The Medical Library Association Style Manual

The *Medical Library Association (MLA) Style Manual* presents guidelines for all MLA publications, print and electronic, including but not limited to the *Journal of Medical Library Association, MLAConnect,* MLANET, annual meeting publications, and brochures. MLA publication style is based on *The Chicago Manual of Style,* seventeenth edition (*CMS17*) (Chicago, IL: University of Chicago Press; 2017), and *Merriam-Webster's Collegiate Dictionary,* eleventh edition (*MW11*) (Springfield, MA: Merriam-Webster; 2003). However, MLA reference style is based on the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (www.icmje.org) and the National Library of Medicine's (NLM's) *Citing Medicine: The NLM Style Guide for Authors, Editors, and Publishers* (www.nlm.nih.gov/citingmedicine/).

This manual is designed to guide MLA's writers and editors on questions of style that are not addressed by *CMS17* or *MW11* or on which MLA differs from these two authorities. When a question arises, individuals working on MLA publications should consult this manual first, then defer to *MW11* for spelling and hyphenation and *CMS17* for style and usage if the issue is not discussed here. Examples that are given to help clarify the issue are indented. A list of references used and recommended by MLA is provided in Appendix A. Writers may also consult several back issues of MLA publications for samples. Writers for the *Journal of the Medical Library Association (JMLA)* should also consult the "Author Guidelines" (http://jmla.mlanet.org/ojs/jmla/about/submissions#authorGuidelines). The style manual appendixes include MLA preferred spelling and usage, common trade names, acronyms, and journal title abbreviations.

Writers should be aware that editors may have a more comprehensive grasp of MLA style considerations, rules, and exceptions because of the frequency with which they deal with these issues and therefore reserve the right to choose among competing stylistic imperatives. Editors should be aware that writers are often experts in their subject area and may be more sensitive to subtle shifts in meaning that can result from a seemingly straightforward stylistic correction. Both parties should remember that the reader is the priority and, in that spirit, remain flexible without being lax and conscientious without being pedantic.

Acknowledgments

Table of Contents

Abbreviations

abbreviations: when to use them

In general, avoid using abbreviations in running text. Many acceptable abbreviations and initialisms and their usage are specified throughout this manual and its appendixes. Check the word or topic in question. See also "initialisms and acronyms" in this section.

Some abbreviations are permitted in *MLAConnect* and occasional MLA publications that are not permitted in the *Journal of Medical Library Association (JMLA).* These include state names (use two-letter postal abbreviations); ordinal numbers greater than nine (such as 17th, 50th); and elements of addresses such as "street," "building," and "suite."

Use the following common abbreviations in references only:

p.	page
no.	number
suppl.	supplement
v.	volume

Spell these words out in text.

Chapter 10, "Abbreviations," of *CMS17* contains useful lists of abbreviations organized by subject matter and offers additional usage guidelines.

academic and professional degrees

In running text, do not use degrees following a person's name, except for bylines and acknowledgments in *JMLA.* See also "bylines" in the Names and Terms section.

When setting a person's academic degrees in initials in bylines, set them close without periods:

MLS
PhD
MD
BA

Spell out the word when speaking of academic degrees and use lowercase:

a master's degree in library science
doctor of philosophy

corporation names

In general, omit "Co.," "Corp.," "Inc.," and "Ltd." from running text. If they must be included in text, spell them out ("Company," "Corporation," "Incorporated," "Limited"). Always delete them from references.

In a directory or list whose main purpose is to help the reader contact a firm or to highlight MLA Corporate Partners or contributors, the above abbreviations or their spelled-out names should be retained; follow the individual company's preference. Otherwise, treat corporation names as trade names; that is, spell them as the corporation spells them, regardless of conformity to MLA style (e.g., retain ampersands and British spellings, do not add serial commas or other internal punctuation).

credentials

Credentials such as "AHIP" should be set off by commas after a person's name and should not include periods. Credentials are placed after academic and professional degrees. The names of all members of the Academy of Health Information Professionals should be followed by "AHIP," and the names of all MLA Fellows should be followed by "FMLA."

honorifics

In the annual meeting proceedings, use an honorific ("Mr." or "Ms.") after the first time a name is used, when the name is repeated within three paragraphs or fewer. Do not use honorifics in other MLA publications—just the person's last name.

initials

Leave a space between initials in a person's name.

B. B. Dyer
J. E. B. Stuart

initialisms and acronyms

Some abbreviations of trade names, organizations, or innovations function as initialisms or acronyms (e.g., UMLS, NLM, TQM), using the initial capital letters or parts of individual elements of the name as a shortened version of the name itself. See Appendix D for a list of abbreviations, initialisms, and acronyms common to MLA publications.

In text, spell out most initialisms and acronyms the first time they appear, followed by the initialism or acronym in parentheses; use the initialism or acronym alone thereafter. If no second reference appears, spell out the full name only and do not provide the acronym or initialism.

If the first occurrence of an acronym or initialism is in the headline of an *MLAConnect* article, it does not need to be spelled out. It should still be spelled out in the text of the article.

MLA

Do not use "the" in front of the initialism MLA, unless MLA is an adjective. Use "the" with the full name, Medical Library Association.

