

The Medical Library Association Style Manual

Appendix A: Selected Bibliography

Primary resources

- The Chicago manual of style. 17th ed. Chicago, IL: University of Chicago Press; 2017.
- International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals: writing and editing for biomedical publication [Internet]. The Committee; 2013 [cited 24 Jul 2019]. <<http://www.icmje.org>>.
- Merriam Webster's collegiate dictionary. 11th ed. Springfield, MA: Merriam-Webster; 2003.
- Patrias K. Citing medicine: the NLM style guide for authors, editors, and publishers [Internet]. 2nd ed. Wendling DL, technical ed. Bethesda (MD): National Library of Medicine (US); 2007 [cited 24 Jul 2019]. <<http://www.nlm.nih.gov/citingmedicine/>>.

Additional resources

- The American Medical Association. AMA manual of style: a guide for authors and editor. 10th ed. New York, NY: Oxford University Press; 2007.
- Cook CK. Line by line: how to improve your own writing. Boston, MA: Modern Language Association and Houghton Mifflin; 1985.
- Day RA, Gastel B. How to write and publish a paper. 7th ed. Westport, CT: ABC-CLIO/Greenwood; 2011.
- Garner BA. Garner's modern American usage. New York, NY: Oxford University Press; 2003.
- International Standard Serial Number International Centre. List of title word abbreviations (LTWA) [Internet]. The Centre [cited 29 Jul 2019]. <<http://www.issn.org/services/online-services/access-to-the-ltwa/>>.
- Skillin ME, Gay RM. Words into type. 3rd ed. Englewood Cliffs, NJ: Prentice Hall Trade; 1974.
- Strunk W, White EB. The elements of style. 3rd ed. New York, NY: Macmillan Publishing, 1979.
- Writing a scientific research article [Internet]. [cited 20 Jul 2011]. <<http://www.columbia.edu/cu/biology/ug/research/paper.html>>.

Appendix B: MLA Preferred Spelling and Usage

A

acknowledgment

Spell as above. May be used in singular or plural form.

ad hoc

Latin phrase meaning literally “for this.” Use all lowercase letters (unless part of the actual name of a committee); then use initial capitals. Do not italicize.

appendix, appendixes

Spell plural as noted.

audiovisual (AV)

Spell out the phrase lowercase for the first reference; use the uppercase abbreviation after first reference.

B

blog

Currently, the preferred term and spelling.

Boolean operators

Spell as above, with a capital “B.” When a Boolean operator is given, use all capital letters and place it in quotation marks (“AND” and “OR”).

Brandon/Hill list

Spell as above.

C

catalog

Spell as above.

central processing unit (CPU)

Spell out the phrase lowercase for the first reference; use the uppercase abbreviation after first reference.

chair

Non-gender-specific term used to indicate the appointed leader of any association unit.

chief executive officer, chief information officer (CEO, CIO)

Spell out the phrase lowercase for the first reference; use the uppercase abbreviation after first reference.

clinical medical librarians (CMLs); clinical medical librarianship

Spell out references to librarianship; use the abbreviation only for librarians.

cocitation

Spell as above.

computer-aided

This term is hyphenated, as are “computer-assisted” and “computer-produced.”

conferences

Do not describe the MLA annual meeting as a “conference.”

continuing education (CE), continuing medical education (CME)

Spell the phrase lowercase when referring to the MLA program or courses; use the uppercase letters abbreviation after first reference and in conjunction with individual course numbers as part of the full name of a particular MLA course.

consortium, consortia

Spell as above. Use “consortia” for the plural form.

coworker, coworkers

Spell as above.

cross-index

Spell both the verb and the noun as above.

cross section

Spell as above; however, spell the adjective form “cross-sectional.”

D

data

This word is always plural. The singular is “datum.”

databank

Spell as above, one word.

database

Spell as above, one word.

