

WILEY

Unified Style Guide

Version 1.2

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For revisions since Version 1.0, see Appendix H: Revisions to the *Unified Style Guide* at the end of this guide.

This guide will be reviewed and updated annually. If you have any suggestions, please share feedback at <https://forms.office.com/r/JpktCCYBBE>.

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PREFACE

There are as many ways to copyedit as there are copyeditors (probably more!). This guide is not intended to teach you how to be the perfect copyeditor (there is no such thing), nor is it meant to show you the “right” way to copyedit. Rather, what we are trying to do with this guide is to point out rules that are specific to our journals and highlight what we feel are copyediting best practices. Sometimes, the best decision is no decision (or, more accurately, to leave things as is), but when you need to intervene in the text, we want to give you the tools to make the right decision.

Copyeditors must have a good eye and ear for matters of spelling, grammar, syntax, capitalization, punctuation, hyphenation, and usage. As mentioned previously, you are not expected to be perfect. Every copyeditor misses errors here and there, but do respect the following commandments of copyediting:

- Do not introduce an error into a correct text.
- Do not inadvertently change the author’s meaning.
- Do not change words or phrases because of personal preference.
- Assume that the author is right until proven otherwise.
- Do not delete information that the author has repeated for the sake of emphasis.

Missing an error in a sentence (e.g., a subject–verb agreement error) is a big problem, but it is less serious than introducing an error to the content of the article. Keep in mind the following slogans of copyediting:

- “If in doubt, either don’t do it or ask someone who knows.”
- “If it’s not wrong, don’t change it.”
- “If it can go either way, leave it.”

The ways in which people consume articles have changed in recent years, and thus the way we copyedit is changing too. In many instances, you will find this style guide urging copyeditors to follow the author’s guidance. This is meant to simplify and standardize the publication process as much as possible, but it does not mean that strong copyediting and attention to detail are any less important. In fact, in many ways, it is now more important than ever. So, be diligent, cautious, and thorough in all the work you do.

1. FRONT MATTER

- Front matter comprises the elements that appear in the article before the main text begins.
- This section provides information on the various elements and addresses what copyeditors need to know. In addition, some details are provided simply for awareness.
- For instructions for book reviews, which are handled somewhat differently from other articles, please see Appendix G: Book Reviews.

1.1. Digital Object Identifier

- The digital object identifier (DOI) is a unique alphanumeric string assigned by the International DOI Foundation to identify and provide a link that points to that work's online location (e.g., 10.1002/jcaf.22421). It should not be edited in any way by copyeditors.
- The DOI contains (1) the publisher's prefix (e.g., 10.1002/), (2) the journal code (e.g., jcaf for the *Journal of Corporate Accounting & Finance*), and (3) a numeric code specific to the article (e.g., 22421).
- The DOI is autogenerated and placed on the first page of the article.

1.2. Article History

- The article history may or may not be included in the metadata for an article. Not every article will have an article history.
- The creation of the article history is completely automated and should not be edited in any way by copyeditors.

1.3. Logos

- Logos (web banners, journal logos, society logos, or Wiley or Hindawi logos) are placed at the top right of the first page in the printed article.
- Logos should not be edited in any way by copyeditors.

1.4. Display Article Type and Subcategory

- The display article type describes specific characteristics, such as the length and content, of an article. There are many display article types, including original articles, editorials, reviews, and commentaries (and many more). The display article type may appear as "category" in some systems' metadata.

- The display article type should match what is provided as metadata from the manuscript submission system.
- At the journal level, editors assign each article to a display article type. For some journals, there may also be subcategories. In the following example, “RESEARCH ARTICLE” is the display article type, and “Particle Technology and Fluidization” is the subcategory:



- Copyeditors are not responsible for editing the display article type or subcategory (or querying for missing ones).

1.5. Article Title and Subtitle

1.5.1. General Information

- Article titles have no ending periods.
- If any substantial changes are made to the article title (e.g., spelling or punctuation changes but not capitalization changes), query the author for confirmation.
- Make sure to italicize words that always require italicization, such as genera and species (e.g., *Clostridioides difficile*) and hyphenated alphabetic prefixes of chemical compounds (e.g., *trans*-1,2-Dibenzoylene):

Clostridioides difficile and the Hospital Patient

trans-1,2-Dibenzoylene: Uses and Hazards

- Non-English words not found in the recommended dictionaries (Merriam-Webster [<https://www.merriam-webster.com/dictionary/define>] for American spelling, the *Oxford English Dictionary* [<https://www.oed.com/>] for British spelling, and the *Canadian Oxford Dictionary* [<https://www.oxfordreference.com/display/10.1093/acref/9780195418163.001.0001/acref-9780195418163>] for Canadian spelling) are to be italicized:

Renaissance Courtier Expected to Display *Sprezzatura*, or Nonchalance, in the Face of Adversity

- Spell out numerals if they appear at the beginning of the article title; otherwise, follow the author’s preference for handling numerals in the article title:

Fifteen Ways of Combining Karate and Frisbee Golf

- Although it is best practice to avoid the use of abbreviations in the article title except for groups and so forth best known by their acronym (e.g., “CONSORT” for “Consolidated Standards of Reporting Trials”), follow the author’s preference for the use of abbreviations in the article title.

- Defer to the author on punctuation (especially the use of colons vs. em dashes) in the article title as long as it is grammatically sound:

Blueberries and Raspberries—Good for Your Health? [EM DASH]

Blueberries and Raspberries: Good for Your Health? [COLON]

- The article subtitle, if there is one, is set on its own line after the article title:

The Complexity of Indirect Translation [ARTICLE TITLE]

Reflections on the Chinese Translation and Reception of H. C. Andersen’s Tales [ARTICLE
SUBTITLE]

- Defer to the author on whether to include the article type or category as part of the article title:

Zori–Stalker–Williams Syndrome: A Case Report

1.5.2. Capitalization

- Article titles and subtitles (as well as headings) are set in title case, with all major words capitalized.

- The following should be lowercase unless they begin or end a title (or heading) or directly follow a colon or em dash:

| | | |
|--|---|----|
| articles (<i>a, an, the</i>) | to (both in infinitives and as a preposition) | as |
| prepositions of three letters or fewer (e.g., <i>by, due, and via</i>) | coordinating conjunctions (<i>and, but,</i> <i>or, for, and nor</i>) | |

- Also lowercase words that should always be lowercase, such as the second part of a genus–species pair (e.g., *lucius* in *Esox lucius*):

Esox lucius and Its Prey in Ireland

Nutrient Deficiencies Do Not Contribute to Yield Loss After Waterlogging Events in
Winter Wheat (*Triticum aestivum* L.)

- For parts of proper names such as *de* (or *De*) and *von* (or *Von*), follow what the author provides and make sure that usage is consistent throughout the article:

The Decline and Fall of Robert P. van Lambert [LOWERCASE]

The Decline and Fall of Robert P. Van Lambert [UPPERCASE]

- All elements of hyphenated words should be capitalized:

Anti-Inflammatory | Pro-Democracy | Multi-Employer

- For compound prepositions, capitalize the parts that are more than three letters long and lowercase those that are fewer than three letters long:

According to | Apart From | on Account of

- When a slash is used to divide two words, capitalize both words:

Advanced/Early-Stage Melanoma: Treatments and Prognosis

- Capitalize all parts of foreign phrases, including Latin phrases, in otherwise English titles except when lowercase is necessary (e.g., the second part of a genus–species pair, as noted previously):

Examining Ad Hoc Experimentation In Vitro

Ethics and Morality of In Vivo Research in Baboons (*Papio hamadryas*)

Le Calcium, C'est La Vie: Calcium Makes Waves

- When the first part of a word is within parentheses, only capitalize that part:

(Non)linear Relations in Mathematics

- For article titles in a foreign language that uses the Latin alphabet (e.g., Spanish or French), defer to the author on capitalization and query only if there appears to be a blatant mistake:

Intimidades: Un Marco Conceptual Integrativo y Multicultural en Terapia de Pareja

However, if such an article title is presented in all caps or sentence case, apply title case (and query as needed).

- For article titles in a foreign language that does not use the Latin alphabet (e.g., Russian, Chinese, or Japanese), defer to the author; do not make any changes.

1.6. Author Names/Bylines

1.6.1. General Notes

- Author names (and affiliations) are always placed on the title page. There are no longer exceptions for letters to the editor or anything else.






- Keep author names as submitted, but delete any academic degrees, honorifics, or job titles. There is no need to query authors for middle initials if they are not provided.

However, if initials are provided without periods, add periods (e.g., change “Casey AT Bat” to “Casey A. T. Bat”).

- If an author’s name includes multiple initials, there should be a space between the initials:

Betty T. P. Wallach¹ | Casey A. T. Bat^{1,2} | Randall F. D. S. Cunningham²

- If the author of an article wishes to acknowledge the individual members of a group author/collaborative group (e.g., the NET-PRO Study Investigators), (1) the names can be listed in the Acknowledgments section, (2) a statement indicating where the names can be found (generally either a supporting information file or a website) can be added to the Acknowledgments section or as a title page footnote, or (3) both the names can be listed in the Acknowledgments section and a title page footnote can be added (e.g., "For a complete list of the NET-PRO Study Investigators, see the Acknowledgments section"). If a footnote is used, there is no standard format, and there should be no symbol (see Section 1.15.1).
- ORCID IDs, Twitter logos, Facebook links, and other handles will appear after the author’s name:

Yanping A. Zhu (Ping) (she/her/they)¹ | Hao B. C. Zhang^{1,2,3}     | Pengyue D. Guo (Peng) (he/him)¹ | Xizhong E. An¹  | Shengqiang Jiang⁴ | August P. Wraith⁴ | EUSTAR Collaborators

1.6.2. Pronouns/Alternative Names

- Alternative name to be included if provided by the author.
 - The alternative name should not be edited or queried in any way for any reason.
 - The alternative name will appear in parentheses after the author name in the byline (before pronouns). No comma between the alternative name and pronouns.
- Pronouns to be included if provided by the author:
 - Those pronouns should be retained during copyediting and tagged correctly during the document structuring, styling, and XML tagging process.
 - Parentheses should be included around the pronouns.
 - Authors may or may not include the parentheses when they provide them.
 - This should be **the only edit** copyeditors make to the pronoun information provided.
 - The pronouns themselves should not be edited or queried in any way for any reason.
 - This includes changes to the internal punctuation (e.g., "they/them" and "they, them"), to capitalization (e.g., "She/Her" and "She/her" and "she/her"), and to the

number of pronouns listed (e.g., “he/him/his” and “he/him” as well as “he/they” or “he/him/they/them”), as well as to spelling.

- Even if there are inconsistencies in how the pronouns are displayed for different authors within the same byline or if the copyeditor thinks there may be a typo, there cannot be any edits and there must not be a query. Pronouns must publish **exactly** as provided by the author.

- Pronouns will appear in parentheses after the author name (and the alternative name, if applicable) in the byline. If the alternative name is present, the alternative name and pronouns will appear in separate sets of parentheses, with no comma in between.

- Degrees, honorifics, and job titles should be removed if provided.

Example 1 (pronouns):

Nicole L. Wilson (she, her)
Torrey Dance (he, him)
Winston Pei (he, him, they, them)
R. Sean Sanders (he, him)
Ania C. Ulrich (she, her)

Example 2 (alternative names and pronouns):

John Engler (Alternative Name) (he, him)
Ellen Kojima (Alternative Name) (she, her)

1.6.3. Links to Affiliations

- Use superscript numerals to indicate affiliations (if there is just one affiliation, then no superscript numerals should be used). Do not use ranges. The numerals should be closed up with the author's surname:

Betty T. P. Wallach^{1,2,3} | Casey Abraham Bat^{1,3,4} | Randall F. Cunningham^{2,5,6,7}

However, if the author has an alternative name or pronouns, the numerals should be closed up with the closing parenthesis instead:

Betty T. P. Wallach (she/her)^{1,2,3} | Casey Abraham Bat (Boomer)^{1,3,4} | Randall F. Cunningham (he, they)^{2,5,6,7}

1.7. Author Affiliations

- Author affiliations are placed below the author names and are linked to the author names by superscripted Arabic numerals. (Note that present addresses are no longer allowed.) Here is an illustration from a typeset article:

Hanna Bonnekoh^{1,2,3} | Monique Butze^{1,2,3} | Sebastian Spittler (he,him)^{1,4} | Petra Staubach (she,her)⁵ | Karsten Weller^{1,2,3} | Jörg Scheffel^{1,2,3} | Marcus Maurer (he,him)^{1,2,3} | Karoline Krause (she,her)^{1,2,3}

¹Institute of Allergology, Charité— Universitätsmedizin Berlin, Corporate Member of Freie Universität Berlin, Humboldt-Universität zu Berlin and Berlin Institute of Health, Berlin, Germany | ²Fraunhofer Institute for Translational Medicine and Pharmacology ITMP, Allergology and Immunology, Berlin, Germany | ³Autoinflammation Reference Center Charité (ARC2), Charité—Universitätsmedizin Berlin, Berlin, Germany | ⁴Klinik für Anästhesiologie, Intensivmedizin, Schmerztherapie und Notfallmedizin, Bundeswehrkrankenhaus, Berlin, Germany | ⁵Department of Dermatology, University Medical Center Mainz, Mainz, Germany

- Author affiliations should not be italicized or bolded, should be numbered in sequential order, and should be set in title case.

- Each author affiliation should generally include the following: (1) the name of the department; (2) the name of the institution; and (3) the city, state (for the United States), and country (in that order):

¹Division of Cancer Prevention and Control, Centers for Disease Control and Prevention, Atlanta, Georgia, USA | ²Department of Otorhinolaryngology, Asan Medical Center, Seoul, Republic of Korea | ³Department of Communication Science, University of Amsterdam, Amsterdam, the Netherlands

Note that the name of the department is optional, and the author should not be queried if it is missing. The other listed elements are mandatory, and the author should be queried if any of them are missing.

- The names of states and provinces may be included for countries other than the United States as well but are not required:

¹Department of Pharmacology and Therapeutics, Max Rady College of Medicine, University of Manitoba, Winnipeg, Manitoba, Canada

- Defer to the author on the use of abbreviations for the name of the department or the institution:

¹Emergency Department, Portsmouth Hospitals University NHS Trust, Portsmouth, UK |

²Oncogenomics Center, Candiolo Cancer Institute, FPO-IRCCS, Candiolo, Turin, Italy

- However, completely spell out the names of prefectures, provinces, and states (even for affiliations in the United States); an exception is “Washington, DC, USA.” Also, completely spell out the names of countries except for the United States of America (USA), the United Kingdom (UK), and the United Arab Emirates (UAE):

¹Division of Cancer, Department of Surgery and Cancer, Imperial College London, Hammersmith Hospital, London, UK | ²Lowe Center for Thoracic Oncology, Harvard Medical School, Boston, Massachusetts, USA

For a list of common country abbreviations, go to <http://v.wiley.com:3535/dtds/wileyml3gv2/doc/html/apa.html>.

- Traditionally, *China* is used to refer to Mainland China (the People's Republic of China). For Taiwan, *ROC* (Republic of China) or *POC* (Province of China) should be retained if the author has included it:

¹Department of Biotechnology and Bioindustry Sciences, College of Bioscience and Biotechnology, National Cheng Kung University, Tainan, Taiwan (ROC)

Exercise caution in making any changes and query the author if in doubt.

- Defer to the author on the use of *Türkiye* versus *Turkey* in the affiliations and elsewhere in the article. If the author is inconsistent, apply *Türkiye* but query for confirmation.
- Do not translate into English author affiliations written in foreign languages except for the name of the country, which should be changed to the English spelling:

¹Struttura Semplice Dipartimentale Talassemia, Università di Cagliari, Cagliari, Italy |

²Centro Microcitemie–Pediatria, Azienda Ospedaliero Universitaria San Luigi Gonzaga, Torino, Italy

- An author occasionally will not be currently affiliated with any institution. In this case, just include the author's job title/status (e.g., consultant, independent researcher, patient representative, or retired) and location:

¹Department of Dermatology, University Medical Center Mainz, Mainz, Germany |

²Patient Representative, Miami, Florida, USA | ³Department of Medical Oncology, Division of Medicine, Harvard University Medical School, Boston, Massachusetts, USA

Furthermore, if "no affiliation" is provided instead of an affiliation, query the author for his or her job title/status (e.g., "Please consider providing your job title or status, such as 'consultant' or 'retired,' as a replacement to be used in lieu of an affiliation").

- In the case of a lengthy affiliation list, if it exceeds the first page, the affiliations must be placed after the Author Contributions section; if there is no Author Contributions section, the affiliations should be placed where the Author Contributions section would have been.

If there are more than 30 authors, use a group name if possible (query the author):

Affiliations

¹Flow Cytometry Core Facility, School of Medicine, Boston University, Boston, Massachusetts, USA | ²Cancer and Immunology Core, Department of Cell and Developmental Biology, Vanderbilt University, Nashville, Tennessee, USA | ³Faculty of Medicine, Department of

Biochemistry, Microbiology, and Immunology, University of Ottawa, Ottawa, Ontario, Canada |

⁴Department of Oncology, Wayne State University, Detroit, Michigan, USA | ⁵Flow Cytometry Core Lab, AbbVie Inc., South San Francisco, California, USA | ⁶ACM Global Laboratories,

Rochester, New York, USA | ⁷Whitehead Institute for Biomedical Research, Boston, Massachusetts, USA | ⁹Flow Cytometry Platform, Novo Nordisk Foundation Center for Stem Cell Medicine, Copenhagen, Denmark | ¹⁰Hugh Green Cytometry Centre, Malaghan Institute of Medical Research, Wellington, New Zealand

1.8. Correspondence Section

- If the metadata and the manuscript disagree on the identity of the corresponding author, follow the manuscript but query the author about any discrepancy. However, if two corresponding authors are listed in the manuscript but only one is listed in the metadata, do include both corresponding authors.
- The correspondence section includes only the heading “**Correspondence**” (which is not on its own line), the corresponding author’s name (without degrees), and the corresponding author’s email address (within parentheses):

Correspondence: Karoline Krause (karoline.krause@charite.de)

Note that asterisks are no longer used to indicate the corresponding author.

- Although most articles will have only one corresponding author, some articles may have two or more:

Correspondence: Corey S. Hart (corey.hart@ucalgary.ca) | Alan D. Frew (alan.frew@unovascotia.ca)

Note the use of a vertical line to separate the authors.

- There should be no more than two email addresses per author (most authors will have only one):

Correspondence: Alan D. Frew (alan.frew@unovascotia.ca; alan_frew@glasstigerfoundation.org)

If there are more than two, use the first two and query the author.

1.9. Guest Editors and Academic Editors

- The names of guest editors and academic editors, if there are any, are placed after the received, revised, and accepted dates. Just as for authors, no degrees or honorifics are allowed.
- For the names of guest editors, adhere to the following examples:

Guest Editor: Andrew A. Rooney [ONE EDITOR]

Guest Editors: Andrew A. Rooney and Art Buchwald [TWO EDITORS]

Note the bolding of the heading as well as the colon.

- The names of academic editors are treated similarly:

Academic Editor: Samwise Gamgee [ONE EDITOR]

Academic Editors: Samwise Gamgee and Frodo Baggins [TWO EDITORS]

- The same styling should be applied to other roles should they occur.

1.10. Funding

- The inclusion of this section is determined at the journal level. If the section is included, it always appears on the title page (even for editorials, letters, etc.). If the author includes the funding information in the Acknowledgments section in the back matter, it should be extracted from that section and included in the Funding section (and retained in the Acknowledgments section).
- If funding information is supplied as a separate section, then any funding agencies and grant numbers are to be tagged by the compositor (not the copyeditor).
- If there is a discrepancy between the metadata and the manuscript (e.g., the same funder but different grant numbers), follow the metadata but query the author for confirmation.
- The copyeditor is responsible for editing the section but is not responsible for verifying its contents.
- The section heading, which does not appear on its own line, is always “**Funding**” (note the bolding) with a colon (also bolded):

Funding: This investigator-initiated trial was supported by Regeneron Pharmaceuticals.

Funding: This study was supported by GlaxoSmithKline and the National Institutes of Health (Grants R01CA242845 and R01CA273168).

Funding: This research was supported by the National Institutes of Health (P30 CA016672).

Funding: Financial support was provided by the University Foundation Office via Project 1265TYR.

Note the use of complete sentences.

- If no funding information is supplied but the journal mandates the inclusion of the section, adhere to the following examples:

Funding: The author received no specific funding for this work. [SINGLE-AUTHOR ARTICLE]

Funding: The authors received no specific funding for this work. [MULTIPLE-AUTHOR ARTICLE]

In such cases, if there is some question about whether the statement is correct (i.e., the author may simply have forgotten to include funding information), still include the statement but add a blanket query along the following lines:

Please confirm or correct the funding information, author contributions, acknowledgments, and conflicts of interest as edited.

Do note that this example of a query is just that: Edit it as needed to fit the article.

1.11. Abstract

1.11.1. General Information

- The heading for this section is “**ABSTRACT**,” and there is no copyright line. The text of the abstract should be roman (except when otherwise required, such as italics for genera and species).
- Reference, figure, and table citations are not allowed in the abstract. Any such citations should be deleted by the copyeditor, and the author should be notified via a query.
- Display equations are also not allowed in the abstract. If they are included in the abstract, the copyeditor should delete them and rewrite as necessary, with a query added to indicate that this was done.
- Abbreviations are allowed in the abstract. Although it is considered best practice for abbreviations to be defined in the abstract, this is not mandatory for Wiley journals. If the author chooses not to define an abbreviation used in the abstract, defer to the author’s choice; however, if the author does choose to define an abbreviation there, ensure that the abbreviation is defined on first use and used consistently thereafter in the abstract.
- For genus–species pairs, the genus should be spelled out on first use as in the main text.
- If an isotope is mentioned, spell out the name of the element when it is first used and provide the isotope number on the line:

carbon-12 [FIRST OCCURRENCE] | C-12 [SUBSEQUENT OCCURRENCES]

- Foreign-language abstracts can be retained if they are provided, but no query is necessary if they are not. The copyeditor is not responsible for editing foreign-language abstracts.

1.11.2. Clinical Registration

- The Clinical Trial Registration Number (CTRN) is an identifier assigned to a registered trial. If the CTRN is not provided, the copyeditor does not need to query the author for it.
- The CTRN is presented on its own line at the end of the abstract. If the CTRN is instead provided in the body or back matter, it should be removed and added to the abstract.
- The inclusion of the CTRN is determined at the journal level.
- There are many registration databases, and the format of CTRNs may vary:

NCT01046474 [CLINICALTRIALS.GOV] | 2014-003950-15 [EUDRACT]

- There is a standard heading (**Trial Registration**) with a colon, and sentence fragments (rather than complete sentences) are used:

Trial Registration: EudraCT number: 2012-005726-30; ClinicalTrials.gov identifier: NCT02171416

Note the bolding of the heading (and its colon) and the lack of a period at the end of the line.

1.11.3. JEL and MSC Classifications

- JEL and MSC codes are set as the last element in the abstract (below any CTRN information). If these codes are not provided, the copyeditor does not need to query the author for them. However, if MSC codes are provided without a year (the year is usually 2020 [*MSC2020*] but can be 2010 [*MSC2010*] or even 2000 [*MSC2000*]), the copyeditor should query the author for clarification.
- There is a standard heading (“**JEL Classification**” or “**MSC2020 Classification**”) with a colon, and sentence fragments (rather than complete sentences) are used:

JEL Classification: G11, G12, G14, G18

Note the bolding of the heading (and its colon), the commas used as separators for the codes, and the lack of a period at the end of the line.

- Defer to the author on the order of the codes unless journal style dictates otherwise.

1.11.4. Types of Abstracts

- The following types of abstracts are allowed: structured and unstructured.
- The style is determined at the journal level.

1.11.4.1. *Unstructured Abstracts*

- An unstructured abstract consists of a single paragraph and has no internal headings:

ABSTRACT

The use of radiation for primary liver cancers has historically been limited because of the risk of radiation-induced liver disease. Treatment fields have become more conformal because of several technical advances, and this has allowed for dose escalation. Stereotactic body radiation therapy (SBRT) is now able to safely treat liver tumors while sparing functional liver parenchyma. Several retrospective studies have examined the use of SBRT for liver cancers; however, there is a lack of well-powered randomized studies to definitively guide management in these settings. Recent advances in systemic therapy for primary liver cancers have improved outcomes; however, the optimal selection criteria for SBRT as a local therapy remain unclear among other liver-directed options such as radiofrequency ablation, transarterial chemoembolization, and radioembolization.

Trial Registration: EudraCT number: 2012-005726-30; ClinicalTrials.gov identifier: NCT02171416

JEL Classification: G11, G12, G14, G18

1.11.4.2. *Structured Abstracts*

- A structured abstract consists of multiple paragraphs, with each paragraph beginning with a run-in heading (consisting of either a word [or words] or a number).
- Although the headings used are decided at the journal level, they should always be bolded, be set in title case, and end with a colon:

ABSTRACT

Background: Patients with non-Hodgkin lymphoma (NHL) have an increased risk of venous thromboembolism (VTE), particularly when they are receiving treatment. Blood or marrow transplantation (BMT) is recommended for relapsed/refractory NHL.

Methods: Patients with NHL who survived 2 years or longer after BMT were surveyed for long-term health outcomes, including VTE. The median follow-up was 8.1 years (interquartile range, 5.6-12.9 years).

Results: BMT survivors of NHL were at increased risk for VTE in comparison with siblings (odds ratio for allogeneic BMT survivors, 4.61; $p < 0.0001$; odds ratio for autologous BMT survivors, 1.75; $p = 0.035$). The cumulative incidence of VTE was 6.3% \pm 0.9% at 5 years after BMT and 8.1% \pm 1.1% at 10 years after BMT.

Conclusions: Patients with NHL who survive BMT are at risk for developing VTE, and ongoing vigilance for this complication is required.

Trial Registration: EudraCT number: 2012-005726-30; ClinicalTrials.gov identifier: NCT02171416

JEL Classification: G11, G12, G14, G18

1.12. Graphical Abstract

- Include (or do not include) a graphical abstract in accordance with journal style.
- For graphical abstracts appearing only on Wiley Online Library (WOL), the following sentence for author information should be provided (by the compositor), along with the graphical abstract, at the end of the article on a separate page (in the page proof) for author review:

GRAPHICAL ABSTRACT

Please note that Graphical Abstracts only appear online as part of a table of contents and are not part of the main article (therefore, they do not appear in the article HTML or PDF files).

1.13. Summary

- Summaries, which include key points, highlights, lay summaries, and plain language summaries, are always titled "**Summary**" and are distinct from any abstract (i.e., an article may include both an abstract and a summary).
- The inclusion of this section is determined at the journal level.
- A summary should be divided by the copyeditor into multiple paragraphs (unless the author has done so already), and each paragraph should be set off by a bullet:

Summary

- Among young cancer survivors who refused the human papillomavirus (HPV) vaccine, the most cited reason was related to health beliefs and family decisional processes.
- The second most common reason was attributed to the survivor/parent having inaccurate information about the vaccine.
- Oncologists and primary care clinicians should use evidence-based communication strategies to address barriers to HPV vaccination among young cancer survivors.

Each paragraph is usually only one or two sentences long, but the copyeditor should use his or her best judgment when splitting the summary.

- If there are subheadings within a summary, use solid bullets for the subheadings (which should be set in sentence case) and hollow bullets for the sentences.
- The summary will be placed within a box during typesetting.

1.14. Keywords

- The choice of including keywords should be left to the author. The copyeditor should not add keywords.
- An article may have 3–10 keywords. If there are too few or too many, the copyeditor should query the author. (However, if there are no keywords, the copyeditor should not query the author.)
- Keywords generally should be edited only for capitalization (lowercase unless they are proper nouns or adjectives) and typographical errors. In addition, inverted keywords are

not allowed and should be corrected (e.g., “Africa, South” should be changed to “South Africa”).

- Keywords should be alphabetized. Defer to the author if the keywords are provided in a language that does not use the Latin alphabet.
- The heading for keywords is “**Keywords:**” (note the bolding), and the keywords are separated by vertical bars:

Keywords: acute myeloid leukemia | adolescents and young adults (AYAs) | allogeneic hematopoietic cell transplantation | children, adolescents, and young adults (CAYAs) | complete remission | Leukemia and Lymphoma Society

- If an article includes an abstract in a language other than English (in addition to the abstract in English), a translation of the keywords should appear below the English keywords:

Keywords: age | colorectal cancer | early onset | hereditary | inflammatory bowel disease

Palabras Clave: cáncer colonrectal | edad | enfermedad inflamatoria intestinal | hereditario | inicio temprano

Note the translation of the heading, which should be in the same language as the keywords. Note also that the translated keywords are alphabetized.

1.15. Title Page Footnotes

1.15.1. General Information

- Title page footnotes, if there are any, have no heading, and each footnote is placed on its own line. For the most part, there is no standardized format, and no symbols are used for title page footnotes except for death daggers (†) for deceased authors.
- The hierarchy of title page footnote elements is as follows:

Abbreviations → Equal contributions → Paper presentations → Deceased author → General statements → Dedication

1.15.2. Abbreviations

- Not all journals allow abbreviation footnotes (some journals allow a nomenclature section instead or neither; both are never allowed in a single article). For those journals that do allow abbreviation footnotes, defer to the author (i.e., if the author has included an abbreviation footnote, keep it, but if the author has not, do not query for one or create one).

- If there is an abbreviation footnote, defer to the author on what is included: Do not add abbreviations or remove them unless they are not used in the article (and, in that case, query the author for confirmation).
- The following example demonstrates the proper format of abbreviation notes (which, unlike other title page footnotes, are standardized):

Abbreviations: 5-FU, 5-fluorouracil; EFS, event-free survival; GBM, glioblastoma multiforme; OS, overall survival; PFS, progression-free survival; SD, standard deviation.

Note that the abbreviations should be set in alphabetical order; if any abbreviations start with Greek letters or Arabic numerals, they should be placed at the beginning of the list.

1.15.3. Equal Contributions

- Equal contribution footnotes may explicitly name certain authors or refer to authors by their position on the author list (if the authors are named, make sure that their names match the author list):

The first two authors contributed equally to this article.

Myrtle C. Coe and Simon S. Foe contributed equally to this study.

The last two authors share senior authorship.

- There is no standard format.

1.15.4. Paper Presentations

- A paper presentation footnote provides information about the previous presentation of material at a meeting:

This study was presented in part at the 21st Annual Meeting of the Society of Copyeditors; December 2, 1945; New York, New York.

- There is no standard format.

1.15.5. Deceased Author

- A deceased author footnote is linked to the author with a death dagger:

†Died May 14, 2014.

†August P. Wraith, a guiding light in these dark times, passed away on February 2, 2023.

- Except for the dagger, there is no standard format.

1.15.6. General Statements

- General statement footnotes may include anything pertaining to the article as a whole that does not belong elsewhere:

See editorial on pages 000–000, this issue.

A complete list of the centers that participated in this study was published previously in *Seminars in Oncology* (doi:10.1016/s0093-7754(03)01294-0).

Any use of trade, firm, or product names is for descriptive purposes only and does not imply endorsement by the US Government. [DISCLAIMER]

- There is generally no standard format; however, at the journal level, there may be standard formats for “see” footnotes and the like (see the first example above).

1.15.7. Dedication

- A dedication, if there is one (and there usually is not), is the last title page footnote. (If a dedication is provided as part of the back matter, it can be added to the Acknowledgments section instead.)
- There is no standard format for a dedication, and the copyeditor should edit it as little as possible (preferably not at all).
- A dedication does not have to be a complete sentence, but there must be a period at the end:

Dedicated to Srivivasa Ramanujano on the occasion of his 125th birth anniversary.