> MLA has members around the world.
> The Medical Library Association has members around the world.
> The MLA Board of Directors meets three times a year.

personal names with "Jr." (Junior) and "Sr." (Senior)

Do not use a comma between the name and "Jr." or "Sr.," but do use a comma between these abbreviations and any degrees or titles that follow in *JMLA* bylines. Do not use a comma to separate a name from the titles "II," "III," or "IV."

> John Smith Jr.
> Frederick Henderson III, MLS

plural abbreviations and initialisms

Use the singular form for most common abbreviations even when they refer to more than one item (e.g., "p. 5–10," "v. 1 and 2").

Plurals of initialisms and acronyms are formed by adding an "s" (without an apostrophe):

> FTEs
> RMLs
> MDs

affiliations

When an MLA member's name appears in an *MLAConnect* article, the annual meeting proceedings, or an annual meeting program, list the member's library, institution, city, and state (and country, if other than the United States) following the name. If the member is acting on behalf of an MLA committee, chapter, or section, list the member's position on the committee, chapter, or section followed by the name of the committee, chapter, or section. If an article contains a list of all members of a committee, task force, chapter or section unit, or any similar list, use the members' names only.

alphabetizing names

Alphabetize hyphenated names by the name before the hyphen. If there is no hyphen, alphabetize by the name that appears last. Last names that begin with De, de, Mac, Mc, Van, van, etc., alphabetize by the entire last name, whether there is a space or not.

> Concettina D'Aversa
> Andre de Oliveira
> Juan Martin Garcia
> Marta Jorda-Oliver
> Barry Lundquist
> Gloria McNeil
> John Smith
> Paula von Isenburg
> Peter VanHorn

bylines

In *JMLA,* peer-reviewed articles, the byline appears after the title and before the abstract with author names only. Full affiliation information appears at the end of the article. The order of the authors' names should reflect their contribution to the work in descending order.

The authors' affiliation entry should list each author's name; highest earned degree; email address; job title; library and institution if applicable; and complete address, city, state, zip code (and country, if other than the United States). Do not abbreviate any of these elements except post-office box (P.O.) and states using post office abbreviations. Do not include "and" between authors' names. Follow the information that was provided in the submission.

In nonpeer-reviewed *JMLA* articles, list the author's name, library, institution, city, and state (and country, if outside the United States) following the article text. Do not use "by."

In *MLAConnect,* the first author's name should be preceded by the phrase "Submitted by." Include the authors' names, "AHIP" if they are members of the Academy of Health Information Professionals, "FMLA" if they have been granted fellowship status in the association, library, institution, city, and state (and country, if outside the United States). When authors hold an MLA office and are writing the article from that perspective, use their MLA offices instead of their institutional affiliations and locations. Use "and" between two authors' names or before the last author's name if there are more than two. See also "affiliations" in this section.

capitalizing MLA items

Capitalize titles of papers; discussions; continuing education courses; established MLA programs; and the full names of all association units, including committees, task forces, sections, chapters, councils, and special interest groups. Lowercase shortened names, titles that appear after the office-holder's name (except in bylines or lists of contacts), and shortened titles.

> MLA Board of Directors
> the board
> Continuing Education Committee
> the Membership and Bylaws Committees
> the committee
> an MLA committee
> committees
> domain hubs

Information Services Domain Hub
Social Justice Caucus
the Research and Dental Caucuses
the caucus
an MLA caucus
MLA caucus
Chapter Council Chair Donna R. Berryman, AHIP
Donna R. Berryman, AHIP, Chapter Council chair
chapter chairs
the chair
incoming chairs
Executive Director Kevin Baliozian
Kevin Baliozian, MLA executive director
the MLA executive director

Capitalize MLA and academy membership categories and classes and the term "member" when it is preceded by a category. However, lowercase the word "membership" if it follows a membership category.

Fifty Voting Members cast ballots.
He is a Distinguished Member of the Academy of Health Information Professionals.

Capitalize the term "Fellow" when MLA fellowship is meant. Lowercase "fellowship."

Check also the specific item in question in the appendixes to this manual.

capitalizing names and titles

Full, official names are capitalized; shortened or generic versions of a name are not:

Medical Library Association
the association
UCLA Biomedical Library
the library

Titles of officers are capitalized only when they precede a personal name:

President Barack Obama
President Obama
the president
Barack Obama, the president of the United States
President Julia Esparza, AHIP
President-Elect Traditi
the MLA president-elect
She becomes president-elect in 2008.

See also "gender, occupational titles" in this section.

capitalizing titles of works

Capitalize the second element of hyphenated terms.

Twentieth-Century Literature
Tool-Maker
Non-English-Speaking Peoples
Evidence-Based Medicine

Capitalize the following: first and last words, nouns and pronouns (including "it"), adjectives and adverbs, verbs, and subordinate conjunctions. Lowercase the following: articles, coordinate conjunctions, and prepositions. Capitalize the first word after the colon in a subtitle. If the title is on two lines, add a colon if needed:

Browning's Roman Murder Story: A Reading of the Text, with Commentary

computer programs, web page titles, and databases

See Appendix D for initialisms, acronyms, and abbreviations common to MLA publications, and Appendix C for the proper spelling of selected individual trade names. In general, spell and capitalize names of computer programs and databases as they appear on a screen when accessed.

email addresses
>Use lowercase letters for email addresses:
>>info@mlahq.org

gender, animal pronouns
When the animal's sex is known (cow/bull; goose/gander) or the animal has a name, use masculine or feminine pronouns as appropriate. When the animal's sex is unknown, use "it."