Department of Veterans Affairs (VA)

Formerly “Veterans Administration,” abbreviated “VA.” The abbreviation is still in use; use all four words, no apostrophe and initial capital letters, when spelling out.

dialog boxes

Spell as above.

disc, disk

The term “disc” typically refers to laser disc formats; “disk” refers to computer hardware and data storage devices.

Discussion Group (formerly, Journal Club)

Refer to the MLA program that assigns academy credit for formal group discussions of library literature as “the MLA Discussion Group” the first time it is used and as “the Discussion Group” thereafter. Manifestations of the MLA Discussion Group at the local level are called “MLA Discussion Groups.”

E**e-**

Acceptable abbreviation for electronic-related term (e.g., e-commerce, e-journal, etc.). Spell as above, hyphenated except “email” (below) is acceptable.

e.g.

Abbreviation for Latin *exempli gratia*; means “for example.” Note that “e.g.” is not interchangeable with “i.e.,” which means “that is to say.” Avoid the abbreviation except in parenthetical statements; use “for example,” or “such as” instead.

email

Electronic mail; spell as above.

email discussion list

The preferred term; “Listserv” is a trademarked name.

et al.

Abbreviation for Latin *et alia*; means “and others.” Spell as above, set in plain type. In text or *JMLA* running heads, use this term to indicate a work with more than two authors (“Jones et al.”).

Ethernet

Spell as above.

Exchange

When referring to the MLA Exchange, capitalize the initial “E.” Refer to “the MLA Exchange” on first reference; “the Exchange” alone is acceptable thereafter. Do not italicize either form. Although the Exchange is technically “published,” it is treated in text as an MLA product, program, or service.

G**grand rounds**

Spell as above in lowercase letters.

grey literature

Spell as above in lowercase letters.

H**headquarters**

Use “MLA headquarters” on first reference to refer to the association office in Chicago, IL. Use “headquarters” thereafter; always lowercase this term in this context. Although the noun ends in an *s*, it is singular and takes a singular verb. To show possession, simply add an apostrophe following the *s*.

health care

Spell as above, two words. Do not hyphenate this term in adjective phrases.

health sciences

This broader term is preferred to “medical” when modifying “librarian” or “library.” Do not hyphenate this term, even when used as an adjective. Always use in the plural, unless specifically contraindicated, as in a proper name or a title of a cited paper.

home page

Spell as above in lowercase letters, two words.

hospitalist

A health care practitioner based primarily or exclusively in a hospital.

I**i.e.**

Abbreviation for Latin *id est*; means “that is.” Note that “i.e.” is not interchangeable with “e.g.,” which means “for example.” Set “i.e.” in plain type with periods and a comma following. Avoid the abbreviation except in parenthetical statements; use “that is,” “or,” or “that is to say,” instead.

Index Catalogue

Spell as above. The full title is *Index Catalogue of the Library of the Surgeon-General’s Office, United States Army*. The full title is unnecessary in most circumstances. Ceased publication in the mid-1950s with the fifth series.

informaticist

One who works in the field of medical informatics. Preferred to “information scientist.”

informationist

Informationists have knowledge about both subject domain and locating, analyzing, and synthesizing information.

Internet

Spell as above, capitalized; avoid the “Net.” A single location transmission-control protocol Internet protocol (TCP/IP)–based computer network may be spelled lowercase.

intranet

Spell as above, lowercase; a “fenced” network with Internet access and protected by a firewall; Internet technology for use internally by an institution’s employees or members only, not for the general public.

J**Joint Commission**

The name for the accreditation organization formerly known as Joint Commission on Accreditation of Healthcare Organizations.

judgment

Spell as above.

K**keyword**

Spell as above.

knowledgebase

Spell as above, one word.

L**login, logoff, logon, logout**

Spell as above for a computer user’s identification (“your network logon”). Spell as two words for the verb (“I log on to the ftp server every day”).

M**machine readable cataloging (MARC)**

Spell the phrase lowercase for the first reference; use the uppercase abbreviation after first reference.

