosterone. Increasing evidence, however, suggests that currently recommended and usual doses of ACE inhibitors do not completely suppress aldosterone production.

For 2 or more references cited at a given place:

 Use hyphens to join the first and last numbers of a closed series

Citation¹⁻⁴

 Use commas without a space to separate other parts of a multiple citation

Citation^{1-2,4}

 If a multiple citation involves many references and creates the appearance of a hole (usually 20-25 characters or more), use an asterisk in the text and give the citation in a footnote $\mathsf{Citation^{1,3,5\text{--}7,10\text{--}13,15,18,19,21}} \boldsymbol{\rightarrow} \mathsf{Citation^*}$

Place superscript numerals outside periods and commas, inside colons and semicolons

Citation.1,2

Citation, 1,2

Citation^{1,2}:

Citation^{1,2};

Do NOT place a superscript reference immediately after a number or abbreviated unit of measure

Table 13: 50 m²

You may cite page numbers within superscript reference

Citation^{2(p67),3}

Be sure to cite often enough throughout the document/presentation so that the reader can know where you got the information, but be careful not to cite too often (ie, do not only include your list of references and not cite throughout; if several *consecutive* sentences are from the same reference, you may only cite the first sentence)



In-Text Citations (p41)1

Citations for references not yet accepted for publication or personal communications (oral, written, and electronic) should NOT be included in the reference list, but should be included parenthetically in the text

As described in recent literature (H. E. Marman, MD, unpublished data, July 2019)...

In a conversation with Dr. Smith (March 2019)...

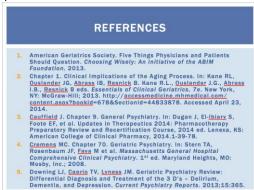
According to Dr. Kostrzewa (Introduction to Tertiary References lecture, September 2018, Concordia University Wisconsin, School of Pharmacy)...

Other in-text citations for references that should be included in a reference list are not common in most professional documents (except presentations, see below) and should be reserved for circumstances where reference lists are not used (eg, news articles)

PowerPoint Presentations^{1,5}

AMA does not provide official guidance on PowerPoint presentations. However, just like any other piece of work, it is important to give credit to your sources.

At a minimum, all presentations should include a reference slide at the end with AMA formated citations.





(Kostrzewa, Geriatric Psychiatry, April 2014, Concordia University Wisconsin, School of Pharmacy)

Ideally, you should also cite individual slides. There are several ways to do this. Make sure to ask your instructor what they prefer before formatting your citations. Two possible examples are given here:

<u>Superscript</u>

(in numerical order; much correspond with reference list) (Bottom of slide; in parentheses; may be smaller font)





In-text

Book: (Author*, Year, Page(s))

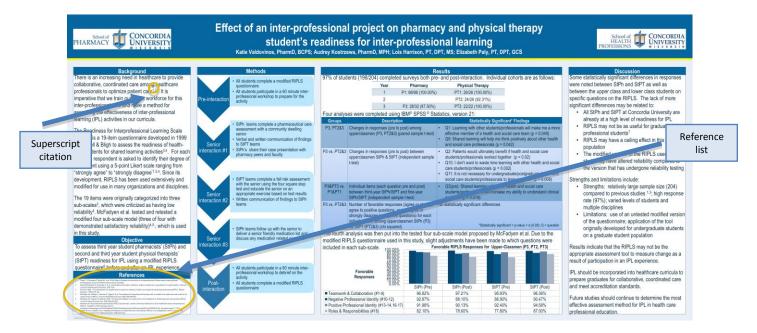
*Surname only; if 2, list both; if > 2, list first + "et al"

Journal: (Journal [abbreviated]. Year; Volume(Issue): Page(s))



Professional Posters^{1,5}

Follow AMA rules above. Typically, there is a reference section in the bottom left or right corner of the poster and the font size is often smaller than the rest of the poster text.



References

- 1. Iverson C. References. In: Iverson C et al. AMA Manual of Style: A Guide for Authors and Editors. 10th ed. New York, NY: Oxford University Press, Inc.; 2007:39-79.
- 2. NLM Catalog: Journals referenced in the NCBI Databases. National Center for Biotechnology Information, U.S. National Library of Medicine. http://www.ncbi.nlm.nih.gov/nlmcatalog/journals. Accessed July 25, 2014.
- 3. Fact Sheet: Construction of the National Library of Medicine Title Abbreviations. National Institutes of Health, U.S. National Library of Medicine. http://www.nlm.nih.gov/pubs/factsheets/constructitle.html. Published May 23, 2007. Updated March 10, 2014. Accessed July 25, 2014.
- Pitt B, Pierard LA, Bilge A, et al. Effectiveness of Spironolactone Added to an Angiotgensin-Converting Enzyme Inhibitor and a Loop Diuretic for Severe Chronic Congestive Heart Failure (The Randomized Aldactone Evaluation Study [RALES]). Am J Cardiol. 1996;78:902-907.
- 5. Valdovinos K, Kostrzewa A, Harrison L, Paly E. Effect of an inter-professional project on pharmacy and physical therapy student's readiness for inter-professional learning. Poster presented at: AACP Annual Meeting; July 26-30, 2014. Grapevine, TX.

If you have any questions about referencing or the AMA format, please contact your course coordinator or Audrey Kostrzewa, PharmD, MPH, BCPS at audrey.kostrzewa@cuw.edu or 262-243-2750