AMA: ESSAY FORMAT

AMA ESSAYS SHOULD:

- Be typed
- Double-spaced (except for block quotes, notes, bibliography entries, table titles, and figure captions)
- Use a 12pt. standard serif font (ex. Times New)
- Have 1" (2.54cm) margins

AMA TITLE PAGE:

- Use either a title page or a title on the first page of the text. Align the title so it sits in the center of the paper. Write the title in Title Case (standard capitalization), not in all capital letters and do not underline, italicize, or place the title in quotation marks
- Also included should be an author's name, degrees (if above bachelors), e-mail contact, institute affiliations and a word count

AMA HEADING AND SUBHEADINGS:

- Use headings and subheadings that maintain consistency and parallel structure, either centered or flush left. Levels of hierarchy should be differentiated by type, boldface or italics and reflect the logic and structure of an essay
- For essay sections use the IMRaD organizational structure: Introduction, Methods, Results and Discussion

AMA ABSTRACT PAGE:

- An abstract summarizes the main points of an essay, such as the objectives, background, design, methods, results, and conclusions
- A list of three to 10 keywords from the essay are located at the end of an abstract. Center the word "Abstract" at the top of a page
- Unstructured abstracts are approximately 150 word, single-block, double-spaced paragraphs without indent
- Structured abstracts are approximately 250 words long and label sections specifically: Introduction, Methods, Results and Discussion

THE MAIN BODY OF AN AMA PAPER:

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Additional online resources can be found at www.madonna.edu/owl
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- Paragraphs should be indented five spaces or one-half inch by pressing the Tab key once
- All sections should follow each other without any extra breaks or line spaces
- Identify the sources used in the body of the text with superscripted sequential in-text citations

AMA IN-TEXT CITATIONS:

- Superscripted sequential numbers (1, 2, 3, etc.) mark in-text citation and correspond to items in a reference list where a full bibliographic information for each source is provided
- Citations are placed immediately after a fact, concept, or quotation being cited, outside of periods and commas, but inside of colons and semi-colons
- Subsequent references to a specific source throughout an essay will repeat the same number used for the initial citation

AMA TENSE:

- Introduce quotations with a signal word or phrase—usually including an author's last name
- Use present tense and active voice to introduce quotes and express statements of fact

AMA REFERENCES LIST:

- Begin a new page at the end of a manuscript and center the title "Reference List"
- Single-space reference entries with a double-space between entries
- Entries are arranged by order of appearance in an essay and listed numerically. Each entry begins with a full-sized number followed by a period and a space

   Templet: Last FM. Title and: Subtitle in sentence case. *Abrv Jrnl in Italics*. Year; volume(Issue#): p-p.

AMA AUTHORS AND TITLES:

- Invert authors' names (last name first followed by initials) and include the first and middle initials without punctuation. If there is no author, the article title comes first
- Use a comma to separate multiple authors
- Capitalize the first letter of the first word of a title and subtitle and all proper nouns. Journals titles are italicized and abbreviated according to the listing in the National Library of Medicine database

AMA DATES AND CONTAINERS:

- The year of the publication is followed by a semicolon (;)
- The volume number and the issue number (in parentheses) are followed by a colon (:)
- The inclusive page range is separated by a hyphen and followed by a period, without spaces
- For articles consulted online, include a DOI, URL, or the name of the database used

AMA HANGING INDENT:

- Flush left the first line of the entry and hanging indent subsequent lines
- Under Indentation, use the Special pull-down menu to select hanging indent by 0.5" or 1.27cm

Adapted from American Medical Association. AMA manual of style. 2007; 10th ed.