



# AMA 11<sup>th</sup> Edition Quick Guide

This handout is a quick reference for using AMA bibliographic format. AMA style is typically used in medical, public health, and scientific fields. For authoritative and complete coverage of AMA style, see the *AMA Manual of Style*. Copies are available in the library (hard copy or e-book) and in the DWOC Studio.

## What Needs to Be Cited

### You need to document:

- Direct quotes, sentences, phrases and words specific or unique to the author's research, theories, or ideas
- Paraphrased/summarized research, theories, or ideas
- Use of an author's argument or line of thinking
- Articles, studies, poems, stories etc.

## What Doesn't Need to Be Cited

### You don't need to document:

- Proverbs, axioms, and sayings ("A stitch in time saves nine.")
- Well-known quotations ("Only the fittest will survive.")
- Common knowledge (Thomas Edison invented the phonograph, or oxygen has an atomic number of 8, or "The Starry Night" was painted by Vincent Van Gogh.)

## How to Make Citations in Text

Each reference should be cited in the text, tables, or figures consecutively by order of appearance in the text by means of superscript arabic numerals.

Use arabic superscript numerals outside periods and commas BUT inside colons and semicolons.

Westman's study revealed that Jackie had eaten 25 cookies.<sup>3</sup>

The derived data were as follows<sup>3,4</sup>:

When more than 2 consecutive references are cited in a single instance, use *hyphens* to join the first and last numbers of a closed series.

Use commas without a space between for multiple, non-consecutive references.

As previously reported,<sup>1,3-8,19</sup>

Avoid placing a superscript reference citation immediately after a number or abbreviated unit of measure to avoid confusion between the superscript reference and an exponent.

The 2 largest studies to date included 26 patients<sup>2</sup> and 18 patients.<sup>3</sup>

\*See section 3.6 in the *AMA Manual* for further information.

## How to Make Verbal Citations in Presentations

Speakers use verbal citations in a speech to establish the credibility of the information presented. The audience should be assured that the information comes from a reliable source which can be looked up later by an interested listener.

When presenting a direct quote or paraphrased information, verbally cite the source. At the very least, state the person or organization who produced the information. Include the date the information was published, the credentials of the person being quoted, and the name of the publication or program in which the information appeared if you feel your audience needs this information.

**Example:** In a September 2009 speech to Congress, President Obama stated, "It has now been nearly a century since Theodore Roosevelt first called for health care reform. And ever since, nearly every President and Congress, whether Democrat or Republican, has attempted to meet this challenge in some way."

## Other AMA Resources

**AMA Manual of Style** – Available at <https://www.mountunion.edu/citation-and-grammar>  
**Style Quizzes & Answers** - Available at <https://www.amamanualofstyle.com/page/style-quizzes>

## Setting Up the Reference List

The reference page will appear near the end of your written document, after your text. The reference page lists the bibliographic information in numerical order for all retrievable sources cited in your paper, not works you have merely consulted. Lists of tables and/or figures, if you have them, will come after the reference list.

### Books

**A complete reference to a print book includes:** 1) authors' surnames and first and middle initials. 2) chapter title. 3) surname and first and middle initials of book authors or editors (or translator). 4) title of book and subtitle. 5) volume number and volume title. 6) edition number. 7) name of publisher; 8) year of copyright; 9) inclusive page numbers, when specific pages are cited. (Items 1 and 2 if citing only 1 chapter of a book.)

#### Entire Book or Monograph

Modlin J, Jenkins P. *Decision Analysis in Planning for a Polio Outbreak in the United States*. Pediatric Academic Societies; 2004.

#### Chapter in a Book

Solensky R. Drug allergy: desensitization and treatment of reactions to antibiotics and aspirin. In: Lockey P, ed. *Allergens and Allergen Immunotherapy*. 3<sup>rd</sup> ed. Marcel Dekker; 2004:585-606.

#### Online/Electronic Book. (Include DOI at end. If no DOI available, accessed date + URL)

Lune JR, Foley KM, Smith TJ, Gelband H, eds. *Describing Death in America: What We Need to Know*. National Cancer Policy Board, Institute of Medicine; 2003. Accessed December 6, 2005. <http://www.nap.edu/books/0309087252/html/>

### Journal Articles

**A complete reference to a print journal includes:** 1) authors' surnames and first and middle initials for all authors up to six. 2) article title and subtitle. 3) abbreviated name of journal. 4) year; 5) volume number 6) (issue number); 7) part or supplement number; 8) inclusive page numbers.

#### More than Six Authors

Rainier S, Thomas D, Tokarz D, et al. Myofibrillogenesis regulator 1 gene mutations cause paroxysmal dystonic choreoathetosis. *Arch Neurol*. 2004;61(7):1025-1029.

#### Online/Electronic Journal Article. (Include DOI at end. If no DOI available, accessed date + URL)

Smeeth L, Iliffe S. Community screening for visual impairment in the elderly. *Cochrane Database Syst Rev*. 2002;(2):CD001054. doi:10.1002/14651858.CD1001054

### Package Inserts

**A complete reference to a package insert includes:** 1) name of the drug 2) [indication it is a package insert]. 3) city and state of manufacture: 4) name of company of manufacture; 5) date of publication. If found online, include accessed date and URL

Cialis [package insert]. Indianapolis, IN: Eli Lilly & Co; 2018. Accessed January 12, 2019. <https://pi.lilly.com/us/cialis-pi.pdf>

### Web sites

**A complete reference to a website includes:** 1) authors, if given. 2) title of specific item cited. 3) name of Web site. 4) published date. 5) updated date. 6) accessed date. 7) URL

International Society for Infectious Diseases. ProMED-mail Web site. Published 2020. Accessed January 16, 2020. <http://www.promedmail.org>

**DWOC Studio Location:** Online and in the KHIC Library-Across from Circulation Desk

**Make an appointment:**  
[www.mountunion.edu/dwoc](http://www.mountunion.edu/dwoc)

**Location Hours:** Mon-Thurs: 9am to 10pm; Fri: 9am to 3pm; Sat: CLOSED; Sun: 6pm to 10pm