[SENTENCE FRAGMENT]

This article is dedicated to our dear friend and mentor, Michael P. Bladestock, who shuffled off this mortal coil on December 12, 2022. [COMPLETE SENTENCE]

1.16. Epigraphs

- An epigraph is a short quotation set at the beginning of the article.
- Epigraphs are set in italics; any words typically italicized are instead set in roman (e.g., species–genus pairs). Epigraphs are not set off by quotation marks.
- The attribution, or the name of the source of the quotation (typically a person), is set beneath the quotation and is not italicized (in contrast to the epigraph itself). There is no preceding em dash:

Fear keeps us focused on the past or worried about the future. If we can acknowledge our fear, we can realize that right now we are okay. Right now, today, we are still alive, and our bodies are working marvelously.

Thich Nhat Hanh

Crazy is a term of art; insane is a term of law. Remember that, and you will save yourself a lot of trouble.

Hunter S. Thompson

From the dust of the earth, from the common elementary fund, the Creator has made Homo sapiens. From the same material he has made every other creature, however noxious and insignificant to us. They are earth-born companions and our fellow mortals.

John Muir

- The copyeditor should ensure the correct use of italics and check for the following: (1) the presence of attribution and (2) correct spelling. If there are questions about the attribution or the spelling (or the syntax or grammar), the copyeditor should query the author instead of editing the epigraph.

2. BODY MATTER

This section offers rules and guidance on how to treat common style elements that appear in articles.

2.1. Headings

Headings are intended to alert the reader that a new section or subsection is beginning. The levels of headings (first, second, third, and fourth [and occasionally fifth]) indicate the relationships between article sections. For example, by setting a heading as second-level after a heading set as first-level, the author is indicating that the section with the second-level heading is subordinate to the section with the first-level heading.

Although the copyeditor should be aware of any styles applied to headings, it is ultimately the responsibility of the compositor to ensure that the appropriate styles are applied.

However, if the copyeditor believes that there is an error (e.g., a Word style entitled “third-level heading” is applied to a second-level heading), he or she should notify the compositor. The copyeditor’s responsibility includes the English content of headings (i.e., grammar, spelling, and punctuation) and the appropriate application of capitalization. The copyeditor is not responsible for the bolding or italicization of headings (unless such formatting is required for other reasons, such as the italicization of genera and species).

The rules for headings are as follows:

- All headings are in title case. See Section 1.5.2 for details on capitalization for title case.
- Headings should be numbered.
- First-level headings are set on their own line, and there is no ending period:

| | | |
|-----------------------------------|--|--------------------|
| 1 Regulation of <i>p53</i> Gene | | 2 Role of Arp2/3 |
|-----------------------------------|--|--------------------|

- Second- and third-level headings are also set on their own line, and there is no ending period:

| | | |
|--|--|--|
| 1.1 Mental Illness Detection Based on Systolic Tree | | 1.1.1 Sample Selection and Data Sources |
|--|--|--|

- If a paragraph immediately follows a fourth- or fifth-level heading, the heading is not set on its own line, and there is an ending period for the heading:

| | | |
|--|--|--|
| 2.1.1.1 Coordinate Analysis. In addition to performing a Tukey analysis, we | | 2.1.1.1.3 Number Theory. For the control group, the researchers applied the |
|--|--|--|

However, if a fourth- or fifth-level heading is immediately followed by another heading, then the first of the two headings is set on its own line without an ending period:

3.1.2.4 | Cytometry

3.1.2.4.1 | Female Participants. The results showed remarkable discrepancies in outcomes between

2.2. Figures

2.2.1. Artwork

- Copyeditors are not responsible for redrawing artwork and should not directly edit artwork.
- However, copyeditors are responsible for ensuring that the text and the corresponding figure legend match what is found in the artwork (for more details, see Section 2.2.2). If there are discrepancies, the author should be queried.
- Copyeditors are also responsible for checking for typographical errors and other mistakes. The compositor should be asked to correct such problems.

2.2.2. Figure Legends

- The figure label is set in all caps and bolded with a vertical bar separating the label from the caption (e.g., **FIGURE 2** |). The figure caption is set in sentence case, is not bolded, and has an ending period (even if it is just a sentence fragment):

FIGURE 1 | Supplement of the product.

FIGURE 1 | Prototype of the proposed model. The overall setup has been illustrated.

- Although it is commonly considered best practice to define any abbreviations used in a figure and its caption in the caption, instead defer to the author’s preference with respect to both whether abbreviations are defined in the figure caption and how any definitions are presented:

FIGURE 1 | Plots of HUS, ESAS, and MDASI. ESAS indicates Edmonton Symptom Assessment Scale; HUS, health utility score; MDASI, MD Anderson Symptom Inventory. [ALL THREE ABBREVIATIONS ARE DEFINED.]

FIGURE 1 | Plots of HUS, ESAS, and MDASI. ESAS = Edmonton Symptom Assessment Scale; MDASI = MD Anderson Symptom Inventory. [ONLY TWO OF THE THREE ABBREVIATIONS ARE DEFINED, AND THEY ARE PRESENTED IN A DIFFERENT FORMAT.]

FIGURE 1 | Plots of HUS, ESAS, and MDASI. [NONE OF THE THREE ABBREVIATIONS ARE DEFINED.]

- Defer to the author regarding the treatment of permission/source lines for figures (the formatting of such lines is often mandated by the owner of the copyright and can vary greatly). However, if a source line is problematic, use “*Source:*” (note the italics) and query the author for confirmation:

Reproduced from *New Journal of Chemistry* [17] with permission from the Centre National de la Recherche Scientifique (CNRS) and the Royal Society of Chemistry.

[OWNER-MANDATED FORMAT]

Figure adapted from Brown et al. [5] with permission from Elsevier. [OWNER-MANDATED FORMAT]

Source: Emilio et al. [5]. [GENERIC FORMAT FOR PROBLEMATIC SOURCE LINES]

- Query the author if any symbol in a figure (e.g., an asterisk or dagger) is not defined in the figure caption or within the figure itself. If the same symbol appears in multiple figures, it must be defined in each figure:

Please add a definition of the single and double asterisks used in Figure 1 to its legend.

- Check each figure caption against the corresponding figure and against the text to ensure consistency. For example, if a caption describes Panels A–E, make sure that all five panels actually appear in the corresponding figure. If you find any inconsistencies, query the author:

The caption for Figure 3 cites Panels A, B, and C, but the figure appears to include only Panels A and B. Please either edit the caption or provide a new figure.

2.2.3. Parts of Figures

- There are three options for labeling the parts of figures:

Option 1: Use lowercase labels enclosed in parentheses, such as (a) and (b).

Option 2: Use uppercase labels enclosed in parentheses, such as (A) and (B).

Option 3: Defer to the authors as long as they are consistent at the figure level.

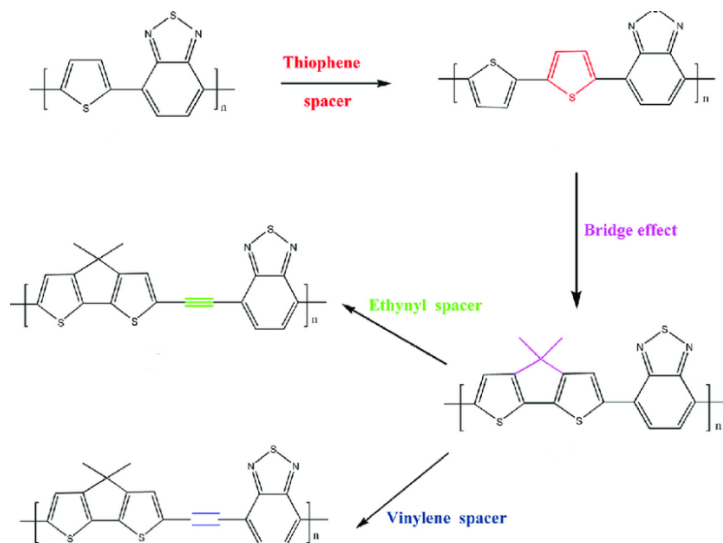
Examples include A and B (or a and b) with no parentheses.

- In the corresponding figure legends, use matching labels with parentheses:

FIGURE 1 | (a) Histological section. [“(a)” IN THE FIGURE ITSELF]

FIGURE 1 | (A) Histological section. [“(A)” IN THE FIGURE ITSELF]

FIGURE 1 | (A) Histological section. [“A” IN THE FIGURE ITSELF]



Every scheme should have a legend, and the rules for scheme legends are generally the same as those for figure legends except that (1) "FIGURE" is replaced by "SCHEME" and (2) sometimes a scheme legend may be nothing more than "SCHEME 1" (i.e., there may be no explanatory caption):

SCHEME 3 | Chemical reactions. [WITH A CAPTION]

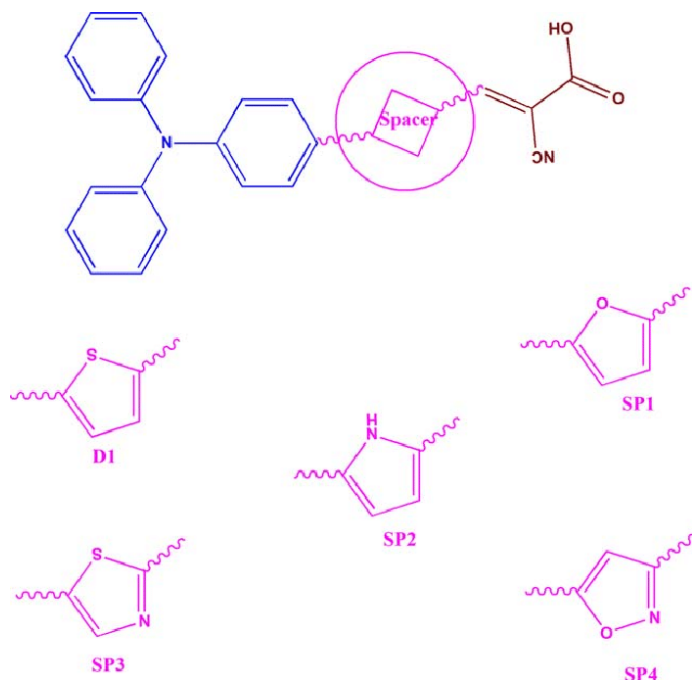
SCHEME 3 [WITHOUT A CAPTION]

Citations of schemes (which must be cited) should follow the same rules used for figure citations:

As shown in Scheme 3, the reaction was

Finally, the numbering for schemes should be separate from any numbering for figures (e.g., if an article has a single figure and a single scheme, they should be numbered Figure 1 and Scheme 1 [not Figure 1 and Scheme 2]).

- A structure is a graphical representation of a molecular structure (or multiple molecular structures):



Structures do not have legends and do not need to be cited.

2.4. Tables

2.4.1. Table Captions

- The table label is set in all caps and bolded with a vertical bar separating the label from the caption (e.g., **TABLE 2** |). The table caption is set in sentence case, is not bolded, and has an ending period (even if it is just a sentence fragment):

TABLE 1 | Model parameters.

TABLE 1 | Model parameters. The details of the parameters have been listed.

Also, capitalize the first word following a colon or an em dash (unless lowercase is required for some reason [e.g., *p* for probability]).

- Generally defer to the author on the division of tables into parts (e.g., Table 1a and Table 1b [or Table 1A and Table 1B]). However, if any such division is problematic for some reason, changes can be made, but query the author for confirmation.

2.4.2. Table Headings and Body

- Table headings should be bolded and set in sentence case. Also, capitalize the first word following a colon or an em dash (unless lowercase is required for some reason [e.g., *p* for probability]).
- Elements in the table body should not be bolded or italicized (unless such formatting is required for meaning, such as italics for genera and species) and should be set in

sentence case. Also, capitalize the first word following a colon or an em dash (unless lowercase is required for some reason [e.g., *p* for probability]).

- In tables, three-letter abbreviations for days of the week and months are permitted but are not mandated; defer to the author.
- If no data are available for a cell in a table, defer to the author on the decision to leave the cell empty or to insert some marker (generally a dash or a slash). However, if a dash is used, make sure that it is an em dash (and not a hyphen or an en dash).
- Here is an example of a table:

TABLE 1 | Clinical features according to the obstructive pattern on chest radiography.

| Variable | Total (N = 465) | Obstructive (N = 367) | Parenchymal (N = 98) | <i>p</i> |
|-------------------------------|------------------|-----------------------|----------------------|----------|
| Age, months | 24.0 (14.0–38.0) | 22.0 (13.0–33.0) | 35.0 (20.0–49.0) | < 0.001 |
| Girls | 224 (48.2) | 173 (47.1) | 51 (52.0) | 0.389 |
| High acuity ^a | 35 (7.5) | 25 (6.8) | 10 (10.2) | 0.259 |
| Recurrent wheezing/asthma | 54 (11.6) | 50 (13.6) | 4 (4.1) | 0.009 |
| Respiratory distress | 83 (17.8) | 72 (19.6) | 11 (11.2) | 0.054 |
| Crackle/diminished sound | 214 (46.0) | 154 (42.0) | 60 (61.2) | < 0.001 |
| Wheezing | 115 (24.7) | 105 (28.6) | 10 (10.2) | < 0.001 |
| Temperature, °C | 38.1 ± 1.0 | 38.1 ± 1.0 | 38.1 ± 0.9 | 0.824 |
| C-reactive protein, mg/dL | 1.7 (0.6–4.0) | 1.4 (0.5–3.7) | 2.9 (1.4–5.0) | < 0.001 |
| Therapeutic intervention | | | | |
| Oxygen | 54 (11.6) | 44 (12.0) | 10 (10.2) | 0.625 |
| IAO-relieving therapy | 166 (35.7) | 143 (39.0) | 23 (23.5) | 0.005 |
| Albuterol, inhaled | 121 (26.0) | 108 (29.4) | 13 (13.3) | 0.001 |
| Steroids, systemic | 137 (29.5) | 121 (33.0) | 16 (16.3) | 0.001 |
| Antibiotics | 357 (76.8) | 265 (72.2) | 92 (93.9) | < 0.001 |
| Outcomes | | | | |
| Intensive care unit | 9 (1.9) | 6 (1.6) | 3 (3.1) | 0.406 |
| Length of hospital stay, days | 4.0 (2.0–6.0) | 4.0 (1.0–5.0) | 5.0 (4.0–7.0) | < 0.001 |
| Fever ≥ 3 days | 58 (12.5) | 29 (7.9) | 29 (29.6) | < 0.001 |
| Oxygen/albuterol ≥ 3 days | 45 (9.7) | 40 (10.9) | 5 (5.1) | 0.085 |
| Return visits ≤ 7 days | 23 (4.9) | 17 (4.6) | 6 (6.1) | 0.546 |
| Complications | 11 (2.4) | 2 (0.5) | 9 (9.2) | < 0.001 |

Note: Values are expressed as means ± standard deviations, medians (interquartile ranges), or *n* (%).
Abbreviation: IAO, inflammatory airway obstruction.

^aKorean Triage and Acuity Scale 1–2.

Note that the copyeditor is not responsible for the insertion of rules or the alignment of data.

2.4.3. Table Footnotes

- Each footnote should end with a period and be set on its own line.
- Although there is a standard order for table footnotes ([1] general notes, [2] abbreviation notes, [3] linked notes, and [4] levels of probability), generally defer to the author’s preference. However, if the author’s order seems particularly confusing or convoluted (e.g., an abbreviation footnote is set between linked footnotes), you may reorder the footnotes for the sake of clarity. A table may have any (or none) of these footnotes.

- General notes (including permission/source lines) are not linked by any symbol to the rest of the table and begin with “*Note:*” (note the italics for both the word and the colon):
Note: For further details on the categories used in this table, see the supporting information.

Generally defer to the author regarding the treatment of permission/source lines for tables and edit them only as needed (often, the formatting of such source lines is mandated by the owner of the copyright).

- For abbreviation footnotes, use “Abbreviation:” (if there is only one abbreviation defined) or “Abbreviations:” (if there is more than one abbreviation defined).

Abbreviations should be alphabetized:

Abbreviations: GBM, glioblastoma multiforme; PFS, progression-free survival; SD, standard deviation.

Although it is best practice to use commas and semicolons for abbreviation footnotes (as shown in the previous example), it is permissible to defer to the author on such matters:

Abbreviations: GBM = glioblastoma multiforme, PFS = progression-free survival, SD = standard deviation.

However, do note that even though it is commonly considered best practice to define any abbreviations used in a table in a table footnote, it is Wiley practice to defer to the author on whether abbreviations are defined in the table (all, some, or none may be defined) and where in the table any definitions of abbreviations are presented (in a footnote or on first use elsewhere in the table).

- For linked footnotes, use superscripted lowercase letters:
^aData were missing for 20 subjects in the control group.

^bThis group included lymphomas and melanomas.

Make sure that every linked footnote is cited in the table; query the author if there are uncited footnotes (or if there are citations in the table without corresponding footnotes).

The citations do not need to appear in order in the table (e.g., footnote b can be cited before footnote a), but the linked footnotes themselves should appear in alphabetical order.

- For levels of probability, asterisks are preferred:
 $*p = 0.05$.

***, **, and * denote statistical significance at the 1%, 5%, and 10% levels, respectively.

However, defer to authors who treat such footnotes as linked footnotes instead (as long as the authors are consistent):

^a*p* = 0.05.

2.4.4. Table Citations in Text

- All tables except supporting tables must be cited in the text by number. Defer to the author on the decision to cite or not cite supporting tables (for the citation of supporting tables, see Section 3.16).
- Tables must be numbered in the order of their first citation in the main text (e.g., Table 1 must be cited before the first citation of Table 2). If the tables are not numbered correctly, query the author:

Table 2 is cited here, but Table 1 is first cited later in the article. Please either add a citation for Table 1 somewhere before this citation for Table 2 or renumber the tables and their citations to match their order of citation.

- If a table citation is missing, insert a citation in an appropriate place and query the author for confirmation:

In the original manuscript file, Table 5 was not cited. Please confirm the insertion of the citation here or make any necessary corrections.

- Never abbreviate “Table” in table citations (even within parentheses):

Table 1 shows [CORRECT] | Tab. 1 shows [INCORRECT]

2.5. Lists

- Lists may be either set vertically (display lists) or run into the text (run-in lists).

Although the latter style is usually better for short, simple lists, especially if the introduction and the items form a complete grammatical sentence, defer to the author’s choice.

2.5.1. Display Lists

- Items in display lists may be set off with numbers, letters, or symbols (e.g., dashes, bullets, or checkmarks), and multiple styles may be used in the same article (defer to the author):

1. Dogs | a. Dogs | – Dogs | • Dogs

| | | | |
|----------|----------|--------|---------|
| 2. Cats | b. Cats | — Cats | • Cats |
| I. Dogs | i. Dogs | | A. Dogs |
| II. Cats | ii. Cats | | B. Cats |

Note the mandatory use of periods with letters and numbers; do not use parentheses. Unnumbered display lists are no longer allowed.

- Defer to the author on the use (or nonuse) of ending punctuation and “and” for the elements of a display list as long the usage is consistent:

There were three nominees for the award:

- John Macko,
- Francis McGrath, and
- Mark Linskey

There were three nominees for the award:

- John Macko,
- Francis McGrath, and
- Mark Linskey.

There were three nominees for the award:

- John Macko
- Francis McGrath
- Mark Linskey

There were three nominees for the award:

- John Macko.
- Francis McGrath.
- Mark Linskey.

However, if the list elements are complete sentences, some sort of ending punctuation should be used for each element.

2.5.2. Run-In Lists

- In text, use uppercase or lowercase letters, lowercase Roman numerals, or Arabic numerals within round parentheses. Defer to the author’s usage as long as consistency is maintained within the article:

| | | | |
|--|--|--|---|
| (a) cats, (b) dogs, and (c) wombats | (A) cats, (B) dogs, and (C) wombats | (1) cats, (2) dogs, and (3) wombats | (i) cats, (ii) dogs, and (iii) wombats |
|--|--|--|---|

- Use semicolons to separate three or more elements that have internal commas:

We tested three groups: (a) low scorers, who scored fewer than 20 points; (b) moderate scorers, who scored between 20 and 50 points; and (c) high scorers, who scored more than 50 points.

2.6. Equations

- In general, follow what the author has provided for equations, but keep the presentation of equations consistent within an article. If there are inconsistencies, follow the general standards for equations that follow.

- The equation number should be set flush right and within parentheses:

$$e = mc^2 (1)$$

- Equations may be numbered or unnumbered, and a single article may include both numbered and unnumbered equations. Defer to the author.

- Numbered equations should appear in sequence (e.g., Equation 1 should appear before Equation 2).

- Use Arabic numerals for numbered display equations (e.g., (1), (2), and (3)). Per chemistry conventions, when there are both mathematical and chemical equations in an article, chemical equations should be numbered with uppercase Roman numerals (e.g., I, II, and III), whereas mathematical equations should use Arabic numerals:

$$a^2 + b^2 = c^2 (1) \text{ [MATHEMATICAL EQUATION]}$$



- Symbols representing variables and scalars should be italicized (e.g., $a + b = c$).

- Arrays and vectors should be in boldface (e.g., **a**, **b**, **c**, and **d**).

- Boldfaced, uppercase letters should be used for matrices (e.g., **A**, **B**, **C**, and **D**).

- Differential "d" is set in italics.

- The symbol for exponential is "e" (roman, not italic).

- Greek symbols used as variables should be set in italics.

- A display equation is part of the sentence preceding it (and, in some cases, the sentence may be continued after the equation). Thus, follow general punctuation and grammatical rules for punctuation preceding and following an equation. For example, if the part of the sentence preceding an equation forms a complete sentence in itself, that part should end with a colon. Likewise, if an equation is followed by "where P is the pressure," for example, "where" should be lowercase, not uppercase:

The area of a circle (A) is determined as follows:

$$A = \pi r^2 (1)$$

where r is the radius. [COMPLETE SENTENCE PRECEDING EQUATION]

The ideal gas law is formulated as

$$P \times V = n \times R \times T \quad (2)$$

where P is the pressure, V is the volume, n is the number of moles, R is the universal gas constant, and T is the temperature in kelvins. [INCOMPLETE SENTENCE PRECEDING EQUATION]

- For the citation of numbered equations, never abbreviate “Equation.” Instead, adhere to the following examples:

Equation (1) shows ..., whereas Equations (2) and (3) suggest [CITATIONS OUTSIDE PARENTHESES]

As shown in the illustration (Equation 1), we found that [CITATIONS WITHIN PARENTHESES]

However, if the author chooses to use a word other than *equation*, defer to the author’s choice:

Formula (1) shows ..., whereas Formulas (2) and (3) suggest

- Citations to equations from other sources should be lowercase and contracted:

The statistical model was developed on the basis of an equation conceived by David Gallagher [15, eq. 5].

2.7. Enunciations

- An enunciation is a clear statement about something in the context of a scientific article. Enunciations should be set in the text as shown in the following table regardless of the referencing or copyediting style for the journal:

| Enunciation | Title | Number (if any) | Text |
|--|--------------------|------------------------|----------------|
| Theorem (algorithm, assertion, axiom, corollary, hypothesis, lemma, proposition) | Roman, bold | Roman, bold | <i>Italics</i> |
| Proof | <i>Italics</i> | Roman | Roman |
| Definition (assumption, example) | Roman, bold | Roman, bold | Roman |
| Remark (answer, case, claim) | <i>Italics</i> | Roman | Roman |

- Here are some examples of properly formatted enunciations:

Algorithm 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Assertion 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Axiom 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Conjecture 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Corollary 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Criterion 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Hypothesis 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Lemma 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Proposition 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Reduction 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Sublemma 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Theorem 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Affirmation 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Application 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Assumption 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Condition 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Convention 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Definition 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Discussion 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Example 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Exercise 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Fact 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Model 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Problem 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Property 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions:

Question 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Scholium 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

Terminology 1. Assuming that there is just a single output ($m = 1$), then the following statement is true under both convex and nonconvex assumptions.

- All enunciations should be numbered or lettered; follow the author’s preference (e.g., Proof 1, Proof I, or Proof A), but maintain consistency at the article level. Numbering (or lettering) should be sequential within a particular enunciation (e.g., Theorem 1, Theorem 2, Proof 1, and Answer 1 [not Theorem 1, Theorem 2, Proof 3, and Answer 4]) or within an article section (Theorem 1.1, Theorem 1.2, Proof 1.1, and Answer 1.1); again, follow the author’s preference but maintain consistency throughout the article.

2.8. Algorithms

- In mathematics and computer science, an algorithm is a step-by-step procedure for calculations. Algorithms are used for calculations, data processing, and automated reasoning.
- Edit only the captions of algorithms and similar structures (boxes, pseudocode, etc.). Never edit the body of an algorithm.
- The following is an example of an algorithm with codes:

ALGORITHM 3 | w-PFI candidate generation and pruning based on a probability model.

Require: A size- $(k - 1)$ weighted PFI $WPF I_{k-1}$, Itemset I , weight table w , mean μ , scale α , transaction size n , minimum support $msup$ and probabilistic frequent threshold t .
 Ensure: A size- k weighted PFI candidate set Ck

- 1: Initialize $Ck = \emptyset$
- 2: $m = \max\{w_i | w_i \in w\}$
- 3: $\hat{\mu} = \{\mu | 1 - F(msup - 1, \mu) < t / m\}$
- 4: $I' = \{I_i | I_i \in Y, Y \subseteq WPF I_{k-1}\}$
- 5: for each Itemset $X \in WPF I_{k-1}$ do
- 6: for each Item $I_i \in I' - X$ do
- 7: if $w(X \cup I_i) \geq t$ then
- 8: if $\min\{u^X, u^{I_i}\} \geq \hat{\mu}$ And $\mu^X \mu^{I_i} \geq \alpha n \hat{\mu}$ then
- 9: Add $X \cup I_i$ into Ck
- 10: end if
- 11: end If
- 12: end for
- 13: $I_m = \operatorname{argmin}_{x \in X} w(x)$
- 14: for each Item $I_i \in I' - X$ do
- 15: if $w(X \cup I_i) \geq t$ And $w(I_i) < w(I_m)$ then
- 16: if $\min\{u^X, u^{I_i}\} \geq \hat{\mu}$ And $\mu^X \mu^{I_i} \geq \alpha n \hat{\mu}$ then
- 17: Add $X \cup I_i$ into Ck
- 18: end if
- 19: end If
- 20: end for
- 21: end for

2.9. Boxes

- An author may choose to highlight certain information or feature certain related information in a box, or an editor might decide to highlight certain information from the article in a box. Whether boxes are allowed in articles is determined at the journal level.
- The box label is set in all caps and bolded with a vertical bar separating the label from the caption (e.g., **BOX 2** |). The box caption is set in sentence case, is not bolded, and has an ending period (even if it is just a sentence fragment).
- For the treatment of lists in a box, see Section 2.5.
- Citations of boxes should follow the same rules used for figure citations:

See Box 1 for a list of examples.

Boxes do not need to be cited, however.

- If a box is reprinted from another source (e.g., another journal), the source must be indicated. Follow the author's preference for the treatment of permission/source lines; however, if a permission/source line is problematic, use "*Source:*" (note the italics) and query the author for confirmation.
- Here are two examples of boxes:

BOX 1 | Interview protocol asking students about their own and others' connection to nature.^a

We converted the Connection to Nature Scale^b to a 1–10 scoring system, with 10 indicating an individual who is highly connected to nature and 1 indicating an individual who is not very connected to nature.

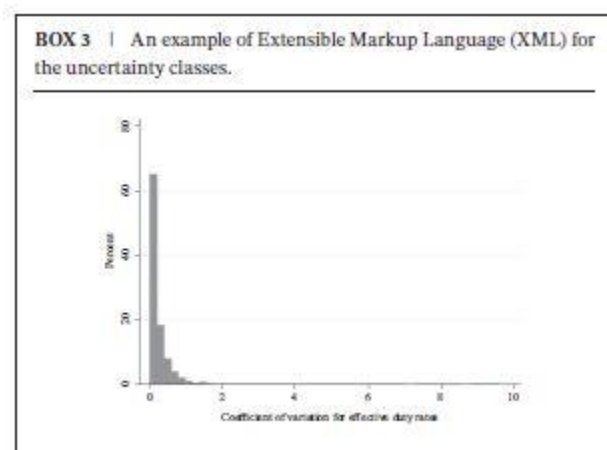
Q3: Where do you think you fall on the 1–10 Connection to Nature Scale?

Q4: Describe a person who scores a 10 on the Connection to Nature Scale. What do they do? What do they look like?

Q5: Describe a person who scores a 1 on the Connection to Nature Scale. What do they do? What do they look like?

Q6: [Interviewer tells participant their translated score on the EID scale—scaled 1–10.] Explain this score? Tell me about the difference between your actual and projected score?

^aThis interview protocol was a part of a larger study.
^bThis scale, referred to throughout the interview, is the Environmental Identity Scale (Clayton, 2003).



3. BACK MATTER

Back matter is any material that appears after the main text of an article. Some back matter sections appear in every article, and others are specific to certain kinds of articles.

3.1. General Notes on Back Matter Sections

- Defer to the author on the use (or nonuse) of personal pronouns such as “we” and “I” (e.g., both “The authors thank” and “We thank” are fine).
- With respect to grants, awards, and so forth, do not change “#” or “number” to any other form; instead, keep them as provided by the authors (e.g., both “Grant Number 1243” and “Grant #1243” are fine).
- Defer to the author on the use (or nonuse) and abbreviation of academic titles (e.g., both “Prof.” and “Professor” are fine; likewise, both “Doctor” and “Dr.” are fine).
- Likewise, defer to the author on the use of initials or full names for authors when they are cited in the back matter (e.g., both “P.A.M.” and “Pamela A. Mathews” are fine) as long as consistency is maintained within a section (e.g., it is acceptable [1] for initials to be used in the Acknowledgments section and for full names to be used in the Author Contributions section, [2] for initials to be used in both sections, or [3] for full names to be used in both sections). However, if initials are used for an author, make sure that they correspond to the author’s name on the title page (e.g., “P.A.M.” [not “P.M.”] for “Pamela A. Mathews”) and that periods with no spaces are used (e.g., “P.A.M.” [not “PAM” or “P. A. M.”]); if initials could apply to more than one author, query the author. Likewise, if full names are used, they should also correspond to the names on the title page.
- When there is a back matter–related item in the article body, whether in a (sub)section or within text, keep it as it is. Do not move it to the back matter section. For example, if the main text includes a statement about ethics, do not move the statement to the Ethics Statement section. Likewise, if the main text includes a statement about data availability, do not move the statement to the Data Availability Statement section, or if the authors acknowledge assistance with statistical analysis in the main text, do not move that acknowledgment to the Acknowledgments section.
- In back matter sections, when “author” or “authors” is used, make sure that “author” is used if the article has a single author and that “authors” is used if there is more than one author (e.g., “The author declares” if there is only one author, but “The authors declare” if there are multiple authors).

- Rewrite sentence fragments into full sentences in the back matter sections:

INCORRECT

Many thanks to the National Science Council for its financial support.

Supported by the Natural Science Foundation of China.

CORRECT

Many thanks are due to the National Science Council for its financial support.

This research was supported by the Natural Science Foundation of China.

3.2. Order of Back Matter Sections

Back matter sections should be presented in the following order:

- Nomenclature
- Author Contributions
- Acknowledgments
- Disclosure
- Ethics Statement
- Consent
- Conflicts of Interest
- Data Availability Statement
- Peer Review
- Open Practice/Open Research Badges
- Endnotes
- References
- Bibliography
- Supporting Information
- Appendices

3.3. Nomenclature

- The word *nomenclature* is defined as a system of names and terms used in a particular field of study or community.
- Not all journals allow this section (some journals allow an abbreviation footnote instead or neither; both are never allowed in a single article). For those journals that do allow a nomenclature section, defer to the author (i.e., if the author has included the section, keep it, but if the author has not, do not query for one or create one).
- The heading for this section is always “Nomenclature.”

