

AMA Resource Guide

Formatting

- 1 inch margins; right margin unjustified
 - Double space the main text
 - Single space only within the abstract, notes, titles and headings, block quotes, tables and figures, and references
- Page numbers in the top right corner throughout; start with the title page

In-text citations & Superscript

- Any outside text must be cited with Arabic superscript numbers. In Microsoft Word, to create a superscript number, click on the “X²” icon in the toolbar.
 - “I have a dream.”¹
- When more than 2 references are cited use hyphens to join the first and last numbers of a closed series; use commas without spaces to separate other parts of a multiple citation.
 - As previously,^{1,3-8,19}
 - As previously,^{3,4}

Reference list

- References are listed in numerical order as they appear in the document; NOT alphabetical order
- Include up to 6 authors. For more than six, provide the names of the first three and then add “et al.”
- <https://www.bellevuecollege.edu/health/writing/reading/citations-ama/>

Tables and Figures

- Label and number all tables/figures in the order they appear in the document
 - E.g. Table 1, Table 2, Table 3

Abbreviations ([National Library of Medicine database](#))

- Names of journals are abbreviated and italicized
 - *Medical Education* becomes *Med Educ*

Numbers & Percentages

- Use numerals to express numbers except:
 - Numbers that begin a sentence, title, subtitle or heading
 - Common fractions
 - Ordinals *first* through *ninth*
 - Numbers spelled out in quotes or articles



Times

- Use AM or PM in small capitals
 - To apply small capital (Small Caps) to your text, select the text, and then on the **Home** tab, in the **Font** group, click the arrow in the lower-right corner. In the **Font** dialog box, under **Effects**, select the **Small Caps** check box.
- 12 hour clock time is preferred however, 24 hour can be used to convey precise timing when needed such as when describing drug dosage regimens

Dates

- In text: use numerals for day and year and write out month
 - April 2, 2010
- In tables: use numerals for the month
 - 4/2/2010

Measurements

- Use SI standards for writing measurements.
- Do not use commas in longer numbers (e.g. 1600 km, not 1,600 km)

Headings

- Headings are used to separate paper sections and establish a hierarchy of information. Shorter papers (5 pages or less) may not have any headings.
 - Headings are left justified

AMA Sample paper

<https://guides.lib.uw.edu/hsl/ama/format>

https://research.wou.edu/ld.php?content_id=24511431 (with reference page)

Quick Sheet (Concordia)

<https://www.lynchburg.edu/wp-content/uploads/citation-style/Guide-to-AMA-Manual-of-Style.pdf>

https://researchguides.uic.edu/ld.php?content_id=54861424