Matheson Report or Cooper-Matheson Report

Shortened name of a seminal article published in the *Journal of Medical Education* by MLA member Nina W. Matheson, AHIP, FMLA, and John Cooper. [Matheson NW, Cooper JAD. Academic information in the academic health sciences center: roles for the library in information management. *J Med Educ*. 1982;57(2):1–93.] Spell as above, with initial capital letters.

MEDLINE

Spelled uppercase. See Appendix C for trade names derived from MEDLINE.

media

This word is always plural; the singular form is “medium.” Avoid using this word as a synonym for newspapers, radio, and television.

medical informatics

Relating to the subject of handling information in medicine (e.g., gene-mapping data).

Medical Subject Headings (MeSH)

Use italics only when referring to the publication itself. Do not say “MeSH subject headings”; this is redundant. Use “MeSH descriptors” or “MeSH terms” (set in plain type).

MeSH terms

When using MeSH terms in text, set the term in title case with quotation marks.

MLAConnect

Spell as above for the weekly publication that includes a group of articles and an email (consolidation of *MLA News* and MLA-FOCUS).

MLA-FOCUS

Former MLA twice monthly email publication of news items.

MLANET

MLA’s website is spelled all uppercase.

MLA News

Former print and then online only MLA newsletter.

N**networks, library**

“Greater Midwest Region of the National Network of Libraries of Medicine” is a formal title. See “regions.”

nonprint media

Avoid using this term as a synonym for such items as “videodisks,” “film,” “magnetic tape,” and “electronic publication”; instead use the specific term that is meant. This term may be used collectively to describe all of these items to distinguish them from printed materials.

O**online, offline**

Spell as above.

online public access catalog (OPAC)

Spell the phrase lowercase for the first reference; use the uppercase initialism after first reference.

P**part-time**

Spell as above.

past president

Spell as above.

president-elect

Spell as above; see “capitalizing names, titles,” and “capitalizing MLA items” in the Names and Terms section of the *MLA Style Manual*.

R**reader/printer (microform)**

Spell as above.

requester

Spell as above.

regions

For Regional Medical Libraries or networks in general, use lowercase; each has its own name. For specific regional names, use initial capitals.

S**spelling**

Always follow *W11* except in cases noted in this manual (database, online, etc.). In general, change British and Canadian spellings to US ones (e.g., change “theatre” to “theater”). Proper names, titles of works, and quotations should be spelled as they exist but verify any suspicious spellings.

shelflist

Spell as above.

staff

When referring to the collective entity, use a singular verb.

style

General style conventions conform to *CMS17* except in cases noted in this manual. Reference style is in accordance with the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* prepared by the International Committee of Medical Journal Editors and *Citing Medicine: The NLM Style Guide for Authors, Editors, and Publishers*.

T**tapedrive**

Spell as above.

U**US**

Set close without periods. This abbreviation should be used only as an adjective.

W**Washington, DC**

Spell as above; do not spell out “District of Columbia.” In *JMLA* references, in *MLAConnect*, in monographs, on MLANET, and in other publications, use the postal abbreviation “DC,” without periods.

wide-area information server (WAIS)

Spell the phrase lowercase for the first reference; use the uppercase abbreviation after first reference.

web, web meeting, web page, webcast, webinar, website

Spell as above. Currently, the preferred term for the Internet medium and related words; avoid “World Wide Web” or “WWW.”

Web 2.0, Web 3.0

Spell as above.

WiFi

Spell as above.

wiki

Spell as above.

X**X ray**

When referring to X radiation or X-ray films, spell as above; the “X” is capitalized and “ray” is lowercase.

