MEDICAL LIBRARY ASSOCIATION

Appendix A: MLA Style Guide References

These are the references used during the creation and review of the MLA Style Guide.

Primary Resources

- The Chicago Manual of Style. 17th ed. Chicago, IL: University of Chicago Press; 2017.
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Additional Resources

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Appendix B: Acronyms and Initialisms

For any MLA member community information or acronyms, please visit MLANET.

A

- AAAS American Association for the Advancement of Science
- AACR2 *Anglo-American Cataloging Rules*, 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
- 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

- *BMLA Bulletin of the Medical Library Association* (now the *Journal of the Medical Library Association. See "Journal of the Medical Library Association*" under Names, Terms, and Titles section)
- BIOSIS Bioscience Information Service
- BIPOC Black, Indigenous, and People of Color

C

- CAS Chemical Abstracts Service
- 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 *Cumulative Index to Nursing and Allied Health Literature* (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
- CSE Council of Science Editors
- CTSA Clinical and Translational Science Award

D

- DEI Diversity, Equity, and Inclusion
- DEIA Diversity, Equity, Inclusion, and Accessibility
- DHHS US Department of Health and Human Services
- DRG Diagnostic-Related Group

E

- EAHIL European Association for Health Information and Libraries
- EBM evidence-based medicine
- EBP evidence-based practice
- EDI Equality, Diversity, and Inclusion
- EHR electronic health record
- EMT emergency medical technician
- ERG Employer Resource Group
- 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 United States Government Publishing Office
- GSD Gender and Sexual Diversity

H

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

I

- IAIMS Integrated Advanced Information Management Systems
- IFLA International Federation of Library Associations and Institutions
- IIA Information Industry Association
- ILL interlibrary loan
- ILS integrated library system
- IMLS Institute of Museum and Library Services
- *IPA International Pharmaceutical Abstracts*
- IRB institutional review board
- ISI Institute for Scientific Information (initialism is preferred)

J

- *JAMA Journal of the American Medical Association*
- JCAHO Joint Commission on Accreditation of Healthcare Organizations (historical initialism, now called "The Joint Commission")
- *JCR Journal Citation Reports*
- *JMLA Journal of the Medical Library Association* (formerly the *Bulletin of the Medical Library Association)*

L

- LAMA Library Administration and Management Association
- LITA Library and Information Technology Association
- LMS learning management system
- LTA library technical assistant

M

- MEDLINE Medical Literature Analysis and Retrieval System Online or MEDLARS Online (part of NLM—see https://www.nlm.nih.gov/medline/medline_overview.html for referencing MEDLINE)
- MEDOC four-part index to health-related documents
- MeSH Medical Subject Headings
- MLA Medical Library Association
- MLS master of library science
- MSLIS master of science in library and information science
- MLIS master of library and information science

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
- *NEJM New England Journal of Medicine*
- NIH National Institutes of Health
- NISO National Information Standards Organization
- NLM National Library of Medicine
- NNLM Network of the National Library of Medicine
- 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

- PDQ Physicians' Data Query
- *PDR Physicians' Desk Reference*
- PHR personal health record
- PICO Problem, Intervention, Comparison, Outcome
- PRO professional review organization
- PSRO professional standards review organization

R

- 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

- *SCI Science Citation Index*
- SD standard deviation
- SGML standard generalized markup language
- SLA Special Libraries Association

U

- UMLS Unified Medical Language System
- URM underrepresented minorities

V

- VA Department of Veterans Affairs (formerly, Veterans Administration)
- VALNET Veterans Affairs Library Network

W

- WHO World Health Organization

X

- XML extensible markup language

Appendix C: Grammar & Language

The Medical Library Association's copy and production editor will look at the following items during copyediting. Follow the guidelines below to obtain initial approval on submissions.

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

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."

idioms and colloquial expressions

Common sayings—like *fall through the cracks*, *on the same page*, or *backseat driver*—can add flavor to writing, but they can also be difficult to understand for people who are learning the language. If your content is localized, using phrases like these can also make it more difficult to translate. Apple Style Guide.

jargon

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

>   Acceptable: ILS, ILL, MeSH, Joint Commission, AMA, MLA, and any jargon associated with the medical library or health information/health sciences sphere.

Spell out any acronyms or abbreviations on initial use. See Acronyms & Initialisms section.

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 committee seems to agree."

>   "None of the committee members seem to agree."

>   "None of the volcanoes are active."

nouns

Use strong 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.

>   Avoid: The director argues for the importance of increasing budgets.

>   Use: The director defends increasing budgets.

Be specific.

>   Avoid: Most students responded to the survey.

>   Use: Nine out of 10 students responded to the survey.

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.

>   Avoid: Librarians perform literature searches and develop collections, plus they teach.

>   Use: Librarians perform literature searches, develop collections, and teach.

or

>   Avoid: The library has digital books plus print books.

Use: The library has digital books in addition to print books.

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. Passive voice, while often unavoidable in research writing, should be avoided when possible.

Passive: Books were weeded by librarians during summer break.

Active: Librarians weeded books during the summer break.

Passive: The director's support of the new policy was reported in the library newsletter.

Active: The director reported his support of the new policy in the library newsletter.

Don't add "-ize" to nouns to turn them into verbs.

Avoid: The paper was posterized.

Use: The paper was turned into a poster.

Don't use nonverbs as verbs.

"Verify changes by using the ping command to contact the server."

may be used instead of

"Verify changes by pinging the server."

Often, sentences that begin "there is," "there are," or "it is" can be rewritten for greater clarity and brevity.

Avoid: There are three libraries on campus.

Use: Three libraries are on campus.

"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."