- Defer to the author on the ordering of items within the section.
- If there are subheadings within the Nomenclature section, please set them in title case and on their own lines (e.g., Greek Variables and Mathematical Constants).
- Use the following example for guidance:

Nomenclature

Symbols

- E Young's modulus, Pa
- F force, N
- g gravitational constant, m/s^2
- G shear modulus, Pa
- m mass, kg
- M moment, N m

Greek Variables

- α volume fraction, —
- μ viscosity, Pa s
- ω angular velocity, rad/s

3.4. Author Contributions

- Defer to the journal's Journal Service Level Document on the inclusion of author contributions for the article.
- The heading is always "Author Contributions."
- Author contributions may be composed by the author, or a Contributor Roles Taxonomy (CRediT) statement may be provided instead. If both are provided, use the CRediT statement:
 - If CRediT is being used, follow the format shown later in this section. This applies whenever the standard CRediT categories are being used (even if the section is created by the authors and is not autogenerated).
 - If CRediT is not being used, defer to the author as long as he or she provides some sort of statement for the section. However, if the author provides nothing, insert the following standard text and query the author for confirmation: "The author takes full responsibility for this article."
- This section is included even if there is only one author.
- The formatting of author contributions composed by authors may vary a great deal. For example, they may consist of author names and sentence fragments (e.g., "*Obtained funding*: William R. Gibbons"), complete sentences (e.g., "William R. Gibbons and Jacob D. Zahler obtained funding."), or a mixture of both (e.g., "*Obtained funding*: William R. Gibbons. All authors are responsible for the validity of the results."). The use (and

nonuse) of italics and bolding may also vary. Generally defer to the author on the formatting but ensure consistency. Here are some examples:

Study concept and design: Emily L. Baldwin and Jacob D. Zahler. Analysis and interpretation of data: Jacob D. Zahler. Drafting of the manuscript: Alexis MacAllister. Critical revision of the manuscript for important intellectual content: Emily L. Baldwin and Jacob D. Zahler. Statistical analysis: Jacob D. Zahler. Obtained funding: William R. Gibbons. Study supervision: Emily L. Baldwin and Jacob D. Zahler.

All the authors have made substantial contributions to the design of the work, the analysis and interpretation of the data, and the drafting of the work or its critical revision.

K.D.S. and J.E.S. created the methodology and wrote the original draft. L.C.D.E. performed the investigation. R.T.T. performed the statistical analysis. All the authors have agreed to be responsible for ensuring the accuracy of the presented data.

- Unlike author contributions composed by authors, CRediT statements should follow a precise format (as shown in the examples below): The names of the authors are always complete (no initials) and bolded, the contributions are always lowercase, there are spaces around en dashes (e.g., *writing – original draft*), and commas are used to separate the contributions. There are two variations for CRediT statements. In the first variation, degrees of contribution are included:

Pierro Asara: writing – review and editing (equal). **Kerys Jones:** conceptualization (lead), writing – original draft (lead), formal analysis (lead), writing – review and editing (equal). **Elisha Roberto:** software (lead), writing – review and editing (equal). **Hebei Wang:** methodology (lead), writing – review and editing (equal). **Jinnie Wu:** conceptualization (supporting), writing – original draft (supporting), writing – review and editing (equal).

In the second variation, degrees of contribution are not included:

Pierro Asara: writing – review and editing. **Kerys Jones:** conceptualization, writing – original draft, formal analysis, writing – review and editing. **Elisha Roberto:** software, writing – review and editing. **Hebei Wang:** methodology, writing – review and editing. **Jinnie Wu:** conceptualization, writing – original draft, writing – review and editing.

Defer to the author on the inclusion of degrees of contribution.

3.5. Acknowledgments

- The authors of an article can recognize people, organizations, foundations, and so forth that are not directly involved in the writing of the article in the Acknowledgments section. The contents of the Acknowledgments section should be edited as usual.
- This section is not mandatory, but when it does appear, it should be part of the back matter.
- A single paragraph is preferred, but multiple paragraphs are allowed if they would enhance clarity.
- The heading is either “Acknowledgments” (for journals following American usage) or “Acknowledgements” (for journals following British and Canadian usage). Note that the heading is always plural, even if the section includes only one acknowledgment.
- If an author chooses to include an Acknowledgments section even when there is nothing to report, the following statement should be placed under the heading: “The authors have nothing to report” (or “The author has nothing to report” for a single-author article). Do not defer to the author on the wording.
- Here are some examples of Acknowledgments sections:

This trial was an investigator-initiated trial funded by Merck. Merck supplied pembrolizumab at no charge to subjects participating in the trial and provided funding for the clinical trial.

We thank Editage (<https://www.editage.com/>) for English language editing. This work was supported by the Japanese Ministry of Education, Culture, Sports, and Science (Grant 21K15387).

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MS, PhD (O'Donnell School of Public Health, UT Southwestern Medical Center, Dallas, Texas).

For a complete listing of the members of the CONSORT Collaboration, see <https://www.consortcollaboration.com>.

3.5.1. Policy on Using ChatGPT and Similar AI Tools

Copyeditors should be aware of Wiley and Hindawi's policy regarding the use of ChatGPT and other artificial intelligence tools in the writing of an article:

Artificial Intelligence Generated Content (AIGC) tools—such as ChatGPT and others based on large language models—cannot be considered capable of initiating an original piece of research without direction by human authors. They also cannot be accountable for a published work or for research design, which is a generally held requirement of authorship, nor do they have legal standing or the ability to hold or assign copyright. Therefore—in accordance with the Committee on Publication Ethics' position statement on AI tools—these tools cannot fulfill the role of, nor be listed as, an author of an article. If an author has used this kind of tool to develop any portion of a manuscript, its use must be described, transparently and in detail, in the Methods or Acknowledgements section. The author is fully responsible for the accuracy of any information provided by the tool and for correctly referencing any supporting work on which that information depends. Tools that are used to improve spelling, grammar, and general editing are not included in the scope of these guidelines. The final decision about whether use of an AIGC tool is appropriate or permissible in the circumstances of a submitted manuscript or a published article lies with the journal's editor or other party responsible for the publication's editorial policy.

3.6. Disclosure

- *Disclosure* is an umbrella term for the various factors that can influence the content of an article.
- The heading is always "Disclosure." Note that the heading is always singular, even if the section includes more than one disclosure.
- This section is not mandatory, but when it does appear, it should be part of the back matter.
- The Disclosure section can include the following:
 - A statement saying that the article was presented in abstract form at a conference or as part of a presentation:

An earlier version of this article was presented at the Tanzania Health Summit, which was held in Dodoma, Tanzania, on 27–28 November 2019.

Such material can alternatively be presented as a title page footnote; defer to the author.

- A disclaimer to abdicate some responsibility for the content that is published, which can be seen as both a moral responsibility and a legal one:

The funder had no role in the design, analysis, or publication of the study.

Again, such material can alternatively be presented as a title page footnote; defer to the author.

- If an author chooses to include a Disclosure section even when there is nothing to report, the following statement should be placed under the heading: "The authors have nothing to report" (or "The author has nothing to report" for a single-author article). Do not defer to the author on the wording.
- Note that if the article has a disclaimer about being prepared under the auspices of a government entity, that should appear as a title page footnote (see Section 1.15.6).

3.7. Ethics Statement

- An ethics statement may include information about adherence to certain ethical principles (e.g., the Declaration of Helsinki), the approval of the article's research by the appropriate institutional review board or institutional animal care and use committee, the consent of participants, and so forth.
- This section is not mandatory, but when it does appear, it should be part of the back matter. Ethics statements may also be included in the body of the text; do not move such statements to this section.
- A single paragraph is preferred, but multiple paragraphs are allowed if they would enhance clarity.
- The heading is always "Ethics Statement."
- Here are some examples of Ethics Statement sections:

All procedures performed in studies involving human participants were in accordance with the ethical standards of the Russian Federation and with the 1964 Helsinki Declaration and its later amendments or comparable ethical standards. Enrolled patients provided written informed consent. The examination was made in accordance with the approved principles. All the preparations and the equipment used are officially certified for the clinical use.

The study was approved by the research ethics committee of St. James/Adelaide and Meath Hospital (REC Reference 2013/12/05).

The study protocol was approved by institutional review boards and ethics committees at all the participating sites. The study was performed in accordance with the trial protocol, Good Clinical Practice guidelines, and the Declaration of Helsinki, and all patients provided written informed consent.

- If an author chooses to include an Ethics Statement section even when there is nothing to report, the following statement should be placed under the heading: "The authors have nothing to report" (or "The author has nothing to report" for a single-author article). Do not defer to the author on the wording.

3.8. Consent

- This section is added whenever the author mentions "consent" in a separate statement in an accepted manuscript or when a consent statement is included, even if it mentions "no written consent."
- The heading is always "Consent."
- This section is not mandatory, but when it does appear, it should be part of the back matter.
- The Consent section can include the following:
 - A statement that consent to participate in the study or to publish the study is provided by the patient(s):

Informed consent was received from all participants.
 - A statement mentioning that no consent was required because there is no patient-identifiable data:

No written consent has been obtained from the patients as there is no patient identifiable data included.
 - A more detailed statement about the consent procedures involved in preparation of the article:

The survey was presented and explained to workers in each of the cities before the start of the study. Participating in this study was voluntary. Signed, informed consent was sought from all participants. Participants were counseled before and after the HIV test. All those who tested positive for HIV got a referral to an appropriate treatment clinic.
- Any of these statements could alternatively appear in the Ethics Statement section or within the main text; defer to the author.

- If an author chooses to include a Consent section even when there is nothing to report, the following statement should be placed under the heading: “The authors have nothing to report” (or “The author has nothing to report” for a single-author article). Do not defer to the author on the wording.

3.9. Conflicts of Interest

- Authors should declare any associations that could potentially have an impact on the conclusions of their work in the Conflicts of Interest section. Note that providing this information is the responsibility of the author, and the copyeditor is responsible only for the usual editing (no fact checking).
- Defer to the journal’s Journal Service Level Document on the inclusion of a Conflicts of Interest section for an article.
- A single paragraph is preferred, but multiple paragraphs are allowed if they would enhance clarity.
- The heading is always “Conflicts of Interest.” Note that the heading is always plural, even if the section includes only one conflict.
- If the authors report that they have no conflicts of interest, use the following standard wording as a replacement for whatever is provided by the authors:

The authors declare no conflicts of interest. [MULTIPLE AUTHORS]

The author declares no conflicts of interest. [SINGLE AUTHOR]

However, if the authors provide no statement at all, do not insert one. Instead, query the authors as follows:

Please report all conflicts of interest or, if there are no conflicts, insert the following:

“The authors declare no conflicts of interest.”

- Here are some examples of Conflicts of Interest sections:
 Faezeh Darbaniyan reports acting as a consultant for Bristol-Myers Squibb. Naval G. Daver reports acting as an independent contractor for AbbVie, Gilead Sciences, Servier Pharmaceuticals, Astellas Pharma, Daiichi Sankyo Company, Genentech, and Karyopharm Therapeutics; acting as a consultant for Kite Pharma, Genentech, AbbVie, Servier Pharmaceuticals, Gilead Sciences, Novartis, and Jazz Pharmaceuticals; receiving grants/contracts from Novartis and Bristol-Myers Squibb; and belonging to a data and safety monitoring committee for Jazz Pharmaceuticals. The other authors declare no conflicts of interest.

James R. Hebert owns a controlling interest in Connecting Health Innovations LLC (CHI), a company that has licensed the right to his invention of the Dietary Inflammatory Index from the University of South Carolina to develop computer and smartphone applications for patient counselling and dietary interventions in clinical settings. Nitin Shivappa is an employee of CHI. The subject matter of this article does not have any direct bearing on that work, nor has that activity exerted any influence on this project.

Ami V. Desai reports stock ownership in Pfizer and Viatrix; consultancy/advisory board fees from Merck, Ology Medical Education, and Y-mAbs Therapeutics; and travel and accommodation expenses from GlaxoSmithKline. Mark A. Applebaum reports consultancy/advisory board fees from Fennec Pharmaceuticals, Innervate Radiopharmaceuticals, and Illumina Radiopharmaceuticals. Jennifer H. Foster has served on an advisory board for Y-mAbs Therapeutics and reports consulting fees from Y-mAbs Therapeutics and Alkermes. Rochelle Bagatell is an uncompensated member of a Y-mAbs Therapeutics advisory board.

3.10. Data Availability Statement

- A data availability statement (also known as a data accessibility statement) tells the reader where the data associated with an article are available and under what conditions the data can be accessed. It may also include links to the data set(s).
- Defer to the journal's Journal Service Level Document on the inclusion of a Data Availability Statement for an article.
- "Data Availability Statement" is the standard heading to be used across all journals.
- There is no standard text for data availability statements. The contents of the section should be edited as usual. Here are some examples:

The data that support the findings of this study are available from the corresponding author upon reasonable request.

On request and subject to certain criteria, conditions, and exceptions (see <https://www.pfizer.com/science/clinical-trials/trial-data-and-results> for more information), Pfizer will provide access to individual de-identified participant data from Pfizer-sponsored global interventional clinical studies conducted for medicines, vaccines, and medical devices (1) for indications that have been approved in the

United States and/or the European Union or (2) in programs that have been terminated (i.e., development for all indications has been discontinued).

The data that support the findings of this study have been originated by Flatiron Health, Inc. These de-identified data may be made available upon request and are subject to a license agreement with Flatiron Health; interested researchers should contact dataaccess@flatiron.com to determine licensing terms.

The data that support the findings of this study are openly available in figshare at <https://doi.org/10.6084/m9.figshare.c.5557944.v2>. Further data that support the findings of this study are available from Ecoinvent 3.7. Restrictions apply to the availability of these data, which were used under license for this study. Data are available at <https://www.ecoinvent.org>.

The data that support the findings of this study are openly available at https://mosmed.ai/datasets/covid19_1110, reference 29.

- Data availability statements may be negative (i.e., they may provide an explanation for why data are not available). Here are a couple of examples:

The study participants did not give written consent for their data to be shared publicly, so because of the sensitive nature of the research, supporting data are not available.

Data sharing is not applicable to this article, as no new data were created or analyzed in this study.

- If an author chooses to include a Data Availability Statement section even when there is nothing to report, the following statement should be placed under the heading: “The authors have nothing to report” (or “The author has nothing to report” for a single-author article). Do not defer to the author on the wording.

3.11. Peer Review

- Wiley has launched a peer review initiative by which the complete peer review process, from the initial review to the final decision to publish, can be reviewed. This means that alongside the published article, readers can see the full peer review history, including reviewer reports, editor decision letters, and the authors’ responses.
- Participation in this peer review initiative may or may not be mandatory; this is determined at the journal level. If the Peer Review section does appear, it should be part of the back matter.
- The Peer Review section is not edited by copyeditors. Here is an example:

Peer Review

The peer review history for this article is available at

<https://www.webofscience.com/api/gateway/wos/peer-review/10.1111/ejn.16110>.

3.12. Open Practice/Open Research Badges

- An article will display open practice/open research badges only if they are applicable to the article. Not all articles will have these badges. Note that as of January 1, 2025, these badges have been decommissioned for Wiley articles, so articles processed after these dates will not have these badges. For any articles received in production before this date, the style is as described in this section.
- Badges will appear on the same line as the article type on the title page:



- Badges along with explanations will also appear in the back matter.
- The heading in the back matter is “**Open Practice Badges**” or “**Open Research Badges**” (as applicable).
- This section is not edited by copyeditors. Here is an example:

OPEN RESEARCH BADGES



This article has earned an Open Data Badge for making publicly available the digitally-shareable data necessary to reproduce the reported results. The data is available at <https://doi.org/10.17605/OSF.IO/QJXNU>.

3.13. Endnotes

- Endnotes are different from references. They are meant to be used as asides from the text, not to house direct reference citations.
- The use of endnotes is determined at the journal level; some journals do not allow endnotes. In that case, endnotes should be incorporated into the main text, perhaps within parentheses, and the author should be queried for confirmation.
- Footnotes attached to the main text are no longer allowed and should be converted into endnotes (note that this does not apply to title page footnotes, which are allowed).
- Endnotes should be cited with superscript Arabic numerals.

- The heading is always “Endnotes.”
- Here is an example of an Endnotes section:

Endnotes

¹ We chose to have only one female speaker in the current study to avoid introducing additional variables to be controlled. This would have required additional trials, which would have prolonged the experiment and potentially tired out the participants.

² This is a technique in which the scientists cut into the brain and place electrodes in the brain to record the activity of individual neurons.

3.14. References

3.14.1. General Information

- The References section is a list of works cited in an article, and the heading is always “References” (or “Reference” if there is only one reference listed).
- For journals following the *Unified Style Guide*, only two reference styles are permitted: the Chicago note style and the Chicago author–date style (found in Sections 13 and 14 of the 18th edition of *The Chicago Manual of Style*). There are minor exceptions regarding the number of authors included in a reference, the treatment of issue numbers in the author–date style, and the treatment of page ranges (as discussed later in this section). Which style is used is determined at the journal level and noted in the Journal Service Level Document.
- Although *The Chicago Manual of Style* allows either first names or initials for authors in its reference styles, the *Unified Style Guide* permits only initials for first names in references (see Section 3.14.3 of this guide for examples).
- For both reference styles, if an entry in the References section has six authors or fewer, list all the authors there:

S.-H. Keng, C.-H. Lin, and P. F. Orazem ... [NOTE STYLE]

Keng, S.-H., C.-H. Lin, and P. F. Orazem ... [AUTHOR–DATE STYLE]

If there are more than six authors, list only the first three authors and add “et al.”:

S. Costello, C. Louison, B. Chambala, et al. ... [NOTE STYLE]

Costello, S., C. Louison, B. Chambala, et al. ... [AUTHOR–DATE STYLE]

- In contrast to *The Chicago Manual of Style* (which prefers truncated page ranges), use complete page ranges for references. If the page ranges are truncated (e.g., 484–85), expand them (e.g., 484–485).

- Also in contrast to *The Chicago Manual of Style*, always use “no.” for issue numbers in the author–date style (see Section 3.14.3.2 of this guide for examples). This is consistent with the treatment of issue numbers in the note style and avoids the complexities of *The Chicago Manual of Style*, which uses parentheses sometimes and “no.” other times.

- References can be clubbed (i.e., two or more references can be placed together and assigned to a single reference number):

1. (a) M. Pollan, *The Omnivore’s Dilemma: A Natural History of Four Meals* (Penguin, 2008). (b) E. O. Keith, *Survey of Marine Mammals* (Kendall/Hunt, 2008).

2. (a) S.-H. Keng, C.-H. Lin, and P. F. Orazem, “Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality,” *Journal of Human Capital* 11, no. 1 (2017): 1–34, <https://doi.org/10.1086/690235>. (b) P. LaSalle.

“Conundrum: A Story About Reading,” *New England Review* 38, no. 1 (2017): 95–109.

Note the use of a lowercase letter in parentheses before each reference and the period at the end of each reference when references are clubbed.

- References should not be repeated in the reference list. Any duplicates found by a copyeditor should be referred to the typesetter for correction (this will require deletion of the duplicates and, if numerical citations are used, renumbering of the remaining references and their citations as well as a query to the author for confirmation).

- For personal communications and other unpublished data, generally defer to the author on their placement (i.e., in regular text or in the references). Their presentation may vary widely. Consider these examples in regular text:

On March 6, 2022, during a conversation with one of the authors (John J. Jay), the president of the association, Q. Anne Pick, noted that

These data were provided in an email message from May B. Dane, MD (May 12, 2019).

If personal communications and unpublished data appear in the References section, edit the entries to more closely match regular references (e.g., initials for first names and no complete sentences), but be careful not to discard any important information. Consider these two examples from *The Chicago Manual of Style* (Section 14.111):

1. J. E. Correspondent, email message to author, April 23, 2017.

2. Facebook direct message to author, April 30, 2017.

If you are uncertain about your editing of these references, query the author for confirmation.

3.14.2. Reference Citations

- In all articles, every work included in the reference list should be cited in the text.
- Two types of reference citations are allowed: numbered citations (online and in square brackets) for references in the note style and author–date citations for references in the author–date style. If the wrong type is used for an article, the citations must be converted to the correct type.

3.14.2.1. Numbered Citations

- When numbered citations are used, references should be numbered in the order of first citation. If they are not correctly numbered (or if some references are not even cited), the copyeditor should refer this to the typesetter for correction.
- References that are mentioned within tables only (and not mentioned in the main text) should be cited in order along with the in-text references so that they are fully integrated with the normal body of references. This is considered “in-flow.” For example, a paragraph before Table 1 includes a citation of Reference 1, then Table 1 includes a citation of Reference 2, and a paragraph after Table 1 includes a citation of Reference 3.
- Reference citations can be preceded by the name of the author, but this is not necessary:

For more details, see Everitt et al. [38].
It also results from the structure of γ (see
Goodnow [26]) that γ is finite.
Refer to James et al. [15] and King [17]
for details.

For more details, see [38].
It also results from the structure of γ (see
[26]) that γ is finite.
Refer to [15, 17] for details.

- Reference citations can be preceded by a preposition, but this is not necessary:

The binomials in [4] are not parallel.

The binomials [4] are not parallel.

- Multiple reference citations are incorporated into one set of square brackets and should be in numerical order. Commas (with spaces) or en dashes, as appropriate, are used; *and* is not used:

This was illustrated, for example, in [1, 3,
4, 7, 10].

See, for example, [13–15].

- When author names are included with citations, up to two names can be included:

Kant [1] showed ... [ONE AUTHOR]

Aristotle and Plato [2] showed ... [TWO
AUTHORS]

Descartes and Hume [3] showed ... [TWO
AUTHORS]

Wittgenstein et al. [4] showed ... [MORE
THAN TWO AUTHORS]

Note the use of *et al.* with more than two authors.

- Here are some more illustrative examples:

For the second-order conditions, see Paddlewick [1]; see also Getout et al. [2]. This might give us a chance to use the full capacity of variation principles (see Archie [5]).

In Everitt et al. [38], second-order conditions are presented.

See Poodlewick et al. [2, p. 23] for instructions.

For the second-order conditions, see [1]; see also [2].

This might give us a chance to use the full capacity of variation principles (see [5]).

In [38], second-order conditions are presented.

See [2, p. 23] for instructions.

3.14.2.2. *Author-Date Citations*

- When author-date citations are used, the following rules should be followed for the reference list:

1. References should be alphabetized by the last names of the authors or editors. If a reference does not include an author or editor, the title should be used instead.
2. If two or more references have exactly the same authors or editors in exactly the same order, those references should be arranged chronologically from earliest to latest.
3. If two or more references have exactly the same authors or editors in exactly the same order and are published in the same year, those references should be arranged alphabetically by title, and a lowercase letter should be added to the year in each reference (e.g., "2003a" for the first reference and "2003b" for the second reference).

- Here are some examples of author-date citations with the names of the authors outside parentheses:

Kant (2021) showed ... [ONE AUTHOR]

Descartes and Hume (1725) showed ...
[TWO AUTHORS]

Aristotle and Plato (1992) showed ... [TWO
AUTHORS]

Wittgenstein et al. (1883) showed ... [MORE
THAN TWO AUTHORS]

Note the use of *et al.* with more than two authors.

- Here are some examples of author–date citations fully within parentheses:

(Euclid 2011) [ONE AUTHOR]

(Pythagoras and Archimedes 2024) [TWO
AUTHORS]

(Newton and Galileo 1875) [TWO AUTHORS]

(Fibonacci et al. 1923) [MORE THAN TWO
AUTHORS]

Note that the word *and*, not an ampersand, is used within parentheses. Furthermore, semicolons are used to separate citations within parentheses:

(Pasteur 1876; Crick and Watson 1945)

(Magellan 1497; da Gama and Cortes
1512; Vespucci 1502)

The order of multiple citations within parentheses should be left to the author’s discretion.

- Page numbers, if included, are formatted as follows:

(Ham and Cheese 1995, 23)
Hamburger et al. (2011, 12, 16)

(Fish and Chips 2003, 12–25)
Weiner, Hotdog, and Frank (1982, 3, 7, 9)

Note the comma after the year and the absence of *pages* or *pp*.

- If the cited reference is an Early View article (i.e., an online version that appears before the article is published), the word *forthcoming* should replace the year in the citation:

Ellis (forthcoming) recently took a look at
how these changes will affect the field.

The findings will be presented in an article
that will appear in the journal’s next issue
(Heindl and McCormick, forthcoming).

Note that a comma should be added after the author(s) in parenthetical citations of Early View articles. Similarly, if the cited reference is an unpublished/submitted manuscript, the phrase *unpublished manuscript* should replace the year in the citation:

Ellis (unpublished manuscript) recently
took a look at how these changes will
affect the field.

The findings will be presented in an article
that will appear in the journal’s next issue
(Heindl and McCormick, unpublished
manuscript).

For examples of Early View and unpublished/submitted manuscript references, see Sections 3.14.3.1 and 3.14.3.2.

- If a reference list includes two or more works whose first authors share the same last name but have different first names, the in-text citations must include the authors’ first initials (or first and middle initials if the authors have the same first initial):

The earlier work by I. Louvin (1995) stands in contrast to more recent efforts from Tuttle and Cleveland (2022) and C. Louvin (2019).

Both B. Monroe (1998) and C. Monroe (1999) have made important contributions to the field.

The findings were confirmed by multiple sources (A. Carter 2003; H. Carter 2001; Cash 2017).

One of the studies (J. Maphis 2019) confirmed the author's hypothesis, but a more thorough study (R. Maphis 2022) cast some doubt.

- If a reference list includes two or more works that have more than two authors and the same first author as well as the same year of publication, the in-text citations must include the first and second authors' last names (or however many names it takes to distinguish the references from one another) followed by *et al.*:

An early study (Marlowe, McKay, et al. 2004) established the framework for the experiment. This framework was quickly modified after some miscalculations were corrected (Marlowe, Lovett, et al. 2004).

The results, first reported by Dylan, Petty, Orbison, et al. (1989), were echoed in a more comprehensive study published a few months after (Dylan, Petty, Harrison, et al. 1989).

- Here are some more illustrative examples:

According to Darwin (1879) ...
(Linnaeus and Mendel 1825a, 123)
(Cousteau 1993, 1994) [SAME AUTHOR, TWO
YEARS]
Doyle noted that "all is clear" (1987, 143).
[QUOTATION]

In Darwin's (1879) study ...
(Linnaeus and Mendel 1825b, 55–60)
(Polo 1975, 23; 1977, 45; Erikson 2003)
[SAME AUTHOR, TWO YEARS, PAGE NUMBERS]
Doyle (1987, 143) noted that "all is clear."
[QUOTATION]

In the two "Doyle" examples, note that either placement of the year and page number is acceptable.

- For more examples and rules governing author–date citations, see Section 13 in the 18th edition of *The Chicago Manual of Style*.

