Intersections Style Guide

Title Page

Capitalize each word in the title of the piece

Do not include academic degrees for authors on the title page.

Headings

Main headings, such as Introduction and Discussion should be left justified and in bold text. Subheadings should be left justified and italicized.

Abbreviations/Acronyms

The first time the term is used, spell out the entire word/phrase then place acronym/abbreviation in parentheses. After that may use abbreviation or acronym.

Capitalization

Capitalize course titles

Example: Introduction to Biochemistry

Capitalize academic and professional titles only when they refer to a specific individual

Example: Professor Smith, Dean Eley, professors of medicine, the dean of the medical school

Numbers

For numbers one to nine, spell out the word; for numbers greater than or equal to 10, use numerals, unless the number is at the beginning of a sentence. Spell out any number that is at the beginning of a sentence.

Links

For links to external websites, please provide the hyperlink (beginning with http: or https:) and leave the link active for publication. Please format with blue font and underlined, which is the typical display setting for most word processing programs. Do not include a period at the end of the URL because it may interfere with the hyperlink.

Inclusive language

For reference on inclusive language, please see the CDC's guide "[Preferred Terms for Select Population Groups & Communities](#)".

Racial/ethnic terms should be capitalized and not used as nouns (e.g. "Our study population included 10 White individuals", not "Our study population included 10 whites"

For a research study, if racial/ethnic categories are included as demographic parameters, the authors should explain in the methods who classified individuals as to race, ethnicity, or both, and whether the categories were defined by the investigator or the participant.

Interprofessional inclusive language

The term "interprofessional" refers to more than one profession, not several types of professionals from the same profession. A group including a nurse, a physical therapist, and a physician is interprofessional, but a group including a pediatric nurse practitioner, a PhD nurse administrator, and a nurse midwife is interdisciplinary. The same is true of groups of physicians from different specialties; they are interdisciplinary, not interprofessional.

Whenever possible, use the words "health professions" rather than "medicine." If a manuscript is solely focused on education of physicians then say "medical education," but if the author is talking about an educational intervention or idea that could apply across health professions programs say "health professions education."

Acknowledgments

Please use the American spelling, as above, that lacks the "e" before the "m".

In paragraph form, please include the three required components to our Acknowledgments in the following order: contributions of individuals who don't meet standards for authorship, notes on financial support for the work, followed by the conflict of interest statement.

> Example: The authors are grateful to the small group leaders who helped lead the discussion groups we developed. We received no grant support for this work. The authors declare that we received no payment or services from any third party to support this work.

About the Authors section

This section follows the Acknowledgments. Include the full name of each author and their academic degrees. Omit periods in these degrees, e.g. PhD, MD, MBA. Please also indicate each author's rank and the department or health professions program to which they belongs. Write out "Emory University School of XX" or "Emory Healthcare". Please use the full name of the relevant school, e.g. Nell Hodgson Woodruff School of Nursing. Include the email address of the corresponding author.

Example: Jane Smith, MD, Associate Professor, Department of Medicine, Emory University School of Medicine, jsmith345@emory.edu

Reference styles

Intersections uses the APA Manual of Style

Example reference guide

Journal articles are cited as follows:

Last name, Initials. (Year). Article title. Journal Name, Volume(Issue), Page range. DOI or URLAPA

In-text citations are formatted as follows:

(Mounier-Kuhn et al., 2012)

References should be listed in alphabetical order at the end of the manuscript

For products that are mentioned in manuscripts, such as software or equipment, the name of the manufacturer with its location should appear in parentheses in the text. For example (Qualtrics, Provo, UT) or (Trello, Sydney, Australia).

Punctuation

Spacing

Include a single space after the period at the end of a sentence

Ellipsis (…)

An ellipsis should be used to indicate the omission of words from quoted material. An ellipsis should have spaces before, between, and after the periods. An ellipsis can be used to indicate an omission at the beginning, within, or at the end of a sentence; it can also be used to indicate the omission of a whole sentence.