gender, human pronouns
NOTE: MLA's Board of Directors approved the following motion at their 1994 post–annual meeting meeting: "MOVED, that the MLA Board of Directors adopt a policy of non-gender-specific language according to CMS14, pages 76–8 (2.98) for all of MLA's documentation, publications, and communications, effective June 1, 1994."
>Avoid gender-specific pronouns following nouns that could refer to a member of either sex. Usually this can be done either by changing the pronoun to an article adjective or recasting the sentence to make the pronoun plural.
>>*Rather than:*
>>>The librarian should plan his schedule to allow time for writing.
>>*Preferred:*
>>>The librarian should plan a schedule that allows time for writing.
>>>The librarian's schedule should allow time for writing.
>>>Librarians should plan their schedules to allow time for writing.
>"Everyone," "anyone," "someone," "no one," and other indefinite singular pronouns may be followed by the singular "they." Recasting the sentence to the plural is preferred.

gender, "man" words
Although many words that include the syllable "man" are intended to include women, substituting a neutral term is preferred.

Englishmen	the English
layman	nonprofessionals, the lay public
manhours	staff hours
mankind	humanity, humankind
manmade	artificial, synthetic
manpower	staff, work force, personnel, employees
to man	to staff, to cover, to work at, to operate

gender, object pronouns
Although countries, ships, cars, and hurricanes have sometimes been referred to as feminine, "it" is preferred.

gender, occupational titles
Use an inclusive term rather than a gender-specific one for jobs that can be held by both men and women.

chairman	chair
fireman	firefighter
mailman	mail carrier
policeman	police officer
poetess	poet
web master	web manager, web coordinator

>If no neutral term is available and a specific person is meant, use the suffix "-man" or "-woman," as appropriate. Avoid the suffix "-person." Anyone who heads an MLA committee or task force is referred to as "chair" according to the Bylaws of the association. Use any formal titles conferred by other organizations discussed in the text. If there is no formal title, follow the office-holder's preference. Generally, editors will assume that the term the author has chosen is the proper one.

Journal of the Medical Library Association
The short name for the *Journal of the Medical Library Association* should be *JMLA* rather than the *Journal*.

speeches, titles of
Set titles of unpublished speeches in quotation marks. See "capitalizing titles of works" in this section.

symposia
Put the title of a symposium in quotation marks when it is mentioned in running text; see "capitalizing titles of works" in this section.

thesauri
When terms are quoted from a thesaurus, set in capitals and enclose in quotation marks.

titles
Use italics for books and journals cited in running text. Use quotation marks for journal articles and electronic documents cited in running text. Web page titles and sections of chapters are capitalized, but do not use quotation marks or italics.

See also "capitalizing names and titles" and "capitalizing MLA items" in this section.

trademarks
Although owners of trademarked names may suggest otherwise, publishers are not obligated to denote the trademark status of a name when that name is mentioned in text. Authors representing trademark owners frequently feel obligated to use the trademark or registered-trademark symbol (™ or ®) after the first mention of their product names but often do not use these symbols consistently to indicate the trademark status of other names not owned by their particular sponsor or employer.

Because the fair and consistent use of these symbols (or of footnotes denoting the trademark owners) requires exhaustive verification and vigilance on the part of the editor, and because the use of these symbols (or footnotes) is not required by law, do not add trademark symbols, registered-trademark symbols, or trademark-denoting footnotes to trade names in MLA publications. In the interest of consistency, editors should also delete such references when inserted by authors.

At the same time, MLA recognizes that authors are often supported and encouraged by their institutions or other funders and that this support may be what enables an author to produce any written work at all. MLA editors are therefore advised to consider carefully an author's express request that trademark status of particular names be denoted (merely including symbols or footnotes in the submitted manuscript does not constitute an "express request").

If trademark status is denoted in a particular case, these guidelines should be used:
- Use the trademark or registered-trademark symbol, not a footnote.
- The author must specify which words should be denoted and with which symbol (™ and ® are not interchangeable). Trade names not specified by the author should not be cited with these symbols.
- Use the symbol no more than four times in one article for each trade name: the first mention in the article's title, the first mention in the running head, the first mention in the abstract, and the first mention in the article's text.
- If the article is part of a *JMLA* symposium, add symbols to the trade names in question in all other articles in the symposium for consistency.

In all cases, whether trademarks are denoted or not, the proper spelling and capitalization of trade names should always be verified and consistent. See Appendix C for a list of trade names common to MLA publications and their proper spelling.

web addresses or uniform resource locators (URLs)
In references, cite the full address including Internet protocol (http://, ftp://, etc.). Use a solidus at the end of a subdirectory.

> https://www.mlanet.org
> https://www.mlanet.org/community/chapters/

An http:// Internet protocol is usually not necessary in text, because most addresses will refer to web addresses. An ftp:// or other Internet protocol is necessary. The Internet protocol is included in codes for linked pages on MLANET.

words in other languages
Check the word or phrase in question in this manual and its appendixes. If it is not here but appears in the English-language section of *MW11* (*not* the "Foreign Words and Phrases" section), set in plain type and do not append the English translation. Otherwise, see pages 618–21 of *CMS17* (11.1–11.5) for a discussion of how to treat isolated unfamiliar words or phrases in other languages in type.

agreement of subject and predicate
Use a singular verb, even if the following phrases intervene between subject and predicate: "with," "together with," "including," "as well as," "no less than," "plus."
>   Smith, together with Jones, was in a bind.

