ROCKY MOUNTAIN
UNIVERSITY *of*
HEALTH PROFESSIONS

This style guide was developed to provide guidance in writing research papers and posters for the Physician Assistant Program at Rocky Mountain University of Health Professions. If you are preparing a paper for publication, please be sure to follow the publication's style guide.

Formatting Guidelines

Spacing	Double spaced (except for title page)
Margins	1"
Font Size	12 (Times Roman is recommended, Arial is acceptable)
Indents	½"
Page Numbering	Each page, beginning with title page, should be numbered consecutively. Page numbers should be placed in the lower right corner using the Footer function.
References	Reference entries should be listed and numbered in the order they are cited. Double space all references.
Title Page	A specific title page is provided for the Applied Scholarly Project. Other assignments in the program should utilize the style below: Title (capitalize the first letter of each major word in title and subtitles) First Name and Last Name Rocky Mountain University of Health Professions Physician Assistant Program Course Title Date
Headers	On the first page (title page) include: Running head: TITLE OF PAPER On subsequent pages include: TITLE OF PAPER
Headings	Use the following guide to format headings of sections within your paper: **Centered, Bold, Uppercase of First Letter (Level 1)**

	Left-aligned, Bold, Uppercase of First Letter (Level 2) **Indented, bold lowercase (except first letter of first word) with period. (Level 3)** ***Indented, bold, italicized, lowercase (except first letter of first word) with period. (Level 4)*** *Indented, italicized, lowercase (except first letter of first word) with period. (Level 5)* EXAMPLE: **Introduction** **Hypertension in Children** **Epidemiology and etiology.** ***Incidence rates by state***. *Utah incidence rate.*
Acronyms, abbreviations, initialisms	Acronyms, abbreviations, and initialisms are discouraged from use, except for well-known and accepted units of measurement and well-recognized terms. ● If used, spell out at the first use, even if the acronym or initialism is well-known. Place acronym in parentheses immediately following. Do not place periods between the letters of an acronym, abbreviation or initialisms. ● State names should always appear as full names in the text of a manuscript. If included in references, use the two-letter abbreviation.
Numbers	Numerals (1, 2, 3, etc.) should be used in all writing, except when: ● The number begins the sentence or title ● Common fractions ● Ordinals: first through ninth ● Number spelled out in quotations or titles of works cited ● One number may be spelled out if the sentence requires multiple numbers to be placed next to each other, e.g. "If 13 15-year olds were..." can be changed to "If thirteen 15-year olds were..."
Time	● To indicate a time of day, use AM or PM in capitals. ● Conventional 12-hour clock time is preferred. However, 24 hour or military time convention can also be used to convey precise timing when needed.
Dates	● When dates are provided in the text, use numerals for day and year, and write out the month, e.g., May 2, 2018. ● If using dates in a table, you may use numerals for the month, e.g. 5/2/18.
Measurements	● Use SI (The International System of Units) standards for writing measurements. Numbers are always written in plain text, there is a space after the number and prior to the unit, and never a period after the unit (unless it ends a sentence). ● Do not include commas in longer numbers, e.g. 1200 km, not 1,200 km.

Formatting References

- **Authors:** Use authors' surname followed by their initial without periods. If there are 6 or less authors, all should be named. If there are more than 6 authors, list the first 3 followed by "et al." Roman numerals and Jr or 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., 1961).
- **Journal:** Use NLM-abbreviated titles (e.g. N Engl J Med). Search titles here: http://www.ncbi.nih.gov/nlmcatalog/journals

Citation Type	Format	Example
Journal article (print)	Author(s). Title. *Journal*. Year;Volume(Issue):Page numbers.	Smith T, Jones J. Type 1 Diabetes in Children. *N Engl J Med*. 2010;50(2)544-567.
Journal article (online) 1. With URL 2. With DOI 3. Published ahead of print	Author(s). Title. *Journal*. Year;Volume(Issue):Page numbers. URL. Published date, Updated date. Accessed date. Author(s). Title. *Journal*. Year;Volume(Issue):Page numbers. DOI. Author(s). Title [published online ahead of print date]. *Journal*. Year;Volume(Issue):Page numbers. DOI.	Smith T, Jones J. Type 1 Diabetes in Children. *N Engl J Med*. 2010;50(2)544-567. http://link.to.online.article. Accessed June 1, 2019. Smith T, Jones J. Type 1 Diabetes in Children. *N Engl J Med*. 2010;50(2)544-567. doi.10.1002/14592394.CD100102. Smith T, Jones J. Type 1 Diabetes in Children [published ahead of print]. *N Engl J Med.* 2010;50(2)544-567. doi.10.1002/14592394.CD100102.
Book chapter (print)	Chapter author(s). Chapter title. In: Book author(s) or editor(s). *Book title*. Volume number and title. Edition number (do not indicate 1st edition). Place of publication: Publisher; Year:Page number(s).	Solensky R. Drug allergy: desensitization and treatment of reactions to antibiotics and aspirin. In: Lockey P, ed. *Allergens and Allergen Immunotherapy*. 3rd ed. New York, NY: Marcel Dekker; 2004:585-606.
Book chapter (online)	Chapter author(s). Chapter title. In: Book author(s) or editor(s). *Book title*. Volume number and title. Edition number (do not indicate 1st edition). Place of publication: Publisher; Year:Page number(s). URL. Accessed date.	Resnik NM. Geriatric medicine. In: Braunwald E, Fauci AS, Isselbacher KJ, et al, eds. Harrison's Online. Based on: Braunwald E, Hauser SL, Fauci AS, Kasper DL, Longo DL, Jameson JL, eds. *Harrison's Principles of Internal Medicine*. 15th ed. New York, NY: McGraw-Hill; 2001. http://www.hsls.pitt.edu/resources.documentation/harrisoninfo.html. Accessed December 6, 2005.

