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

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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
Mono-resistant
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 = \( \chi^2 \), alpha = \( \alpha \), beta = \( \beta \)

= 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

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**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.

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**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):

   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.

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**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.