Appendix C: Common Trade Names in MLA Publications

AIDSLINE	<i>LaserCard</i>
ANSWER	<i>LaserDisc</i>
Apple	LibQUAL+
Ariel	Loansome Doc
AVLINE (Audiovisuals Online)	LocatorPlus
BACS	MAC
BACS/Current Contents	Macintosh
BiblioAerobics	MEDLARS
BIOETHICSLINE	MEDLEARN
BIOSIS	MEDLINE (NLM's bibliographic database, <i>Index Medicus</i> online)
BRS (historical, Ovid Technologies is the successor organization)	MedlinePlus
BRS Colleague	MEDTUTOR
BRS Information Technologies	MeSH
BRS/After Dark	META-1
CANCERLINE	Metathesaurus
CANCERLIT	MICROCSIN
CANCERPROJ	Micromedex
CATLINE	miniMEDLINE SYSTEM
CHEMID	Mylar
CHEMLEARN	MySpace
CHEMLINE	ORBIT
CINAHL	PaperChase
CLINPROT	PDQ
COACH	<i>Permuterm Subject Index</i>
Colleague	Phycom
COMPFILE	<i>Physicians' Desk Reference (PDR)</i>
CompuServe	POPLINE
<i>Current Contents</i>	PROFILE
DART	PsycINFO
DBIR	PubMed
DIALOG	QuickDOC
DIRLINE	RTECS
DOCLINE	<i>Science Citation Index (SCI)</i>
DOCUSER	SCRIPSIT
ELHILL	SDILINE
EMBASE/Excerpta Medica	SERHOLD (serials holdings)
Facebook	SERLINE
FirstSearch	SilverPlatter
Flickr	Tattle-Tape
GenBank (NCBI/NLM gene-sequencing knowledgebase)	TIME-CLOCK
GENINFO	TOXLEARN
Grateful Med	TOXLINE
HISTLINE	TOXLIT
IBM PC	Tymnet
<i>Index Medicus</i>	UnCover, UnCover2
<i>Index to Scientific Reviews (ISR)</i>	Unified Medical Language System (UMLS)
INMAGIC	Uninet
Internet Grateful Med	Unix
INTROMED	VALNET
IRX	WebEx
<i>Journal Citation Reports</i>	Web of Science (Thomson Reuters citation databases including the <i>Science Citation Index</i>)

Appendix D: Acronyms and Initialisms Used in MLA Publications

A

AAAS	American Association for the Advancement of Science
AACR2	<i>Anglo-American Cataloging Rules</i> , 2nd ed.
AAHSL	Association of Academic Health Sciences Libraries
AAHSLD	Association of Academic Health Sciences Library Directors (historical)
AAMC	Association of American Medical Colleges
ABMS	American Board of Medical Specialties
ACA	Affordable Care Act
ACC	American College of Cardiology
ACOG	American College of Obstetricians and Gynecologists
ACRL	Association of College and Research Libraries
ADA	Americans with Disabilities Act
AHA	American Hospital Association
AHEC	Area Health Education Center
AHIMA	American Health Information Management Association
AHIP	Academy of Health Information Professionals (indicates membership)
AHRQ	Agency for Healthcare Research and Quality
AIM	Abridged Index Medicus
ALA	American Library Association
ALCTS	Association for Library Collections and Technical Services
ALISE	Association for Library and Information Science Education
AMA	American Medical Association
AMIA	American Medical Informatics Association
AMPA	American Medical Publishers' Association
ANSI	American National Standards Institute
ARL	Association of Research Libraries
ASAE	American Society of Association Executives
ASIS	American Society for Information Science
AVLINE	Audiovisuals Online

B

BIOSIS	Bioscience Information Service
<i>BMLA</i>	<i>Bulletin of the Medical Library Association</i> (now the <i>Journal of the Medical Library Association</i>)
BRS	BRS Information Technologies

C

CAS	Chemical Abstracts Service
CBA	Council of Biology Editors
CCDA	Committee on Cataloging, Description, and Access (ALA)
CDC	Centers for Disease Control and Prevention
CD-ROM	compact disc, read-only memory
CE	continuing education (MLA)
CHAMPUS	Civilian Health and Medical Program of the Uniformed Services
CHIN	Community Health Information Network
CHLA/ABSC	Canadian Health Libraries Association/Association des bibliothèques de la santé du Canada
CINAHL	<i>Cumulative Index to Nursing and Allied Health Literature</i> (refers to the print version; initialism refers only to the database)
CIP	cataloging in publication
CLENE	Continuing Library Education Network and Exchange
CLR	Council on Library Resources
CME	continuing medical education
CML	clinical medical librarian
CMS	content management system

