

Midwifery Today Editorial Style Sheet

Revised 12.20.11

Abbreviations

- Use i.e. and e.g. in running text.
i.e. = “that is”; e.g. = “for example”
- A comma precedes and follows i.e. or e.g.
I know midwives who have been through emotionally uncomfortable events, e.g., stillbirth.
- For acronyms, write out the full name first, followed by acronym letters in parentheses, then use the acronym throughout.
The World Health Organization (WHO) has developed some new initiatives.
- If an acronym is generally used in place of the full name, then it may appear first.
We did a CBC (complete blood count) and observed the infant.
- Do not begin a sentence with an acronym or abbreviation unless there is no other way to phrase the sentence.
- States should only be abbreviated in postal codes.
- Do not include periods for country and province abbreviations.
US; UK; Victoria, BC, Canada
*Use periods on U.S. in MT display/promotional copy.
- Abbreviate journal titles in reference lists. Use the links below to locate abbreviations.
www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=journals or <http://home.ncifcrf.gov/research/bja/>
- Spell out numbers and abbreviations in dialogue, except when speaking in a clinical context.
She said, “The trip will take twelve hours. I brought five pounds of dates as a gift for our hosts.”

Quotations

- Use block quote style for quotations of 100 words and/or eight or more lines.
- Quoted dialogue should always be set off by a comma, or by a colon when long or formal.
She told me, “It was the best day of my life.”
- A question mark, exclamation point, colon and semicolon goes outside of end quotes unless it’s a part of the quote.
Who said, “Birth is as safe as life gets”?
- Quoted dialogue should always begin with initial caps, unless it’s a fragment.
- TV episodes and book chapters should appear in quotes.
- Quotation marks are not needed for internal (unspoken) dialogue, though they may be used for clarity.
Why, I thought, was I starting labor at only 36 weeks?

Capitalization

- In titles:
 - Capitalize first and last words, all nouns, pronouns, adjectives, verbs, adverbs (e.g., there) and subordinating conjunctions (e.g., if, because, as, that, etc.).
 - Always use uppercase after colon or em dash in a title.
 - Use lowercase for articles (a, an, the, etc.), coordinating conjunctions (and, but, or, for, nor, etc.), prepositions and the “to” in infinitives, unless they are the first or last word of the title or subtitle.
 - Use lowercase for about, after and around, except when specific to a concept.
Birth Traditions from Around the World.
- Capitalize trade name pharmaceuticals.
Pitocin
- Use lowercase for generics and herbals.
ibuprofen; motherwort
- Use lowercase for time periods, unless proper.

- baroque period; Victorian era
- Holy Days are capitalized.
Easter; Shabbat
- Maxims and proverbs should start with caps regardless of where they appear in a sentence.
Tom's favorite proverb, "A rolling stone gathers no moss," proved wrong.
- Days of the week and months of the year are always capitalized.
- Seasons are only capitalized when used as a title.
The Fall 2011 semester will start in early August. I found fall semester very challenging.
- Capitalize only the first letter of a hyphenated compound, unless both words should be given equal weight.
The Birth of a First-time Mom; Nurse-Midwives in the Congo
- Italicize the following:
 - Uncommon foreign words. Only italicize the word the first time it appears in the article.
rebozo
 - Infectious organisms
pseudomonas
 - Titles of books, periodicals, movies, television shows, named blogs and podcasts
Midwifery Today, Star Wars, A Baby Story, Huffington Post

Spelling

- British spellings should be retained when used and preferred by author.
caesarean; gynaecological
- For URLs, include *http://*, unless the URL starts with *www.*, in which case the former may be omitted.

