

Manuscript Style Tips

	Rule	Example
Addresses	In US and Canadian addresses, do not put a comma before the zip or postal code but otherwise put one after the city and state	...in Rochester, NY 14534... ...in Baltimore, Maryland, in...
Articles	Place <i>a</i> in front of a noun starting with a consonant Place <i>an</i> or <i>the</i> in front of nouns starting with a vowel (a, e, i, o, u)	...the law determining... ...built an apartment...
Conjunctions (,)	Put a comma before conjunctions like <i>and</i> , <i>but</i> , <i>or</i> , <i>nor</i> , <i>for</i> , in a list	Georgia, Pennsylvania, and Alabama, but not Texas
	Put a comma before conjunctions like <i>and</i> , <i>but</i> , <i>or</i> , <i>nor</i> , <i>for</i> , when they join independent sentences that can stand alone	Running is great exercise, but weight lifting should be incorporated into workouts
	Put a comma before <i>yet</i> , <i>so</i> , and conjunctions like <i>while</i> , <i>where</i> , <i>after</i> , <i>whereas</i> , when introducing a sentence	She was a distinguished researcher and mentored many students, yet was denied tenure.
	Do not need a comma between short sentences	At night I like to read or do a puzzle
Colon (:)	Do not use a colon after <i>because</i> or forms of the verb <i>include</i>	There were many colors including blue and yellow. (<i>vs.</i> ...including: blue and yellow)
	Use a colon after anticipatory phrasing such as <i>thus</i> , <i>as follows</i> , <i>the following</i>	...the following medicines: lisinopril, prednisone, and omeprazole.
Dates	Month-day-year style, use comma before and after the year	...on October 6, 1999, for...
	Month-year style, no comma is used	...in March 1999 she...
ie and eg	Don't place periods within or after the abbreviation (use a comma afterwards) <i>ie</i> means "in other words" <i>eg</i> means "for example"	Students reported dry fruit as being their least favorite (<i>ie</i> , bananas) I love dogs (<i>eg</i> , dachshunds and poodles)
Hyphens	Hyphenate an adjective-noun compound when it precedes and modifies another noun but not when it follows the noun	High-quality study (<i>vs.</i> study of high quality)
	Hyphenate a compound with an adjective or adverb (not <i>-ly</i>) and a participle that together precedes and modifies the following noun	Placebo-controlled trial (<i>vs.</i> the trial was placebo controlled) Community-based program

	If <i>web</i> is in adjective form, use a hyphen Always hyphen <i>e-mail</i>	Web-related matters (<i>vs.</i> content on this web site) The e-mail address of...
	Don't hyphen <i>non</i> or <i>post</i> when preceding a noun	Postaccreditation, nonapplicant
Numbers	In 4-digit numbers, no spaces are used	1400 (<i>vs.</i> 1 400)
	Use a space to indicate a place value beyond thousands for numbers 10 000 or greater	25 948 (<i>vs.</i> 25,948 or 25948)
	The same rules apply for decimal digits, which are grouped in sets of 3 digits beginning at the decimal sign	1243.765 32 (<i>vs.</i> 1,234.56732)
P-value & Significance	For $P \geq .01$, express P values to 2 digits, regardless of whether it's significant or not	$p=.34$ (<i>vs.</i> $p=.338$)
	Can leave P value to 3 digits if rounding to 2 digits would make it nonsignificant	$p=.047$ (<i>vs.</i> $p=.05$)
	If $P < .01$, express it as an actual P value to 3 digits, unless $p < .001$	$p=.003$ (<i>vs.</i> $p < .01$)
	When noting significance of a finding, do not use words like <i>very</i> , <i>highly</i> , or <i>trending towards</i> . Just specify whether the finding is significant or not.	There is a significant difference between... <i>vs.</i> There was a trend towards significance between days running and...
Semicolon (;)	Unless it's a simple sentence, in which case you would use commas, use semicolons between items in a lengthy enumeration and if commas are used within a complex enumeration	...the following activities: (1) tag, (2) basketball, and (3) capture the flag. ...the following activities: (1) running, such as 50-yard dashes; (2) sports, including basketball and soccer; and (3) jump-roping.
	Use a semicolon when joining two independent sentences that can stand alone and do not have a conjunction separating them (equally correct to use a period and have 2 sentences). If there's a conjunction, use a comma	Running is great exercise; weight lifting also has many benefits.
	Use a semicolon between sentences joined by a conjunctive adverb (<i>also</i> , <i>besides</i> , <i>however</i> , <i>therefore</i>)	Cold weather is unpleasant; however, it's the perfect time for hot chocolate.

Additional Notes:

*Data is plural, not singular. Follow the word *data* with *are*, *were*.

*When providing a hyperlink, don't use colon after "available at."

Ex: ...the supplemental information is available at <http://...>

***Implications for Policy and Practice** section should be in bulleted format and not left as a paragraph.

References	<u>Journal Article</u>	<p>1. Riley WJ, Moran JW, Corso LC, Beitsch LM, Bialek R, Cofsky A. Defining Quality Improvement in Public Health. <i>J Public Health Manag Pract.</i> 2010;16(1):5-7.</p>
	<u>Government/Organization Report</u>	<p>1. World Health Organization. Equitable access to essential medicines: a framework for collective action. http://whqlibdoc.who.int/hq/2004/WHO_EDM_2004.4.pdf. Published March 2004. Accessed February 21, 2018.</p> <p>2. Johnson DL, O'Malley PM, Bachman JG. <i>Secondary School Students</i>. Bethesda, MD: National Institute on Drug Abuse; 2001. <i>Monitoring the Future: National Survey Results on Drug Use, 1975-2000</i>; vol 1. NIH publication 01-4924. http://www.monitoringthefuture.org/pubs/monographs/vol1_2000.pdf. Published August 2001. Accessed February 21, 2018.</p>
	<u>Book</u>	<p>1. Novick L. The Case Study Method in Public Health. In: Gaertner R, Oberle K. <i>JPHMP's 21 Public Health Case Studies on Policy & Administration</i>. Philadelphia, PA: Wolters Kluwer; 2017:1-8. Accessed February 21 2018.</p>
	<u>Web Site</u>	<p>1. National Center for Healthy Housing. Healthcare finance of healthy homes. http://www.nchh.org/Resources/HealthcareFinancing.aspx. Accessed February 10th, 2018.</p>