

ORL-Head and Neck Nursing (SOHN) Style Guidelines

The primary resources for manuscript preparation are the APA style guidelines listed below:

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author. [ISBN: 1-55798=791-2] {Note an abbreviated resource is available from www.apastyle.org/styletips.html }

American Psychological Association. (2007a). *APA style guide to electronic references*. Washington, DC:

Author. Available from <http://books.apa.org/books.cfm?id=4210509>

American Psychological Association. (2007b). *Ethics code updates to the publication manual: Updates to the 5th edition*. Washington, DC: Author. Retrieved September 4, 2007 from

<http://www.apa.org/ethics/pubmanual.html#publication>

American Psychological Association. (2007c, January). *Publication Manual (5th edition) Reprint Corrections*.

Available from <http://www.apastyle.org/pubman-reprint.pdf>

An additional resource for dilemmas on what / how much to include in an unwieldy reference citation is:

Patrias, K. & Wendling, D. L., (Technical Ed.). (2007). *Citing medicine: The NLM style guide for authors, editors, and publishers* [Internet, 2nd ed.]. Bethesda, MD: National Library of Medicine (US). Available from: <http://www.nlm.nih.gov/citingmedicine>

***ORL-Head and Neck Nursing's* supplemental style guidelines serve to detail areas in which we depart from APA guidelines (with rationale), to standardize material related to the ORL specialty, to address / prevent common author errors, and to answer frequently asked questions in the editing process.**

Abbreviations

CINAHL = Cumulative Index to (not for) Nursing and Allied Health Literature

A.D. (use the periods) or C. E. (common era – preferred)

B.C. (use the periods) or B.C.E. (before the common era – preferred)

Acronyms

Spell out the acronym the first time it is used in the text, placing the acronym in parentheses. e.g., over-the-counter (OTC)

Bulleted Lists (in text)

Capitalization and punctuation depend on the material that introduces the list. Punctuation follows each item if it would fit grammatically with the stem as a complete sentence. Otherwise, begin each item with a capital letter and end it without punctuation.

Cancer terms

Antineoplastic (not anti-neoplastic)

Commas

Use commas to separate names and credentials.

In a series, place a comma before the conjunction.

Contractions

Avoid using contractions.

Drugs

Capitalize the trade name but not the generic name

Generic names are preferred

Like other products, following the drug name should be the manufacturer's name, city, state, and country

Electronics

Handheld or hand-held (not 2 words)

iPod

MP3

Disc or disk [“*Disc*” is often used for optical discs, while “*disk*” generally refers to magnetic disks, but there is no real rule.” Webopedia.com March 14, 2007]

Figure Captions

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Genetics

Human gene names are in all capitals and italicized.

Mouse gene names are in lower case and italicized.

Genes and mutations within genes should be referred to using the appropriate HUGO nomenclature

[Reference: Antonarakis, S. and the Nomenclature Working Group. (1998). Recommendations for a nomenclature system for human gene mutations. *Human Mutation*, 11(1), 1-3.]

GJ β 2 – the β is a Beta, not a B (on MAC use option key + s; on PC use ALT 225)

Report incidence as “number in larger number” not number/larger number or number:larger number.

Loci and gene must be used accurately.

References citing number or loci of genes identified for a condition or trait should be from the current year or from not older than the previous year.

Connexins are individual proteins (e.g., connexin 26 is correct).

Connexons are groups of six proteins forming a gap junction.

Governmental Matters

Members of Congress

Give the complete name of the senator or congressman followed by the political party designation and home state. E.g., Senator Edward Kennedy (D-MA)

Congressional bills

The letter “S.” signifies Senate bills and is followed by the bill number.

The letters “H.R.” signify House of Representative bills and are followed by the bill number.
e.g., S. 1430, H.R. 382

Agencies

Department of Veterans Affairs (not possessive)

Internet

download = 1 word

e-mail (hyphenated)

home page = 2 words

internet and web are not capitalized unless they are the first word of a sentence

megabyte = 1 word (Abbreviation is MB, not mB)

online = 1 word

web site = 2 words

web page = 2 words

Otolaryngology Preferred Terms

Mucus – noun

Mucous – adjective

Rhinitis medicamentosa (not rhinitis medicamentous)

Vocal fold is preferred over vocal cord

Otolaryngic is preferred to Otolaryngological

Medical terms

Pruritus (not pruritis)

Health care = noun (2 words)

Healthcare = adjective (1 word)

Inpatient = 1 word

Home care = 2 words

Numbers

Spell out the first nine cardinal numbers, e.g., Zero - nine

Use figures for numbers above nine, e.g., 13, 25 (see APA manual for exceptions to these rules)

Years – 1930s (no apostrophe)

Organizations

AAO-HNS

Refers to the American Academy of Otolaryngology-Head and Neck Surgery.

