**Guide to American Medical Association (AMA) Manual of Style, 10th Edition**

### General Notes about References (p40-41)
- Purposes of references: documentation, acknowledgement, & directing/linking the reader to more information
- ALL authors are responsible for ALL reference citations
- Always consult primary source and never cite a reference you yourself have not read
- Whatever reference style is used (e.g. AMA, NLM), consistency is imperative

### Formatting Citations (p39-71)
- Each reference is separated into bibliographic groups by a period. Within each group, commas, semi-colons, or colons are used.
- **Authors:** Use authors’ surname followed by their initials without periods. If there are < 6 authors, all should be named. If there are > 6 authors, list the first 3 followed by “et al.” Roman numerals and “Jr/Sr” follow the initials. Original spelling and capitalization of surnames with prefixes or particles (e.g. von, de, La, van) are retained.
- **Titles:** Retain the spelling, abbreviations, style (e.g. capitalization) of the original title (including numbers). Exception: numbers at the beginning of the title should be spelled out (except specific years (e.g. 1948).

<table>
<thead>
<tr>
<th>Citation Type</th>
<th>Format</th>
<th>Example</th>
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</thead>
<tbody>
<tr>
<td>Type</td>
<td>Description</td>
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<tr>
<td><strong>Unpublished Material (submitted for publication)</strong></td>
<td><em>In-text only (author(s), unpublished data, date)</em> Do not include in reference list</td>
<td>(H. E. Marman, MD, unpublished data, January 2005)</td>
</tr>
<tr>
<td><strong>Conference Presentations</strong></td>
<td>Author(s). Title. Poster/Paper presented at: Meeting name; Date(s); Location.</td>
<td>Weber KJ, Lee J, Decresce R, Subjasis M, Prinz R. Intraoperative PTH monitoring in parathyroid hyperplasia requires stricter criteria for success. Paper presented at: 25th Annual American Association of Endocrine Surgeons Meeting; April 6, 2004; Charlottesville, VA.</td>
</tr>
</tbody>
</table>

*Updated August 2014*
During the draft phase of your document, it is often easiest to use parenthetical citations with the author’s last name as place-holders until the document/presentation is complete; then put the citations in numerical order on the final version.

**DRAFT**

Aldosterone is known to be important in the pathophysiology of heart failure. (Hall; Weber 1991; Weber 1993; Barr) Many clinicians have assumed that angiotensin-converting enzyme (ACE) inhibitors, by inhibiting the conversion of angiotensin I to angiotensin II, inhibit the production of aldosterone. Increasing evidence, however, suggests that currently recommended and usual doses of ACE inhibitors do not completely suppress aldosterone production. (Staessen)

**FINAL**

Aldosterone is known to be important in the pathophysiology of heart failure. 1,4 Many clinicians have assumed that angiotensin-converting enzyme (ACE) inhibitors, by inhibiting the conversion of angiotensin I to angiotensin II, inhibit the production of aldosterone. Increasing evidence, however, suggests that currently recommended and usual doses of ACE inhibitors do not completely suppress aldosterone production. 5

Number references consecutively with superscript Arabic numerals, including text, tables, or figures

For 2 or more references cited at a given place:

- Use hyphens to join the first and last numbers of a closed series

- Use commas without a space to separate other parts of a multiple citation

- If a multiple citation involves many references and creates the appearance of a hole (usually 20-25 characters or more), use an asterisk in the text and give the citation in a footnote

Place superscript numerals outside periods and commas, inside colons and semicolons

Do NOT place a superscript reference immediately after a number or abbreviated unit of measure

You may cite page numbers within superscript reference

Be sure to cite often enough throughout the document/presentation so that the reader can know where you got the information, but be careful not to cite too often (i.e. do not only include your list of references and not cite throughout; if several consecutive sentences are from the same reference, you may only cite the first sentence)

**Reference List (p41-42)**


**Updated August 2014**
In-Text Citations (p41)

Citations for references not yet accepted for publication or personal communications (oral, written, and electronic) should NOT be included in the reference list, but should be included parenthetically in the text.

As described in recent literature (H. E. Marman, MD, unpublished data, January 2005)...

In a conversation with Dr. Smith (October 2009)...

According to Dr. Kostrzewa (Introduction to Tertiary References lecture, September 2013, Concordia University Wisconsin, School of Pharmacy)...

Other in-text citations for references that should be included in a reference list are not common in most professional documents (except presentations, see below) and should be reserved for circumstances where reference lists are not used (e.g. news articles).

PowerPoint Presentations

AMA does not provide official guidance on PowerPoint presentations. However, just like any other piece of work, it is important to give credit to your sources.

At a minimum, all presentations should include a reference slide at the end AMA formatted citations (may or may not be numbered).

REPRESENTATIVE REFERENCES


(Kostrzewa, Geriatric Psychiatry, April 2014, Concordia University Wisconsin, School of Pharmacy)

Ideally, you should also cite individual slides. There are several ways to do this. Make sure to ask your instructor what they prefer before formatting your citations. Two possible examples are given here:

Superscript (in numerical order; much correspond with reference list) In-text (Bottom of slide; in parentheses; may be smaller font)

Book: (Author*, Year, Page(s))
*Surname only: if 2, list both; if > 2, list first + “et al”
Journal: (Journal [abbreviated]. Year;Volume(Issue):Page(s)}

Updated August 2014
Follow AMA rules above. Typically, there is a reference section in the bottom left or right corner of the poster and the font size is often smaller than the rest of the poster text.

References


If you have any questions about referencing or the AMA format, please contact your course coordinator or Audrey Kostrzewa, PharmD, MPH at audrey.kostrzewa@cuw.edu or 262-243-2750

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