>   Two nouns joined by "and" take a plural predicate (unless the thought is definitely singular).
>   Smith and Jones were in a bind.

>   Two singular nouns joined by "or" or "nor" take a singular predicate.
>   Smith or Jones was in a bind.

>   When a plural and a singular noun are joined by "or" or "nor," the predicate will agree with the closest noun.
>   Smith or the librarians were in a bind.
>   The librarians or Smith was in a bind.

first person usage
Although authors should generally avoid using the first person, it is acceptable where the alternative would foster awkward subjects or passive voice. In most formal writing, first person is simply unnecessary, because authors are not expressing personal views or opinions.
>   "We administered the survey to thirty-seven randomly chosen medical students."

>   may be used instead of
>   "The researchers administered the survey to thirty-seven randomly chosen medical students."

>   or
>   "The survey was administered to thirty-seven randomly chosen medical students."

jargon
Strive to eliminate all jargon, bureaucratese, buzzwords, and clichés.

none, singular or plural
Whether "none" is singular or plural is governed by the noun following it:
>   None of the fruit was eaten.
>   None of the volcanoes are active.

>   If "not one" is meant, say so.
>   Not one of the guests has arrived.

nouns
Do not use nouns as adjectives; rather, use an "of" construction, use an adjective, or rewrite the sentence. Often, one sentence clotted with noun phrases can be presented lucidly as two simple sentences. Also, be alert for opportunities to substitute verbs for nouns or adjectives.

prepositions
These words are often used improperly. Exact use of prepositions will strengthen writing. For example, it may be better to use "within," "inside," or "into," depending upon what is meant, than to use "in" for all situations. The word "into" precisely conveys the image of a person picking up the envelope and peering into it.
>   Abraham Lincoln had an envelope in his office labeled, "When you can't find it anywhere else, look into this."

>   "Plus" is not a conjunction; use it sparingly as a preposition.

verbs
Whenever possible, replace a noun phrase with a verb; for example, replace "his speech indicated that" with "he said" or "he hinted." Replace weak verbs ("get," "is," "do," "go," "become") with stronger, more specific ones whenever possible. Verbs that end with "-ize" should be viewed with great suspicion.
>   Often, sentences that begin "there is," "there are," or "it is" can be rewritten for greater clarity and brevity.

"which" versus "that"

Use "which" to introduce nonrestrictive clauses (nonessential) and "that" to introduce restrictive clauses (essential). A nonrestrictive clause is one that adds information but does not affect the primary meaning of the word as used in the sentence; a restrictive clause, however, does so affect the word and without it the sentence could be ambiguous or have a different meaning.

We reflected on the milestones that marked our development.

My computer was linked to the library's network, which provided access to the web.

apostrophe

Never use an apostrophe after years to indicate a decade:

The film was made in the 1970s.

Do use an apostrophe before the years if only the decade is cited.

Librarianship in the '90s is a completely different field.

dashes and hyphens

In typographical terms, the em dash (—) is a unit of measurement exactly as wide and high as the point size being set. So named because the letter "M" in early fonts was usually cast on a square body. The en dash (–) is one-half the width of an em.

Em dashes are used to set off elements of text with internal punctuation, and en dashes to indicate a numerical range or hyphenate an open compound:

The library is organized so that any question—whether technical, reference, or circulation—can be answered by staff.

1986–1998

University of Illinois–based

See also "dates" in the Numbers and Dates section.

In MLA publications, en dashes are also used with institutional names that take the following form:

University of Wisconsin–Madison

In general, MLA style does not use hyphens after "non," "co," "pre," and other prefixes and "off," "on," and other prepositions when forming a compound word.

nonmember, coworker, prearrange

offsite, onsite, overhead

When deciding whether or not to hyphenate a compound word, follow the above guidelines and check the word in question in this manual. If it is not included, check *MW11,* and follow its recommendation. If it is not included there, see 7.89 on pages 445–89 of *CMS17,* "Hyphenation Guide," for guidelines. A general principle is that two words forming an adjective before a noun use a hyphen, two words forming an adjective after a noun do not. See also "word division" in this section.

full-text electronic article

The electronic article was presented in full text.

parentheses

Within parentheses, use brackets. For overlapping parenthetical elements, combine parentheses with em dashes.

Jones collected aggregate data (how they compare to past data [over time]) for his report.

Jones then compared the aggregate data (over time) to discover subscription changes: those journals renewed, cancelled, or ordered.

quotations

Begin the first word of a quotation with a lowercase letter if it syntactically completes an author's sentence, even if the word in the original quotation began a sentence:

Smith completed his argument by noting that "this is a difficult question to examine in depth."

Quotations that are longer than a sentence or thirty words, whichever is longer, should be set apart from the text as block quotations; do not use quotation marks.

quotation marks

Place periods and commas within quotation marks; place semicolons and colons outside them. Place quotation marks around the names of groups in surveys.

the "very satisfied" group

the group that was very satisfied

solidus, slash mark

A slash mark, virgule, or diagonal (/). Avoid using this mark in running text as a symbol for "or," "and," or "per"; for example, use "indexing or abstracting," not "indexing/abstracting." The names of some computer files or procedures, however, do require this symbol.

