

Style Guidelines for the RWISO Journal (rev. 5/30/09)

Included in this document are style guidelines for:

1. Figures/Captions
2. Reference Style
3. Abbreviations and Acronyms
4. Names of orthodontists/doctors
5. Passive v. active voice
6. Number Style
7. Emphasis
8. Bulleted Lists
9. Punctuation

1. FIGURES

Number figures like this: Figure 1, Figure 1-a, etc.

For figure captions (at end of text): Figure 1. Text of caption. (period follows)

For in-text citations, say (Figure 1), (Figures 7 and 8), (Figures 1-a and 1-b). (Figures 1-a, 1-b, 1-c). (Figures 1-a,1-b through Figures 9-a,9-b). (period follows end parenthesis)

2. REFERENCE STYLE

Number references in the order in which they appear in the text. In-text citation consists of number enclosed in parentheses: (8). References should be numbered and placed at the end of the article Include the following elements:

Book—single author

3. Shepard TH. *Catalog of Teratogenic Agents*. 7th ed. Baltimore, Md: Johns Hopkins Press; 1992.

Book—more than one author

(list all authors if six or less, otherwise list first three followed by "et al.")

3. Baselt RC, Cravey RH. *Disposition of Toxic Drugs and Chemicals in Man*. 4th ed. Foster City, Calif: Chemical Toxicology Institute; 1995.

Book—with editors

3. Armitage JO, Antman KH, eds. *High-dose Cancer Therapy: Pharmacology, Hematopoietins, Stem Cells*. Baltimore, Md: Williams & Wilkins; 1995.

Chapter from a book

3. Degner LF, McWilliams ME. Challenges in conducting cross-national nursing research. In: Fitzpatrick JJ, Stevenson JS, Polis NS, eds. *Nursing Research and Its Utilization: International State of the Science*. New York, NY: Springer; 1994:211-215.

Article from journal—single author

3. Moldofsky H. *Sleep, neuroimmune and neuroendocrine functions in fibromyalgia and chronic fatigue syndrome*. *Adv Neuroimmunol*. 1995;5:39-56.

Article from journal—more than one author

(list all authors if six or less, otherwise list first three followed by "et al.")

3. Raux H, Coulon P, Lafay F, Flamand A. *Monoclonal antibodies which recognize the acidic configuration of the rabies glycoprotein at the surface of the virion can be neutralizing*. *Virology*. 1995;210:400-408.

Monographic series

3. Davidoff RA. *Migraine: Manifestations, Pathogenesis, and Management*. Philadelphia, Pa: FA Davis; 1995. Contemporary Neurology Series, No. 42.

Online journals with volume and page information

3. Simon JA, Hudes ES. *Relationship of ascorbic acid to blood lead levels*. JAMA [serial online]. 1999;281:2289-2293. Available from American Medical Association, Chicago, Ill. Accessed August 24, 1999.

Online journals without volume and page information

3. Gordon GF. *Bypassing heart surgery*. Alternative Medicine [serial online]. July 1999;issue 30.

Online Website

3. Terre Haute Center for Medical Education. The THCME Medical Biochemistry page. Available at <http://web.indstate.edu/thcme/mwking/home.html>. Accessed August 24, 1999.

3. ABBREVIATIONS AND ACRONYMS

- Provide a complete, spelled-out first reference, followed by the acronym in parentheses. For example, at first use write "Roth Williams International Society of Orthodontists (RWISO)" and then for later mention, write "RWISO."
- Call out the acronym or abbreviation for a term ONLY if the term appears again in the document.
- For the plural of most acronyms, use a lowercase s and no apostrophe. Example: PhDs

4. NAMES OF ORTHODONTISTS/DOCTORS

The most common use of the name in articles will be the last name with "Dr." before it. It is also permissible to use the first name, but don't use both names without the title "Dr." If you want to call attention to the degrees earned, delete the title "Dr." and add the degrees at the end of the full name.

Examples: OK to use -

Dr. Smith
Dr. Amanda Smith
Amanda Smith, DDS, MS
Amanda

Do not use -

Amanda Smith
Smith
Dr. Amanda Smith, DDS, MS (redundant)

5 .PASSIVE V. ACTIVE VOICE

The passive voice in scientific journals is hard to avoid.
Try to use the active voice whenever possible.

Active voice: Subject of sentence does the action.

Passive voice: Subject receives the action.

