

IJTLD and PHA

House Style Guide

ABBREVIATIONS

Abbreviations should always be explained in full at first use, followed by the abbreviation in parentheses.

AFB = acid-fast bacilli

BAL = bronchoalveolar lavage

BCG = bacille Calmette-Guérin

CDC = Centers for Disease Control and Prevention

CI = confidence interval

CXR = chest X-ray

df = degrees of freedom

DOT = directly observed treatment

DST = drug susceptibility testing

EMB = ethambutol

EPTB = extra-pulmonary tuberculosis

GIS = geographic information system

HRD – human resource development

IFN- γ = interferon-gamma

IL = interleukin

INH = isoniazid

LJ = Löwenstein-Jensen

LTBI = latent tuberculosis infection

MDR-TB = multidrug-resistant TB

NTM = non-tuberculous mycobacteria

OR = odds ratio

PAS = para-aminosalicylic acid

PCP = *Pneumocystis carinii* pneumonia

PCR = polymerase chain reaction

PJP = *Pneumocystis jirovecii* pneumonia

PPD = purified protein derivative
PTB = pulmonary tuberculosis, or pulmonary TB
py = person-years
PZA = pyrazinamide
RFLP = restriction fragment length polymorphism
RMP = rifampicin
SEM = standard error of the mean
SM = streptomycin
TNF- α = tumour necrosis factor- α
TST = tuberculin skin test
TU = tuberculin unit
XDR-TB = extensively drug-resistant TB
ZN = Ziehl-Neelsen
vs., e.g., etc., i.e.,
per 100,000 population = /100,000

HYPHENATION

Mainly adjectives, and between vowels and same consonants for nouns

A 2-week supply

A 3-year-old boy (vs. a 3 year old)

Acid-fast bacilli

Anti-mode

Anti-TB treatment

Chest X-ray

Co-infection (but contraindication)

Cost-effectiveness

Country-wide

Cross-contamination

Cross-sectional

Cross-check

Culture-positive, -negative

Cut-off

DOTS-Plus

Drug-resistant, drug-susceptible

Extra-pulmonary
False-positive, -negative
Follow-up –noun or adjective, NOT verb
Gastro-intestinal
High-prevalence/income/incidence countries
HIV-positive, -negative
Low-prevalence/income/incidence countries
Micro-epidemic
Micro-organisms
Multidrug-resistant
Non-adherence
Re-infection
Resource-poor
Smear-positive, -negative
Socio-economic, -demographic
Sputum-positive, -negative

NO HYPHEN

Case holding, finding when used as noun
Epi Info
One third
Two fold (except when used as an adjective, e.g., two-fold higher)
Flow chart
Health care worker
Monoresistant
Polyresistant
After any adverb ending in ly, e.g., rapidly given

SEMI-COLONS

French (OR 5,45 ; IC 95%)

PARENTHESES

Outer ()
Inner []

APOSTROPHES

Single ‘ ’ and not double “ ”

Close before full-stops and other punctuation, except in the case of dialogue

5 years’ schooling

1980s and not 1980’s

CAPITALS

West, Western – when referring to the Western world/society, but otherwise lower case

South-East Asia

North and South – better to use high- and low-income countries

South India, and not south India

The Netherlands, The Gambia: use the Netherlands, the Gambia

COMMAS

Always after ‘However,’ ‘Nevertheless,’

ANGLICISING PLACE NAMES

When in doubt, use anglicised version in the text.

Brussels for Bruxelles

Florence, not Firenze

CURRENCY

US\$ or USD

€ goes before the number, i.e., €3

GBP

\$NZ

SI UNITS AND MEASUREMENTS

hour = h

minute = min

second = sec

30 min, 30 mm (not 30min, 30mm)

SPLIT WORDS

Per cent

Splitting the infinitive – allowed!

SYMBOLS

Use Greek symbol where appropriate e.g.

Chi-squared = χ^2 , alpha = α , beta = β

= space on either side, i.e., INH = isoniazid

>, <, flush to number when alone, i.e., >10 mm, but space on either side when *P* value, i.e., $P < 0.001$

CD4⁺ and not CD4+

For reference numbers use superscript

IN ITALICS

Latin species *Mycobacterium tuberculosis*, *M. tuberculosis*, *M. avium*, *M. africanum*, *Escherichia coli* (*E. coli*), *Staphylococcus aureum* (*S. aureum*), *Pneumocystis carinii* (*P. carinii*).

NOT IN ITALICS

Other Latin terms in vivo, in vitro, in situ, per se etc.

NUMBERS

In full at the beginning of a sentence,

In full from 1-9, except in the case of measurements (9 years), or when in a list with other numbers (12 liver biopsy, 3 urine sample)

Decimals – always put a zero before a decimal point, e.g., $P < 0.01$ (and not $P < .01$)

Always round up to a single decimal point (e.g., 56.362 becomes 56.4), except in the case of *P* values

median (range) don't repeat the measurement e.g., 6 days (range 2–54) and not (range 2–54 days)

Use comma for thousands e.g. (30,000, 100,000, etc).

n = number – always n (or N if total)

Century = use 19th or 20th

SEX VS. GENDER

Sex = male, female

Gender in general, use men or women

INTERVIEW QUOTES

Keep right margin, left margin 1 cm in, text 1 point smaller, all justified. Use double quotation marks.

If citing name, flush right in parenthesis.

REFERENCE CITATIONS

Check that all are cited in the text, in numerical order (use search function)

Check format of references follows Medline format (see Instructions to authors):

1. Gordon JB, Bennett AM. Tuberculosis in reindeer. *Scand Rev Respir Dis* 1978; 96 (Suppl): 217–219.
2. Girling DJ. The chemotherapy of tuberculosis. In: Ratledge C, Stanford J, Grange J M, eds. *Biology of the mycobacteria*. London; UK: Academic Press, 1989: pp 285–323.

Use et al. if more than three authors.

Electronic references

Include “http://”

Include maximum amount of information available: AU. Name of document. City, State, Country: Publisher, year.

Check that the url address is still valid and that the AU has included an access date

E-publish ahead of print. Check on Medline for final published version. If not yet available, add DOI.

FRENCH Abstracts

Check word breaks in proofs (always start syllable with a consonant on next line)

Check that the data are the same as in the English version and for sense and spelling –

Decimals with a comma separation, not a full stop

SPELLING

Check US/UK spelling differences

Journal style is “s” and not “z” for UK (although both are correct): e.g., hospitalised

LISTS

Divide by comma if short, and semicolon if long or if phrases separated by commas are used.

Bullet point lists: no commas, semi-colons or full stops, except if each point starts with a capital

NUMBERING

1), 2), 3), etc, then i) ii) iii) (not a, b, c)

TABLES AND FIGURES

Check legends for explanation of all abbreviations used

Call-outs in full in text, i.e., Figure 1, Table 1 (not Fig 1)

Numbering – numbered in Arabic numerals from 2 onward (single Tables & Figs are not numbered)

Footnotes and affiliations: use numbers

TABLES

1. It is incorrect for a separate/distinct column of data to have each individual number in the column enclosed in parentheses.

2. However, use parentheses when both numbers appear in the same column e.g. for n and % data: ‘n (%)’. When in separate columns, one column is headed by n, the second column is headed %, and data appears within the columns without parentheses.