

# **BEDSIDE CLINICAL GUIDELINES PARTNERSHIP**

## **Guidelines style guide**

## **CLINICAL GUIDELINES**

- Each guideline normally has five main headings:
  - RECOGNITION AND ASSESSMENT** (which may have any or all of the following subheadings:  
Definition, Symptoms and signs, Investigations, Differential diagnosis)
  - IMMEDIATE TREATMENT**
  - SUBSEQUENT MANAGEMENT**
  - MONITORING TREATMENT**
  - DISCHARGE POLICY**

## **PRESCRIBING REGIMENS AND NOMOGRAMS**

- Main headings are:
  - INDICATIONS**
  - DOSAGE**
  - NOTES**
  - PREPARATIONS**
  - DILUENTS**
- Other headings which appear under some subjects may include:
  - IN-PATIENT PROCEDURE**
  - ADMINISTRATION VIA A SYRINGE PUMP**
  - INCOMPATIBILITIES**

## **PRACTICAL PROCEDURES**

- Main headings are:
  - INDICATIONS**
  - CONTRAINDICATIONS**
  - EQUIPMENT**
  - PROCEDURE**
  - AFTERCARE**
  - COMPLICATIONS**
- Some others may include:
  - SPECIMENS**
  - TROUBLESHOOTING AND PREVENTING PROBLEMS**
- Conventions to be observed in the nomograms and procedures sections are as for the guidelines themselves.
- Never use a long word where a short one will do.
- Never use the passive (The consultant on call should be informed) where you can use the active (Inform the consultant on call).
- If a word can be omitted, omit it.
- Use jargon and foreign words only where essential.

## Dates

Dates should be written as: day month year, e.g. 10 July 2001; or month year, e.g. July 2001. No commas are required. Avoid use of 'st', 'nd', 'rd', etc.

## Language

- English spelling and words, exception is in titles of people or places, e.g. Centers for Disease Control. Use the OED; see exceptions to the -ize rule.
- Avoid shortened forms of words, e.g. can't, couldn't, etc., unless quoting speech.

## Spelling

### -ize and -ise

[Decided at main editorial meeting 05-08-09 that ise now the accepted form](#)

-ize is usually correct in English as it is in American, but American follows the sound and nearly always uses -ise.

English spelling tends to follow word derivation, so the following are exceptions to the -ize rule:

analyse  
compromise  
devise  
excise  
improvise  
incise  
revise  
supervise

## Supporting Information

### References and quotations

Leave quotations and abstracts 'untouched' – if additions/deletions are unavoidable use square brackets and ellipses (...) respectively to indicate the changes.

Also, reproduce reference titles' wording exactly as in the original paper (but do amend the style if necessary, e.g. changing to sentence case). Use PubMed Single Citation Matcher

<http://www.ncbi.nlm.nih.gov/entrez/query/static/citmatch.html> to check reference details if you don't have the original paper.

Use the Vancouver System to set out bibliographies and reference lists. It is commonly used in medical and scientific journals (<http://www.library.uq.edu.au/training/citation/vancouv.html>)

### *Citing papers*

Russell FD, Coppel AL, Davenport AP. In vitro enzymatic processing of radiolabelled big ET-1 in human kidney as a food ingredient. *Biochem Pharmacol* 1998 Mar 1;55(5):697-701.

### *Citing conferences*

Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Reinhoff O, editors. MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North-Holland; 1992. p. 1561-5.

### *Citing Internet sites*

Hoffman DL. St John's Wort. 1995;[4 screens]. Available at:

URL:<http://www.healthy.net/library/books/hoffman/materiamedica/stjohns.htm>. Accessed July 16, 1998.

### **Abbreviations**

Spell abbreviations out in full first with the abbreviation following in brackets, e.g. World Health Organization (WHO). After the initial clarification of the abbreviation in full, just the abbreviation should be used.

Use minimal full stops for abbreviations (e.g. WHO, plc) but note B.Sc., Ph.D., M.Sc.

### **Numbers, units and symbols**

- Use numerals:
- with units, divisions of time and percentages: 3 hr; 5 min; 2 sec; 9%; 2 kg (NB space between numeral and unit, except for percentages)
- for grades, levels or numbers allocated to patients: grade 2 toxicity, level 3, patient 8.
- 100; 1,000; 10,000, etc. except dosages, dates and ratios, e.g. 1200 mg, 1997, 1000:20000.
- One to nine numbers spelt out, 10 upwards written as numbers.
- One-fold to nine-fold, then 10-fold etc.
- Numbers at the start of sentences spelt out.
- Three weeks, five days but week 3, day 5
- Two-thirds, three-fifths, etc.
- Use % in text as well as tables (as opposed to per cent), and use a numeral with it (but no space: e.g. 18%) unless at the beginning of the sentence, then use the long form, e.g. 'Twelve per cent of studies were randomized'
- Lower case 'n' for number of subjects, e.g. n = 79.
- Upper case, italicized 'P' for probability values
- No space either side of < , > , = , = , = , = , ± , etc.
- Single space either side of en rule
- Write decimals in figures. Put a zero (0) in front of the decimal point.
- Hyphenate all compound numbers from twenty-one to ninety-nine, e.g. 'Twenty-nine per cent of patients'
- Ages to be written as aged <> 5 yr