ENT-NF

Refers to the Ear, Nose and Throat Nursing Foundation. Use the complete term in the first reference with (ENT-NF) in parenthesis behind it and in subsequent references or refer to the “Foundation”.

JCAHO

Joint Commission on Accreditation of Healthcare Organizations (Note the name change to “The Joint Commission” effective January, 2007)

SOHN

Use “Society of Otorhinolaryngology and Head-Neck Nurses” in the first reference with (SOHN) in parenthesis behind it and in subsequent references.

NCBOHN is the National Certifying Board of Otorhinolaryngology and Head-Neck Nurses

CORLN signifies “certified otorhinolaryngology nurse”

Periods

Use periods with U.S. only when it is an adjective

Phonemes

In the international phonetic alphabet – (International Phonetic Association, www.arts.gla.ac.uk) which is the system used by Speech Language Pathologists, Linguists, Phonetricians, and Otolaryngologists to accurately describe the sound (phoneme) being produced, all single phonemes are placed between brackets. So, for example in the word cat, we would not reference the first letter c but rather /k/.

Products

Use the appropriate trademark symbol superscripted after the name (e.g., ® or ™). Include the company name, city, state, and country in parentheses following the product name.

References: SOHN Publications

Harris, L. H. & Huntoon, M. B. (Eds.). (1998). *Core curriculum for otorhinolaryngology and head-neck nursing* (1st ed.). New Smyrna Beach, FL: Society of Otorhinolaryngology and Head-Neck Nurses, Inc.

Harris, L. H. & Huntoon, M. B. (Eds.). (in press). *Core curriculum for otorhinolaryngology and head-neck nursing* (2nd ed.). New Smyrna Beach, FL: Society of Otorhinolaryngology and Head-Neck Nurses, Inc.

Schuring, L. T., & Dean-Baar, S. L. (Co-Chairs). (1994). *Standards and statement on the scope of otorhinolaryngology clinical nursing practice*. Washington, DC: American Nurses Publishing.

The Standards of Practice Committee. (1994-1996). *Guidelines for otorhinolaryngology head and neck nursing practice*. New Smyrna Beach, FL: Society of Otorhinolaryngology and Head-Neck Nurses, Inc.

References: Common Troublesome

American Medical Association. (2006). *International classification of diseases, 11th*

revision, Clinical modification (ICD-9-CM) 2007. Chicago: AMA Press.

Beebe, M., Dalton, J. A., Espronceda, M., & Evans, D. D. (Eds.), et al. (2006). *CPT® 2007 Standard Edition.* Chicago: American Medical Association.

(Note: there are many varieties of the CPT® manual – one for coding professionals, for hospitals, for physicians, for offices, for professional/payers- so be sure to indicate which one has been used.)

Engel, K., Borza, S., Philippi, E., (Eds.), et al. (2007). *Physicians' desk reference 2008* (62nd ed.). Montvale, NJ: Thomson Healthcare, Inc.

Murray, L., O'Hare, A., Udina, E., (Eds.), et al. (2007). *PDR® for nonprescription drugs, dietary supplements, and herbs 2008* (29th ed.). Montvale, NJ: Thomson Healthcare, Inc.

Note that titles and periodical volume numbers are italicized and that the second line is indented under the first. There is a space between first and middle initials. The “E” designating editors is capitalized, while the “e” designating edition of a book is lower case. For books, only the first letter of the first word is capitalized. Journal and book titles are italicized.

Journal names are to be spelled out, not abbreviated. (Note, that if the official name of a journal contains abbreviations, these are maintained)

Annals of Otolaryngology, Rhinology & Laryngology (comma and symbol critical)

Otolaryngology-Head and Neck Surgery is correct, OHNS is not.

ORL Journal of Oto-Rhino-Laryngology and its Related Specialties

ORL-Head and Neck Nursing (The title of the journal is always italicized.)

Head & Neck is correct, Head and Neck is not

Journal of the American Medical Association is preferred over JAMA

Archives of Otolaryngology-Head and Neck Surgery (be sure to include the dash)

Note that *ORL-Head and Neck Nursing* differs from the APA format in that we require both volume and issue numbers in the reference list for all journals because this facilitates electronic retrieval.

Statistics

chi-square goodness-of-fit test (X^2)

degrees of freedom (*d.f.*)

Kruskal-Wallis one-way analysis of variance (ANOVA)

Mean (symbol is \bar{x} or μ)

p= (the p is lower case)

Student's *t* test (the *t* is italicized)

Surgery terms

Postoperative (no hyphen)

Preoperative (no hyphen)

Synonyms (Author may choose the preferred)

Insure / ensure

Tricky Words

Compliment – an expression of esteem, respect, affection, or admiration

Complement – one or two mutually completing parts