3.14.3. Examples of Typical Chicago-Style References

3.14.3.1. Chicago Note Style

• The following table provides examples of the most frequently used types of references in the Chicago note style. It is not meant to be a comprehensive list. Consult Sections 13 and 14 in the 18th edition of *The Chicago Manual of Style* for other types of references.

| Type | Example/Style | Exceptions/Remarks |
|--------------------------------|--|---|
| Book with a single author | <p>M. Pollan, <i>The Omnivore’s Dilemma: A Natural History of Four Meals</i> (Penguin, 2008).</p> <p>E. O. Keith, <i>Survey of Marine Mammals</i> (Kendall/Hunt, 2008).</p> <p>S. J. Peterson, <i>The Transportation Research Board: 1920–2020</i> (National Academies Press, 2020).</p> | <p>Note that the publisher location is no longer included for book references. If the location is included, delete it.</p> <p>Note also that an initial <i>The</i> should be deleted from the names of publishers (e.g., “National Academies Press” instead of “The National Academies Press”).</p> |
| Book with two authors | <p>G. C. Ward and K. Burns, <i>The War: An Intimate History, 1941–1945</i> (Knopf, 2007).</p> <p>S. Purkis and V. Klemas, <i>Remote Sensing and Global Environmental Change</i> (Wiley-Blackwell, 2011).</p> | |
| Book with three to six authors | <p>J. Heatherton, J. Fitzgilroy, and J. Hsu, <i>Meteors and Mudslides: A Trip Through the Earth</i> (Knopf, 2007).</p> | |
| Book with a listed edition | <p>J. Green and N. Thorogood, <i>Qualitative Methods for Health Research</i>, 4th ed. (Sage, 2018).</p> <p>A. Schreck, <i>The Compact History of the Catholic Church</i>, rev. ed. (Servant Books, 2023).</p> | |

| Type | Example/Style | Exceptions/Remarks |
|--|--|--|
| Book with an editor as the author | D. Woodward, ed., <i>Art and Cartography: Six Historical Essays</i> (University of Chicago Press, 1987). | |
| Book with two to six editors as the authors | J. A. Goodman, S. J. Purkis, and S. R. Phinn, eds., <i>Coral Reef Remote Sensing: A Guide for Mapping, Monitoring and Management</i> (Springer, 2013). | Note the use of "eds." (not "ed.") with two or more editors. |
| Book with both authors and editors/translators | A. Soloviev and R. Lukas, <i>The Near-Surface Layer of the Ocean: Structure, Dynamics and Applications</i> , ed. L. A. Mysak and K. Hamilton (Springer, 2006). A. Thiers, <i>The History of the French Revolution</i> , trans. F. Shoberl (Cambridge University Press, 2011). | Note that, in contrast to the previous entry, "ed." (not "eds.") is used with two or more editors when their names follow the title. If a person is listed as both an editor and a translator, use "trans. and ed." |
| Chapter in an edited book | C. G. Messing, J. K. Reed, and S. W. Ross, "Deep-Water Coral Reefs of the United States," in <i>Coral Reefs of the USA</i> , ed. B. M. Riegl and R. E. Dodge (Springer, 2008), 767–792. | Note that the page range is not required; defer to the author. |
| Chapter in an edited book with no editor or page range | M. E. Braza and M. P. Fahrenkopf, "Split-Thickness Skin Grafts," in <i>StatPearls</i> (StatPearls Publishing, 2022). | |
| Forthcoming book/chapter in an edited book | I. Bloemraad, <i>Land Grant Colleges Today</i> (Macmillan, forthcoming). C. Faraday, "Protean Photography," in <i>Seven Trips Beyond the Asteroid Belt</i> , ed. J. Oring (Launch Press, forthcoming). | Note that "forthcoming" replaces the year. |

| Type | Example/Style | Exceptions/Remarks |
|--|---|--|
| Journal article with one to six authors | <p>P. LaSalle, "Conundrum: A Story About Reading," <i>New England Review</i> 38, no. 1 (2017): 95–109.</p> <p>I. Galván and F. Solano, "Melanin Chemistry and the Ecology of Stress," <i>Physiological and Biochemical Zoology</i> 88, no. 3 (May/June 2015): 353, https://doi.org/10.1086/680362.</p> <p>S.-H. Keng, C.-H. Lin, and P. F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality," <i>Journal of Human Capital</i> 11, no. 1 (2017): 1–34, https://doi.org/10.1086/690235.</p> <p>R. Alibudbud, A. Smith, M. Liebreuz, and J. M. Arnado, "Reframing Divorce as a Mental Health Policy Issue in the Philippines," <i>Lancet Psychiatry</i> 11, no. 4 (2024): 241–242, https://doi.org/10.1016/S2215-0366(24)00002-6.</p> | <p>The following may or may not be included in a journal reference: (1) DOI, (2) issue number, and (3) month(s) of publication.</p> <p>Note that an initial <i>The</i> is deleted from the titles of journals in references (e.g., "<i>Lancet</i>" instead of "<i>The Lancet</i>"). However, an initial article is kept for non-English titles (e.g., <i>Der Spiegel</i>).</p> <p>Note also that DOIs in any reference citation should be presented in the URL format (i.e., DOIs should always begin with "https://doi.org/").</p> |
| Journal article with more than six authors | <p>A. P. Nath, S. C. Ritchie, N. F. Grinberg, et al., "Multivariate Genome-Wide Association Analysis of a Cytokine Network Reveals Variants With Widespread Immune, Haematological, and Cardiometabolic Pleiotropy," <i>American Journal of Human Genetics</i> 105, no. 6 (2019): 1076–1090, https://doi.org/10.1016/j.ajhg.2019.10.001.</p> | <p>Note that when there are more than six authors, only the first three authors are listed; this rule is applicable to all reference types, including books.</p> |

| Type | Example/Style | Exceptions/Remarks |
|---|---|--|
| Journal article with author name suffix | <p>A. Z. Mo, C. C. Trenor 3rd, and D. J. Hedequist, "Sirolimus Therapy as Perioperative Treatment of Gorham–Stout Disease in the Thoracic Spine: A Case Report," <i>JBJS Case Connector</i> 8, no. 3 (2018): e70, https://doi.org/10.2106/JBJS.CC.17.00287.</p> <p>F. E. Barton Jr., "The 'High SMAS' Face Lift Technique," <i>Aesthetic Surgery Journal</i> 22, no. 5 (2002): 481–486, https://doi.org/10.1067/maj.2002.128628.</p> | Note the placement and punctuation of name suffixes (<i>3rd</i> and <i>Jr.</i> in these examples). |
| Journal: online format with DOI | <p>A. M. Campbell, J. Fleisher, C. Sinigalliano, J. R. White, and J. V. Lopez, "Dynamics of Marine Bacterial Community Diversity of the Coastal Waters of the Reefs, Inlets, and Wastewater Outfalls of Southeast Florida," <i>Microbiology Open</i> 4, no. 2 (2015): 1–19, https://doi.org/10.1002/mbo3.245.</p> | |
| Journal: online format without DOI | <p>R. E. Spieler, "A Carp–Goldfish Hybrid With No Caudal Fin," <i>Transactions of the Kansas Academy of Science</i> 74, no. 3/4 (1971): 342–343, http://nsuworks.nova.edu/occ_farticles/215/.</p> | |
| Journal article in a foreign language | <p>M. Ezura, Y. Kakisaka, K. Jin, et al., "A Case of Focal Epilepsy Manifesting Multiple Psychiatric Auras" [in Japanese], <i>Shinkei Kenkyu No Shinpo</i> 67, no. 1 (2015): 105–109, https://doi.org/10.11477/mf.1416200093.</p> | Include the language (here "[in Japanese]") only when the article title is translated into English; if the article title is presented in the original language, do not include the language. |

| Type | Example/Style | Exceptions/Remarks |
|------------------------------------|--|---------------------------|
| Journal article with a part number | M. Sakaguchi, H. Kaneda, and S. Inouye, "A Case of Anaphylaxis to Gelatin Included in Erythropoietin Products," <i>Journal of Allergy and Clinical Immunology</i> 103, no. 2 pt. 1 (1999): 349–350, https://doi.org/10.1016/s0091-6749(99)70512-9 . | |
| Journal article in a supplement | H. D. Dean, R. L. Myles, C. Spears-Jones, A. Bishop-Cline, and K. A. Fenton, "A Strategic Approach to Public Health Workforce Development and Capacity Building," supplement, <i>American Journal of Preventive Medicine</i> 47, no. S3 (2014): S288–S296, https://doi.org/10.1016/j.amepre.2014.07.016 . | |
| Preprint | S. J. Chae, S. Shin, S. Lee, and J. K. Kim, "From Homogeneity to Heterogeneity: Refining Stochastic Simulations of Gene Regulation," preprint, bioRxiv, September 24, 2024, https://doi.org/10.1101/2024.09.24.614828 . | |
| Article published ahead of print | D. Feir and S. Mann, "Temporal Trends in Mental Health in the United States by Gender Identity, 2014–2021," <i>American Journal of Public Health</i> , ahead of print, February 29, 2024, https://doi.org/10.2105/AJPH.2024.307603 . | |

| Type | Example/Style | Exceptions/Remarks |
|--|---|--|
| Unpublished or submitted manuscript | <p>J. Butler, "Empagliflozin After Acute Myocardial Infarction," unpublished manuscript, June 5, 2024.</p> <p>L. Redburn, "Touch-Sensitive Interiors: A Behavioral Analysis," unpublished manuscript, May 5, 2017, LaTeX and GIF files.</p> | <p>Note that this example applies only to manuscripts not yet accepted for publication. The file type may be included (see the second example) but is not necessary (see the first example). The phrase <i>unpublished manuscript</i> is used even if the manuscript has been submitted for publication.</p> |
| Article in press: Early View | <p>S.-H. Keng, C.-H. Lin, and P. F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality," <i>Journal of Human Capital</i> (Early View): https://doi.org/10.1086/690235.</p> | <p>Note that "Early View" is placed where the year would be. This format should be followed only if "Early View" is included in the reference. If an in-press reference does not include "Early View," follow the next format.</p> |
| Article in press: if the volume is known | <p>S. K. Swallow and M. J. Mazzotta, "Assessing Public Priorities for Experiment Station Research: Contingent Value and Public Preferences for Agricultural Research," <i>American Journal of Agricultural Economics</i> 86 (forthcoming).</p> | <p>Note that "forthcoming" replaces the year. If there is no volume number, "(forthcoming)" follows the journal title.</p> |
| Article in a popular newspaper/magazine | <p>S. G. Stolberg and R. Pear, "Wary Centrists Posing Challenge in Health Care Vote," <i>New York Times</i>, February 28, 2010, http://www.nytimes.com/2010/02/28/us/politics/28health.html.</p> <p>M. Royko, "Next Time, Dan, Take Aim at Arnold," <i>Chicago Tribune</i>, September 23, 1992.</p> <p>T. Pai, "The Squishy, Sugary History of Peeps," <i>Vox</i>, April 11, 2017, http://www.vox.com/culture/2017/4/11/15209084/peeps-easter.</p> | |

| Type | Example/Style | Exceptions/Remarks |
|---|--|--|
| Paper/poster delivered at a meeting and not published | <p>R. Adelman, "Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition," paper presented at the Annual Meeting for the Society of Biblical Literature, New Orleans, LA, November 21–24, 2009.</p> <p>W. X. Bury, "Cancer in the COVID Era," poster presented at the 37th Conference on Cancer (virtual), March 23, 2022.</p> | Note that the type of presentation may vary. Also, if the conference is virtual (i.e., there is no physical location), use "(virtual)" (as in the second example). |
| Published proceedings | B. R. Chiswick, "A Longitudinal Analysis of the Occupational Mobility of Immigrants," in <i>Proceedings of the 30th Annual Winter Meetings, Industrial Relations Research Association</i> , ed. B. D. Dennis (IRRA, 1977), 20–27. | |
| Working paper | M. Karshenas, "Minimum Wages, Labor Market Institutions, and the Distribution of Earnings in Iran," Working Paper No. 1478 (Economic Research Forum, August 30, 2021). | |
| Government publication | B. H. Lin and S. T. Yen, <i>The U.S. Grain Consumption Landscape: Who Eats Grain, in What Form, Where, and How Much?</i> , Economic Research Report 50 (US Department of Agriculture, 2007). | Note that the name of the series follows the title of the work and is not italicized. |
| Anonymous works: unknown authorship | <i>The Autobiography of a Koala</i> (Animal Press, 1953). | When the author or editor is unknown, simply begin with the next element of the reference type (in this case, the title). |

| Type | Example/Style | Exceptions/Remarks |
|-----------------------------------|---|--|
| Anonymous works: known authorship | [A. Meier, A. J. Fivizzani, R. E. Spieler, and N. Horseman], <i>Circadian Hormone Basis for Seasonal Conditions in the Gulf Killifish, Fundulus grandis</i> (Elsevier, 1978). | Use brackets if the authorship is not listed but is known or guessed through another method. |
| Thesis or dissertation | C. L. Rutz, "King Lear and Its Folktale Analogues" (PhD diss., University of Chicago, 2013). N. Pruzinsky, "Identification and Spatiotemporal Dynamics of Tuna (Family: Scombridae; Tribe: Thunnini) Early Life Stages in the Oceanic Gulf of Mexico" (master's thesis, Nova Southeastern University, 2018), https://nsuworks.nova.edu/occ_stuetd/472/ . | |

| Type | Example/Style | Exceptions/Remarks |
|---------|---|---|
| Website | <p>“Continuing Education & Maintenance of Certification,” American Society of Clinical Oncology, accessed July 3, 2023, https://society.asco.org/meeting-s-education/continuing-education-moc.</p> <p>T. Bamford, “Ernie Pyle: The Voice of the American Soldier in World War II,” National World War II Museum, published April 17, 2020, https://www.nationalww2museum.org/war/articles/ernie-pyle-world-war-ii.</p> <p>“Wikipedia: Manual of Style,” Wikimedia Foundation, last modified April 7, 2016, http://en.wikipedia.org/wiki/Wikipedia:Manual_of_Style.</p> <p>“The Quiz Show Rigging Scandal,” Ripley’s, published January 4, 2024, https://www.ripleys.com/stories/the-quiz-show-rigging-scandal.</p> <p>B. Lamb, “Oakland Park (Jersey City, NJ),” Society for American Baseball Research, https://sabr.org/bioproj/park/oakland-park-jersey-city/.</p> | <p>Terms that can be used with dates include <i>accessed</i>, <i>effective</i>, <i>last modified</i>, <i>published</i>, and <i>updated</i> (among others).</p> <p>Note that an access date can be included only if a date of publication or revision is not included. If no date of any sort is provided, do not query the author; format the reference without one (see the last example).</p> |

3.14.3.2. Chicago Author–Date Style

- The following table provides examples of the most frequently used types of references in the Chicago author–date style. It is not meant to be a comprehensive list. Consult Sections 13 and 14 in the 18th edition of *The Chicago Manual of Style* for other types of references.

| Type | Example/Style | Exceptions/Remarks |
|---|---|---|
| Book with a single author | <p>Pollan, M. 2008. <i>The Omnivore's Dilemma: A Natural History of Four Meals</i>. Penguin.</p> <p>Keith, E. O. 2008. <i>Survey of Marine Mammals</i>. Kendall/Hunt.</p> <p>Peterson, S. J. 2020. <i>The Transportation Research Board: 1920–2020</i>. National Academies Press.</p> | <p>Note that the publisher location is no longer included for book references. If the location is included, delete it.</p> <p>Note also that an initial <i>The</i> should be deleted from the names of publishers (e.g., "National Academies Press" instead of "The National Academies Press").</p> |
| Book with two authors | <p>Ward, G. C., and K. Burns. 2007. <i>The War: An Intimate History, 1941–1945</i>. Knopf.</p> <p>Purkis, S., and V. Klemas. 2011. <i>Remote Sensing and Global Environmental Change</i>. Wiley-Blackwell.</p> | |
| Book with three to six authors | <p>Heatherton, J., J. Fitzgilroy, and J. Hsu. 2007. <i>Meteors and Mudslides: A Trip Through the Earth</i>. Knopf.</p> | |
| Book with a listed edition | <p>Green, J., and N. Thorogood. 2018. <i>Qualitative Methods for Health Research</i>. 4th ed. Sage.</p> <p>Schreck, A. 2023. <i>The Compact History of the Catholic Church</i>. Rev. ed. Servant Books.</p> | |
| Book with an editor as the author | <p>Woodward, D., ed. 1987. <i>Art and Cartography: Six Historical Essays</i>. University of Chicago Press.</p> | |
| Book with two to six editors as the authors | <p>Goodman, J. A., S. J. Purkis, and S. R. Phinn, eds. 2013. <i>Coral Reef Remote Sensing: A Guide for Mapping, Monitoring and Management</i>. Springer.</p> | |

| Type | Example/Style | Exceptions/Remarks |
|--|--|--|
| Book with both authors and editors/translators | <p>Soloviev, A., and R. Lukas. 2006. <i>The Near-Surface Layer of the Ocean: Structure, Dynamics and Applications</i>. Edited by L. A. Mysak and K. Hamilton. Springer.</p> <p>Thiers, A. 2011. <i>The History of the French Revolution</i>. Translated by F. Shoberl. Cambridge University Press.</p> | Do not abbreviate "Edited by" or "Translated by." |
| Chapter in an edited book | <p>Messing, C. G., J. K. Reed, and S. W. Ross. 2008. "Deep-Water Coral Reefs of the United States." In <i>Coral Reefs of the USA</i>, edited by B. M. Riegl and R. E. Dodge, 767–792. Springer.</p> | Note that the page range is not required; defer to the author. |
| Chapter in an edited book with no editor or page range | <p>Braza, M. E., and M. P. Fahrenkopf. 2022. "Split-Thickness Skin Grafts." In <i>StatPearls</i>. StatPearls Publishing.</p> | |
| Forthcoming book/chapter in an edited book | <p>Bloemraad, I. Forthcoming. <i>Land Grant Colleges Today</i>. Macmillan.</p> <p>Faraday, C. Forthcoming. "Protean Photography." In <i>Seven Trips Beyond the Asteroid Belt</i>, edited by J. Oring. Launch Press.</p> | Note that "Forthcoming" replaces the year. |

| Type | Example/Style | Exceptions/Remarks |
|--|---|--|
| Journal article with one to six authors | <p>LaSalle, P. 2017. "Conundrum: A Story About Reading." <i>New England Review</i> 38, no. 1: 95–109.</p> <p>Galván, I., and F. Solano. 2015. "Melanin Chemistry and the Ecology of Stress." <i>Physiological and Biochemical Zoology</i> 88, no. 3 (May/June): 353. https://doi.org/10.1086/680362.</p> <p>Keng, S.-H., C.-H. Lin, and P. F. Orazem. 2017. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." <i>Journal of Human Capital</i> 11, no. 1: 1–34. https://doi.org/10.1086/690235.</p> <p>Alibudbud, R., A. Smith, M. Liebrez, and J. M. Arnado. 2024. "Reframing Divorce as a Mental Health Policy Issue in the Philippines." <i>Lancet Psychiatry</i> 11, no. 4: 241–242. https://doi.org/10.1016/S2215-0366(24)00002-6.</p> | <p>The following may or may not be included in a journal reference: (1) DOI, (2) issue number, and (3) month(s) of publication.</p> <p>Note that an initial <i>The</i> is deleted from the titles of journals in references (e.g., "<i>Lancet</i>" instead of "<i>The Lancet</i>"). However, an initial article is kept for non-English titles (e.g., <i>Der Spiegel</i>).</p> <p>Note also that DOIs in any reference citation should be presented in the URL format (i.e., DOIs should always begin with "https://doi.org/").</p> |
| Journal article with more than six authors | <p>Nath, A. P., S. C. Ritchie, N. F. Grinberg, et al. 2019. "Multivariate Genome-Wide Association Analysis of a Cytokine Network Reveals Variants With Widespread Immune, Haematological, and Cardiometabolic Pleiotropy." <i>American Journal of Human Genetics</i> 105, no. 6: 1076–1090. https://doi.org/10.1016/j.ajhg.2019.10.001.</p> | <p>Note that when there are more than six authors, only the first three authors are listed; this rule is applicable to all reference types, including books.</p> |

| Type | Example/Style | Exceptions/Remarks |
|---|---|---|
| Journal article with author name suffix | <p>Mo, A. Z., C. C. Trenor 3rd, and D. J. Hedequist. 2018. "Sirolimus Therapy as Perioperative Treatment of Gorham–Stout Disease in the Thoracic Spine: A Case Report." <i>JBJS Case Connector</i> 8, no. 3: e70. https://doi.org/10.2106/JBJS.CC.17.00287.</p> <p>Barton, F. E., Jr. 2002. "The 'High SMAS' Face Lift Technique." <i>Aesthetic Surgery Journal</i> 22, no. 5: 481–486. https://doi.org/10.1067/maj.2002.128628.</p> | Note the placement and punctuation of name suffixes (<i>3rd</i> and <i>Jr.</i> in these examples). |
| Journal: online format with DOI | <p>Campbell, A. M., J. Fleisher, C. Sinigalliano, J. R. White, and J. V. Lopez. 2015. "Dynamics of Marine Bacterial Community Diversity of the Coastal Waters of the Reefs, Inlets, and Wastewater Outfalls of Southeast Florida." <i>Microbiology Open</i> 4, no. 2: 1–19. https://doi.org/10.1002/mbo3.245.</p> | |
| Journal: online format without DOI | <p>Spieler, R. E. 1971. "A Carp–Goldfish Hybrid With No Caudal Fin." <i>Transactions of the Kansas Academy of Science</i> 74, no. 3/4: 342–343. http://nsuworks.nova.edu/occ_facarticles/215/.</p> | |
| Journal article in a foreign language | <p>Ezura, M., Y. Kakisaka, K. Jin, et al. 2015. "A Case of Focal Epilepsy Manifesting Multiple Psychiatric Auras." [In Japanese.] <i>Shinkei Kenkyu No Shinpo</i> 67, no. 1: 105–109. https://doi.org/10.11477/mf.1416200093.</p> | Include the language (here "[In Japanese.]") only when the article title is translated into English; if the article title is presented in the original language, do not include the language. |

| Type | Example/Style | Exceptions/Remarks |
|------------------------------------|---|---|
| Journal article with a part number | Sakaguchi, M., H. Kaneda, and S. Inouye. 1999. "A Case of Anaphylaxis to Gelatin Included in Erythropoietin Products." <i>Journal of Allergy and Clinical Immunology</i> 103, no. 2 pt. 1: 349–350. https://doi.org/10.1016/s0091-6749(99)70512-9 . | |
| Journal article in a supplement | Dean, H. D., R. L. Myles, C. Spears-Jones, A. Bishop-Cline, and K. A. Fenton. 2014. "A Strategic Approach to Public Health Workforce Development and Capacity Building." Supplement, <i>American Journal of Preventive Medicine</i> 47, no. S3: S288–S296. https://doi.org/10.1016/j.amepre.2014.07.016 . | |
| Preprint | Chae, S. J., S. Shin, S. Lee, and J. K. Kim. 2024. "From Homogeneity to Heterogeneity: Refining Stochastic Simulations of Gene Regulation." Preprint, bioRxiv, September 24. https://doi.org/10.1101/2024.09.24.614828 . | Note that the year appears after the author names but not with the month and day. |
| Article published ahead of print | Feir, D., and S. Mann. 2024. "Temporal Trends in Mental Health in the United States by Gender Identity, 2014–2021." <i>American Journal of Public Health</i> , ahead of print, February 29. https://doi.org/10.2105/AJPH.2024.307603 . | Note that the year appears after the author names but not with the month and day. |

| Type | Example/Style | Exceptions/Remarks |
|--|---|---|
| Unpublished or submitted manuscript | <p>Butler, J. Unpublished manuscript. "Empagliflozin After Acute Myocardial Infarction." Last modified June 5, 2024.</p> <p>Redburn, L. Unpublished manuscript. "Touch-Sensitive Interiors: A Behavioral Analysis." Last modified May 5, 2017. LaTeX and GIF files.</p> | Note that this example applies only to manuscripts not yet accepted for publication. The file type may be included (see the second example) but is not necessary (see the first example). The phrase <i>unpublished manuscript</i> is used even if the manuscript has been submitted for publication. |
| Article in press: Early View | <p>Keng, S.-H., C.-H. Lin, and P. F. Orazem. Early View. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." <i>Journal of Human Capital</i>. https://doi.org/10.1086/690235.</p> | Note that "Early View" is placed where the year would be. This format should be followed only if "Early View" is included in the reference. If an in-press reference does not include "Early View," follow the next format. |
| Article in press: if the volume is known | <p>Swallow, S. K., and M. J. Mazzotta. Forthcoming. "Assessing Public Priorities for Experiment Station Research: Contingent Value and Public Preferences for Agricultural Research." <i>American Journal of Agricultural Economics</i> 86.</p> | Note that "Forthcoming" replaces the year. If there is no volume number, the reference ends with the journal title. |
| Article in a popular newspaper/magazine | <p>Stolberg, S. G., and R. Pear. 2010. "Wary Centrists Posing Challenge in Health Care Vote." <i>New York Times</i>, February 28. http://www.nytimes.com/2010/02/28/us/politics/28health.html.</p> <p>Royko, M. 1992. "Next Time, Dan, Take Aim at Arnold." <i>Chicago Tribune</i>, September 23.</p> <p>Pai, T. 2017. "The Squishy, Sugary History of Peeps." <i>Vox</i>, April 11. http://www.vox.com/culture/2017/4/11/15209084/peeps-easter.</p> | Note that the year appears after the author names but not with the month and day. |

| Type | Example/Style | Exceptions/Remarks |
|---|--|---|
| Paper/poster delivered at a meeting and not published | <p>Adelman, R. 2009. "Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition." Paper presented at the Annual Meeting for the Society of Biblical Literature, New Orleans, LA, November 21–24.</p> <p>Bury, W. X. 2022. "Cancer in the COVID Era." Poster presented at the 37th Conference on Cancer (virtual), March 23.</p> | <p>Note that the year appears after the author names but not with the month and day. Note also that the type of presentation may vary and that, if the conference is virtual (i.e., there is no physical location), use "(virtual)" (as in the second example).</p> |
| Published proceedings | <p>Chiswick, B. R. 1977. "A Longitudinal Analysis of the Occupational Mobility of Immigrants." In <i>Proceedings of the 30th Annual Winter Meetings, Industrial Relations Research Association</i>, edited by B. D. Dennis, 20–27. IRRA.</p> | |
| Working paper | <p>Karshenas, M. 2021. "Minimum Wages, Labor Market Institutions, and the Distribution of Earnings in Iran." Working Paper No. 1478. Economic Research Forum, August 30.</p> | <p>Note that the year appears after the author names but not with the month and day.</p> |
| Government publication | <p>Lin, B. H., and S. T. Yen. 2007. <i>The U.S. Grain Consumption Landscape: Who Eats Grain, in What Form, Where, and How Much?</i> Economic Research Report 50. US Department of Agriculture.</p> | <p>Note that the name of the series follows the title of the work and is not italicized.</p> |

| Type | Example/Style | Exceptions/Remarks |
|-------------------------------------|--|--|
| Anonymous works: unknown authorship | <i>The Autobiography of a Koala.</i> 1953. Animal Press. | When the author or editor is unknown, begin the reference with the title and place the year after the title. Also note that an article at the beginning of a title should be ignored for alphabetization. |
| Anonymous works: known authorship | [Meier, A., A. J. Fivizzani, R. E. Spieler, and N. Horseman]. 1978. <i>Circadian Hormone Basis for Seasonal Conditions in the Gulf Killifish, Fundulus grandis.</i> Elsevier. | Use brackets if the authorship is not listed but is known or guessed through another method. |
| Thesis or dissertation | Rutz, C. L. 2013. "King Lear and Its Folktale Analogues." PhD diss., University of Chicago. Pruzinsky, N. 2018. "Identification and Spatiotemporal Dynamics of Tuna (Family: Scombridae; Tribe: Thunnini) Early Life Stages in the Oceanic Gulf of Mexico." Master's thesis, Nova Southeastern University. https://nsuworks.nova.edu/occ_stuetd/472/ . | |

| Type | Example/Style | Exceptions/Remarks |
|---------|--|---|
| Website | <p>American Society of Clinical Oncology. n.d. "Continuing Education & Maintenance of Certification." Accessed July 3, 2023. https://society.asco.org/meeting-s-education/continuing-education-moc.</p> <p>Bamford, T. 2020. "Ernie Pyle: The Voice of the American Soldier in World War II." National World War II Museum. Published April 17. https://www.nationalww2museum.org/war/articles/ernie-pyle-world-war-ii.</p> <p>Wikimedia Foundation. 2016. "Wikipedia: Manual of Style." Last modified April 7. http://en.wikipedia.org/wiki/Wikipedia:Manual_of_Style.</p> <p>Ripley's. 2024. "The Quiz Show Rigging Scandal." Published January 4. https://www.ripleys.com/stories/the-quiz-show-rigging-scandal.</p> <p>Lamb, B. n.d. "Oakland Park (Jersey City, NJ)." Society for American Baseball Research. https://sabr.org/bioproj/park/oakland-park-jersey-city/.</p> | <p>Terms that can be used with dates include <i>accessed</i>, <i>effective</i>, <i>last modified</i>, <i>published</i>, and <i>updated</i> (among others).</p> <p>Note that an access date can be included only if a date of publication or revision is not included. If an access date is included, insert "n.d." in the year position (see the first example); if no date of any sort is provided, likewise insert "n.d." in the year position, and do not query the author for the date (see the last example).</p> <p>Note also that if a reference has a date of publication or revision, the year appears after the author names but not with the month and day (see the second to fourth examples). However, if a reference has an access date, the year appears with the month and day (see the first example).</p> |

3.15. Bibliography

- A bibliography is a list of works provided for further reading; these works are not cited in the article.
- The inclusion of this section is determined at the journal level. If there is a bibliography, it is provided in addition to the References section: It is not a replacement.
- The heading is always "Bibliography."
- References in a bibliography are formatted in the same way as references in the References section.

3.16. Supporting Information

- When an article includes supporting information, the following standard text should appear after the references:

Supporting Information

Additional supporting information can be found online in the Supporting Information section.

A link for the article will follow the text. The placement of the text as well as the link is not the responsibility of the copyeditor.

- Furthermore, the copyeditor is not responsible for editing supporting information, which generally is presented as submitted by the author.
- However, individual captions for cited supporting information files may be included in this section, and they should be edited (as needed). Defer to the author on their inclusion; do not query for captions if there are none.
- Also, the copyeditor is responsible for editing in-text citations for supporting information. For most citations, consider the following examples:

| | | |
|-------------------------------------|-------------------|---------------|
| Figure S1 (not Supporting Figure 1) | Figures S2 and S3 | Figures S3–S5 |
| Table S1 (not Supporting Table 1) | Tables S1 and S2 | Data S1 |

However, there are other possibilities as well, especially for citations of multiple supporting information files. Consider the following examples:

| | | | |
|---|--|--|--|
| Supporting Information S1: Section 6 | Supporting Information S1: Sections 1–6 | Supporting Information S1: Sections 1 and 2 | Supporting Information S1: Sections 1, 3, and 6 |
| Supporting Information S2: Figure 6 | Supporting Information S2: Figures 1–6 | Supporting Information S2: Figures 1 and 2 | Supporting Information S2: Figures 1, 3, and 6 |
| Supporting Information S3: Table 6 | Supporting Information S3: Tables 1–6 | Supporting Information S3: Tables 1 and 2 | Supporting Information S3: Tables 1, 3, and 6 |

Supporting
Information S4:
Data 6

Supporting
Information S4:
Data 1–6

Supporting
Information S4:
Data 1 and 2

Supporting
Information S4:
Data 1, 3, and 6

3.17. Appendices

- Appendices contain information that is not essential to the article but might be useful to the reader.

- The title of an appendix is set as a first-level heading (without outline numbering) and may be as simple as “Appendix A” or may be more complicated:

Appendix A: Examples of Incursions in Discrete Mathematics

Note that appendices should be lettered (e.g., Appendix A) or numbered (e.g., Appendix 1 or Appendix I). Defer to the author as long as consistency is maintained.

- Headings within an appendix are treated in the same way as headings within the main text except that outline numbering is not used.

- The text of appendices is edited in the same way as the main text.

- Figures and tables within an appendix are numbered separately from figures and tables within the main text and should be labeled with “A” (e.g., Table A1 and Figure A3). If there are multiple appendices, figures and tables within them should be numbered in sequence from one appendix to another (e.g., Figure A1 and Tables A1 and A2 in the first appendix and Figures A2–A5 and Table A3 in the second appendix).

- Neither appendices nor parts of appendices (e.g., figures and tables) need to be cited in the main text. Defer to the author.

4. LANGUAGE EDITING

This section provides information on aspects of language editing that either are specific to Wiley style or require particular attention. General information on language editing, such as basic rules of punctuation and syntax, is not included here for the most part. If copyeditors need more guidance, they should consult *The Chicago Manual of Style*, 18th edition (<https://www.chicagomanualofstyle.org/home.html>); note that when this guide and *The Chicago Manual of Style* differ, this guide takes precedence.

4.1. Abbreviations

4.1.1. General Notes

- It is considered best practice for abbreviations to be defined on first use in the abstract and in the main text and used consistently thereafter (even if this would result in a heading consisting only of an abbreviation). Likewise, any abbreviations used in a figure should be defined in that figure's legend, and any abbreviations used in a table should be defined in that table, even if the abbreviations are defined elsewhere in the article:

Over the past couple of decades, the US Food and Drug Administration (FDA) has increasingly used data from single-arm trials to approve cancer drugs.

- However, defining abbreviations is not mandatory for Wiley journals. If the author chooses not to define an abbreviation, defer to the author's choice; however, if the author does choose to define an abbreviation, ensure that the abbreviation is defined on first use and used consistently thereafter (as noted above). Consider the following examples:

In this review, we examine the possibility of a vaccine for hepatitis C virus (HCV).

[AUTHOR CHOOSES TO DEFINE THE ABBREVIATION]

In this review, we examine the possibility of a vaccine for HCV. [AUTHOR CHOOSES NOT TO DEFINE THE ABBREVIATION]

For more information on this, see Section 1.15.2 (concerning abbreviation footnotes on the title page) as well as Sections 2.2.2, 2.4.2, and 2.4.3 (concerning abbreviations in figures and tables).

- Retain an abbreviation regardless of how many times it occurs (even if it occurs only when it is defined). Although it is generally considered best practice not to retain abbreviations used only once or twice, some terms (e.g., proteins and genes) are better known by their abbreviations, so it is Wiley style to defer to the author on this matter.

- Also, there are numerous exceptions to the rule regarding spelling out abbreviations. Abbreviations for units of measure, common Latin abbreviations and name suffixes, business abbreviations, reference abbreviations, postal abbreviations, and other abbreviations in common use do not need to be defined:

The lance was approximately 2.5 m long. [UNITS OF MEASURE]

Despite his many faults (e.g., a short temper and arrogance), people nonetheless felt drawn to Sam D. Pickering Jr. [COMMON LATIN ABBREVIATIONS AND NAME SUFFIXES]

The investor recommended Home Depot Inc. [BUSINESS ABBREVIATIONS]

Please refer to *The Manual of Flyfishing* (p. 23) for more details. [REFERENCE ABBREVIATIONS]

143 Nottingham St, Hallyville, KY 28756 [POSTAL ABBREVIATIONS]

The scientist measured the sample's DNA and messenger RNA (mRNA) levels. [ABBREVIATIONS IN COMMON USE]

Gene and protein symbols as well as mathematical and statistical symbols can also be exceptions. See the Science and Mathematics subsection (Section 4.1.4) of this Abbreviations section for more details.

- An abbreviation is usually placed in parentheses after its definition in the text, but if the definition is unusually long or its placement outside parentheses would disturb the flow of the sentence, the order can be reversed:

The Bethesda System for Reporting Thyroid Cytopathology (TBSRTC) was applied to the tumor grading. [NORMAL ORDER]

We used the RIFLE (Risk, Injury, Failure, Loss, and End-Stage Kidney Disease) criteria, which were proposed by the Acute Dialysis Quality Initiative. [REVERSE ORDER]

In PERCEPTION (Perspective of Healthy Individuals on Breast Cancer Risk Prediction Report in the Indonesian Population), the researchers made groundbreaking discoveries. [REVERSE ORDER]

- Abbreviations consisting solely of capital letters are pluralized with the addition of an s (not an apostrophe plus s):

Patient 1 was administered a single immune checkpoint inhibitor (ICI), but the other patients were given two ICIs.