Numbers and Dates

- Spell out numbers one through nine.
- Use Arabic numbers for 10 and up.
- Use Arabic numbers for all scientific or mathematical measurements.
The baby weighed 3 lb 8 oz.
- Measurements of distance and time should be spelled out.
We drove forty-five miles in twenty-degree weather. It took us eighteen hours to get there.
- Use Arabic numbers for ages.
She was 5 years old when Tom was born.
I have a 9-year-old daughter.
- Do not use a comma for numbers 1000 to 9999.
- Use a comma for numbers 10,000 and over.
- Plurals for numbers should be as listed below.
1940s; or for clarity, 30 cc's
- Do not include a comma between month and year unless a day is included; if a day is included, set off year with a comma before and after.
My first baby was born in March 2004 vs. On March 21, 2004, we left for Peru.
- Do not use superscript when noting editions.
2nd, 5th, etc.
- Use Arabic numbers for precise times.
The baby was born at 5:22 am.
- Imprecise times and those that use other markers of time should be spelled out.
We left around five-thirty. Her day begins at five o'clock in the morning.
- Use an en dash without spaces when listing a range, but do not include space when indicating a time range.
5–15%; 11:30 am – 12:30 pm
- In non-scientific contexts, spell out round numbers.
Around seven hundred people lined up to see the thousand-year-old statue.
A midwife must see with a thousand eyes.

- Spell out any number that starts a sentence.
Twelve children came to the party.
- For page numbers in a citation, use an en dash followed by all numbers that have changed, always including the final two numbers.
2742–56 or 137–39
- For multi-part articles use Roman numeral and the word “Part,” set off by a comma
Cord Burning, Part I
- Phone numbers should be listed as indicated below.
+1-541-344-1422 for domestic and international materials
Fax: +1-541-344-1422
Orders only, US and Canada: 1-800-743-0974
- Simple fractions should be spelled out.
Nearly two-thirds of the women did not experience pain during labor.
- Use a hyphen and regular script with fractions that accompany whole numbers.
The baby was 16-1/2 inches long.
- Temperatures should use the indicators below, with no spaces
The water was 8°C; We cooled the food to 50°F.
- Dimensions with both foot and inch marks should be represented as below, using straight marks with no spaces.
4'10"
- Spell out the word “percent” in humanistic copy. Use % for scientific copy.
- When referring to the length of a marathon, use Arabic numbers followed by an uppercase K
We enrolled in a 10K training program

Punctuation

- Do not use periods for academic degree, except where clarity is needed.
PhD; B.Ed; CD (DONA)
- Do not use periods after weight measures.
8 lb 2 oz baby
- For homeopathic measurements, use caps and do not include a space.
200C, 300X
- Within a sentence, “et al.,” “e.g.,” “i.e.” and “a.k.a.” are set off by commas.
- Do not use a hyphen for “non” or “like” prefixes or suffixes.
noninvasive, flulike
- For other prefixes, hyphenate only for clarity.
- Generally, *do not* use a comma before the last item in a series.
Please bring a dessert, side dish or bread.
- Use an en dash without spaces when representing a range of numbers that imply *up to, including* or *through* (shortcut: alt 0150)
The data indicates that 12–15% of women felt uninformed.
- Do not use an en dash when representing a range of numbers that starts with *from* or *between*.
The results showed that between 9 and 11% of the participants were satisfied with their care.
- Use an em dash (not en dash) for a longer pause than commas infer. (shortcut: alt 0151)
Of course, these babies are often the ones born with the aid of forceps, vacuum extractors or surgery—interventions that can cause even more problems.
- Words that should be hyphenated when used as an adjective include: evidence-based, full-term, first-time, in-between, tension-filled, up-to-date, well-nourished.
- Use commas to set off a state, country or year.
That hospital in Paris, France, was very clean. On July 17, 1994, I became a mom.
- Use an ellipsis (three connected dots) with no spaces to indicate intentionally incomplete sentences or matter omitted from the middle of a sentence.

She said, “The birth was like moving into another realm...”