Examples:

ACTIVE VOICE

Black in 1902 and Neff in 1949 conducted pioneer studies on tooth sizes. Bolton's classic work followed. Eduardo and Garcia-Godoy published the only study available on mesio-distal widths of permanent teeth in a sample of 101 Dominican children. The authors made no attempt to provide tooth size ratios.

The candidate *believes* that Congress *must place* a ceiling on the budget.

Researchers earlier *showed* that high stress *can cause* heart attacks.

The dog *bit* the man.

PASSIVE VOICE

Pioneer investigations on tooth sizes were conducted by Black in 1902 and Neff in 1949. These studies were followed by the classic works of Bolton. A paper published by Eduardo and Garcia-Godoy in Santo Domingo, Dominican Republic is the only study available on the mesio-distal widths of the permanent teeth in a sample of 101 Dominican children, but no attempt was made by the author to provide tooth size ratios.

It is believed by the candidate that a ceiling *must be placed* on the budget by Congress.

It was earlier demonstrated that heart attacks *can be caused* by high stress.

The man *was bitten* by the dog.

6. NUMBER STYLE

- Spell one to ten (and first to tenth); use numerals for 11 (and 11th) or greater (numerals under 10 are OK in headlines).
- When numbers above and below 11 are used in the same sentence, use words for all. Example: The organization has twenty-three members, and eight of them focus on orthodontia. Spell out one through ten; use figures for all other numbers, except:
 - Spell out any number that begins a sentence.
 - Use 40% rather than 40 percent
 - Use numerals for millions, prices, percentages, and units of measurement.

0.4mm	Use leading zero to show amounts under 1
2 inches	Spell out "inches" in text; the "and ' symbols are OK in tables, graphs

- Dates
 - o Format: Month Day Year (October 19, 2008, October 2008)
 - o Date spreads for tables: October 19–20, 2008
- Units of Measure
 - o Spell out in text: 17-inch monitor. Prime marks and abbreviations are OK in tables, graphs and figure captions..
 - o Indicate dimensions with x and no spaces: 11x17-inch page.

Term	Abbreviation
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centimeter	cm
foot/feet	ft
inch	in.
millimeter	mm
ounce	oz
pound	lb
square meter	sq m
square foot	sq ft
versus	vs

7. EMPHASIS

- Use italics (not quotes) for emphasizing single words. Quote marks are only for quoting someone or some text. Don't use quotes or italics to call attention to an atypical word use.

8. BULLETED LISTS

- Use bullets (bold dots) for simple, nonsequential lists. No space between bullet paragraphs.
- Use numbers for sequential steps, such as procedures. Don't number a list unless it relates to the topic ("The ten best practice pearls")
- Some things to keep in mind:
 - Sentences and phrases introducing bulleted lists should end with a colon.
 - The first word in each bullet point should be capitalized.
 - Bulleted items should be parallel in structure—either complete sentences or phrases that start with the same part of speech (verb, noun, etc.).
 - Bullet points should not end with punctuation unless they are complete sentences; in that case, use periods. Don't use semicolons or commas.

9. PUNCTUATION

- Colons
 - Use a capital letter after a colon only if a full sentence follows. But be sure to use a capital letter after "Note:"
- Commas
 - Use the series comma before the last item in a list. Example: Eat, drink and be merry should be Eat, drink, and be merry.
- Dashes
 - The em dash should be used to represent a normal dash. Example: The typographer winced—he couldn't help it.
 - Use en dashes, not hyphens, to indicate duration, in place of the word "to." For example, 12–15 minutes, January–March. In prominent text, use words to express ranges: 14 to 24; grades 11 through 14.
 - Note the difference in sizes between em dashes, en dashes, and hyphens:
 - em dash
 - en dash
 - hyphen
- Hyphens
 - In general, hyphenate compound adjectives for clarity. However, some common phrases can be used without hyphens. Examples:

business-to-business transactions; XML-compliant format; eCheck payment system.

- o Don't hyphenate adverbs, including those ending in "ly."
 - Yes: The book was well known; easily installed software
 - No: The book was well-known; easily-installed software
- Quotation Marks, Apostrophes
 - o Periods and commas always go inside quotation marks. All other punctuation goes outside, unless it is part of the quoted material. Examples: "I'm the best," he said. "Do you know the way to San Jose?" she asked. Have you ever watched "Survivor"?