Knowledge of the desire for children among childhood cancer survivors (CCSs) is scarce.

The same rule should be applied to abbreviations ending in a lowercase letter:

PARPis (poly(adenosine diphosphate
ribose) polymerase inhibitors)

ATPases (adenosine triphosphatases)

- Italicize an abbreviation only if it represents a term that would be italicized if spelled out:

OED (Oxford English Dictionary)

CPT (Current Procedural Terminology)

- In regular text, generally spell out the names of US states, territories, and possessions (except for Washington, DC):

The salesman's territory included Virginia, Maryland, and Kentucky.

Cook County, Illinois, comprises 134 municipalities, including Chicago.

Calcasieu Parish, Louisiana, is located on the southwestern border of the state.

The conference was held in Buffalo, New York, even though most of the employees lived in Bridgeport, Connecticut.

However, defer to authors if they consistently use abbreviations in city–state pairs (but be sure to use the standard two-letter postal abbreviations):

New York, New York [BEST PRACTICE]

New York, NY [ACCEPTABLE IF CONSISTENT]

Chicago, Illinois [BEST PRACTICE]

Chicago, IL [ACCEPTABLE IF CONSISTENT]

Furthermore, the standard two-letter postal abbreviations for state names should be used in references and mailing addresses and are often used in tables and lists (especially long ones), where space may be at a premium.

- Use the abbreviations *US* and *UK* as adjectives, but use *United States* and *United Kingdom* as nouns:

The United States is home to many and diverse peoples. [NOUN]

He preferred the UK version of *The Office*, but his friends thought that was just an affectation. [ADJECTIVE]

- For mailing addresses in English, use standard postal abbreviations (for a list of common English postal abbreviations, see Appendix A: Common English Postal Abbreviations):

Douglas K. Bean, Orion Industries, Rathmoore Bldg, 5 Suffolk Ct, Easthaven, NJ 08075

However, do not use such abbreviations for non-English addresses:

Jacob T. Golden, Joachimstaler Straße 17, 56288 Zilshausen, Germany [NOTE *STRASSE*, NOT *ST.*]

Moreover, do not use an abbreviation if no street number is provided:

National Hospital for Neurology and Neurosurgery, Queen Square, London WC1N 3BG,
United Kingdom [NOTE *QUEEN SQUARE*, NOT *QUEEN SQ.*]

Also, do not use periods or commas with compass abbreviations such as *N* (North) or *NW* (Northwest) in mailing addresses:

Alice W. Rhodes, Olympic Extremes Ltd, 21 First St SW, Ondar, OR 22212

4.1.2. Common Latin Abbreviations

- In general, do not italicize common Latin abbreviations:

| | | | | | | |
|----------------------|------------------------|-------------------------------------|---------------------------------|-------------------------|---------------------------|--------------|
| a.m. (ante meridiem) | cf. (confer [compare]) | e.g. (exempli gratia [for example]) | etc. (et cetera [and so forth]) | i.e. (id est [that is]) | viz. (videlicet [namely]) | vs. (versus) |
|----------------------|------------------------|-------------------------------------|---------------------------------|-------------------------|---------------------------|--------------|

- The following Latin abbreviations should be used only in parenthetical material (except for *vs.*, which should also be used in the headings and bodies of tables):

| | | | | | |
|-----|------|------|------|------|-----|
| cf. | e.g. | etc. | i.e. | viz. | vs. |
|-----|------|------|------|------|-----|

It is best practice to use the English translation outside parentheses; however, please follow what the author has done and be consistent.

- Be careful to distinguish between *i.e.* (that is) and *e.g.* (for example):

Patient 22 was administered a single type of chemotherapy (*i.e.*, doxorubicin) because of her many reactions to other drugs (*e.g.*, pustular rash and anemia). [“THAT IS, DOXORUBICIN” AND “FOR EXAMPLE, PUSTULAR RASH AND ANEMIA”]

Also, note that *e.g.* and *i.e.* should always be followed by a comma, regardless of the journal’s adherence to American, British, or Canadian usage.

- Because of their meanings, the Latin abbreviations *e.g.* (for example) and *etc.* (and so forth) should never be used together:

Claudia had suffered from many diseases (*e.g.*, herpes, mumps, and measles).

Claudia had suffered from many diseases (herpes, mumps, measles, *etc.*).

4.1.3. Punctuation

- Do not use periods in capital-letter abbreviations (including state names) or acronyms:

| | | | | |
|----------------------------|-----------------------------------|---|---------------|---------------------------------------|
| IQ (intelligence quotient) | QALY (quality-adjusted life-year) | PIN (prostatic intraepithelial neoplasia) | NY (New York) | Washington, DC (District of Columbia) |
|----------------------------|-----------------------------------|---|---------------|---------------------------------------|

Also do not use periods for abbreviations for routes of administration or for units of measure (except *in.* for *inch* to prevent confusion with the preposition *in*):

ROUTES

| | | | | |
|-------------------------------|--|------------------|--|--------------------|
| ip (intraperitoneal) | | iv (intravenous) | | sc (subcutaneous) |
| icv (intracerebroventricular) | | | | im (intramuscular) |

UNITS

| | | | | | | |
|--------------------------------|--|-------------------|--|-------------------------|--|--------------------------------|
| cm (centimeter or centimeters) | | ft (foot or feet) | | min (minute or minutes) | | mL (milliliter or milliliters) |
|--------------------------------|--|-------------------|--|-------------------------|--|--------------------------------|

However, do use periods for common Latin abbreviations:

| | | | | | | | | |
|------|--|-----|--|------|--|------|--|-----|
| a.m. | | cf. | | e.g. | | i.e. | | vs. |
|------|--|-----|--|------|--|------|--|-----|

Also use periods for reference abbreviations used in the text:

| | | | | | | | | |
|-------------------|--|-----------------------|--|---------------|--|-----------------------|--|-------------------------------|
| Vol. 1 (Volume 1) | | 2nd ed. (2nd edition) | | p. 6 (page 6) | | pp. 6–10 (pages 6–10) | | F. Supp. (Federal Supplement) |
|-------------------|--|-----------------------|--|---------------|--|-----------------------|--|-------------------------------|

- Do not use commas before name suffixes such as *Jr.* (or *Jr*) and *Sr.* (or *Sr*) or *II* and *III* when these are used as part of a name unless the name is inverted. Follow the author’s preference regarding the use of periods with *Jr.* and *Sr.*:

Judge D. Danforth Quayle III presided over the court. [NOT INVERTED]

Dan Simmons Sr. had no such qualms. [NOT INVERTED]

Simmons, Dan, Sr. [INVERTED]

Likewise, do not use commas before business abbreviations such as *Ltd.* (or *Ltd*) and *Inc.* (or *Inc*) following the name of a company. Follow the author’s preference regarding the use of periods with business abbreviations:

| | | | | |
|------------------------|--|------------------|--|----------------------|
| John Wiley & Sons Inc. | | Merck & Co. Inc. | | Apexx Strategies LLC |
|------------------------|--|------------------|--|----------------------|

Moreover, for the abbreviations of honorifics, which are always abbreviated before names in the text, defer to the author on the use of periods as long as the usage is consistent within the article:

| | | | | |
|-----------------------|--|-----------------------|--|-------------------------|
| Mr. Jones or Mr Jones | | Dr. Burke or Dr Burke | | Mrs. Bloom or Mrs Bloom |
|-----------------------|--|-----------------------|--|-------------------------|

For all of these abbreviations—name suffixes, business abbreviations, and honorifics—if period use/nonuse is not consistent, follow whichever usage is more prevalent and query the author for confirmation.

- When a term is followed by its abbreviation in parentheses and is joined to something else by a hyphen or en dash, the hyphen or en dash is placed immediately after the closing parenthesis:

The body mass index (BMI)–based score determined the group assignment. [EN DASH]

The anise (AN)-flavored treats were a hit. [HYPHEN]

- Abbreviations for eras are set in small caps with no punctuation and do not need to be defined:

1300 BCE | 1700 CE | AD 33

4.1.4. Science and Mathematics

- In general, do not repeat abbreviations for units of measure when expressing multiple amounts:

The dogs weighed 23, 27, and 30 kg.

The BMIs ranged from 15.4 to 23 kg/m².

However, symbols that are closed up to numerals—notably, degree marks, dollar signs, and percent signs—are repeated with each value in a range or series:

The mortality rates were 34%, 36%, and 37% for colon, prostate, and breast cancer, respectively.

The mean angle was 45° (range, 43°–48°).

Bob and Sally received \$50 and \$55, respectively.

- In general, do not use abbreviated forms of simple units of measure when they are not accompanied by numerical values:

measured in millimeters | several grams | dozens of meters long

However, standard units of measure can be abbreviated in tables when they are referring to numbers but are not immediately adjacent to them:

| Height, median (IQR), cm | | |
|--------------------------|---------------|---------------|
| 182 (177–192) | 153 (145–162) | 123 (110–172) |

For complex units of measure, generally defer to the author, especially if spelling out the abbreviations would be difficult or the spelled-out form would be awkward:

The cation-exchange capacity of each material is presented as cmol (kg of soil)⁻¹.

Photocatalytic yields are measured in μmol g⁻¹ h⁻¹.

- Abbreviate *hour* (*h*), *minute* (*min*), and *second* (*s*) as well as its derivatives (e.g., *millisecond* [*ms*] and *nanosecond* [*ns*]) with numerals:

The average elapsed time was 55 h (range, 45–58 h).

We measured the time in 5-s intervals.

However, to prevent misreading, do not abbreviate *day*, *week*, *month*, or *year* even with numerals or in tables:

The dosage was 55 mg/day.

Even after 11 years, his leg pained him.

- Use a period with the abbreviation of a genus in genus–species pairs:

| | | | | |
|--|--|---|--|--|
| <i>E. coli</i> (<i>Escherichia coli</i>) | | <i>C. difficile</i> (<i>Clostridioides difficile</i>) | | <i>C. lupus</i> (<i>Canus lupus</i>) |
|--|--|---|--|--|

Also use a period with the abbreviations *sp.* (plural *spp.*) and *var.* (which are not italicized):

| | | | | |
|---|--|---------------------------------|--|-------------------------|
| <i>Bambusa vulgaris</i> <i>var. striata</i> | | <i>Rhododendron</i> <i>spp.</i> | | <i>Canis</i> <i>sp.</i> |
|---|--|---------------------------------|--|-------------------------|

- Defer to authors with respect to both defining and formatting gene and protein symbols. In many cases, the symbols are better known than the actual definitions, and the formatting of these symbols—both capitalization and italicization—is meaningful and should be left to the author:

The SMARCB1 (INI1, BAF47, hSNF5) core subunit encoded by *SMARCB1* on 22q11.23 is the subunit most frequently inactivated in soft tissue tumors. [NOT DEFINED]
AT-rich interaction domain 1A (*ARID1A*) mutations have been identified in many different tumor types. [DEFINED]

If the formatting appears to be inconsistent or wrong, a brief query to the author may be appropriate:

Please ensure that proper formatting is used for gene and protein symbols throughout the article (no changes have been made).

- In articles involving mathematics and statistics, defer to the author on the use of various symbols (e.g., *V* for volume and *T* for temperature). Often, an author will want to use a symbol only in connection with equations and not in general:

In the first equation, volume *V* is shown to be dependent on temperature *T*. [IN CONNECTION WITH AN EQUATION]

Neither the temperature nor the volume was determined. [ELSEWHERE IN THE SAME ARTICLE]

If the author's usage seems particularly problematic, the copyeditor can add a query, which should be tailored to fit the particular article:

Please ensure that mathematical symbols are used as intended throughout the article. However, in general, copyeditors should defer to authors on the use of such symbols.

- Although apostrophes are not generally used to pluralize abbreviations, an exception is made for abbreviations ending in a superscript or a subscript:

M_w 's (weight-average molecular weights) | T_g 's (glass-transition temperatures)

4.2. British, American, and Canadian Usage

4.2.1. General Notes

- British, American, and Canadian spellings are allowed for Wiley articles. For distinctions in spelling among British, American, and Canadian English, see Appendix B: Common Spelling Differences Among British, American, and Canadian English.
- Usage—whether American, British, or Canadian—needs to be consistent within an article. The Journal Service Level Document will specify whether there is a preference at the journal level and, if there is a preference, which usage is preferred for the journal. If there is no preference, defer to the author as long as consistency is maintained.
- For American spellings, use Merriam-Webster (<https://www.merriam-webster.com/dictionary/define>). For British spellings, use the *Oxford English Dictionary* (<https://www.oed.com/>; a free source for the Oxford dictionaries can be found at <https://www.oxfordlearnersdictionaries.com/us/>); for words not found in the *Oxford English Dictionary*, refer to *Collins Dictionary* (<https://www.collinsdictionary.com/dictionary/english>). For Canadian spellings, use the *Canadian Oxford Dictionary* (<https://www.oxfordreference.com/display/10.1093/acref/9780195418163.001.0001/acref-9780195418163>).

4.2.2. Quotation Marks

4.2.2.1. American and Canadian English

- In American and Canadian English, use single quotation marks inside double quotation marks:

Crocker (2000) discovered that “the ‘primal force’ was effective only under certain circumstances” (p. 276).

- In American and Canadian English, periods and commas appear before closing quotation marks, even if they are not part of the quotation:

The character change in a tumor is usually called “tumor progression.”

However, other punctuation marks, including colons, semicolons, exclamation points, and question marks, appear before closing quotation marks if they are part of the original quotation and afterward if they are not:

Lily asked a basic question—“Who did it?”—but no one would answer. [PART OF QUOTATION]

The scientists discovered a “terrible result”; they refused to discuss it. [NOT PART OF QUOTATION]

- Block quotations are not set off by quotation marks. However, in American and Canadian English, use double quotation marks for any quoted material within block quotations.

4.2.2.2. *British English*

- In British English, use double quotation marks inside single quotation marks:

Crocker (2000) discovered that ‘the “primal force” was effective only under certain circumstances’ (p. 276).

- In British English, punctuation marks appear before closing quotation marks if they are part of the original quotation and afterward if they are not:

When asked about how to characterize such an event, she said, ‘We have asked our team to look into it.’ [PART OF QUOTATION]

The character change in a tumor is usually called ‘tumor progression’. [NOT PART OF QUOTATION]

Lily asked a basic question—‘Who did it?’—but no one would answer. [PART OF QUOTATION]

The scientists discovered a ‘terrible result’; they refused to discuss it. [NOT PART OF QUOTATION]

- Block quotations are not set off by quotation marks. However, in British English, use single quotation marks for any quoted material within block quotations.

4.2.3. *Serial Comma*

- The serial comma, also known as the Oxford comma, is used for journals following American usage:

For dinner, I would like steak, potatoes, and green beans.

For breakfast, I would prefer an omelet, toast, and sausage as well as bacon.

For journals following British and Canadian usage, the serial comma is not used:

For dinner, I would like steak, potatoes and green beans.

4.3. Capitalization

4.3.1. General Notes

- Capitalize words beginning a sentence or a title, heading, or caption:

Forty years later, the trains were still running. [SENTENCE]

Origins of Oncology Testing and Reforms [TITLE, HEADING, OR CAPTION]

- Capitalize the first word after a colon if (1) it introduces a speech or a dialog in an extract, (2) it introduces a direct question, or (3) it is the beginning of a complete sentence:

Dr Smithy started his speech with confidence: We will not change! [SPEECH OR DIALOG]

Thus, they wondered: Who was responsible? [DIRECT QUESTION]

This was our conclusion: The dogs had to be walked. [COMPLETE SENTENCE]

- Capitalize references to titles of sections within the same article and the complete titles of published and unpublished texts:

For more information on the tests used, please see the Materials and Methods section.

We consider these problems at greater length in Section 4.3.

She extensively quoted from *To Err Is Human: Building a Safer Health System*.

- Capitalize a noun before a numeral or letter if the combined phrase (e.g., Patient 5) is part of a numbered series:

On Day 3 of Week 2, we added the catalyst.

See Figure 4 for more information on Experiment 12; for information on all the experiments, see Table 7.

The authors describe Trials 5 and 6 in great detail in Chapter 17 of Volume 3.

Among the various factors of the analysis, pay particular attention to Factors 6 and 7.

The most noteworthy parts of the analyses were Components 2 and 17.

See Column 2 in Table 2 for further details.

This article presents a Phase 3 trial examining patients with Stage IV melanoma.

The tumor was determined to be Grade 3 from the slides.

However, do not capitalize *page* or *pages*:

For your homework assignment, answer Questions 1–5 on pages 5 and 6.

4.3.2. Proper Nouns and Adjectives

- Capitalize the names of specific university departments and specific academic courses; the official titles of conferences, congresses, and so forth; and the names of business firms, institutions, and governmental agencies as well as their divisions:

Department of Chemistry of the University of Alabama at Birmingham

Anthropomorphism in Classical Literature [COURSE TITLE]

International Conference on Limnology, Aquatic Ecology, and Lake Management

Memorial Sloan Kettering Cancer Center

Agency for Healthcare Research and Quality of the US Department of Health and Human Services

However, do not capitalize vague or generic references to departments or courses:

Courses in anatomic pathology are taught at most departments of medicine in the United States.

Members of the American Chemical Society voted on the matter; in the end, the society decided not to change course.

Also, be mindful that some companies and others can be creative in their capitalization and use internal capitals, which should be followed even at the beginning of a sentence:

eBay | GlaxoSmithKline | HarperCollins | LexisNexis

- Capitalize trade and brand names of drugs, equipment, and food:

The patient was assigned a 3-day course of Adriamycin.

We bought a Big Mac for lunch.

However, do not capitalize generic names:

Most journals prefer that generic names of drugs, such as doxorubicin and amifostine, be used instead of the brand names (e.g., Adriamycin and Ethyol, respectively).

- Capitalize the title of a person when it precedes the person's name:

President Barack Obama hailed the nation's successes.

We spoke to Professor Miriam Pike, leader of the group.

The dinner included luminaries such as Prime Minister Rishi Sunak and General Secretary Xi Jinping.

However, do not capitalize such titles when they do not precede the person's name:

Betty Wilks, a professor of engineering at the New College, authored the study.

Rayleigh W. Bradley, president of the University of Dukakis at Orange, gave the commencement address.

- Capitalize the names of recognized holidays and calendar events:

| | | | | |
|---------------------|-----------|--------|---------------|--------------------|
| Thanksgiving Day | Christmas | Diwali | Yom Kippur | Valentine's Day |
|---------------------|-----------|--------|---------------|--------------------|

- Capitalize the exact and complete titles of tests and subscales of tests. The word *test* is not usually capitalized unless it is part of the official name of the test:

| | | |
|-------------------------------------|-------------------------------------|------------|
| Hamilton Depression Rating Scale | 36-Item Short Form Health Survey | Tukey test |
|-------------------------------------|-------------------------------------|------------|

However, do not capitalize inexact or generic titles of tests:

| | | |
|-------------------|-----------------------------------|----------------|
| a vocabulary test | 11 different depression scales | <i>t</i> -test |
|-------------------|-----------------------------------|----------------|

4.3.3. Directions and Geography

- In general, do not capitalize compass points (e.g., east) or terms derived from them (e.g., eastern) if they indicate direction or location:

| | | | | |
|--------------------------|----------------------|----------------------------|---------------------|--|
| a wind from the south | pointing eastward | the northwest of France | southern cooking | in the western provinces of Canada |
|--------------------------|----------------------|----------------------------|---------------------|--|

However, do capitalize such terms if they are generally accepted for regions or are part of a proper name:

| | | | | | |
|--|-------------------|-----------------------------|-------------------|------------------|--------------------|
| the East Coast of the United States | West Tennessee | the Northwest Passage | Southeast Asia | South America | the Middle East |
|--|-------------------|-----------------------------|-------------------|------------------|--------------------|

- Capitalize geographic names (e.g., cities and countries, bodies of water, mountain chains, islands and continents, dams, and forests):

| | | | | | | |
|--------------------|-------------------|-------------------|------------------|-----------------|---------------|------------------------|
| Rocky Mountains | Missouri River | Atlantic Ocean | New York City | Grand Canyon | Hoover Dam | Strait of Gibraltar |
|--------------------|-------------------|-------------------|------------------|-----------------|---------------|------------------------|

However, common nouns such as *river* and *ocean* are generally not capitalized when they are used in the plural:

the Colorado and Mississippi rivers | the Indian and Arctic oceans

4.3.4. Politics, Race, and History

- Generally capitalize words indicating political divisions (e.g., *state* and *ward*) when they are an accepted part of the name:

New York State | Cook County | Republic of the Congo | Ward 17 | Calcasieu Parish

However, such words preceding a name are usually lowercase below the national level:

state of New York | parish of Caldwell

- Capitalize the proper names of languages, peoples, races, political parties, and religions (including denominations and sects):

The Greek and English languages share many cognates. [LANGUAGES]

Russian, American, French, and British officials oversaw the division of Berlin. [PEOPLES]

We divided our participants as follows: non-Hispanic Black, non-Hispanic White, Hispanic, Native Hawaiian/Pacific Islander, and Aboriginal Australian. [RACES]

The Libertarian Party was thwarted in its bid to join the ballot. [POLITICAL PARTIES]

The Roman Catholics remained united under a common leader, but the Protestants—Baptists, Presbyterians, and others—failed to reach a consensus. [RELIGIONS]

- Capitalize the names of historical events and periods, special events, awards, treaties, and official names and specific parts of adopted laws and bills:

Patient Protection and Affordable Care Act | Distinguished Service Cross | Title IX of the Education Amendments of 1972
Independence Day | Wars of the Roses | Live Aid | Treaty of Paris

4.3.5. Miscellaneous

- For chemical names, capitalize the first letter of the syllabic portion, not the descriptor or prefix, at the beginning of a sentence or a title, heading, or caption:

p-Benzeneacetic acid | *cis*-1,2-Dichloroethane | 1-Bromo-2-methylpropane

Likewise, at the beginning of a sentence or a title, heading, or caption, capitalize the first non-Greek letter after a Greek letter:

β-Blocker use during pregnancy increases the risk that an infant will be small for his or her gestational age.

- Lowercase variables, unknown quantities, statistical symbols, and constants remain lowercase even when they appear at the beginning of a sentence or in some other place where uppercase is typically required:

p values that are not significant have been deleted from the table.

Note that *values* is not capitalized in the example.

- Capitalize the eponym but not the common noun when an eponym is included in the name of a disease, syndrome, sign, position, or similar designation:

Alzheimer disease | Marfan syndrome | Babinski sign | Heimlich maneuver

- Capitalize a phylum, class, order, family, or tribe:

Porifera | Calcarea | Baerida

Also capitalize a genus when it is used in the singular, with or without a species name (which is not capitalized):

Escherichia coli | *Streptococcus* | *Clostridioides difficile*

However, do not capitalize genera when they appear in the plural:

This term indicates bacilli arranged in chains.

Group A streptococci are commonly found in the throat.

- In general, do not capitalize statistical procedures, scientific laws and theories, models, and so forth, but do capitalize proper names:

| | | | | | |
|--|----------------------------|-------------------------------------|-----------------------------------|--------------------|-------------------------------------|
| Einstein's general theory of relativity | Kaplan- Meier method | Newton's second law of motion | law of conservation of mass | big bang theory | Hasler's blindfold hypothesis |
|--|----------------------------|-------------------------------------|-----------------------------------|--------------------|-------------------------------------|

However, this does not apply to laws in the legal sense, which are capitalized:

| | | | |
|---------------------------|---------------------------|----------------------------------|---------------------------------------|
| First Act of Supremacy | Cruelty to Animals Act | Maternity Benefit Act of 1961 | Consumer Protection Act of 1956 |
|---------------------------|---------------------------|----------------------------------|---------------------------------------|

4.4. Punctuation

4.4.1. Colons

- Capitalize the first word after a colon if (1) it introduces a speech or a dialog in an extract, (2) it introduces a direct question, or (3) it is the beginning of a complete sentence:

Dr Smithy started his speech with confidence: We will not change! [SPEECH OR DIALOG]

Thus, they wondered: Who was responsible? [DIRECT QUESTION]

This was our conclusion: The dogs had to be walked. [COMPLETE SENTENCE]

- Do not insert spaces around a colon when it is used in a ratio:

The internists used a ratio of 1:300 or 1:450 for the patients in the control arm.

- A colon should be used before a list only when it is preceded by a grammatically complete sentence. Do not use a colon before the object of a verb:

Singular nouns endings in *-ics* include: *gymnastics, physics, and semantics.*

[INCORRECT]

Singular nouns endings in *-ics* include *gymnastics, physics, and semantics.* [CORRECT]

Singular nouns endings in *-ics* include the following: *gymnastics, physics, and semantics.* [CORRECT]

4.4.2. Commas

4.4.2.1. *Commas in Dates and Locations*

- For a phrase providing a date or a location (or similar constructions), if a comma is used within the phrase, a comma is also used at its end (as long as the phrase does not come at the end of the sentence):

President Lincoln delivered his address on November 19, 1863, at the dedication of the cemetery. [DATE]

The surrender took place in Appomattox, Virginia, at the courthouse. [LOCATION]

4.4.2.2. *Commas With Company Abbreviations and Name Suffixes*

- Do not use commas before name suffixes such as *Jr.* (or *Jr*) and *Sr.* (or *Sr*) or *II* and *III* when these are used as part of a name unless the name is inverted. Follow the author's preference regarding the use of periods with *Jr.* and *Sr.*:

Judge D. Danforth Quayle III presided over the court. [NOT INVERTED]

Dan Simmons Sr. had no such qualms. [NOT INVERTED]

Simmons, Dan, Sr. [INVERTED]

Likewise, do not use commas before business abbreviations such as *Ltd.* (or *Ltd*) and *Inc.* (or *Inc*) following the name of a company. Follow the author's preference regarding the use of periods with business abbreviations:

John Wiley & Sons Inc. | Merck & Co. Inc. | Apexx Strategies LLC

4.4.2.3. *Commas With "For Example," "Namely," "That Is," and Similar Expressions*

- A comma is typically placed after such expressions:

Some studies report increases for interventions related to screening processes—for example, advance notification letters and postal mailing of home-based testing kits.

Dorothy set off to find the man who could help her—that is, the Wizard of Oz.

Similarly, when *or* is used in the sense of *that is*, commas are typically placed around the *or* phrase:

The senator, or Big Bubba as we knew him, did not disappoint his benefactors.

4.4.2.4. *Commas With Introductory Words and Phrases*

- An introductory adverb, prepositional phrase, or participial phrase is typically set off from the remainder of a clause with a comma:

Subsequently, the players departed the field. [ADVERB]

Thrilled by her victory, the tennis player danced with joy. [PARTICIPIAL PHRASE]

The cat hissed as the intruder approached; in contrast, the dog wagged his tail.

[PREPOSITIONAL PHRASE]

However, if the introductory word or phrase immediately precedes the verb in a clause (subject–verb inversion), a comma is typically not used:

Loudly barked the dog. [ADVERB]

Before the obelisk stood the officiant. [PARTICIPIAL PHRASE]

Into the breach rushed the adventurers. [PREPOSITIONAL PHRASE]

For a list of common conjunctive adverbs, which are often used to introduce clauses, see Appendix C: Common Conjunctive Adverbs.

4.4.2.5. *Commas With "However," "Indeed," "Therefore," and So Forth*

- (1) Use a comma to set off words such as *however*, *indeed*, and *therefore* at the beginning of a sentence; (2) use a pair of commas to set off these words within a clause; and (3) use a semicolon and a comma when these words are used to join independent clauses:

Indeed, the new recommendation was partially informed by models from the Cancer Intervention and Surveillance Modeling Network. [BEGINNING OF A SENTENCE]

Multiple studies, however, have tended to favor specialty care. [WITHIN A SENTENCE]

The majority of carcinomas in the oropharynx are associated with HPV; therefore, confirmation of the HPV status is required for squamous cell carcinoma of the oropharynx. [TWO INDEPENDENT CLAUSES]

However, commas are not needed around such a word within a clause if no pause is wanted or the word is essential to the clause's meaning:

Deserting his post and therefore risking execution, the soldier ran through the empty streets.

4.4.2.6. *Commas With "Not ... But (Rather)," "Not Only ... But (Also)," and So Forth*

- Commas are typically not required for these constructions:

The team lost not only the game but also any chance at the postseason.

The invaders marched down the street not to patrol but to instill fear.

However, authors may choose to use commas or even an em dash (in lieu of the first comma) to set off the *not* or *not only* phrase:

Denise had succeeded where her classmates had failed—not only because of her intelligence, but also because of her persistence.

4.4.2.7. *Compound Predicates*

- Although a comma generally should be used to separate independent clauses joined by a conjunction, a comma should not be used to separate the two parts of a compound predicate:

Risk model-based screening is cost-effective for a wide range of risk thresholds, and it offers flexibility in implementation across different settings. [INDEPENDENT CLAUSES]

Risk model-based screening is cost-effective for a wide range of risk thresholds and offers flexibility in implementation across different settings. [COMPOUND PREDICATE]

4.4.2.8. *Numerals*

- For the use of commas (as well as decimal points and spaces) in numerals, see Section 5.2.4.

4.4.2.9. *Serial Comma*

- The serial comma, also known as the Oxford comma, is used for journals following American usage:

For dinner, I would like steak, potatoes, and green beans.

For breakfast, I would prefer an omelet, toast, and sausages as well as bacon.

For journals following British and Canadian usage, the serial comma is not used:

For dinner, I would like steak, potatoes and green beans.

4.4.3. Dashes: Hyphens, Em Dashes, and En Dashes

4.4.3.1. *Hyphens*

4.4.3.1.1. General Notes

- In general, if a copyeditor is unsure about the hyphenation of a word or compound, it is best to consult the appropriate dictionary cited in the British, American, and Canadian Usage section (Section 4.2).
- In general, do hyphenate (1) a compound with a participle, (2) a phrase used as an adjective, or (3) an adjective-and-noun compound when it precedes the term that it modifies:

The food-deprived animals grew listless. [COMPOUND WITH A PARTICIPLE]

The reviewers performed a trial-by-trial analysis to determine the answer. [PHRASE USED AS AN ADJECTIVE]

The low-dose group did poorly. [ADJECTIVE-AND-NOUN COMPOUND]

However, do not hyphenate comparative and superlative adjectives and adverbs unless confusion is likely without hyphenation:

The higher molecular weight compound was discarded in the favor of the lower molecular weight one.

The best laid plans of mice and men often go awry.

- Do hyphenate a compound modifier that includes a number as the first part:

two-way analysis of
variance

11th-grade student

32-part scheme

However, do not hyphenate a compound modifier that includes a number or letter as the second part:

Stage IV melanoma

Phase 1b trial

- Do not hyphenate adverbs ending in *-ly*:

Members of the relatively homogeneous sample were randomly assigned to one of the two groups.