Book (print)	Book author(s) or editor(s). *Book title*. Volume number and title. Edition number (do not indicate 1st edition). Place of publication: Publisher; Year.	Adkinson N, Yunginger J, Busse W, Bochner B, Holgate S, Middleton E, eds. *Middleton's Allergy: Principles and Practice*. 6th ed. St Louis, MO: Mosby; 2003.
Book (online)	Book author(s) or editor(s). *Book title*. Volume number and title. Edition number (do not indicate 1st edition). Place of publication: Publisher; Year. URL. Accessed date.	Lunney JR, Foley KM, Smith TJ, Gelband H, eds. Describing Death in America: What We Need to Know. Washington, DC: National Cancer Policy Board, Institute of Medicine; 2003. http://www.nap.edu/books/0309087252/html/. Accessed December 6, 2005.
Website	Author(s). Title of item cited. Name of Website. URL. Published date. Updated date. Accessed date.	Antimicrobial Resistance. Infectious Diseases Society of America. http://www.idsociety.org/Topic_Antimicrobial_R esistance/. Accessed July 21, 2014.
Drug Information Database	Author(s). Title of entry. In: Title of database [database online]. Place of publication: Publisher; Year. URL. Updated date. Accessed date.	Acetaminophen poisoning. In: DynaMed [database online]. EBSCO Information Services. http://0-search.ebscohost.com.topcat.switchinc.org/login.aspx?direct=true&site=DynaMed&id=113862. Updated March 09, 2010. Accessed March 23, 2010.
Government/ Organization Reports	Author(s). Title. Place of publication: Name of issuing organization; Year. Page(s)/ publication/series numbers.	Centers for Disease Control and Prevention. Sexually Transmitted Disease Surveillance, 2000. Atlanta, GA: Centers for Disease Control and Prevention, US Dept of Health and Human Services; 2000.
Government/ Organization Reports (online)	Author(s). Title. Place of publication: Name of issuing organization; Year. Page(s)/ publication/ series numbers. URL. Published date. Updated date. Accessed date.	World Health Organization. Equitable access to essential medicines: a framework for collective action. http://whqlibdoc.who.int/hq/2004/WHO_EDM_2004.4.pdf. Published March 2004. Accessed December 6, 2005.

In-Text Citations

- In-text citations should be identified using superscript numbers.
- Direct quotations from other work should be enclosed in quotation marks. If the direct quotation is longer than four lines, the quotation should be set off and indented in a distinct block, should be presented in reduced type, and should appear without quotation marks.
- The superscript numbers that identify you're your use of a borrowed piece of information and/or idea should appear outside (or to the right) or commas, periods, and quotation marks and should appear inside (to the left) of colons and semicolons.

- Multiple superscript numbers should be separated by commas and should not have spaces between them.
- When using authors' names in your papers, use a superscript after the last author's name.

Listed below are examples of in-text citations:

Citation[1]
Citation[1,2]
Citation[1-4]
Citation[1-2,4]

➢ Indirect quotation (citation after the comma, period):

The Physician Assistant program reported that all students used AMA style[34]; however, this is not

observed at other programs.[25-29]

➢ Direct quotation (citation after quotation mark)

The director announced that "all students would need to buy a high blood pressure cuff."[28]

➢ Indirect quotation (citation before semicolon)

The engineer insisted that the house was built on solid ground[23]; the observers were not so sure.[25]

➢ Author's names

Smith and Wilson[45] reported that Type 1 diabetes was undiagnosed in the small, rural population.

➢ Author's names (with 3 or more authors)

Smith et al[45] reported that Type 1 diabetes was undiagnosed in the small, rural population.

When to Cite

You need to cite when:

- Using a direct quotation, even if it is in quotation marks.
- Using facts that are not common knowledge (what the reader can reasonably be expected to know).
- Paraphrasing or rewriting the author's ideas
- Summarizing the data or argument of an author.
- Using keywords or phrases from the author or using synonyms
- Mentioning the author's name in your text.

- Writing a sentence that mostly consists of your own thoughts, but you have made a reference to another's ideas.

When in doubt, CITE A RESOURCE!

Try and limit direct quotations as much as possible. Ideas should be paraphrased or rewritten in your words and cited.