ORL-Head and Neck Nursing (SOHN) Style Guidelines

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


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


*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
GJß2 – the ß 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 medicamentosus)
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, Phoneticians, 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


References: Common Troublesome


(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.)


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 Otology, 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 $\mu$)
- $p= \ (the \ p \ is \ lower \ case)$
- 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