CNI Coalition for Networked Information
CNLIA Council of National Library and Information Associations
COLT Council on Library Technicians
CTSA Clinical and Translational Science Award

D

DHHS US Department of Health and Human Services
DRG Diagnostic-Related Group

E

EAHIL European Association for Health Information and Libraries
EBM, EBP evidence-based medicine, evidence-based practice
EHR electronic health record
EMPIRES *Excerpta Medica* Physicians Information Retrieval and Education Service
EMR electronic medical record
EMT emergency medical technician
ERIC Educational Resources Information Bureau

F

FAQ frequently asked question
FDA Food and Drug Administration
FTE full-time equivalent
ftp file transfer protocol

G

GPO Government Printing Office
GPO WINDO Government Printing Office Wide Information Network for Data Online
GRC Governmental Relations Committee (MLA)

H

HeSCA Health Sciences Communication Association
HIPAA Health Insurance Portability and Accountability Act of 1996
HMO health maintenance organization
HPCC High-Performance Computing and Communications
HTML hypertext markup language

I

IAIMS Integrated Advanced Information Management Systems
IFLA International Federation of Library Associations and Institutions
IGM Internet Grateful Med
IIA Information Industry Association
ILL interlibrary loan
ILS integrated library system
IMLS Institute of Museum and Library Services
IP Internet protocol
IPA International Pharmaceutical Abstracts
IRB institutional review board
ISI Institute for Scientific Information (initialism is preferred)
ISP Internet service provider

J

<i>JAMA</i>	<i>Journal of the American Medical Association</i>
JCAHO	Joint Commission on Accreditation of Healthcare Organizations (historical initialism, now called “Joint Commission”; see Appendix B)
<i>JCR</i>	<i>Journal Citation Reports</i>
<i>JMLA</i>	<i>Journal of the Medical Library Association</i> (formerly <i>Bulletin of the Medical Library Association</i>)

L

LAMA	Library Administration and Management Association
LAN	local-area network
LATCH	literature attached to the chart
LC	Library of Congress
LHII	local health information infrastructure
LITA	Library and Information Technology Association
LMS	learning management system
LTA	library technical assistant

M

MARC	machine-readable cataloging
MB	megabyte
MEDLARS	NLM’s Medical Literature Analysis and Retrieval System
MEDLINE	NLM’s bibliographic database, <i>Index Medicus</i> online
MEDOC	four-part index to health-related documents
MeSH	Medical Subject Headings
MHz	megahertz
MLA	Medical Library Association
MLS	master’s degree in library science
MSLIS	master of science in library and information science degree

N

NASIG	North American Serials Interest Group
NCBI	National Center for Biotechnology Information (part of NLM)
NCI	National Cancer Institute
NCLIS	National Commission on Libraries and Information Science
<i>NEJM</i>	<i>New England Journal of Medicine</i>
NIH	National Institutes of Health
NISO	National Information Standards Organization
NLM	National Library of Medicine
NNLM	National Network of Libraries of Medicine
NOTIS	Northwestern University’s Totally Integrated System
NPC	National Program Committee (MLA)
NREN	National Research and Education Network
NSF	National Science Foundation
NSFNET	National Science Foundation Network
NTIS	National Technical Information Service

O

OCLC	Online Computer Library Center
OGE	Office of Government Ethics
OMIM	Online Mendelian Inheritance in Man
OPAC	online public access catalog

P

PC	personal computer
PDF	portable document format

PDQ Physicians' Data Query
 PDR *Physician's Desk Reference*
 PHILSOM serial control system designed at Washington University School of Medicine Library
 PHR personal health record
 PICO problem, intervention, comparison, outcome
 PRO professional review organization
 PSRO professional standards review organization