- Do not hyphenate proper nouns and adjectives related to geography or nationality, regardless of their function, unless “between” is implied:

| | | | | |
|---------------------------------|----------------------|--------------------------------|--|---|
| African American governor | Pacific Islanders | South American countries | Russo- Japanese War [BETWEEN] | Indo- European languages [BETWEEN] |
|---------------------------------|----------------------|--------------------------------|--|---|

- Spaces are usually not used with hyphens. However, for suspended compounds (i.e., when a single base is shared), a space is sometimes necessary:

| | | |
|--|-----------------------------------|---|
| low- and high-dose regimens [SPACE] | 2- or 3-year-old child [SPACE] | 2-, 3-, or 4-year-old child [NO SPACE] |
|--|-----------------------------------|---|

4.4.3.1.2. Abbreviations

- When a term is followed by its abbreviation in parentheses and is joined to something else by a hyphen or en dash, the hyphen or en dash is placed immediately after the closing parenthesis:

The body mass index (BMI)–based score determined the group assignment. [EN DASH]

The anise (AN)-flavored treats were a hit. [HYPHEN]

4.4.3.1.3. Foreign Phrases

- Foreign phrases are typically not hyphenated, even when they are used adjectivally or adverbially, unless they are hyphenated in the original language:

| | | | | | |
|--------|--------------|----------|---------|----------|--|
| ad hoc | ad infinitum | a priori | in vivo | post hoc | tête-à-tête [AS IN ORIGINAL FRENCH] |
|--------|--------------|----------|---------|----------|--|

4.4.3.1.4. Prefixes and Suffixes

- Compounds formed with prefixes and suffixes, whether they are nouns, verbs, adjectives, or adverbs, are usually closed, but there are many exceptions.
- Prefixes and suffixes are typically hyphenated if they are attached to (1) a number, (2) a proper noun or adjective, or (3) an abbreviation:

This all happened in the mid-1990s. [NUMBER]

The results of the trial were promising for patients with non-Hodgkin lymphoma.
[PROPER NOUN OR ADJECTIVE]

Targeted therapies, including anti-CD19 monoclonal antibodies, are supported by government funding. [ABBREVIATION]

However, when a prefix or suffix is attached to a hyphenated or multiword compound, an en dash should be used instead of a hyphen:

The pre–World War I era seems so foreign to us now. [PRE MODIFIES WORLD WAR I, NOT JUST WORLD]

The researchers used decision tree–based analysis to reach the decision. [BASED MODIFIES DECISION TREE, NOT JUST TREE]

Do not defer to authors if they use hyphens instead of en dashes for these types of compounds, even if they are consistent. See Section 4.4.3.3 for more detail.

- Prefixes and suffixes are often hyphenated when the lack of a hyphen would result in a double vowel or triple consonant:

| | | | | | | | | | | |
|--------------|--|----------------|--|--------------|--|----------|--|---------|--|------------|
| anti- | | intra-arterial | | pre-existing | | re-entry | | cross- | | shell-like |
| intellectual | | | | | | | | section | | |

However, there are exceptions, and as noted in the General Notes subsection (Section 4.4.3.1.1), it is best to consult the appropriate dictionary cited in the British, American, and Canadian Usage section (Section 4.2) when you are unsure:

| | | | | | | |
|---------------|--|-----------|--|----------------|--|---------|
| antiapoptotic | | cooperate | | cyclooxygenase | | preempt |
|---------------|--|-----------|--|----------------|--|---------|

- A prefix is typically hyphenated when it is followed by the same prefix:

| | | |
|-----------|--|-----------------|
| re-review | | sub-subbasement |
|-----------|--|-----------------|

Likewise, a prefix is hyphenated if the lack of a hyphen would lead to confusion:

| | | | | |
|-------------------------|--|-----------------------------|--|---------------------------|
| reform (improve) versus | | repair (fix) versus re-pair | | unionized (belonging to a |
| re-form (form again) | | (pair again) | | union) versus un-ionized |
| | | | | (not ionized) |

- The prefix *self-* and the suffix *-free* are hyphenated regardless of their position in a sentence:

The instructor was self-taught.

The arrogant fighter’s self-esteem was unhealthily extreme.

The long-suffering patient was declared cancer-free.

Call the toll-free number for details.

- The suffixes *up* and *out* (as well as similar words) are hyphenated when the formed compound is used as a noun or as an adjective in the attributive position (i.e., before a noun), but they are not hyphenated (or otherwise joined) when the word functions as a verb or as an adjective in the predicate position:

The 6-week follow-up was followed up by 6 weeks more.

The stressed-out child was obsessed about the ironed-on decal.

Despite the burned-out car, the mechanic was not stressed out.

- In most other cases, prefixes and suffixes are simply closed up with the word:

| | | | | | | | | | | |
|------------|--|---------|--|---------|--|--------------|--|--------------|--|----------|
| infrasonic | | midterm | | neonate | | postdoctoral | | supraliminal | | unbiased |
|------------|--|---------|--|---------|--|--------------|--|--------------|--|----------|

For a list of common prefixes and suffixes along with examples, see Appendix D: Common Prefixes and Suffixes.

4.4.3.1.5. Science and Mathematics

- Age terms should be hyphenated (or not) in accordance with the following examples:

| | | | | |
|--|--|---|--|---|
| a 5-year-old [HYPHENS] | | a 5-year-old child [HYPHENS] | | the child was 5 years old [NO HYPHENS] |
| a group of 7- to 9-year-olds [HYPHENS] | | the children were 7–9 years old [EN DASH] | | |

- Simple fractions, whether they are functioning as nouns or adjectives, are hyphenated when they are spelled out:

| | | | | | | |
|---------------------------|--|----------------------------|--|---------------------|--|-----------------------------|
| one-half of a sandwich | | three-quarters majority | | two-fifths minority | | seven-ninths of the vote |
|---------------------------|--|----------------------------|--|---------------------|--|-----------------------------|

- Number-measurement unit phrases are generally hyphenated when they are used adjectivally and before the noun that they are modifying (attributive position), but they are not hyphenated when they are used as nouns or are used adjectivally in the predicate position:

We added 5 L of rum to the 20-L drum.

The student initially used a 5.3-m-long rod, but he then switched to one that was only 4.7 m long.

However, for degree marks and percent signs, there is no hyphen or space between the number and the symbol, regardless of the usage:

The incidence rates ranged from 23% to 67%.

The mean mortality was 42% (range, 39%–52%).

The temperature spiked from 21°C to 45°C.

The angle varied within a range of 120°–125°.

Note that degree marks and percent signs are repeated with each value in a range or series (see previous examples).

- Simple chemical terms are generally not hyphenated even when they are used adjectivally:

A mixture of dihydrogen monoxide and sulfuric acid was added to the beaker, which already contained a sodium chloride solution.

However, more complicated chemical terms including affixes may require hyphens:

| | | | |
|---|------------------------------------|-----------------------------------|--|
| <i>trans</i> -1,2- dibenzoylethylene | di- <i>tert</i> -butyl malonate | <i>N,N</i> - dimethylformamide | 3,4,5,6- tetrabromo- <i>o</i> -cresol |
|---|------------------------------------|-----------------------------------|--|

Copyeditors may defer to authors as long as they are consistent. Copyeditors may also consult *The ACS Style Guide* (third edition) for further guidance.

4.4.3.2. *Em Dashes*

- Em dashes can be used in pairs to set off information that is not essential for understanding a sentence. In this usage, they are similar to parentheses or commas, but the effect is more abrupt and emphatic:

There has recently been an increase—though opposed fiercely by many people—in alternative education practices.

The surgeon—he had been at the operating table for 10 h—was exhausted and punchy. An em dash can also be used alone to set off a break in a sentence:

The dying trees, the broken tombstones, the damp smell—this is what haunted her dreams.

Note that there should be no spaces around em dashes.

- An em dash may be preceded by a question mark or an exclamation point (or a period if it is part of an abbreviation) but never by a comma, a colon, or a semicolon:

Don't call unless—heaven forbid!—the plane crashes.

4.4.3.3. *En Dashes*

- En dashes are generally used in numerical ranges, such as min–max constructions, interquartile ranges, and confidence intervals, instead of hyphens or “to”, with no spaces around the dashes:

Substantial differences in median overall survival were associated with different scores: 2.6 years with a score of 0–5, 4.3 years with a score of 6–8, 6.3 years with a score of 9–11, and 7 years with a score of 12–14.

Each kennel had 23–45 dogs and 62–91 cats.

The objectives are detailed on pages 2–7.

However, the word *to*, not an en dash, should be used in numerical ranges when (1) one or both values are preceded by a minus sign or (2) *from* precedes the first value, and the word *and* should be used when *between* precedes the first value:

The median score was 11 (interquartile range, -2 to 15). [MINUS SIGN]

Estimates were made for more than 21 locations from 2014 to 2018. [FROM]

Twenty-seven new oncology drug indications were approved between 2002 and 2021. [BETWEEN]

- En dashes are also used (1) between words of equal weight in a compound or (2) when at least one of the elements of a compound is hyphenated or consists of two or more words. Again, there are no spaces around the dashes:

EQUAL WEIGHT

| | | | | | |
|-----------------------------|----------------------------|------------------------------|------------------------|-----------------------|-----------------------------|
| Bose- Einstein theory | dose- response curve | Kaplan- Meier analysis | Miami- Dallas route | oil-water platform | sodium- water mixture |
|-----------------------------|----------------------------|------------------------------|------------------------|-----------------------|-----------------------------|

HYPHENATED OR TWO WORDS

| | | | | | |
|---------------------------------|--------------------------------|--------------------------------|---------------------|----------------------------------|----------------------------|
| country music- influenced | multiple sclerosis- like | New York- Chicago flight | non-B-cell group | periodic acid-Schiff stain | post-World War II years |
|---------------------------------|--------------------------------|--------------------------------|---------------------|----------------------------------|----------------------------|

Do not defer to authors if they use hyphens instead of en dashes for these types of compounds, even if they are consistent.

4.4.4. Parentheses, Brackets, and Braces

- In text, place square brackets within parentheses, although do not use brackets if the material can be set off easily with commas without confounding the meaning:

The survival rate was better for the controls than the survivors (92% [95% CI, 87%–95%] vs. 83% [95% CI, 81%–89%]).

The authors referred to various monuments (e.g., Statue of Liberty [United States], Stonehenge [England], and Christ the Redeemer [Brazil]) and buildings (e.g., Taj Mahal [India], Eiffel Tower [France], and Osaka Castle [Japan]).

For equations, it is best practice to place parentheses within square brackets and to place brackets within braces, but defer to the author:

$$[(n - 1) \times 23]$$

$$\{123 + [(n - 1) \times 23]\} \times 100$$

- Punctuation generally does not precede an opening parenthesis within a sentence.

However, in the case of a numbered (or lettered) list, a comma, a semicolon, or a colon may precede an opening parenthesis:

The list of chores just kept growing: (1) pull the weeds, (2) milk the goats, and (3) fix the fence.

We learned to (A) mend the sails; (B) man the pumps; and (C) transport, inspect, and load the powder.

Similarly, although a comma, a semicolon, or a colon never precedes a closing parenthesis within a sentence, a closing parenthesis may be preceded by a question mark, an exclamation point, or closing quotation marks if (and only if) they are part of the parenthetical matter:

As you enter the library (shush!), you will find the card catalog to your left.

If an entire sentence is contained within parentheses, then the ending punctuation (e.g., a period) does precede the closing parenthesis:

The oldest models were on sale. (The spoiled child had no use for those.)

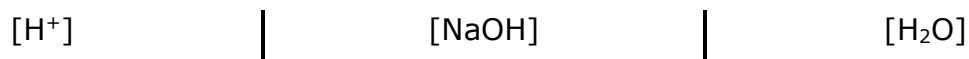
- Square brackets are used in a quotation to indicate material not original to the quotation. The bracketed material may be added to define an abbreviation, translate a foreign word, make a correction to the quotation, add an explanation, and so forth:

“They [the controls] fared just as well as the experimental group.”

“Some patients with NSCLC [non–small cell lung cancer] enjoy long and generally healthy lives.”

“I couldn’t believe my luck. They were *absolutely incredible* [italics added]. They couldn’t be better.”

- Square brackets are also used around an element symbol or formula to indicate concentrations in reactions or equations:



Many authors will also place entire words in brackets (lowercase or uppercase) or use this construction in narrative text. Although this is not strictly correct, copyeditors should in most cases defer to authors on this issue, as correcting this sort of thing is beyond the level of copyediting generally expected:

The researchers found that [calcium] was higher than expected.

We found that [urea] was a good indicator.

4.4.5. Periods

- Use periods with the initials of names:

Franklin D. Roosevelt

Note that spaces should be used when there is more than one initial in a name:

J. R. R. Tolkien

However, when initials (and only initials) are used to identify someone (e.g., a participant in a trial), there should be no spaces:

One of the patients (B.C.R.) was excluded from the analysis.

Moreover, for the abbreviations of honorifics and name suffixes, defer to the author on the use of periods as long as the usage is consistent within the article:

Mr. or Mr | Mrs. or Mrs | Dr. or Dr | Sr. or Sr | Jr. or Jr

If the usage is not consistent, follow whichever usage is more prevalent and query the author for confirmation.

- For business abbreviations, defer to the author on the use of periods as long as the usage is consistent within the article:

| | | | | |
|--|--|---------------------------------------|--|---|
| John Wiley & Sons Inc. or John Wiley & Sons Inc | | Merck & Co. Inc. or Merck & Co Inc | | Howard Hoffman Ltd. or Howard Hoffman Ltd |
|--|--|---------------------------------------|--|---|

If the usage is not consistent, follow whichever usage is more prevalent and query the author for confirmation.

- Do not use periods in capital-letter abbreviations (including state names) or acronyms:

| | | | | | | | | |
|-------------------------------|--|---|--|---|--|---------------|--|---|
| IQ (intelligence quotient) | | QALY (quality- adjusted life- year) | | PIN (prostatic intraepithelial neoplasia) | | NY (New York) | | Washington, DC (District of Columbia) |
|-------------------------------|--|---|--|---|--|---------------|--|---|

Also do not use periods for abbreviations for routes of administration or for units of measure (except *in.* for *inch* to prevent confusion with the preposition *in*):

ROUTES

| | | | | |
|-------------------------------|--|------------------|--|--------------------|
| ip (intraperitoneal) | | iv (intravenous) | | sc (subcutaneous) |
| icv (intracerebroventricular) | | | | im (intramuscular) |

UNITS

| | | | |
|--------------------------------|-------------------|-------------------------|--------------------------------|
| cm (centimeter or centimeters) | ft (foot or feet) | min (minute or minutes) | mL (milliliter or milliliters) |
|--------------------------------|-------------------|-------------------------|--------------------------------|

However, do use periods for common Latin abbreviations:

| | | | | |
|----------------------|------------------------|-------------------------------------|-------------------------|--------------|
| a.m. (ante meridiem) | cf. (confer [compare]) | e.g. (exempli gratia [for example]) | i.e. (id est [that is]) | vs. (versus) |
|----------------------|------------------------|-------------------------------------|-------------------------|--------------|

Also use periods for reference abbreviations used in the text:

| | | | | |
|-------------------|-----------------------|---------------|-----------------------|-------------------------------|
| Vol. 1 (Volume 1) | 2nd ed. (2nd edition) | p. 6 (page 6) | pp. 6–10 (pages 6–10) | F. Supp. (Federal Supplement) |
|-------------------|-----------------------|---------------|-----------------------|-------------------------------|

4.4.6. Quotation Marks

4.4.6.1. *General Notes*

- If the word before a closing quotation mark ends in an apostrophe, that apostrophe is considered part of the word, so no punctuation should intervene between the word and the apostrophe:

He exclaimed, "That house isn't mine. It's the Wards'."

4.4.6.2. *American and Canadian English*

- In American and Canadian English, use single quotation marks inside double quotation marks:

Crocker (2000) discovered that "the 'primal force' was effective only under certain circumstances" (p. 276).

- In American and Canadian English, periods and commas appear before closing quotation marks, even if they are not part of the quotation:

The character change in a tumor is usually called "tumor progression."

However, other punctuation marks, including colons, semicolons, exclamation points, and question marks, appear before closing quotation marks if they are part of the original quotation and afterward if they are not:

Lily asked a basic question—"Who did it?"—but no one would answer. [PART OF QUOTATION]

The scientists discovered a "terrible result"; they refused to discuss it. [NOT PART OF QUOTATION]

- Block quotations are not set off by quotation marks. However, in American and Canadian English, use double quotation marks for any quoted material within block quotations.

4.4.6.3. *British English*

- In British English, use double quotation marks inside single quotation marks:
 - Crocker (2000) discovered that ‘the “primal force” was effective only under certain circumstances’ (p. 276).
- In British English, punctuation marks appear before closing quotation marks if they are part of the original quotation and afterward if they are not:

When asked about how to characterize such an event, she said, ‘We have asked our team to look into it.’ [PART OF QUOTATION]

The character change in a tumor is usually called ‘tumor progression’. [NOT PART OF QUOTATION]

Lily asked a basic question—‘Who did it?’—but no one would answer. [PART OF QUOTATION]

The scientists discovered a ‘terrible result’; they refused to discuss it. [NOT PART OF QUOTATION]

- Block quotations are not set off by quotation marks. However, in British English, use single quotation marks for any quoted material within block quotations.

4.4.7. Semicolons

- To enhance clarity, replace commas with semicolons if the parts of a series include internal punctuation (usually commas) or if a series is particularly complicated or lengthy:

Dr Ashley is a fellow of the Royal College of Physicians, the American Society of Clinical Oncology, and the American College of Epidemiology; is among a small group of physicians named a master of the American College of Physicians; and is an elected member of the National Academy of Medicine.

The survival rates were as follows: the control group, 23%; the one-drug group, 33%; and the two-drug group, 45%.

- When two independent clauses are joined by an expression such as “that is,” “for example,” or “namely,” a semicolon, rather than a comma, usually precedes it:

The researchers found that risk model-based screening strategies yielded more cost savings; that is, patients spent \$5000 less on coverage.

There were any number of dogs with disabilities; for example, Barker could not bark. However, if what follows the expression is not an independent clause, a comma will suffice:

They used a validated risk prediction model, that is, the modified 2012 PLCO model.

- Likewise, when two independent clauses are joined by certain adverbs such as *however*, *therefore*, and *indeed*, semicolons are generally used:

The fecal occult blood test is recommended as the test of choice; however, despite the availability of effective home-based tests, uptake remains low.

Modeling provides a systematic framework for synthesizing knowledge about a disease; indeed, the new recommendation was partially informed by models.

The Phase 3 trial established the efficacy of the new drug; therefore, the US Food and Drug Administration has approved its use for this indication.

4.5. Quotations

- In general, do not edit quotations, even if there are obvious errors. You may query the author if you believe that a quotation has been incorrectly copied. However, you should change the case of the opening word of a quotation if it is necessary to fit the syntax:

“In the beginning was the Word, and the Word was with God.” [UPPERCASE]

John wrote that “in the beginning was the Word, and the Word was with God.”

[LOWERCASE]

- Authors (not copyeditors!) may use square brackets to add explanatory material, translations of foreign terms, or corrections to quotations:

“The Sicilians took his [Hermocrates’] advice and agreed among themselves to end the war.” [EXPLANATORY MATERIAL]

“The authors unfortunately used the phrases *id est* [that is] and *exempli gratia* [for example] interchangeably.” [TRANSLATIONS]

“It was their surprising success in most direction[s] that caused this state of mind.”

[CORRECTION]

Authors may also include a question mark with bracketed material to indicate confusion:

“The Argives had begun to fear that they were going to be isolated and that the whole alliance would go over to their enemy [Sparta?].”

Both authors and copyeditors may use square brackets to add definitions of abbreviations, although copyeditors should query authors for confirmation:

“This guideline should be adopted as routine care for TP [triple-positive] breast cancer.”

“We welcome the release of New Zealand’s DPSS [Defense Policy and Strategy Statement] and FFDP [Future Force Design Principles].”

“The participants endeavor to collaborate on reducing GHG [greenhouse gas] emissions, particularly of methane, across LNG [liquefied natural gas] imports and exports.”

- Authors (not copyeditors!) may add “[*sic*]” (note the italics) after an apparent error in a quotation to indicate that the error is original to the quotation and is not a transcription error:

“So, it only make [*sic*] sense that cytopathologists are fundamentally involved at all levels of the development and deployment of AI in cytopathology.”

If you think that “[*sic*]” should be added to a quotation, query the author about it: Please confirm that “The dogs was running” in the quotation has been correctly transcribed. If this is true to the original, please also consider adding “[*sic*]” after “was” to indicate this, or perhaps consider paraphrasing.

- Authors (not copyeditors!) may add ellipses to quotations to indicate that material has been left out of the quotation:

“In my own practice, I review the risk of brain metastases ... as well as the symptoms that would prompt concern.”

If an author mistakenly uses three periods instead of an ellipsis, do replace the periods with an ellipsis.

- When the source is provided for a run-in quotation, it is generally placed within parentheses and set between the closing quotation mark and the final punctuation mark of the clause:

In short, the research shows “the importance of ongoing androgen receptor signaling and mutation in advanced prostate cancer” (Taplin et al. [23]).

However, the source for a block quotation (which is not set off by quotation marks) is set after the ending punctuation of the quotation. It may be enclosed within parentheses on the same line or set off with an em dash on its own line:

Once upon a time there was an old castle in the middle of a great, dense forest. An old woman lived there all by herself, and she was a powerful sorceress. During the day she

turned herself into a cat or a night owl, but in the evening she would return to her human form. (Zipes [35])

Whoever has made a voyage up the Hudson must remember the Kaatskill mountains. They are a dismembered branch of the great Appalachian family, and are seen away to the west of the river, swelling up to a noble height, and lording it over the surrounding country.

—Washington Irving, *Rip Van Winkle*, 1819

Although in many cases only the last name of the author and the bracketed reference citation may be provided as the source for block quotations, sometimes additional information may be provided, especially when an em dash is used or the source is not listed in the References section. Defer to the writer's wishes on this. However, do not defer to the writer's wishes on formatting and use bolding and italics only if they are for some reason required (in the last example, the italicized part is the name of a short story).

- For the placement of punctuation with quotation marks (specifically with respect to American, Canadian, and British English), see the Quotation Marks section (Section 4.4.6).

4.6. Italics

4.6.1. General Notes

- Italicize (1) new, technical, or key terms or labels (especially when they are being defined or highlighted) and (2) letters, words, or phrases cited as linguistic examples:

The psychologist used the term *somnium* to indicate a particular type of dream. [NEW, TECHNICAL, OR KEY TERMS OR LABELS]

The word *speciation* is defined as the evolutionary process by which populations evolve to become distinct species. [NEW, TECHNICAL, OR KEY TERMS OR LABELS]

One example of a glottal stop is *stoptlight*. [LINGUISTIC EXAMPLES]

Defer to authors, however, if they prefer to use quotation marks (instead of italics) for emphasizing new words and phrases.

- In general, do not italicize common foreign words and phrases or abbreviations, including Latin abbreviations, as long as they are found in the dictionaries cited in the British, American, and Canadian Usage section (4.2):

| | | | | | | |
|------------------|----------|------------------|---------|----------|--|----------------------------|
| carte blanche | en masse | fait accompli | in vivo | in vitro | e.g. (exempli gratia [for example]) | i.e. (id est [that is]) |
|------------------|----------|------------------|---------|----------|--|----------------------------|

However, do italicize the Latin names of genera and species (see Section 5.9) as well as unusual words and phrases in a foreign language:

The authors were discussing different concepts of love, including *ἔρως* (*eros*), *φιλία* (*philia*), *μανία* (*mania*), and *ἀγάπη* (*agape*).

- Italicize the titles and subtitles of books and periodicals as well as plays and films:

| | | | | |
|------------------------------|---|--------------------|----------------------|-------------------------------------|
| <i>David Copperfield</i> | <i>Charles Dickens: The Complete Novels</i> | <i>The Tempest</i> | <i>JAMA Oncology</i> | <i>The Shawshank Redemption</i> |
|------------------------------|---|--------------------|----------------------|-------------------------------------|

However, use quotation marks instead for titles of shorter works, such as articles and chapters:

Refer to Chapter 4, "Personal Hygiene for Meerkats," in the handbook.

In "The Roles of the SWI/SNF Complex in Cancer" (published in the April issue of *Cancer Cytopathology*), Schaefer and Qian discuss a fascinating chromatin remodeling complex.

- Italicize an abbreviation only if it represents a term that would be italicized if spelled out:

OED (*Oxford English Dictionary*) | *CPT* (*Current Procedural Terminology*)

4.6.2. Science and Mathematics

- For journals that use italics for gene symbols, it is best to insert a query to the author rather than make any changes to the italicization. The query should read as follows:

"According to journal style, gene symbols (not the full names) should be italicized, whereas protein symbols should not be italicized. Please ensure that proper formatting is used for symbols throughout the article (no changes have been made)."

- Italicize the Latin names of genera, species, and subspecies as well as varieties (but not "var."):

| | | | | |
|---|---|---|---|--|
| <i>Escherichia coli</i> (<i>E. coli</i>) | <i>Clostridioides</i> <i>difficile</i> (<i>C.</i> <i>difficile</i>) | <i>Canis lupus</i> <i>familiaris</i> | <i>Felis silvestris</i> <i>catus</i> | <i>Bambusa</i> <i>vulgaris</i> var. <i>striata</i> |
|---|---|---|---|--|

However, higher taxonomic levels—kingdom, phylum, class, order, and family—are not italicized, although they are capitalized. For example, here is the classification for the mainland Asian tiger:

Animalia (kingdom) → Chordata (phylum) → Mammalia (class) → Carnivora (order) → Felidae (family) → *Panthera* (genus) → *tigris* (species) → *tigris* (subspecies)

- Italicize letters used as variables, unknown quantities, statistical symbols, and constants:

VARIABLES

$$x = 9 + 4 \quad | \quad 2y = 12 - 2$$

UNKNOWN QUANTITIES

Let n be the number of wombats in a given area.

STATISTICAL SYMBOLS

| | | |
|---------------------------|-------------------------|-------------------------------|
| n (size of a subsample) | N (total sample size) | p (statistical probability) |
|---------------------------|-------------------------|-------------------------------|

CONSTANTS

| | | |
|--------------------------------|---|-----------------------|
| c (speed of light in vacuum) | G (Newtonian constant of gravitation) | h (Planck constant) |
|--------------------------------|---|-----------------------|

Also italicize “ d ” as the differential:

dy/dx

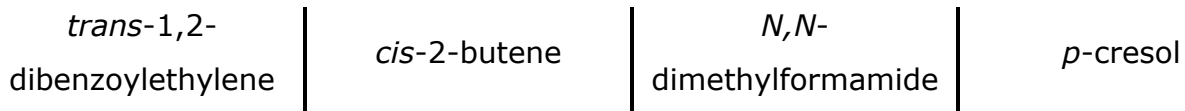
However, it is best practice to not italicize nonstatistical subscripts to statistical or mathematical expressions (but defer to the author as long as consistency is maintained):

| | |
|---|--------------------------------------|
| M_w (weight-average molecular weight) | T_g (glass-transition temperature) |
|---|--------------------------------------|

Also, do not italicize the following statistical abbreviations (or similar ones):

| | | |
|---------------------------|-------------------------------|----------------------------------|
| CI (confidence interval) | df or DF (degrees of freedom) | HR (hazard ratio) |
| IQR (interquartile range) | ns or NS (not significant) | OR (odds ratio) |
| SD (standard deviation) | SE (standard error) | SEM (standard error of the mean) |
| | | RMS (root mean square) |

- Italicize the hyphenated prefixes (alphabetic, not numeric) of chemical compounds:



- Italicize the anchors of a scale:

The scale ranged from 1 (*very poorly*) to 5 (*very well*).

- Do not italicize “pH”:

The pH of pure water is 7.

pH 4 is 100 times more acidic than pH 6.

4.7. Misplaced and Dangling Modifiers

4.7.1. Misplaced Modifiers

- A misplaced modifier is a word or phrase that modifies something in a sentence but whose placement is inappropriate. Modifiers should be placed as close as possible to what they are modifying to prevent confusion:

Hematologic cancers only represent 10% of cancers diagnosed in the United States.

[INCORRECT]

Hematologic cancers represent only 10% of cancers diagnosed in the United States.

[CORRECT]

My parents bought a dog for my brother named Fido. [INCORRECT]

My parents bought a dog named Fido for my brother. [CORRECT]

Penny received a hefty paycheck from the boss who was working overtime.

[INCORRECT]

Penny, who was working overtime, received a hefty paycheck from the boss. [CORRECT]

4.7.2. Dangling Modifiers

- A dangling modifier has no direct referent in a sentence; whatever is being modified is not clearly stated. Rewording, not just changing the word order, is necessary to correct dangling modifiers:

Knocking on the door, no one answered. [INCORRECT]

Although he knocked on the door, no one answered. [CORRECT]

Strolling along the path, the downpour soaked the children. [INCORRECT]

Strolling along the path, the children were soaked by the downpour. [CORRECT]

As the children strolled along the path, the downpour soaked them. [CORRECT]

Running slow and full of viruses, Eliza took her computer to the shop. [INCORRECT]

Because her computer was running slow and was full of viruses, Eliza took it to the shop. [CORRECT]

4.8. Subject–Verb Agreement

4.8.1. False Singulars

- Some words may appear to be singular at a quick glance but in fact are plural:

Mass *media* include, among other things, television, print, radio, and film.

All the *data* were entered into the program.

4.8.2. False Plurals

- Some singular nouns are mistakenly considered plural because they end in *s*:

genetics | linguistics | logistics | mathematics | mumps | physics | politics

4.8.3. Collective Nouns

- A collective noun refers to a group of things as a whole. A collective noun generally takes a singular verb when the unity of the group is being emphasized:

The *couple* has a chalet in Switzerland.

The *board* has refused to answer the questions.

A *swarm* of bees has overtaken the park.

However, when the emphasis is on the individuals within the group acting individually, a plural verb is preferred:

The *staff* disagree on what steps to take next.

In the latter case, rewriting may make the emphasis clearer:

The *staff members* disagree on what steps to take next.

Determining the proper number of the verb for a collective noun is not always straightforward, and copyeditors should defer to authors when there is ambiguity.

- Units of measure are considered collective nouns and should be treated as singular:

Five milliliters was added to the flask.

In the end, *2 L* of fluid was drained from the barrel.

Fifty percent of their time is wasted in meetings.

4.9. Comments to Authors

- Use comments (also known as queries) to communicate information to authors or to ask them questions. Do not use comments to ask authors about trivial matters (e.g., obvious corrections to grammar or syntax). Instead, reserve comments for missing information, problematic sentences, issues of consistency, and so forth:

The abbreviation “HR” is defined as both “hazard ratio” here and “hormone receptor” later in the article (in the first paragraph of the Discussion section). Please confirm that this is intentional or make any necessary changes here and throughout the article.

- Use complete, well-written sentences that clearly communicate your concern and possible answers (whenever applicable):

What should the values be? [INCORRECT]

Please verify the n values in the sentence beginning with “Because of the mutagen”:
They appear to add up to 98, not 97. [CORRECT]

The word *access* doesn’t make sense here. [INCORRECT]

In the sentence beginning with “Many researchers,” please confirm that use of the word *access* is correct; perhaps *assess* was intended instead. [CORRECT]

- Always be polite, and use *please* liberally. Never be argumentative or talk down to authors:

You forgot to include the access date, and you miswrote the URL. [INCORRECT]

Please add the access date for Reference 32. Please also verify the URL, which produced a 404 error when I tried it. [CORRECT]

- Do not use an abbreviation in a comment unless that abbreviation is the subject of the comment:

Pls provide an abstract of no more than 250 wrds. [INCORRECT]

Please provide an abstract of no more than 250 words. [CORRECT]

- For examples of comments, see Appendix E: Examples of Comments to Authors.

In rare situations, a space may be required to prevent confusion, notably when endnote citations directly follow something else that is superscripted with no intervening punctuation.