Use a forward slash at the end of URLs that refer only to subdirectories.

https://www.mlanet.org/community/chapters/

word division

Consult *MW11*. In general, run a solitary vowel into the first line:

valuable consti-
tuency

Reference call outs should appear at the end of sentences unless there is a need to distinguish different sources within a single sentence. References are to appear in list form in the "References" section at the end of the manuscript before the author affiliation block.

> Turner notes that ..... [1].
> Authors such as Turner [1], Smith [2], and Robert [3] note that....

Reference should be made to the version, electronic or print, that was actually referenced. If authors are aware that an alternate format exists and wish to direct readers to it, the reference should include in parentheses: "Available from:," the full uniform resource locator (URL) in angle brackets, and the date cited in square brackets.

> Leisey M. The Journey Project: a case study in providing health information to mitigate health disparities. J Med Libr Assoc. 2009 Jan;97(1):30–3. (Available from: <http://www.pubmedcentral.nih.gov/articlerender.fcgi?artid=2605042>. [cited 1 Sep 2009].)
> Medical Library Association. 2018–2019 MLA group annual executive summaries [Internet]. The Association; 2019 [cited 22 Jul 2019]. <https://www.mlanet.org/p/do/sd/sid=6818&fid=14395&req=direct>.

MLANET carries the same integrity of an MLA print publication and may be referenced with confidence.

citations in text

Titles of books and journals should be given in italics. Titles of book chapters, journal articles, and electronic documents should be in plain type, enclosed in quotation marks. Web page titles and sections of chapters are capitalized but do not use italics or quotation marks. See "capitalizing titles of works" in the "Names and Terms" section for capitalization guidelines.

In *JMLA,* if an author mentions a website in the text but has not cited specific content that would warrant a reference, the uniform resource locator (URL) for the website is placed in angle brackets following the relevant text.

In *MLAConnect,* single web addresses should be linked to the text that mentions the website.

reference styles

MLA reference style is based on the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (which describe what is often referred to as "Vancouver style"), of which MLA is a signatory. The purpose of a reference is to enable a reader to find the same original material; therefore, the information should be complete and in detail.

Include the names of all authors. Follow *Citing Medicine: The NLM Style Guide for Authors, Editors, and Publishers* for abbreviations of journals. Delete "Ltd.," "Co.," and corporate indications from names of publishers. Use two-letter postal abbreviations for states.

Repeat a reference number in the text that has already been used. If an author repeatedly cites a work, usually a monograph, but cites specific pages of it, rather than give the full Vancouver reference version of the work, section 14.29 of *CMS17* can be followed for such references by using a new reference number with the primary author's last name and a shortened title of the work followed by the specific page numbers.

For unpublished materials, theses, and audiovisual materials, include enough information for the reader to obtain a copy, if desired.

The styles described below show the information to be included and the punctuation. Sample references are listed after each explanation. Set all in plain type.

See Appendix A for other resources on reference requirements.

reference styles, books

▪ Author's last name and initials (no periods after initials). Editor's last name and initials (no periods after initials), ed.
▪ Title (capitalize only first word, proper names).
▪ Edition number.
▪ Volume number.
▪ Place of publication (city, state, postal abbreviation without a period):
▪ Publisher;
▪ Year.
▪ Number of pages (optional).
▪ Miscellaneous.

Breeding M. Cloud computing for libraries. Chicago, IL: ALA TechSource; 2012. (The Tech Set #11).

Huber JT, Boorkman JA, Blackwell J, eds. Introduction to reference sources in the health sciences. 5th ed. New York, NY: Medical Library Association and Neal-Schuman; 2008.

Knox E. Document delivery and interlibrary loan on a shoestring. New York, NY: Neal-Schuman Publishers; 2010.

reference styles, electronic documents

- Author's last name and initials (no periods after initials).
- Title (capitalize only first word, proper names)
- [Internet].
- Edition or version statement.
- Place of publication (if available):
- Publisher;
- Date of original publication (if available)
- [Date of last revision; date of citation].
- Internet protocol <http://web.address>, <ftp://document.address>, or <availability information>.
- If there is insufficient information about the document cited, but it is part of a larger work (e.g., a web page that is part of a larger site), provide the following information:
  - Last names and initials of the authors of the document (if available).
  - Document title.
  - "In," (complete reference information for the larger work).

Medical Library Association. MLANET [Internet]. Chicago, IL: The Association [rev. 1 Jan 2008; cited 24 Jan 2018]. <https://www.mlanet.org>.

Marill JL. Journal selection at the National Library of Medicine: a new process for challenging times. Technicalities [Internet]. 2016 Jul/Aug;36(4):1–5 [cited 26 Oct 2018]. <https://www.nlm.nih.gov/pubs/staffpubs/lo/TECH_V36_N4_JulAug16_Marill.pdf>.

Jones WR. Culture technique. Email message to: James Larson. 2019 Nov 15, 7:50 p.m. [32 lines].

reference styles, journals

- Author's or editor's last name and initials (no periods).
- Title of article (capitalize only first word and proper names).
- Journal title (see "List of Title Word Abbreviations (LTWA)"

<http://www.issn.org/services/online-services/access-to-the-ltwa/> for abbreviations of common English words).

- Year and month (or season) of publication(s);
- Volume number
- Issue number (in parentheses):
- Inclusive page numbers using an en dash.