### **Underlining**

- Underlining is not to be used, *except* for website addresses.

### **Italics**

- Italics will only be used for the names of organisms, e.g. *Coxiella burnetii*.

### **Emboldened text**

- Text appears in bold for emphasis only, and this is to be used sparingly. Text appearing in bold within a black box is reserved for especially important points, to aid in grading a condition or to list important features or warnings. The only other use of bold is in cross-referencing to other guidelines in the book, e.g. "see

Cardiac Arrhythmias guideline”, or referring to another section of the same guideline see [Immediate treatment](#)

### Algorithms

- Algorithms are used only where their key decision points apply to most patients and/or where a widely accepted algorithm is already in common usage.

### Drug therapy

- Where drug treatments are referred to, this will be in the form: Approved name/size of dose/route of administration/periodicity, e.g. “cefuroxime 1.5 g IV 6 hrly”. Suggested alternative treatments will be separated by an upper case OR.

### Additional

- Dextrose is always called glucose.
- Normal saline is always called sodium chloride 0.9%.

### Biological names

- Gene names should be in italic, e.g. the *tat* gene, *CYP2D6* gene.
- Protein names should not be in italic and should start with a capital letter, e.g. the Tat protein, CYP2D6 protein.
- HbA<sub>1c</sub> should be written with the '1c' as subscript and lower case 'c'

### Titles

- Titles should be succinct.
- Abbreviations should not be used in title (except universally familiar ones, e.g. UK, USA).
- No full point at the end of headings.
- Single quote marks should be used in headings.
- Avoid underlining titles and headings.

### Subheadings

- Abbreviations are allowed in subheadings provided they are defined within the main text.
- No full point at the end of subheadings.
- Different levels of headings should be defined from each other clearly, e.g. Title – size 18 and bold; A heading – size 14 and bold; B heading – size 10, bold; C heading – size 10 italics and bold.

### Bulleted lists

The **short-entry list** is effectively an extended sentence with a colon in the middle.

Entries begin with a **lower-case** letter.

- Correct reversible causes such as:
  - hypoxia/hypovolaemia
  - hyper/hypokalaemia and metabolic disorders
  - hypothermia.'

The **long-entry list** follows a completed sentence, and consists of separate sentences that are less closely linked than short entries are. Each entry has its **capital** letter, though all full stops but the last are usually omitted.

‘Special situations:

- Atropine will counter any excess vagal tone although it brings no proven benefit in clinical practice. During the treatment of asystole IV atropine 3 mg once only is recommended
- Transcutaneous or transvenous pacing should be considered if electrical activity (P waves or occasional QRS complexes) has recently been present.’

### Footnotes

Order of symbols is: \*, †, ‡, §, °, ¶, \*\*, ††, etc., except for probability values in tables.

### Dash (en rule; –)

- En-rules are used to indicate ‘to’, e.g. 16–20 min, pp. 28–39.
- En-rules are also used between two names (if they are of different people, i.e. do not use in double-barrelled names), e.g. Epstein–Barr virus.
- En-rules are also used between two parameters, e.g. risk–benefit ratio, dose–response curve.
- [In the middle of a sentence to break it up – with a space either side](#)

### Hyphen

Generally, hyphenate between two or more adjectives when they come before a noun and act as a single idea (e.g. low-density gas, least-squares fit, two-component model). This also applies to simple units (e.g. 1.5-m telescope, 284.5-nm line), but not to complex units or ranges, which could become cumbersome (e.g. 100–200 m observations).

out-of-hours

out-patient

in-patient

contraindicated (no hyphen)

crossmatch (no hyphen)

facemask (no hyphen)

### Figures and Tables

#### Figure captions

Small type, all run-on, left align above figure:

‘Figure 1: (A) Immunofluorescence and dark-field micrographs. (B--D) Twenty-four hours after surgery’.

#### Figure citations in text

... shown in Figure 1A and B; also shown in Figures 3--5.

(At beginning of sentence) Figure 1A and B represents...