- In general, lines, variables, unknown quantities, and constants (e.g., x , y , z , A , B , and C) are set in italics.
- Abbreviations of units of measure (e.g., kg, mL, s, m, and μg) and numbers are set as roman.
- Use italics for chemical prefixes (e.g., *N-*, *cis-*, *trans-*, and *p-*) and the first three letters of restriction enzymes (e.g., *HsdR*, *HsdM*, *HsdS*, *Bpu10I*, and *BsI*).
- When *liter* is abbreviated, "L" (not "l") is always used:

5 L (liters) | 6 mL (milliliters) | 10 dL (deciliters) | 33 μL (microliters)

- For further guidance on italicization and abbreviations in scientific and mathematical content, see Sections 4.1.4 and 4.6.2.
- In general, use the percent sign (%) with numerals (e.g., 23.1%) and the word *percentage* when numerals are not involved (e.g., the percentage of participants rose sharply). If a number is spelled out (e.g., at the beginning of a sentence), use the word *percent* (e.g., Ten percent of the class failed the examination). Also, use numerals with *percentage point*, which is not synonymous with *percent* or the percent sign. In table headings and so forth, the percent sign may also be used (e.g., in the table heading "Children with cancer (%)").
- For measures of currency, consider the following examples (for more currency examples, see Sections 9.23–9.25 of *The Chicago Manual of Style*):

\$55.60 (US dollars) | CAD\$35 (Canadian dollars) | AUS\$489 (Australian dollars) | €4774 (Euros)

5.2. Numbers

5.2.1. General Information

- Copyeditors should follow the author's lead in the treatment of numbers and ensure consistency at the article level. If the author is inconsistent, the standard treatment of numerals (as discussed in this section) should be followed.

5.2.2. Cardinal Numbers

Use numerals to express the following:

- Numbers 10 and higher (e.g., 12 dogs and 53 wombats)

- Numbers that immediately precede a unit of measurement (e.g., a 5-mg dose)
- Numbers that represent statistical or mathematical functions (e.g., multiplied by 5, 9 out of 10 dentists, and $n = 7$)
- Numbers that represent times (e.g., 1 h 34 min), dates (e.g., August 5, 2000), ages (e.g., 7 years old), scores or points on a scale (e.g., a score of 3 on a Likert-type scale), exact sums of money (e.g., \$5,123,453), and numerals as numerals (e.g., there were several 9s in the numerical sequence)
- Numbers that denote a specific place in a numbered series (e.g., Row 5)

Use words to express the following:

- Numbers zero to nine
- Numbers that begin a sentence, title, or text heading unless they are part of a scientific name and should never be changed (e.g., 2-O-D-glucopyranosyl-D-glucose). If spelling out a number at the beginning of a sentence presents difficulty for some reason, reword the sentence to move the number from the beginning.
- Common fractions (e.g., one-fifth of the class and a two-thirds majority)
- Universally accepted usage (e.g., the Twelve Apostles)

For sentences with a mix of numbers below and above nine in a list, although it is considered best practice to use only numerals (for consistency), it is Wiley practice to defer to the author:

The group consisted of 4 professors, 8 adjuncts, and 18 students. [BEST PRACTICE]

The group consisted of four professors, eight adjuncts, and 18 students. [ACCEPTABLE IF THE AUTHOR'S CHOICE]

Furthermore, use a combination of numerals and words to express back-to-back modifiers (for the sake of clarity):

| | |
|---|--|
| 2 two-way interactions (<i>not</i> two two-way interactions) | ten 7-point scales (<i>not</i> 10 7-point scales) |
|---|--|

5.2.3. Ordinal Numbers

- Ordinal numbers are treated in the same way as cardinal numbers:

| | | | |
|---------------------|----------------|----------------------------------|----------------------------|
| second-order factor | fourth graders | the first item of the 75th trial | the first and third groups |
|---------------------|----------------|----------------------------------|----------------------------|

5.2.4. Commas and Periods in Numbers

• In US, UK, and Canadian journals, use a comma or a thin space as a separator in numbers of five or more digits. The choice of a comma or a thin space is determined at the journal level:

| | | |
|--------------------|--|-------------------------|
| 11,000 [COMMA] | | 11 000 [THIN SPACE] |
| 1,234,567 [COMMAS] | | 1 234 567 [THIN SPACES] |

In German journals, a period may be used instead of a comma or a thin space:

| | | |
|-----------------|--|---------------------|
| 11.000 [PERIOD] | | 1.234.567 [PERIODS] |
|-----------------|--|---------------------|

Again, this is determined at the journal level. Do not defer to the author.

• In US, UK, and Canadian journals, always use a period to indicate the decimal place. However, in German journals, a comma may be used instead (this is determined at the journal level; do not defer to the author):

| | | |
|--------------------|--|---------------------|
| 4,75 (German) | | 4.75 (English) |
| 10.000,23 (German) | | 10,000.23 (English) |

5.3. Decimal Fractions

• Use a leading zero before the decimal point:

| | | | | |
|-----------------|--|--------------------|--|-------------|
| 0.23 cm | | Cohen's $d = 0.70$ | | 0.48 s |
| $r(24) = -0.43$ | | | | $p = 0.028$ |

If the author has not used leading zeroes, include an explanatory query (e.g., "Please note that leading zeroes have been added to p values in accordance with journal style") to eliminate requests for changes in proofs. (We are aware that some styles prefer to not use leading zeroes for statistics whose values can never exceed 1.0; for consistency and because of errors in the application of this style by authors, compositors, and copyeditors, we have chosen to always use leading zeroes.)

5.4. Slashes and Indices in Units of Measure

• Defer to the author on the use of slashes (also known as virgules and solidi) and indices (also known as powers) as well as spaces or dots (for multiplication) in units of measure:

| | | |
|---|--|--|
| m/s^2 or $m s^{-2}$ or $m \cdot s^{-2}$ | | $kg/m/s^2$ or $kg m^{-1} s^{-2}$ or $kg \cdot m^{-1} \cdot s^{-2}$ |
|---|--|--|

5.5. Plurals of Numbers

• To form the plurals of numbers, whether expressed as figures or as words, add *s* or *es* alone without an apostrophe:

fours and sixes

1950s

10s and 20s

5.6. Times and Dates

- For journals following American and Canadian usage, best practice is exemplified by the following:

April 18, 1992 [DATE]

8:30 p.m. [TIME]

- For journals following British usage, best practice is instead shown by these examples:

18 April 1992 [DATE]

8:30 PM [TIME]

- However, regardless of journal preference, defer to the author as long as consistency is maintained throughout the article.

5.7. Système International (SI) and Non-SI Units

For the symbols of units of measure and their formatting (e.g., italic vs. roman), see *The International System of Units (SI)*, which is available as a free download from the US Government Publishing Office (<https://www.govinfo.gov/content/pkg/GOVPUB-C13-5e748f779cf05fbb0eca1195be501df2/pdf/GOVPUB-C13-5e748f779cf05fbb0eca1195be501df2.pdf>). In particular, note the following tables:

- Base quantities and dimensions used in the SI (Section 1.3, p. 11)
- SI base units (Section 2.1.2, p. 23)
- Examples of coherent derived units in the SI expressed in terms of base units (Section 2.2.1, p. 24)
- Coherent derived units in the SI with special names and symbols (Section 2.2.2, pp. 25–26)
- Examples of SI coherent derived units whose names and symbols include SI coherent derived units with special names and symbols (Section 2.2.2, p. 26)
- SI prefixes (Section 3.1, p. 29)
- Non-SI units accepted for use with the International System of Units (Section 4.1, p. 32)
- Non-SI units whose values in SI units must be obtained experimentally (Section 4.1, p. 34)
- Other non-SI units (Section 4.1, p. 35)

5.8. Manufacturer Information (Equipment, Devices, and Reagents)

- There is no need to include or query for the locations of manufacturers because such information can easily be found online. However, if the author chooses to include such information, do not delete it.

- Copyright symbols (©), trademark symbols (™), and registered trademark symbols (®) do not need to be included and should be deleted if provided.

5.9. Scientific Names

- Italicize the Latin names of genera, species, and subspecies as well as varieties (but not “var.”):

| | | | | |
|--------------------|--|-----------------------------------|-----------------------------------|--|
| <i>Escherichia</i> | <i>Clostridioides difficile (C. difficile)</i> | <i>Canis lupus familiaris</i> | <i>Felis silvestris catus</i> | <i>Bambusa vulgaris var. striata</i> |
|--------------------|--|-----------------------------------|-----------------------------------|--|

Note that genera are capitalized (even when appearing without species), whereas species and subspecies are lowercase. However, do not capitalize genera when they appear in the plural:

This term indicates bacilli arranged in chains.

Group A streptococci are commonly found in the throat.

- Higher taxonomic levels—kingdom, phylum, class, order, and family—are not italicized, although they are generally capitalized (but please defer to the author as long as usage is consistent throughout the article). For example, here is the classification for the mainland Asian tiger:

Animalia (kingdom) → Chordata (phylum) → Mammalia (class) → Carnivora (order) → Felidae (family) → *Panthera* (genus) → *tigris* (species) → *tigris* (subspecies)

- Use a period with the abbreviation of a genus in genus–species pairs:

| | | |
|-----------------------------------|--|-------------------------------|
| <i>E. coli (Escherichia coli)</i> | <i>C. difficile (Clostridioides difficile)</i> | <i>C. lupus (Canis lupus)</i> |
|-----------------------------------|--|-------------------------------|

Also use a period with the abbreviations *sp.* (plural *spp.*) and *var.* (which are not italicized):

Bambusa vulgaris var. striata | *Rhododendron spp.* | *Canis sp.*

- When the common term for a plant or an animal is followed by its Latin name, it is common for that Latin name to set off by commas or placed within parentheses:

His comparisons of lions, *Panthera leo*, and tigers, *Panthera tigris*, were not particularly astute. [COMMAS]

There have been several kinds of hominids, including modern humans (*Homo sapiens*), Neanderthals (*Homo neanderthalensis*), and Denisovans (*Homo denisova*).

[PARENTHESES]

- After the first use of a genus–species pair, it is best practice to abbreviate the genus name to a single capital letter with a period (as shown previously). However, defer to the author if he chooses to continue spelling the genus name out in full as long as the usage is consistent at the article level:

Approximately one of every six patients who are infected with *Clostridioides difficile* will be infected with *C. difficile* again within a few weeks. [BEST PRACTICE]

Approximately one of every six patients who are infected with *Clostridioides difficile* will be infected with *Clostridioides difficile* again within a few weeks. [ACCEPTABLE IF THE AUTHOR’S CHOICE]

However, if a genus is repeated but the species is different, do spell out the genus the first time with the new species:

There have been several kinds of hominids, including *Homo sapiens*, *Homo neanderthalensis*, and *Homo denisova*; *H. sapiens* is the only surviving type.

- A specific epithet is sometimes added to genus–species pairs, and a year may be added as well; this is left entirely to the discretion of the author. This epithet is not italicized, but it may be abbreviated or placed within parentheses. Defer to the author and ensure consistency throughout the article:

Diaemus youngi cypselinus
Thomas, 1928

Euchistenes hartii
(Thomas)

Linaria spuria (L.) Mill.

5.10. Chemical Terms

- Names of chemical elements and compounds are lowercased when they are written out (unless their position in a title, heading, or sentence dictates otherwise). Symbols, however, are capitalized and set without periods, and the number of atoms in a molecule appears as a subscript:

ozone or O₃

sodium chloride or NaCl

sulfuric acid or H₂SO₄

- In formal chemical literature, the mass number appears as a superscript to the left of the symbol. In works intended for a general audience, however, it may follow the symbol (after a hyphen) and be full-size. Defer to the author as much as possible but maintain consistency:

¹⁴C [FORMAL STYLE]

C-14 or carbon-14 [INFORMAL STYLE]

5.11. Medical Terminology

- For the styling of medical terminology, follow Merriam-Webster (<https://www.merriam-webster.com/dictionary/define>) for American spellings; the *Oxford English Dictionary* (<https://www.oed.com/>) or, if necessary, *Collins Dictionary* (<https://www.collinsdictionary.com/dictionary/english>) for British spellings; and the *Canadian Oxford Dictionary* (<https://www.oxfordreference.com/display/10.1093/acref/9780195418163.001.0001/acref-9780195418163>) for Canadian spellings (for more details on British, American, and Canadian usage, see Section 4.2). You can also consult *Stedman's Medical Dictionary*.
- In general, names of diseases, syndromes, diagnostic procedures, and anatomical parts are set as lowercase. However, proper nouns or adjectives within medical terms remain uppercase:

| | | |
|------------------------|---------------------|--|
| acute myeloid leukemia | computed tomography | Huntington disease (named after George Huntington) |
|------------------------|---------------------|--|

- Acronyms and initialisms are usually capitalized:

| | | |
|---|--------------------------|--|
| AIDS (acquired immunodeficiency syndrome) | CT (computed tomography) | MRSA (methicillin-resistant <i>Staphylococcus aureus</i>) |
|---|--------------------------|--|

- For eponymous medical terms, either the possessive or nonpossessive form is permitted as long as the author is consistent (in the medical literature, nonpossessive forms tend to be used, whereas possessive forms may be preferred in nonscientific contexts):

| | | |
|----------------------------------|-------------------------|-------------------------------|
| Alzheimer or Alzheimer's disease | Down or Down's syndrome | Hodgkin or Hodgkin's lymphoma |
|----------------------------------|-------------------------|-------------------------------|

5.12. Terms for Radiation

- The following are standard spellings for some common terms used in the field of electromagnetic radiation:

| | | |
|--|--|--|
| x-ray (noun, verb, or adjective) | cosmic ray (noun) and cosmic-ray (adjective) | ultraviolet ray (noun) and ultraviolet-ray (adjective) |
| β -ray (noun or adjective) or beta ray (noun or adjective in nonscientific contexts) | γ -ray (noun or adjective) or gamma ray (noun or adjective in nonscientific contexts) | |

5.13. Drug Names

- For the styling of drug names, follow Merriam-Webster (<https://www.merriam-webster.com/dictionary/define>) for American spellings; the *Oxford English Dictionary* (<https://www.oed.com/>) or, if necessary, *Collins Dictionary* (<https://www.collinsdictionary.com/dictionary/english>) for British spellings; and the *Canadian Oxford Dictionary* (<https://www.oxfordreference.com/display/10.1093/acref/9780195418163.001.0001/acref-9780195418163>) for Canadian spellings (for more details on British, American, and Canadian usage, see Section 4.2). You can also consult *Stedman's Medical Dictionary*.

- Generic drug names are set as lowercase, whereas brand names are capitalized:

| | | |
|----------------------------|--------|---------------------------|
| doxorubicin (generic name) | versus | fluoxetine (generic name) |
| Adriamycin (brand name) | | Prozac (brand name) |

- Generic drug names are generally preferred to brand names, but defer to the author. It is common (but not necessary) for the generic name of a drug to be followed by the particular brand of the drug within parentheses for clarification:

For the control group, we used interferon β 1a (Avonex) as a treatment for multiple sclerosis.

5.14. Geographic Coordinates

- Abbreviations for *latitude* (lat) and *longitude* (long) may be used when they are part of coordinates. These abbreviations typically do not end with a period, but periods are permitted as long as the author is consistent:

| | | |
|----------------------------------|--|-----------------------------------|
| lat 42°15'09" N long 89°17'45" W | | lat 45°16'17" S long 116°40'18" E |
|----------------------------------|--|-----------------------------------|

- However, these abbreviations are not necessary for coordinates because the compass point identifies the coordinate. The author's formatting should be followed:

| | | |
|--------------------------|--|-------------------------|
| 19°29'59" N 107°45'36" W | | 22°33'14" N 32°13'23" W |
|--------------------------|--|-------------------------|

- Note that primes (') and double primes ("), not quotation marks, are used for coordinates.

5.15. Cultivars and Their Treatments

- For the styling of cultivar names, generally defer to the author.
- If there are inconsistencies in styling, consult *The CSE Manual: Scientific Style and Format for Authors, Editors, and Publishers* (ninth edition)

5.16. Math Markup

• Mathematical elements should be checked and formatted properly as needed. Defer to the author if consistency is maintained throughout the article, but refer to the subsections that follow for guidance on what is expected from the copyeditor at the levels that are noted in the Journal Service Level Document.

5.16.1. Standard Math Markup

Standard math markup corresponds to the CE0 level and includes the following points:

- Correct handling of numbers and units
- Correct use of characters for Greek and Roman letters
- Correct use of characters for symbols, numbers, and letters (e.g., \times , l 1, and O 0)
- Correct setting of numbers, signs, punctuation, units, and recognizable functions to upright
- Retention of any special formatting (bold, italic bold, upright characters within the italic default, and different fonts [e.g., sans serif]) set by the author
- Correct splitting up of an equation that spreads over more than one line
- Correct equation alignment over a line break

5.16.2. Extended Math Markup

Extended math markup corresponds to the CE1 level and includes the following points:

- All the points for standard markup
- Correct setting of variables to italic
- Ensuring the consistency of formatting in displayed equations, inline mathematics, and symbols in the text
- Correct styling and sizing of signs, operands, and fences (e.g., primes, right and left angle brackets, and integral signs)

5.16.3. Intensive Math Markup

Intensive math markup corresponds to the CE2 level and above and includes the following points:

- All the points for standard and extended markup
- Correct styling of single-letter functions (e.g., differential d and exponential e)
- Correct styling of the complex number i or j
- Correct styling of all single-character label subscripts (nonvariables)
- Correct styling of particle names (e.g., e [electron mass])

- Correct identification and styling of vectors, matrices, tensors, and other characters with dimension

APPENDIX A: COMMON ENGLISH POSTAL ABBREVIATIONS

| Name | Abbreviation | Name | Abbreviation |
|-------------------|---------------------|------------------------|---------------------|
| Air Force Base | AFB | North | N |
| Alley | Aly | Northeast | NE |
| Arcade | Arc | Northwest | NW |
| Army Post Office | APO | Parkway | Pkwy |
| Avenue | Ave | Place | Pl |
| Boulevard | Blvd | Plaza | Plz |
| Branch | Br | Point | Pt |
| Building | Bldg | Post Office | PO |
| Center | Ctr | Road | Rd |
| Circle | Cir | Route | Rte |
| Court | Ct | Rural Free Delivery | RFD |
| Drive | Dr | Rural Route | RR |
| East | E | Saint | St |
| Expressway | Expy | South | S |
| Extension | Ext | Southeast | SE |
| Field | Fld | Southwest | SW |
| Flat | Flt | Square | Sq |
| Fleet Post Office | FPO | Street | St |
| Fort | Ft | Terrace | Ter |
| Freeway | Fwy | Throughway | Trwy |
| Highway | Hwy | Trail | Trl |
| Junction | Jct | Turnpike | Tpke |
| Lane | Ln | Valley | Vly |
| Mount | Mt | Village | Vlg |
| Mountain | Mtn | West | W |

APPENDIX B: COMMON SPELLING DIFFERENCES AMONG BRITISH, AMERICAN, AND CANADIAN ENGLISH

| British | American | Canadian | British | American | Canadian |
|-------------------|-----------------|-------------------|---------------------------|-----------------|-------------------|
| ageing | aging | ageing | encyclopaedia | encyclopedia | encyclopedia |
| aluminium | aluminum | aluminum | enrolment | enrollment | enrolment |
| amphitheatre | amphitheater | amphitheatre | favourite | favorite | favourite |
| analyse | analyze | analyse | fibre | fiber | fibre |
| apologise | apologize | apologize | flavour | flavor | flavour |
| appetiser | appetizer | appetizer | fulfil | fulfill | fulfill |
| archaeology | archeology | archaeology | gram or gramme | gram | gram or gramme |
| arguement | argument | argument | grey | gray | grey |
| armour | armor | armour | gynaecology | gynecology | gynecology |
| behaviour | behavior | behaviour | harbour | harbor | harbour |
| catalogue | catalog | catalogue | honour | honor | honour |
| catalyse | catalyze | catalyze | humour | humor | humour |
| centimetre | centimeter | centimetre | instalment | installment | instalment |
| centre | center | centre | jewellery | jewelry | jewellery |
| cheque (money) | check | cheque (money) | judgement | judgment | judgment |
| civilise | civilize | civilize | kilogram or kilogramme | kilogram | kilogram |
| civilisation | civilization | civilization | kilometre | kilometer | kilometre |
| colonise | colonize | colonize | labour | labor | labour |
| colonisation | colonization | colonization | leukaemia | leukemia | leukemia |
| colour | color | colour | licence (noun) | license | licence (noun) |
| counsellor | counselor | counsellor | license (verb) | license | license (verb) |
| criticise | criticize | criticize | litre | liter | litre |
| defence | defense | defence | louvre | louver | louvre |
| draught | draft | draft | lustre | luster | lustre |
| emphasise | emphasize | emphasize | manoeuvre | maneuver | manoeuvre |

| British | American | Canadian | British | American | Canadian |
|--------------------|-----------------|--------------------|---------------------|-----------------|----------------------|
| marvellous | marvelous | marvellous | pretence | pretense | pretense |
| mediaeval | medieval | medieval | prise | prize | prize |
| mementoes | mementos | mementos | programme (verb) | program | program |
| metre | meter | metre | pyjamas | pajamas | pajamas |
| mould | mold | mould | quarrelling | quarreling | quarreling |
| monologue | monologue | monologue | realise | realize | realize |
| neighbour | neighbor | neighbour | recognise | recognize | recognize |
| oestrogen | estrogen | estrogen | rumour | rumor | rumour |
| offence | offense | offence | saviour | savior | saviour |
| omelette | omelet | omelette | sceptic | skeptic | skeptic |
| organise | organize | organize | skillful | skillful | skillful |
| orthopaedic | orthopedic | orthopaedic | spectre | specter | spectre |
| paediatric | pediatric | pediatric | sulphur | sulfur | sulfur or sulphur |
| palaeontology | paleontology | paleontology | theatre | theater | theatre |
| plough | plow | plow | toxaemia | toxemia | toxemia |
| popularise | popularize | popularize | travelling | traveling | travelling |
| popularisation | popularization | popularization | tyre | tire | tire |
| practice (noun) | practice | practice (noun) | woollen | woolen | woollen |
| practise (verb) | practice | practise (verb) | | | |

APPENDIX C: COMMON CONJUNCTIVE ADVERBS

| | | | |
|---------------|-------------|--------------|--------------|
| accordingly | finally | meanwhile | similarly |
| also | first | moreover | still |
| alternatively | furthermore | nevertheless | subsequently |
| besides | hence | next | then |
| briefly | however | nonetheless | therefore |
| certainly | indeed | now | thus |
| consequently | instead | otherwise | |
| conversely | likewise | rather | |

APPENDIX D: COMMON PREFIXES AND SUFFIXES

| Prefix or suffix | Example | Prefix or suffix | Example |
|-------------------------|--|-------------------------|---|
| after | afterburner, afterimage | neo | neonate, neolithic |
| ante | antecedent, antedate | non | nonsignificant, nonviolent |
| anti | antihero, anti-human antibodies, anti-inflammatory | over | overanxious, overconfident |
| bi | bilingual, bisexual | multi | multi-institutional, multiphase |
| bio | biometrics, biosynthetic | phobia | photophobia, xenophobia |
| co | coauthor, coordinate, co-occur, co-opt | post | postdoctoral, posttest |
| counter | counterclaim, counteroffer | pre | preempt, preterm |
| cyber | cybernetic, cyberpunk | pro | pronucleus, prothorax |
| equi | equidistant, equipoise | proto | protoplanetary, prototype |
| extra | extrajudicial, extramarital | pseudo | pseudointellectual, pseudoscience |
| hyper | hypercritical, hyperlink | quasi | quasi-judicial, quasiperiodic |
| infra | infrared, infrastructure | re | recover (regain), recover (cover again), reedit |
| inter | interconnected, interoffice | semi | semidarkness, semi-invalid, semiopaque |
| intra | intra-arterial, intracranial | socio | sociodemographic, socioeconomic |

| | | | |
|-------|-----------------------------------|-------|---------------------------------------|
| like | shell-like, wavelike | sub | subcutaneous, subtest |
| macro | macrocyclic, macromolecular | super | superannuated, supermodel |
| mega | megadose, megavitamin | supra | supraliminal, supraorbital |
| meta | meta-analysis, metamorphosis | trans | transcultural, transmembrane |
| micro | microaggression, micronutrient | ultra | ultrared, ultrarefined |
| mid | midterm, mid-1960s | un | unbiased, un-ionized (not ionized) |
| mini | minibus, minisession | under | underdeveloped, underrate |

APPENDIX E: EXAMPLES OF COMMENTS TO AUTHORS

This appendix provides some examples of comments/queries to authors. These are only examples and in no way constitute an exhaustive list of comments. Furthermore, not all the included comments apply to all journals.

| Article section | Comment example |
|-----------------|--|
| Front matter | Please provide at least 1 more keyword: According to journal style, there should be 3–10 keywords, and there are currently only 2. |
| | In the summary, please confirm or correct “for making results from clinical trials applicable to everyone” (originally “so that results from clinical trials can be applied to everyone”). |
| Body matter | Please verify the accuracy of dosages here and throughout the article. |
| | According to journal style, gene symbols (not the full names) should be italicized, whereas protein symbols should not be italicized. Please ensure that proper formatting is used for symbols throughout the article (no changes have been made). |
| | Please include in this section a sentence confirming that the study protocol received a priori approval by the appropriate institutional review committee. |
| | Please include in this section a sentence confirming that all animals received humane care according to the criteria outlined in <i>Guide for the Care and Use of Laboratory Animals</i> (National Institutes of Health publication 86-23, 1985 revision). |
| | Please confirm or correct the sentence beginning with “They concluded” as edited (especially the addition of the reference citation). |
| | Please confirm or correct “the United States (including Puerto Rico)” (originally “the United States and Puerto Rico”). |
| | Please confirm that “The dogs was running” in the quotation has been correctly transcribed. If this is true to the original, please also consider adding “[sic]” after “was” to indicate this, or perhaps consider paraphrasing. |
| | Please confirm or correct “liver function tests (LFTs)” (originally just “liver function tests”). |
| | Please confirm or correct the citations of References 1 and 13 here (originally, the text read “[1, 1,3]”). |
| | Please confirm or correct the sentence as edited (especially “with lower toxicity rates and a lower need for dose interruptions,” which originally was “with lower toxicity rates and need for dose interruptions”). |
| | Please consider rewriting “for closest to benchmark values” for greater clarity. |
| | The abbreviation “HR” is defined as both “hazard ratio” here and “hormone receptor” later in the article (in the first |

| | |
|--------------------|--|
| | paragraph of the Discussion section). Please confirm that this is intentional or make any necessary changes here and throughout the article. |
| Figures and tables | In Table 1, please verify the units of measure for the erythrocyte sedimentation rate (mm/h), which I have added from the main text. |
| | In Table 2, please confirm or correct the insertion of "No. (%)" in the first row. |
| | Please consider adding an explanation for the asterisks in Figure 5 to the figure legend. |
| | Please confirm or correct the figure legend as edited: One sentence was deleted because it appeared to be a duplicate. |
| Back matter | Please confirm or correct the author contributions, acknowledgments, and conflicts of interest as edited. |
| | Please confirm or correct the acknowledgments and conflicts of interest as edited. In the acknowledgments, please also replace "R.W." with the complete name. |
| References | The references and their citations have been renumbered per journal style (two duplicate references—2 and 53 in the original file—have been deleted). Please check them carefully. |
| | Please confirm or correct the URL (which has been added to the reference) and provide the access date. |

APPENDIX F: COMMONLY MISUSED WORDS

adapt versus adopt: *Adapt* is a verb meaning “to change to fit a new purpose”:

According to the theory of evolution, organisms adapt to their environment over time.

The soldiers adapted their fighting methods to fit the terrain.

Adopt means “to take another’s child as one’s own” or “to take up, follow, or use”:

Both orphans were adopted by the same woman.

Many immigrants adopt the ways of their new nation.

adopt: See ***adapt versus adopt.***

among versus between: Although the rule of using *between* for two things and *among* for more than two things is often given, this is too simplistic, as *between* is sometimes correctly used for more than two things. More precisely, *between* is used to express one-to-one relationships, and *among* expresses collective or undefined relationships:

The judge is trying to forge a deal between the developer and the various zoning committees.

The decision came down to choosing the best options among the six that were given.

The North American Free Trade Agreement is a trade agreement between Canada, the United States, and Mexico. [The agreement covers relations between Canada and the United States, between the United States and Mexico, and between Canada and the United States.]

These are among the key findings of a study published in *JAMA Surgery* that looked at the association between adherence to surgical quality metrics and overall survival.

affect versus effect: *Affect* is usually used as a verb meaning “to change or act upon”:

You must inform the authors about any correction that might affect the meaning of the sentence.

Affect is also used (more rarely) as a verb meaning “to put on a false appearance of” and as a noun meaning “underlying experience of feeling, emotion, attachment, or mood”:

Pretending to be a foreigner, the traveler affected a German accent. [VERB]

Affecting anger, he shouted at the child even as he inwardly laughed. [VERB]

As part of the psychological examination, the patient’s affect was evaluated. [NOUN]

Effect, however, is usually used as a noun meaning “a change resulting from something happening”:

Their deeper knowledge may make them more familiar with rare manifestations and side effects.

This framework decouples the effect of screening on disease incidence from the benefit of treatment.

Effect is also used (more rarely) as a verb meaning “to cause to come into being”:

There were few opportunities for effecting significant changes to the laws.

although: See *while versus although and whereas*.

assure versus ensure versus insure: *Assure* is a verb meaning “to remove doubt or state convincingly”:

The teacher assured the students that if they did the work, they would see results.

Ensure, however, means “to make sure”:

By repeatedly testing the prototype, the inventor ensured a successful demonstration before his investors.

Insure is used only in connection with insurance:

The company insured its CEO for \$10 million in the event of accidental death.

based on versus on the basis of: Although these two phrases mean the same thing, *based on* modifies a noun, whereas *on the basis of* modifies a verb. In general, if *based on* is not connected to a noun, it should be replaced with *on the basis of*:

Lung cancer screening based on an individual’s personal lung cancer risk is more cost-effective than screening based on smoking and age categories.

Of the 176 drug approvals based on single-arm studies, 174 (99%) were for locally advanced or metastatic disease.

He was encouraged to pursue oncology on the basis of his love of science and policy.

On the basis of the evidence that she reviewed, Dr Craig determined that men should be more informed about the risks of screening.

because: See *due to versus because of* and *since versus because*.

between: See *among versus between*.

classic versus classical: *Classic* (used as an adjective or noun) is used in the sense of “authoritative, outstanding, or remarkably typical”:

Their performance was a classic example of the genre.

His suit is tailored in the classic fashion of southern Italy.

Classical (used only as an adjective) is generally used in reference to the classics (e.g., Greek and Latin literature and some music of the late 18th and early 19th centuries):

Classical music includes works written by composers such as Frédéric Chopin and Johannes Brahms.

Having completed her thesis on the Greek historian Herodotus, she acquired her degree in classical literature.

compose versus comprise: *Compose* is a verb meaning “to make up or form the basis of”:

Fifty states compose the United States of America.

The fabric was composed of a blend of wool and cotton.

Comprise, however, means “to include” or “to be composed of”:

The United States of America comprises 50 states.

Note that “comprised of” is never correct.

comprise: See **compose versus comprise**.

disinterested versus uninterested: *Disinterested* has the sense of “impartial”:

The arbitrator was intent on remaining disinterested in the disputes brought before him and thus refused any that brought even a whiff of a conflict of interest.

Uninterested, however, has the sense of “being bored” or “indifferent”:

The students were uninterested in their English assignment.

In the following example, both terms are used:

The ideal judge is disinterested but not uninterested in the case before him.

due to versus because of: Although these two phrases basically mean the same thing, *due to* modifies a noun, whereas *because of* modifies a verb. In general, if *due to* is not connected to a noun, it should be replaced with *because of*:

This permits the projection of mortality reductions due to screening under both novel and standard treatment regimens.

Because of unemployment due to increased automation, poverty rates were rising.

Her son is extremely fearful of needles because of bad experiences with intravenous lines.