Brownson RC, Eyler AA, Harris JK, Moore JB, Tabak RG. Getting the word out: new approaches for disseminating public health science. J Public Health Manag Pract. 2018 Mar;24(2):102–11. DOI: http://dx.doi.org/10.1097/PHH.0000000000000673.

Dahlhamer JM, Galinsky AM, Joestl SS, Ward BW. Sexual orientation and health information technology use: a nationally representative study of U.S. adults. LGBT Health. 2017 Apr;4(2):121–9.

Gutzman KE, Bales ME, Belter CW, Chambers T, Chan L, Holmes KL, Lu YL, Palmer LA, Reznik-Zellen RC, Sarli CC, Suiter AM, Wheeler TR. Research evaluation support services in biomedical libraries. J Med Libr Assoc. 2018 Jan;106(1):1–14. DOI: http://dx.doi.org/10.5195/jmla.2018.205.

reference styles, book review citations

- Authors (last name, first name, period). (Set "and" between authors in small caps.)
- Title with initial capitals on principal words and set in boldface.
- Edition.
- Editor ("Edited by..." capitals/lowercase).
- City, State (use standard abbreviations, no periods):

- Publisher;
- Year.
- (Series information.)
- Number of pages (preface pages in lowercase Roman numerals; number of text pages in Arabic numerals):
- Price.
- ISBN:
- Acid-free paper symbol (if applicable)

> Burke, John J. **Makerspaces: A Practical Guide for Librarians.** Lanham, MD: Rowman & Littlefield; 2014. (Practical Guide for Librarians no. 8.) 183 p. illus. $65.00. ISBN: 978-1-4422-2967-9.
>
> **Collaborative Caring: Stories and Reflections on Teamwork in Health Care.** Edited by Suzanne Gordon, David Feldman, and Michael Leonard. Ithaca, NY: Cornell University Press; 2014. 286 p. $27.95. ISBN: 978-0-8014-5339-7.

NOTE: Names are set as follows:

One author	Smith, John A.
Two authors	Smith, John A., and Jones, Casey Q.
Three authors	Smith, John A., Jones, Casey Q., and Johnson, Lyndon B.

reference styles, journal review citations

- Title (use boldface type).
- Subtitle (use plain type),
- City, State (standard abbreviation, no periods):
- Publisher,
- Year.
- Volume,
- Number,
- Year.
- Frequency of publication.
- Price.
- ISBN, ISSN.

Journals may be cited as monographs (special issues of currently established journals) or as new publications; for example: Monograph:

> Clinical Therapeutics. **International Journal of Drug Therapy,** 1982. v.5 (special issue). $5/issue, $29 (subscription).

New publication:

> **Survey of Immunologic Research.** Basel, Switzerland: Karger; 1982. v.1, no.1, 1982. ISBN: 978-3-8044-2971-6; ISSN: 0252-9564.

reference styles, resource review citations

- Title (use boldface type).
- Subtitle (use plain type),
- Producer,
- Address, City, State (standard abbreviation, no periods);
- Uniform resource locator;
- Other contact information;
- Price.

> **Macprofessionals Public Library iPad Checkout Solution.** Macprofessionals, 30275 Hudson Drive, Novi, MI 48377; http://www.macprofessionals.com; contact vendor for pricing.
>
> **Evernote.** Evernote Corporation, 305 Walnut Street, Redwood City, CA 94063; http://www.evernote.com; basic version: free; premium version: $5 per month or $45 per year.

dates

Dates in text should have a number rather than an ordinal.

    April 6   (not April 6th)

Punctuate common forms of dates as follows:

April 1967	(no comma)
April 6, 1967	(comma after day of month; insert comma after year as well in running text)
1968–1972	(en dash)
May–June 1967	(en dash)
1965–	(en dash for open-ended date)
fiscal year 1958/59	(eliminate century in the second year if it is the same)
school year 2004/05	(same as fiscal year)
association year 2004/05	(same as fiscal year)
1970s	(no apostrophe)
the ’70s	(apostrophe before year)

For months, use the following forms in references in all publications; do not follow with a period.

Jan	Jul
Feb	Aug
Mar	Sep
Apr	Oct
May	Nov
Jun	Dec

In MLANET's "Find a Job," use month/date/year format with numerals.

Use numerals, unless the year is at the beginning of a sentence. When referring to a decade, never use an apostrophe before the "s."

    1980s

enumerations

Numerical lists imply rank or temporal order (first 1, then 2, or 1 is more important than 2). Do not number if no such order is intended. In lists that are run together in the text and number more than three, use numbered phrases. Set numbers in parentheses without periods.

    (1) etc., (2) etc., (3) etc., and (4) etc. then
    (a) etc., (b) etc., (c) etc., and (d) etc.

When items are indented without numbers, begin each new entry with a bullet, set flush left. When they are indented with numbers, the list is laid out the same way, but the bullet is replaced with a numeral and period.

    1. etc.;
    2. etc.;
    3. etc.; and
    4. etc.

Double-check alphabetical lists for correct order.

fractions and ratios

Hyphenate fractions:

    A one-third share is sufficient.
    She filed one-third of the cards.

Ratios may be given with numerals and a colon:

    a 1:2 ratio

mathematical symbols

Close up spaces around mathematical symbols such as equal signs and less than or greater than symbols.