R

RAM random-access memory
 RASD Research and Adult Services Division (ALA)
 RFP request for proposal
 RHIO regional health information organization
 RLG Research Libraries Group
 RLIN Research Libraries Information Network
 RML Regional Medical Library
 RN registered nurse
 RSS really simple syndication

S

SCAMC Symposium on Computer Applications in Medical Care
 SCI *Science Citation Index*
 SD standard deviation
 SGML standard generalized markup language
 SLA Special Libraries Association

T

TCP transmission-control protocol (often used with IP above; e.g., TCP/IP)

U

UMLS Unified Medical Language System
 URL uniform resource locator

V

VA Department of Veterans Affairs (formerly Veterans Administration)
 VALNET VA Library Network
 VCR videocassette recorder
 VDT video-display terminal

W

WAIS wide-area information server
 WHCLIS White House Conference on Library and Information Services
 WHO World Health Organization

X

XML extensible markup language

Appendix E: Selected Journal Title Abbreviations for Citations

See the International Standard Serial Number International Centre's "List of Title Word Abbreviations (LTWA)" <<http://www.issn.org/services/online-services/access-to-the-ltwa/>> for abbreviations of common English words.

A

Acad Med (continuation of J Med Educ)
Am J Clin Pathol
Am J Hosp Pharm
Am J Med
Am J Nurs
Am J Pathol
Am J Psychiatry
Am J Psychoanal
Am J Psychol
Am Libr
Ann Emerg Med
Ann Intern Med

B

Behav Soc Sci Libr
BioScience
BMJ (continuation of Br Med J)
Bookmark
Br Med J
Bull Acad Natl Med
Bull Am Coll Surg
Bull Hist Med
Bull Med Libr Assoc (continued by J Med Libr Assoc)

C

Caduceus
Can Libr J
Can Med Assoc J
Can Nurse
CAS Rep
Cath Libr W
Change
Clin Libr Q
Clin Res
Clin Orthop
Collection Manage
Coll Res Libr
Coll Res Libr News
Comput Libr
Curr Cont

D

Database
Datamation

E

Electronic Libr

F

Fed Regist

H

Health Care Fin Rev
Health Care Manage Rev
Health Care Strat Manage
Health Libr Rev
Hospitals
Hosp Health Serv Admin
Hosp Libr News
Hosp Pract

I

IFLA J
Inf Storage Retr
Inf Systems
Inf Tech Libr
Int Libr Rev

J

JAMA
J Acad Libr
J Am Med Inform Assoc
J Am Med Rec Assoc
J Am Soc Inf Sci
J Docum
J Fam Pract
J Hist Med
J Irreprod Res
J Libr Admin
J Libr Hist
J Med Educ (continued by Acad Med)
J Med Libr Assoc (continuation of Bull Med Libr Assoc)
J Occup Med

L

Libr Arch Security
Libr Hi Tech
Libr Inf Sci Res
Libr J
Libr Q
Libr Res

L (continued)

Libr Res Tech Serv
Libr Sys
Libr Tech Rep
Libr Trends
Link

M

MD
MD Comput
Med Decis Making
Med Econ
Med J Aust
Med Libr Hist J
Med Ref Serv Q
Med Teacher
Minn Med

N

N Engl J Med
N Libr World
N Yorker
NLM News
Nurse Educ
Nurs Outlook

O

Online
Online Rev
Orthop Nurs

P

Perspect Biol Med
Perspect Comput
Pop Bibliog Soc Am
Proc Am Soc Inf Sci
Proc Annu Symp Comput Appl Med Care

R

Ref Collect Dev
Ref Libr
Ref Serv Rev
Res Strategies
RQ

S

Schol Publ
Science
Ser Libr
Soc Sci Med
Spec Libr

T

Teach Coll Rec
Telemed J
Top Health Rec Manage

U

Unabashed Libr

V

Va Med Q

W

Wilson Libr Bull