Generalists are better able to care for these patients because of their vantage of a patient’s overall health and comorbidities.

effect: See **affect versus effect**.

ensure: See *assure versus ensure versus insure*.

historic versus historical: *Historical* is an adjective simply describing something related to history:

The society used to put on historical recreations of old battles.

The author was particularly well known for her historical romances.

Historic adds the sense of something momentous or particularly important:

The destruction of the World Trade Center was a historic event in America.

insure: See *assure versus ensure versus insure*.

on the basis of: See *based on versus on the basis of*.

since versus because: Use *since* in reference to time:

Since the land had been settled, there had been conflict about the distribution of resources.

This cohort of patients has been consistently followed up for an extended period of time exceeding 20 years (since patient records were transitioned online).

I have known the sisters since they were born.

Use *because* in reference to reason:

Because she had won the case, he was forced to pay the legal fees.

This is important because glioblastoma is difficult to treat.

The family is too busy to think about this vaccine because they are trying to catch up on his other vaccines.

that and which versus who: Use *that* and *which* in reference to nonhuman animals and things:

The researchers considered clinically meaningful 6-year cancer risk thresholds that ranged from 0.5% to 2.2%.

One hundred twenty-one (31%) were based on single-arm studies in which all participants received the investigational drug.

Use *who* (and *whom*) in reference to human beings:

Those who performed the experiment also evaluated the results.

The investigators wondered who had pulled the lever and for whom it had been done.

Never send to know for whom the bell tolls; it tolls for thee.

Note, however, that *whose* can be used in reference to human beings as well as nonhuman animals and things:

The pathologist–patient relationship, whose absence has often been cited, is already recognized as an important problem.

Those athletes whose body mass index fell outside the guidelines were excluded from the analysis.

that versus which: Clauses beginning with *that* (also called *restrictive clauses*) are essential to the meaning of the sentence and are not set off by commas:

Cost-effectiveness is estimated on the basis of annual low-dose computed tomography screening that begins at the age of 50 or 55 years and ends at the age of 80 years.

These are among the key findings of a study that looked at the association between adherence to surgical quality metrics and overall survival among US veterans.

Clauses beginning with *which* (also called *nonrestrictive clauses*) generally just add further information and are set off by commas:

These public hospitals are managed with a centralized electronic patient registry, which is indexed by the Hong Kong identity card number unique to each resident of Hong Kong.

In their article, which appears in the *Journal of Clinical Oncology*, researchers point out that hematologic cancers represent only 10% of cancers diagnosed in the United States.

In British English, *which* commonly can be substituted for *that* in a restrictive clause; however, most authors maintain the difference between *that* (introducing restrictive clauses with no commas) and *which* (introducing nonrestrictive clauses with commas).

uninterested: See **disinterested versus uninterested**.

whereas: See **while versus although and whereas**.

which: See **that and which versus who** or **that versus which**.

while versus although and whereas: Use *while* in reference to time:

While he was in high school, Dr Simpson had been urged by the priest to pursue an undergraduate degree.

She came to these conclusions while she was serving as president of the association.

Use *although* in the sense of “in spite of the fact that”:

Although several patient-, tumor-, and surgeon-specific factors may explain some of this variability, further efforts to standardize surgical quality are clearly needed.

Although randomized clinical trials remain the gold standard of clinical research, single-arm trials are a way to expedite drug approvals.

Use *whereas* to indicate contrast:

Primary cervical screening is provided by the Department of Health, whereas follow-up cervical cytology, biopsy, and surgery are performed in acute hospitals.

Furthermore, when family members' preferences conflicted with those of a patient, 65% of the Chinese internists sided with the family, whereas only 5% of the US internists did.

who: See ***that versus who***.

APPENDIX G: BOOK REVIEWS

G.1. General Notes

- This appendix has been created specifically to provide instructions for the front matter of book reviews included in journals under Optimal Design.
- There is a set way of presenting the various elements of books being reviewed as well as the names and affiliations of the reviewers. This appendix includes examples for different types of book reviews.
- All book elements presented in the examples should be included.
- The name of a book's author should match whatever is found on the cover of the book. This means that the presentation of author names will vary (e.g., F. S. Fitzgerald, F. Scott Fitzgerald, or Francis Scott Fitzgerald).
- If a book has an editor rather than an author, the only difference in the format is the addition of "(ed.)" after the name (use "(eds.)" for multiple editors).
- Abbreviations should never be used for words such as *paperback*, *hardcover*, *ebook*, and *cloth* in the front matter, but *pages* should be abbreviated as *pp*.
- If multiple prices are provided, they should be separated with semicolons:
\$41.95 (hardcover); \$29.95 (trade paperback); \$23.95 (ebook).
- ISBNs should be formatted with hyphens (as shown in the examples).
- If there are multiple reviewers, their names should be separated by a vertical bar (|).
- Book reviews can be divided into two major types: (1) book reviews of single titles and (2) book reviews of multiple titles.

G.2. Book Reviews of Single Titles

G.2.1. Single Title With a Single Author or Editor

- Here is an example of the front matter for a book review of a single title with a single author:

Piecework: Writings on Men and Women, Fools and Heroes, Lost Cities, Vanished Calamities and How the Weather Was

By Pete Hamill, New York: Back Bay Books, 1996. 432 pp. \$41.00 (hardcover). ISBN: 978-0-31-634104-2

Cole H. Louison (cole.louison@ithaca.edu)

Department of English Literature, Cornell University, Ithaca, New York, USA

- The first line is the title of the review, which is the same as the title of the book being reviewed.
- The second line presents various elements of the book, including the author's name, the city and name of the publisher, the year of publication, the number of pages, the price of the book (and the type of binding), and the ISBN.
- The third line includes the name of the reviewer and his or her email address.
- The last line is the affiliation of the reviewer (for details on affiliations, see Section 1.7).
- If the author in this example were an editor instead, the second line would begin with "By Pete Hamill (ed.), New York."

G.2.2. Single Title With Multiple Authors or Editors

- Here is an example of the front matter for a book review of a single title with multiple authors:

Blood in the Tracks: The Minnesota Musicians Behind Dylan's Masterpiece
 By Paul Metsa and Rick Shefchik, Minneapolis: University of Minnesota Press, 2023.
 216 pp. \$24.95 (hardcover). ISBN: 978-1-51-791427-1
 Jill Swenson (jill_swenson@uchicago.edu)
 Department of Music, University of Chicago, Chicago, Illinois, USA

- This type of book review is set just like a review for a single title with a single author or editor except that there are multiple authors (set as shown). Note that the word *and* (not an ampersand) should be used.
- If the authors in this example were editors instead, the second line would begin with "By Paul Metsa and Rick Shefchik (eds.), Minneapolis."

G.3. Book Reviews of Multiple Titles

G.3.1. Multiple Titles by a Single Reviewer

- Here is an example of the front matter for a book review of multiple titles by a single reviewer:

New Looks at an Old War
 On Great Fields: The Life and Unlikely Heroism of Joshua Lawrence Chamberlain by
 Ronald C. White, New York: Random House, 2023. 512 pp. \$35.99 (hardcover). ISBN:
 978-0-52-551008-6

All for the Union: The Civil War Diary and Letters of Elisha Hunt Rhodes by Robert Hunt Rhodes (ed.), New York: Vintage Books, 1985. 248 pp. \$16.95 (paperback). ISBN: 978-0-67-973828-2

And There Was Light: Abraham Lincoln and the American Struggle by Jon Meacham, Cambridge: Cambridge University Press, 2018. 720 pp. \$25.00 (paperback). ISBN: 978-0-55-339398-9

Serge Bielanko (sbielanko@yahoo.com)

Department of History, University of Virginia, Charlottesville, Virginia, USA

- The first line is the title of the review.
- Each of the second to fourth lines in this example presents various elements of one of the books being reviewed, including the title of the book, the author's name, the city and name of the publisher, the year of publication, the number of pages, the price of the book (and the type of binding), and the ISBN. In this example, there are three books being reviewed, but the number may vary.
- The fifth line includes the name of the reviewer and his or her email address.
- The last line is the affiliation of the reviewer (for details on affiliations, see Section 1.7).

G.3.2. Multiple Titles by Multiple Reviewers

- Here is an example of the front matter for a book review of multiple titles by multiple reviewers:

A Nation in Flux

This America of Ours: Bernard and Avis DeVoto and the Forgotten Fight to Save the Wild by Nate Schweber, Boston: Mariner Books, 2022. 352 pp. \$29.99 (hardcover). ISBN: 978-0-35-843881-6

1932: FDR, Hoover and the Dawn of a New America by Scott Martelle, New York: Citadel Press, 2023. 368 pp. \$28.00 (hardcover). ISBN: 978-0-80-654186-0

Patrick C. McCormick¹ (pmccorm@gmail.com) | Brett Heindl² (heindl.brett@dmies.org)

¹Department of History, University of North Dakota, Grand Forks, North Dakota, USA

²Department of Anthropology, Drew University, Madison, New Jersey, USA

- This type of book review is set just like a review for multiple titles with a single reviewer except that there are multiple reviewers, whose names are separated by a vertical bar.

APPENDIX H: REVISIONS TO THE *UNIFIED STYLE GUIDE*

| Section | Revision | Reason |
|--------------------------|--|---|
| 1.5.2. Capitalization | <ul style="list-style-type: none"> For article titles in a foreign language that uses the Latin alphabet (e.g., Spanish or French), defer to the author on capitalization, querying only if there appears to be a blatant mistake: <ul style="list-style-type: none"> Intimidades: Un Marco Conceptual Integrativo y Multicultural en Terapia de Pareja However, if such an article title is presented in all caps or sentence case, apply title case (and query as needed). For article titles in a foreign language that does not use the Latin alphabet (e.g., Russian, Chinese, or Japanese), defer to the author; do not make any changes. | Clarification |
| | <ul style="list-style-type: none"> Capitalize all parts of foreign phrases, including Latin phrases, in otherwise English titles except when lowercase is necessary (e.g., the second part of a genus–species pair, as noted previously): <ul style="list-style-type: none"> Examining Ad Hoc Experimentation In Vitro Ethics and Morality of In Vivo Research in Baboons (<i>Papio hamadryas</i>) Le Calcium, C'est La Vie: Calcium Makes Waves | Clarification |
| 1.6.1. General Notes | However, if initials are provided without periods, add periods (e.g., change “Casey AT Bat” to “Casey A. T. Bat”). | Simplification (eliminated the need for querying) |
| 1.7. Author Affiliations | ³ Department of Communication Science, University of Amsterdam, Amsterdam, the Netherlands | Clarification (an example has been added to clarify the case of <i>the</i> in “the Netherlands”) |
| | <ul style="list-style-type: none"> Each author affiliation should generally include the following: (1) the name of the department; (2) the name of the institution; and (3) the city, state (for the United States), and country (in that order): <ul style="list-style-type: none"> ¹Division of Cancer Prevention and Control, Centers for Disease Control and Prevention, Atlanta, Georgia, USA ²Department of Otorhinolaryngology, Asan Medical Center, Seoul, Republic of Korea ³Department of Communication Science, University of Amsterdam, Amsterdam, the Netherlands | Simplification (affiliations no longer require the name of the department; this change should eliminate a frequent query) |

| | | |
|---|---|--|
| | Note that the name of the department is optional, and the author should not be queried if it is missing. The other listed elements are mandatory, and the author should be queried if any of them are missing. | |
| | In this case, just include the author's job title/status (e.g., consultant, independent researcher, patient representative, or retired) and location. | Correction (JQA requires at least the country for an affiliation, so "with no location" has been changed to "and location"; the example has been updated accordingly) |
| 1.8. Correspondence Section | <ul style="list-style-type: none"> Although most articles will have only one corresponding author, some articles may have two or more: Correspondence: Corey S. Hart (corey.hart@ucalgary.ca) Alan D. Frew (alan.frew@unovascotia.ca) Note the use of a vertical line to separate the authors. | Correction (originally, only one or two corresponding authors were allowed; this change matches Author Services, which allows as many corresponding authors as the authors want) |
| 1.9. Guest Editors and Academic Editors | <ul style="list-style-type: none"> The names of guest editors and academic editors, if there are any, are placed after the received, revised, and accepted dates. Just as for authors, no degrees or honorifics are allowed. | Clarification (text has been added about degrees and honorifics) |
| 1.10. Funding | <p>Funding: This research was supported by the National Institutes of Health (P30 CA016672).</p> <p>Funding: Financial support was provided by the University Foundation Office via Project 1265TYR.</p> | Clarification (additional examples) |
| 1.11.3. JEL and MSC Classifications | <ul style="list-style-type: none"> JEL and MSC codes are set as the last element in the abstract (below any CTRN information). If these codes are not provided, the copyeditor does not need to query the author for them. However, if MSC codes are provided without a year (the year is usually 2020 [<i>MSC2020</i>] but can be 2010 [<i>MSC2010</i>] or even 2000 [<i>MSC2000</i>]), the copyeditor should query the author for clarification. | Clarification (information has been added about years for MSC codes) |
| 1.11.4.2. Structured Abstracts | <ul style="list-style-type: none"> A structured abstract consists of multiple paragraphs, with each paragraph beginning with a run-in heading (consisting of either a word [or words] or a number). Although the headings used are decided at the journal level, they should always be bolded, be set in title case, and end with a colon. | Inclusion (now allows numbers for abstract headings but mandates same style for number and word headings) |

| | | |
|--|---|--|
| 1.13. Summary | <ul style="list-style-type: none"> • If there are subheadings within a summary, use solid bullets for the subheadings (which should be set in sentence case) and hollow bullets for the sentences. | Clarification (this bullet has been added in response to vendor feedback) |
| 1.14. Keywords | <ul style="list-style-type: none"> • Keywords should be alphabetized. Defer to the author if the keywords are provided in a language that does not use the Latin alphabet. | Clarification |
| 2.4.2. Table Headings and Body | The example of a typeset table has been replaced. | Update (the new example reflects proper alignment) |
| 2.4.3. Table Footnotes | However, do note that even though it is commonly considered best practice to define any abbreviations used in a table in a table footnote, it is Wiley practice to defer to the author on whether abbreviations are defined in the table (all, some, or none may be defined) and where in the table any definitions of abbreviations are presented (in a footnote or on first use elsewhere in the table). | Clarification (the text was moved from Section 2.4.1 and edited for greater clarity) |
| 2.5.1. Display Lists | <ul style="list-style-type: none"> • Items in display lists may be set off with numbers, letters, or symbols (e.g., dashes, bullets, or checkmarks), and multiple styles may be used in the same article (defer to the author). | Inclusion (the guide now allows for symbols other than dashes and bullets; this change reflects vendor feedback) |
| 2.9. Boxes | <ul style="list-style-type: none"> • The box label is set in all caps and bolded with a vertical bar separating the label from the caption (e.g., BOX 2). The box caption is set in sentence case, is not bolded, and has an ending period (even if it is just a sentence fragment). | Elimination of discrepancies between the text and the examples |
| 3.1. General Notes on Back Matter Sections | <ul style="list-style-type: none"> • Likewise, defer to the author on the use of initials or full names for authors when they are cited in the back matter (e.g., both "P.A.M." and "Pamela A. Mathews" are fine) as long as consistency is maintained within a section (e.g., it is acceptable [1] for initials to be used in the Acknowledgments section and for full names to be used in the Author Contributions section, [2] for initials to be used in both sections, or [3] for full names to be used in both sections). However, if initials are used for an author, make sure that they correspond to the author's name on the title page (e.g., "P.A.M." [not "P.M."] for "Pamela A. Mathews") and that periods with | Clarification (a similar bullet point has been deleted from Section 3.4 because of redundancy) |

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| | no spaces are used (e.g., "P.A.M." [not "PAM" or "P. A. M."]); if initials could apply to more than one author, query the author. Likewise, if full names are used, they should also correspond to the names on the title page. | |
| 3.4. Author Contributions | <p>o If CRediT is being used, follow the format shown later in this section. This applies whenever the standard CRediT categories are being used (even if the section is created by the authors and is not autogenerated).</p> <ul style="list-style-type: none"> • Unlike author contributions composed by authors, CRediT statements should follow a precise format (as shown in the examples below): The names of the authors are always complete (no initials) and bolded, the contributions are always lowercase, there are spaces around en dashes (e.g., <i>writing – original draft</i>), and commas are used to separate the contributions. There are two variations for CRediT statements. In the first variation, degrees of contribution are included: Pierro Asara: writing – review and editing (equal). Kerys Jones: conceptualization (lead), writing – original draft (lead), formal analysis (lead), writing – review and editing (equal). Elisha Roberto: software (lead), writing – review and editing (equal). Hebei Wang: methodology (lead), writing – review and editing (equal). Jinnie Wu: conceptualization (supporting), writing – original draft (supporting), writing – review and editing (equal). In the second variation, degrees of contribution are not included: Pierro Asara: writing – review and editing. Kerys Jones: conceptualization, writing – original draft, formal analysis, writing – review and editing. Elisha Roberto: software, writing – review and editing. Hebei Wang: methodology, writing – review and editing. Jinnie Wu: conceptualization, writing – original draft, writing – review and editing. Defer to the author on the inclusion of degrees of contribution. | <p>Clarification</p> <p>Clarification/update (spaces have been added around en dashes for greater consistency with the CRediT website: "since it impacts the actual role name, that would be a content issue rather than just a style issue")</p> |
| 3.6. Disclosure | <ul style="list-style-type: none"> • If an author chooses to include a Disclosure section even when there is nothing to report, the following | Simplification |

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| | statement should be placed under the heading: “The authors have nothing to report” (or “The author has nothing to report” for a single-author article). Do not defer to the author on the wording. | |
| 3.7. Ethics Statement | <ul style="list-style-type: none"> If an author chooses to include an Ethics Statement section even when there is nothing to report, the following statement should be placed under the heading: “The authors have nothing to report” (or “The author has nothing to report” for a single-author article). Do not defer to the author on the wording. | Simplification |
| 3.8. Consent | <ul style="list-style-type: none"> If an author chooses to include a Consent section even when there is nothing to report, the following statement should be placed under the heading: “The authors have nothing to report” (or “The author has nothing to report” for a single-author article). Do not defer to the author on the wording. | Simplification |
| 3.10. Data Availability Statement | <ul style="list-style-type: none"> If an author chooses to include a Data Availability Statement section even when there is nothing to report, the following statement should be placed under the heading: “The authors have nothing to report” (or “The author has nothing to report” for a single-author article). Do not defer to the author on the wording. | Simplification |
| 3.12. Open Practice/Open Research Badges | Note that as of January 1, 2025, these badges have been decommissioned for Wiley articles, so articles processed after these dates will not have these badges. For any articles received in production before this date, the style is as described in this section. | Update (this is a new policy for Wiley articles) |
| 3.14.1. General Information | <ul style="list-style-type: none"> The References section is a list of works cited in an article, and the heading is always “References” (or “Reference” if there is only one reference listed). | Clarification |
| 3.14.2.1. Numbered Citations | <ul style="list-style-type: none"> When author names are included with citations, up to two names can be included ... Note the use of <i>et al.</i> with more than two authors. | Update (this is a new rule in the 18th edition of the <i>Chicago Manual of Style</i> ; the examples have also been updated) |
| 3.14.2.2. Author-Date Citations | <ul style="list-style-type: none"> Here are some examples of author-date citations with the names of the authors outside parentheses ... Note the use of <i>et al.</i> with more than two authors. | Update (this is a new rule in the 18th edition of the <i>Chicago Manual of Style</i> ; the |

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| | | examples have also been updated) | | | | |
| | <ul style="list-style-type: none"> If a reference list includes two or more works that have more than two authors and the same first author as well as the same year of publication, the in-text citations must include the first and second authors' last names (or however many names it takes to distinguish the references from one another) followed by <i>et al.</i> : | Clarification | | | | |
| | <table border="1"> <tr> <td>An early study (Marlowe, McKay, et al. 2004) established the framework for the experiment. This framework was quickly modified after some miscalculations were corrected (Marlowe, Lovett, et al. 2004).</td> <td>The results, first reported by Dylan, Petty, Orbison, et al. (1989), were echoed in a more comprehensive study published a few months after (Dylan, Petty, Harrison, et al. 1989).</td> </tr> </table> | An early study (Marlowe, McKay, et al. 2004) established the framework for the experiment. This framework was quickly modified after some miscalculations were corrected (Marlowe, Lovett, et al. 2004). | The results, first reported by Dylan, Petty, Orbison, et al. (1989), were echoed in a more comprehensive study published a few months after (Dylan, Petty, Harrison, et al. 1989). | | | |
| An early study (Marlowe, McKay, et al. 2004) established the framework for the experiment. This framework was quickly modified after some miscalculations were corrected (Marlowe, Lovett, et al. 2004). | The results, first reported by Dylan, Petty, Orbison, et al. (1989), were echoed in a more comprehensive study published a few months after (Dylan, Petty, Harrison, et al. 1989). | | | | | |
| 3.14.2.2. Author-Date Citations | <ul style="list-style-type: none"> If the cited reference is an Early View article (i.e., an online version that appears before the article is published), the word <i>forthcoming</i> should replace the year in the citation: <table border="1"> <tr> <td>Ellis (forthcoming) recently took a look at how these changes will affect the field.</td> <td>The findings will be presented in an article that will appear in the journal's next issue (Heindl and McCormick, forthcoming).</td> </tr> </table> <p>Note that a comma should be added after the author(s) in parenthetical citations of Early View articles. Similarly, if the cited reference is an unpublished/submitted manuscript, the phrase <i>unpublished manuscript</i> should replace the year in the citation:</p> <table border="1"> <tr> <td>Ellis (unpublished manuscript) recently took a look at how these changes will affect the field.</td> <td>The findings will be presented in an article that will appear in the journal's next issue (Heindl and McCormick, unpublished manuscript).</td> </tr> </table> | Ellis (forthcoming) recently took a look at how these changes will affect the field. | The findings will be presented in an article that will appear in the journal's next issue (Heindl and McCormick, forthcoming). | Ellis (unpublished manuscript) recently took a look at how these changes will affect the field. | The findings will be presented in an article that will appear in the journal's next issue (Heindl and McCormick, unpublished manuscript). | Clarification (added information about unpublished manuscripts) |
| Ellis (forthcoming) recently took a look at how these changes will affect the field. | The findings will be presented in an article that will appear in the journal's next issue (Heindl and McCormick, forthcoming). | | | | | |
| Ellis (unpublished manuscript) recently took a look at how these changes will affect the field. | The findings will be presented in an article that will appear in the journal's next issue (Heindl and McCormick, unpublished manuscript). | | | | | |

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| | For examples of Early View and unpublished/submitted manuscript references, see Sections 3.14.3.1 and 3.14.3.2. | |
| 3.14.3.1. Chicago Note Style | Note that the publisher location is no longer included for book references. If the location is included, delete it. | Update (the rule has been changed to more closely match the 18th edition of <i>CMOS</i> ; examples have been updated) |
| | Note that an initial <i>The</i> is deleted from the titles of journals in references (e.g., " <i>Lancet</i> " instead of " <i>The Lancet</i> "). However, an initial article is kept for non-English titles (e.g., <i>Der Spiegel</i>). | Clarification (additional note for journal references) |
| | Note also that an initial <i>The</i> should be deleted from the names of publishers (e.g., "National Academies Press" instead of "The National Academies Press"). | Clarification (additional note for book references) |
| | Book with a listed edition | Clarification (additional example) |
| | Note the use of "eds." (not "ed.") with two or more editors. | Clarification (additional note for "book with two to six editors as the authors" references) |
| | Note that, in contrast to the previous entry, "ed." (not "eds.") is used with two or more editors when their names follow the title. | Clarification (updated note for "book with both authors and editors/translators" references) |
| | Chapter in an edited book with no editor or page range | Clarification (additional example) |
| | Note also that DOIs in any reference citation should be presented in the URL format (i.e., DOIs should always begin with "https://doi.org/"). | Clarification |
| | Journal article with author name suffix | Clarification (additional example) |
| | Journal article in a foreign language | Clarification (additional example) |
| | Journal article with a part number | Clarification (additional example) |
| | Journal article in a supplement | Clarification (additional example) |

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| | Preprint | Clarification (additional example) |
| | Article published ahead of print | Clarification and update (additional example with an update for the 18th edition of the <i>Chicago Manual of Style</i>) |
| | Unpublished or submitted manuscript | Clarification (additional example) |
| | Note that "Early View" is placed where the year would be. This format should be followed only if "Early View" is included in the reference. If an in-press reference does not include "Early View," follow the next format. | Clarification (rewritten note for Early View references) |
| | Note that "forthcoming" replaces the year. If there is no volume number, "(forthcoming)" follows the journal title. | Clarification (rewritten note for in-press references) |
| | Website | Clarification and update (additional examples with an update for the 18th edition of the <i>Chicago Manual of Style</i>) |
| | Terms that can be used with dates include <i>accessed</i> , <i>effective</i> , <i>last modified</i> , <i>published</i> , and <i>updated</i> (among others). Note that an access date can be included only if a date of publication or revision is not included. If no date of any sort is provided, do not query the author; format the reference without one (see the last example). | Clarification (rewritten note for website references) |
| | Paper/poster delivered at a meeting and not published | Clarification and update (additional example with an update for the 18th edition of the <i>Chicago Manual of Style</i>) |
| | Working paper | Clarification and update (additional example with an update for the 18th edition of the <i>Chicago Manual of Style</i>) |
| | Anonymous works: unknown authorship | Update (new example with an update for the 18th edition of the <i>Chicago Manual of Style</i>) |
| | Government publication | Clarification (additional example) |

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| 3.14.3.2. Chicago Author–Date Style | Note that the publisher location is no longer included for book references. If the location is included, delete it. | Update (the rule has been changed to more closely match the 18th edition of <i>CMOS</i> ; examples have been updated) |
| | Note that an initial <i>The</i> is deleted from the titles of journals in references (e.g., “ <i>Lancet</i> ” instead of “ <i>The Lancet</i> ”). However, an initial article is kept for non-English titles (e.g., <i>Der Spiegel</i>). | Clarification (additional note for journal references) |
| | Note also that an initial <i>The</i> should be deleted from the names of publishers (e.g., “National Academies Press” instead of “The National Academies Press”). | Clarification (additional note for book references) |
| | Book with a listed edition | Clarification (additional example) |
| | Chapter in an edited book with no editor or page range | Clarification (additional example) |
| | Note also that DOIs in any reference citation should be presented in the URL format (i.e., DOIs should always begin with “https://doi.org/”). | Clarification |
| | Journal article with author name suffix | Clarification (additional example) |
| | Journal article in a foreign language | Clarification (additional example) |
| | Journal article with a part number | Clarification (additional example) |
| | Journal article in a supplement | Clarification (additional example) |
| | Preprint | Clarification (additional example) |
| | Article published ahead of print | (additional example with an update for the 18th edition of the <i>Chicago Manual of Style</i>) |
| | Unpublished or submitted manuscript | Clarification (additional example) |
| Note that “Early View” is placed where the year would be. This format should be followed only if “Early View” is included in the reference. If an in-press reference does not include “Early View,” follow the next format. | Clarification (rewritten note for Early View references) | |

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| | Note that "Forthcoming" replaces the year. If there is no volume number, the reference ends with the journal title. | Clarification (rewritten note for in-press references) |
| | Website | Clarification and update (additional examples with an update for the 18th edition of the <i>Chicago Manual of Style</i>) |
| | <p>Terms that can be used with dates include <i>accessed</i>, <i>effective</i>, <i>last modified</i>, <i>published</i>, and <i>updated</i> (among others).</p> <p>Note that an access date can be included only if a date of publication or revision is not included. If an access date is included, insert "n.d." in the year position (see the first example); if no date of any sort is provided, likewise insert "n.d." in the year position, and do not query the author for the date (see the last example).</p> <p>Note also that if a reference has a date of publication or revision, the year appears after the author names but not with the month and day (see the second to fourth examples). However, if a reference has an access date, the year appears with the month and day (see the first example).</p> | Clarification (rewritten notes for website references) |
| | Paper/poster delivered at a meeting and not published | Clarification and update (additional example with an update for the 18th edition of the <i>Chicago Manual of Style</i>) |
| | Working paper | Clarification and update (additional example with an update for the 18th edition of the <i>Chicago Manual of Style</i>) |
| | Anonymous works: unknown authorship | Update (new example with an update for the 18th edition of the <i>Chicago Manual of Style</i>) |
| | Government publication | Clarification (additional example) |
| 3.15. Bibliography | <ul style="list-style-type: none"> A bibliography is a list of works provided for further reading; these works are not cited in the article. | Clarification (this has been added in response to a query) |

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| | <ul style="list-style-type: none"> • The inclusion of this section is determined at the journal level. If there is a bibliography, it is provided in addition to the References section: It is not a replacement. • The heading is always "Bibliography." • References in a bibliography are formatted in the same way as references in the References section. | | | | | | | | | | |
| 3.17. Appendices | <ul style="list-style-type: none"> • Neither appendices nor parts of appendices (e.g., figures and tables) need to be cited in the main text. Defer to the author. | Clarification | | | | | | | | | |
| 4.1.1. General Notes | <ul style="list-style-type: none"> • Retain an abbreviation regardless of how many times it occurs (even if it occurs only when it is defined). Although it is generally considered best practice not to retain abbreviations used only once or twice, some terms (e.g., proteins and genes) are better known by their abbreviations, so it is Wiley style to defer to the author on this matter. | Simplification/deference to the author | | | | | | | | | |
| 4.1.1. General Notes | <ul style="list-style-type: none"> • Use the abbreviations <i>US</i> and <i>UK</i> as adjectives, but use <i>United States</i> and <i>United Kingdom</i> as nouns: The United States is home to many and diverse peoples. [NOUN] He preferred the UK version of <i>The Office</i>, but his friends thought that was just an affectation. [ADJECTIVE] | Correction (originally placed in 4.1.2) | | | | | | | | | |
| 4.3.5. Miscellaneous | <ul style="list-style-type: none"> • Lowercase variables, unknown quantities, statistical symbols, and constants remain lowercase even when they appear at the beginning of a sentence or in some other place where uppercase is typically required: <p><i>p</i> values that are not significant have been deleted from the table.</p> Note that <i>values</i> is not capitalized in the example. | Clarification | | | | | | | | | |
| 4.6.2. Science and Mathematics | <p>Also, do not italicize the following statistical abbreviations (or similar ones):</p> <table border="1"> <tr> <td>CI (confidence interval)</td> <td>df or DF (degrees of freedom)</td> <td>HR (hazard ratio)</td> </tr> <tr> <td>IQR (interquartile range)</td> <td>ns or NS (not significant)</td> <td>OR (odds ratio)</td> </tr> <tr> <td></td> <td></td> <td>RMS (root mean square)</td> </tr> </table> | CI (confidence interval) | df or DF (degrees of freedom) | HR (hazard ratio) | IQR (interquartile range) | ns or NS (not significant) | OR (odds ratio) | | | RMS (root mean square) | Clarification |
| CI (confidence interval) | df or DF (degrees of freedom) | HR (hazard ratio) | | | | | | | | | |
| IQR (interquartile range) | ns or NS (not significant) | OR (odds ratio) | | | | | | | | | |
| | | RMS (root mean square) | | | | | | | | | |

| | SD (standard deviation) | SE (standard error) | SEM (standard error of the mean) | |
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| 5.4. Slashes and Indices in Units of Measure | <ul style="list-style-type: none"> Defer to the author on the use of slashes (also known as virgules and solidi) and indices (also known as powers) as well as spaces or dots (for multiplication) in units of measure. | | | Clarification (examples with dots have been added) |
| Appendix G. Book Reviews | <ul style="list-style-type: none"> The last line is the affiliation of the reviewer (for details on affiliations, see Section 1.7). | | | Update (examples have been updated to include reviewer affiliations) |

Note: This appendix includes revisions since Version 1.0.