    $n=243$
    $p<0.05$

measurements and dimensions

Spelling out measurements is preferred; when abbreviations are necessary, set them without periods.

> 20 km
>
> 30 ft

Spell out whole numbers. Use numerals with a multiplication symbol (×) in fractions.

> three-by-five cards
>
> 2½ × 6-inch cards

money

Use the numeric form.

For currencies other than the US dollar, use the following formats.

> $36.50 CAD for Canadian dollars (spell out "Canadian dollars (CAD)" the first time it appears)
>
> £37.50 for British pounds
>
> €42.75 for euros

other well-known currencies

> 37.50 Sw. fr. (figure followed by appropriate abbreviation)

lesser-known currencies

> 95 Haitian gourdes (figure followed by full name of currency)

n

Use (n=) with the "n" lowercase.

numbers

Use a comma in numbers higher than 999, with the exception of page numbers and years. Abbreviate "number" as "no." when necessary or permitted. Always use the numeric form of numbers with decimal places. For numbers less than one, use a zero preceding the decimal point.

> 0.58

In *JMLA* text, spell out ordinal numbers less than 100:

> third
>
> tenth
>
> forty-second
>
> 103rd
>
> 1,912th

In the text of *MLAConnect* articles, on MLANET, in monographs, and in other publications, abbreviate ordinals greater than nine. Spell out whole numbers in all publications' text through ninety-nine:

> one through 999,999
>
> one million
>
> 101 million

In MLANET "Find a Job" ads, all numbers are represented in numeric form.

Spell out and hyphenate fractions.

If any number in a paragraph requires numerals rather than spelled out numbers, (higher than one hundred, decimal, percentage, money, etc., excepting dates), set all the numbers in numerals.

> The library in Johnson City received 124 loan requests during a 1-year period. The library in Smithfield, however, received 19 loan requests, and the library in Morgantown only 12.

Do not begin a sentence with a numeral. Write out the number in full, or recast the sentence.

Provide both numbers (n) and percents where applicable when reporting data.

> (n=74, 56%)

If the denominator changes frequently, it is useful to present numbers as n=74/258; 29% unless the denominator is noted in the text.

> Of 258 respondents, 74 (29%) indicated...

See also "abbreviations: when to use them" in the Abbreviations section.

percentages

In text, use numerals and "%." Spell out the numeral and the word only if they begin the sentence. Where the percentage is less than 1%, add a decimal point and a zero.

> 89%
>
> One hundred percent of the students were in attendance.
>
> 0.7%

statistics

The following are a few common statistical terms; set them as indicated. Text should be used rather than symbols, except for statistics or formulas.

χ^2 test, χ 4.321	set a Greek chi (χ); set the "2" superscript
t test	"t" is italicized
p value, *p*=0.05	"p" is italicized; report the exact *p* value when possible
df	indicates "degrees of freedom"; set in italics
SEM	indicates "standard error of the mean"; set in plain type
SD	indicates "standard deviation"; set in plain type

tables

Do not use ditto marks (") for repeated items; supply the numbers. Provide numbers (n), with percentages (where applicable) in the next column in parentheses. Use an em dash to indicate entries that are not supplied or are irrelevant; use a zero to indicate that a particular universe has none of the items in question. Do not use "0%"; that is mathematically impossible. If both real numbers and percentages happen to be zero, give just the real number and no percentage.

> In running text, refer to each table by Arabic numeral. Do not use "see":
>
> Students preferred electronic reserves to print reserves (Table 1).
>
> See also "figures and illustrations" in the Miscellaneous section.

telephone numbers

> Use the following format:
>
> 312.419.9094 x743

time

Spell out the time of day in text for *JMLA*.

> At seven o'clock, the family rose.

If an exact moment is emphasized, use numerals.

> At 7:35 a.m., the family rose.

Always use numerals when "a.m." or "p.m." are used.

> At 7:00 a.m., the family rose.

Set "a.m." and "p.m." close, with periods. Use time zones following a comma, lowercase.

> The chapter meeting will begin at 9:00 a.m., central time.

Academy of Health Information Professionals

MLA's peer-reviewed credentialing and accreditation program for librarians. Use the full name the first time it appears in text; use "the academy" thereafter. Do not use "the Academy" or "AHIP" as a shortened title of this program.

"AHIP" (always without periods) is only used following a person's name to indicate academy membership. Insert "AHIP" after all academy members' names in MLA publications.

Do not refer to "MLA certification"; "membership in the Academy of Health Information Professionals" is preferred.

acid-free paper

JMLA and books produced by MLA are printed on acid-free paper that meets the American National Standards Institute standard Z39.48-1984, Permanence of Paper for Printed Library Material. *JMLA* indicates whether reviewed books are printed on acid-free paper by using the symbol for acid-free (∞ surrounded by a circle) at the end of the bibliographic statement for the title.

annual meeting

Use capital letters for the full name of a particular MLA annual meeting.

> Ninety-First Annual Meeting
> MLA's 1991 Annual Meeting

Beginning with the 1998 meeting, the preferred name for the annual meeting is MLA followed by the year ("MLA '08") for *MLAConnect,* for MLANET, in monographs, and other publications. When referring to the MLA annual meeting generally, do not capitalize.

> The annual meeting has been held in Washington, DC, twice in the past five years.