In parentheses:

(Figure 1A, B)

(Figures 1, 2, 4--6, 7a)

#### Tables

Small type, all run-on, left align above table: Use shading in tables to differentiate rows

Table 1: Immunofluorescence and dark-field micrographs.

Heading	Heading
Row 1	2.5 *
Row 2	3.6
Row 3	4.6
Row 4	1.3

S.I. UNITS		
Quantity	SI units	Abbreviation
Length	metre kilometre centimetre	m km cm
Mass	kilogram gram	kg g
Volume	Litre millilitre	L mL
Time	hour minute second	hr min sec
Temperature	kelvin degree Celsius (or Centigrade)	K °C
Amount of substance	mole	mol
Pressure, stress	pascal	Pa

#### Other units/symbols

cpm (counts per minute)	n (number)
days	Osmol(e) (not osMol) Osmolar or Osmol/l or Osm
fmol	<i>P</i> (use asterisk) probability
fmole	
i.d. (inner diameter)	rpm
inch (out in full)	
IU (international units)	SD (standard deviation) SE (standard error) SEM (standard error of the mean)
M [molar (concentration = moles/litre)]	
mcg (micrograms)	
mM (millimolar – concentration)	weeks
mmol (millimoles – quantity)	
msec (milliseconds)	µm (not microns)
months	

## English and American spelling and usage

English	American
Anaesthetic Anaesthetics (Department of) Anaemia Analogue Analyse	Anesthetic Anesthesiology (Department of) Anemia Analogue or analog Analyze
Behaviour	Behavior
Centre Caesarean Caesium Colour	Center Cesarean Cesium Color
Diarrhoea Distil	Diarrhea Distill, distil
Favour Fibre Fetal Fulfilment Goitre Gonorrhoea Gram Grey Gynaecology	Favor Fiber Fetal Fulfillment Goiter Gonorrhea Gram (gramme) Gray Gynecology
Haemodynamic Haemoglobin Haemorrhage Humour	Hemodynamic Hemoglobin Hemorrhage Humor
Ischaemia	Ischemia
Leukaemia Litre	Leukemia Liter
Metre Manoeuvre	Meter Maneuver
Odour Oedema Oesophagus Oestrogen	Odor Edema Esophagus Estrogen
Paediatric Prise (open) Programme (verb) Programme (noun) Program (programme) (computer)	Pediatric Pry Program, programme (verb) Program (noun) Program (computer)
RNAase	RNAse
Sanatorium Skilful Sulphur	Sanitarium Skillful Sulfur
Titre Travelling Tumour	Titer Traveling Tumor
Vapour	Vapor
<b>Usage</b> GP, Doctor (never MD) (Doctor's) surgery (Operating) theatre A&E, Casualty	<b>Usage</b> Often MD Office Operating room; OR Emergency Room (ER)
May/might as appropriate	Usually may



**Some commonly used words, phrases and abbreviations**

ageing (U.K.)/ aging (U.S.) analyse (NOT analyze)	NB nevertheless (one word) none the less (three words)
Blood–brain barrier brainstem	<i>ortho-</i>
c. (circa)	<i>P</i> (probability)
cf. (compare)	parkinsonian
<i>cis-</i>	parkinsonism
<i>de novo</i> (afresh)	<i>per se</i>
DOPA (dihydroxyphenylalanine)	<i>post mortem</i>
dose–response curve	Prof.
Dr	radioimmunoassay
, e.g.	RNAase (U.K.), RNase (U.S.)
Eqn (1), Eqn (2), etc. [Eqns (3 and (4))]	SC (subcutaneous)
<i>et al</i>	time-course
fetus/fetal	time-scale
GABA ( $\gamma$ -aminobutyrate)	<i>trans-</i>
, i.e.	ultrathin
IM (intramuscular)	UV (ultraviolet)
IP (intraperitoneal)	versus or vs
IV (intravenous)	via
<i>in situ</i>	vice versa
<i>in vitro</i>	wavelength
<i>in vivo</i>	
into (one word)	

**Hyphenation of some compound words**

Hyphenate noun–adjective compounds for clarity; many act as adjectives: ‘clear-cut result’) and the rest nouns (guinea-pig, re-uptake). The following are common:

- |                 |                 |
|-----------------|-----------------|
| -accumulating   | -operated       |
| -coated         | -positive       |
| -conjugated     | -purified       |
| -containing     | -reactive       |
| -converting     | -resistant      |
| -coupled        | -selective      |
| -dependent      | -sensitive      |
| -dried          | -shaped         |
| -immunoreactive | -sized          |
| -labelled       | -specific       |
| -lesioned       | -stained (-ing) |
| -limiting       | -tolerant       |
| -negative       | -treated        |
|                 | -type           |