In *JMLA* articles that have been presented at an annual meeting, set an asterisk at the end of the title, and insert the following footnote: "Presented at MLA [year], the [spelled-out ordinal number if less than 100] Annual Meeting of the Medical Library Association, [city], [state]; [month] [date], [year]." Follow this style for other meetings at which a *JMLA* article has been presented. See also "footnotes" in the Miscellaneous section.

Note: MLA did not have a seventy-sixth annual meeting. Because of an error in numbering during World War II, the number of each meeting now matches that of the year. For example, the Eighty-Eighth Annual Meeting was held in 1988.

annual report

Use initial capital letters for the full name and all lowercase letters for secondary references.

> Michael Reese Hospital Annual Report 1985
> MLA Annual Report 2013
> the annual report

Association Record

The usual parts of the Medical Library Association record are "proceedings" (of the annual meeting) and the annual "audited schedule of changes in net assets." The proceedings for the previous year appears each January and the audited schedule in October in *JMLA*.

awards, alphabetization of

Medical Library Association awards that are named after an individual are alphabetized according to the last name of the individuals the awards are named for, which is also used for a shortened version of the award name (e.g., the Janet Doe Lecture is shortened to the Doe lecture, not the Janet lecture, and therefore, alphabetized under Doe).

contracts and grants (footnote)

In *JMLA* articles that summarize results of research supported by National Library of Medicine grants, footnote the title of the article and use the following wording:

> This research was supported by National Institutes of Health contract no. N01-LM-4-3511 from the National Library of Medicine.

Use the same format for contracts and grants from other sources, such as the National Science Foundation, private companies, universities, etc.

Janet Doe Lecture

This lecture is published annually, usually in the January issue of *JMLA*. Footnote the article's title with "Janet Doe Lecture in History or Philosophy of Medical Librarianship, presented at the [spelled-out ordinal number if less than 100] Annual Meeting of the Medical Library Association, [city], [state], [month] [date], [year]."

Fellowship

MLA Fellows use the designation "FMLA" following their names, other degrees, and other credentials.

Joseph Leiter NLM/MLA Lecture

This lecture is published irregularly in *JMLA*, presented every other year at the MLA annual meeting and at NLM in alternate years. Footnote the article's title with "Joseph Leiter Lecture, presented at the [spelled-out ordinal number if less than 100] Annual Meeting of the Medical Library Association, [city], [state], [month] [date], [year]" or "Joseph Leiter Lecture, presented at the National Library of Medicine, Bethesda, Maryland, [month] [date], [year]."

received/accepted statement

Set the received/accepted statements in *JMLA* after the author affiliation block in italics, flush left:

> *Received June 2019; accepted November 2019*

abstract

Abstracts for all papers in *JMLA* should be structured to include objectives, methods, results, and conclusions. The structured abstract should state the purposes of the study or investigation, basic procedures (e.g., selection of subjects, analytical methods), main findings (giving specific data and their statistical significance as appropriate), and the principal conclusions. It should emphasize new and important aspects of the study or observations and succinctly capture the important points made by the investigation, not preview what will appear in the article. Try to eliminate filler, for example, "this report will show," "a study was performed that," or "we attempted to demonstrate that."

appendixes

Appendixes always appear at the end of an article, after the references, or online only in the online version of a *JMLA* paper.

credit line

Credit for a photograph or illustration may be included in a note below the figure; for example, "Photograph by John Smith." A tabular arrangement of data drawn from another source may be acknowledged in a footnote to the table. Illustrations or tables made by the author need no credit lines.

figures (illustrations)

Never use "Figure 1, below." Refer to each figure by its order in the text, not by position. If a figure is not referenced in the text, insert a citation: "(Figure 1)." Do not use "see."

> Students preferred electronic reserves to print reserves (Figure 1).

footnotes

Footnote indicators should come in the following order: asterisk (*), dagger (†), double dagger (‡), section mark (§); then two asterisks (**), two daggers (††), two double daggers (‡‡) two section marks (§§), etc. *JMLA* uses footnotes for brief explanations related to titles of papers, author affiliations, and similar information in the main text and tables but not for lengthy parenthetical information, which should either be included in the main text or omitted if not critical. References are to appear in list form at the end of a manuscript (see the "References" section). Monograph, MLANET, and *MLAConnect* authors should avoid using footnotes.

Letters to the editor

Do not use the salutation "To the Editor." Assign an indexable title. See also "bylines" in the Names and Terms section.

obituaries

In the heading of a *JMLA* obituary, give the name of the person being eulogized, followed by a comma and the birth and death years. An additional title may follow. When a photograph of the person accompanies the obituary, no caption is required. See also "bylines" in the Names and Terms section.

oral speeches and debates

The transcript of anything spoken should not be edited, just as quotations from written works should not be edited. However, authors of written works have the opportunity to reread and edit the expression of their thoughts before they appear in print. People whose spoken words are put into print do not have this option.

For this reason, altering quoted spoken remarks is acceptable in two cases: the meaning conveyed by the quoted words is clearly different from what the speaker meant to say, or the text of what was actually said would embarrass the speaker for its incoherence.

Transcripts can and should be edited for capitalization, punctuation, and spelling considerations that do not alter what the speaker is reported as saying.

running heads

Each running head should be no longer than fifty characters. The left running head in *JMLA* is the author or authors' names as follows below. The right running head gives a shortened version of the paper's title.

        Smith (for one author)

        Smith and Jones (for two authors)

        Smith et al. (for three or more authors)