- Retain periods where they would normally appear when using the ellipsis to signal omitted material. According to Smith, “Birth is a sacred act.... Many women are denied the right to experience birth as it’s meant to be.”
- Hyperlinks in running text should be punctuated like any other text. See examples below. Our style guidelines, which can be found at <http://www.midwiferytoday.com/Magazine/guidelines.asp>, should answer any questions you may have. OR: The site includes a great definition of midwife, as well as a statement on autonomy <http://www.midwiferytoday.com/iam/>.
- When introducing a hyperlink in running text, use either a period or colon, but not both. If you have questions, please e-mail me at: mgeditor@midwiferytoday.com OR: If you have questions, please e-mail me at mgeditor@midwiferytoday.com.

Additional Style Notes

- An em dash within a title at a line break goes at the end of the line, not the beginning of the next line.
- Numbered matter in a list gets a period after the number.
- Numbered matter within a paragraph gets an end paren after the number
We must meet the following conditions: 1)...
- Use commas to set off a name or non-essential matter in a sentence.
My wife, Bobbi, and I had a wonderful dinner last night.
- Do not use a comma if there is ambiguity regarding quality or type, or if the matter is essential.
My son Robbie brought me a glass of water. The woman with the baby is my wife.
- Make sure byline, bio and table of contents agree (check spelling, full name, etc.).
- For bios, use full name to begin bio, first name in subsequent mentions. Avoid personally descriptive adjectives (lovely kids, amazing life). Generally, keep bios at 3 to 4 sentences and include no more than two links.
- Never begin an article with a subhead.
- Do not use qualifications/titles in bylines or table of contents.
CNM; PhD
- First and subsequent references to previous *MT* article should be as noted below.
Midwifery Today, Issue 66, Summer 2003
MT 66

Commonly Misspelled Author/Speaker Names

Marina Alzugaray
Colleen Bak
Suzanne Colson
Hilde Curinckx
Cathy Daub
Lorna Davies
Elizabeth Davis
Robbie Davis-Floyd
Betty-Anne Daviss
Debbie A. Díaz Ortiz
Mabel Dzata
Patricia Edmonds
Judy Edmunds
Valerie El Halta
Anne Frye
Carol Gautschi
Tine Greve
Penni Harmon

Harriette Hartigan
Pamela Hines-Powell
Gloria Lemay
Janice Marsh-Prelesnik
Marion Toepke McLean
Sister MorningStar
Debra Pascali-Bonaro
Eneyda Spradlin-Ramos
Verena Schmid
Hans Peter Schmitz
Penny Simkin
Naolí Vinaver
Mary Zwart

Resources and Citations

Please use the **author-date** system, which uses in-text citations instead of notes. Notes should only be used in special circumstances. If you must include notes, do not use superscript.

General Citation Guidelines

In-text

- In text citations should appear, where possible, at the end of a sentence.
“...goats are herd animals” (Smith 2005).
- Citation should appear within final punctuation, but not within quotes, except when using question or exclamation marks.
Are 83% of goats herd animals? (Smith 2005)
- Do not include more than two sources within one in-text citation and separate them with a semicolon. If sources are by the same author, separate them with a comma and include the author’s name once, followed by source dates.
(Smith 2005; Tritten 2004) or (Tritten 2005, 2004)
- All facts, statistics and direct quotes must include an in-text citation.
- When using a direct quote, a page number or other marker must be included in the in-text citation as noted below.
(Greenwald 1995, 45)
(Greenberg 2008, “introduction”)

Reference/Source List

- Sources cited in the text must be included in “References” list at the end of article.
- General/background information used in an article may be cited in a “Sources” list at the end of article and does not need an in-text citation. Additional sources may also be included in the “Source” list.
- Include first and last name of authors for books, and first initial plus last name for all other sources.
- The first name/initial of all authors (with the exception of the first author listed) should appear before the last name.
Liker, A, and JP Morgan
- Do not include a period after initials in an author’s name.
- Do not include a space between two or more initials in an author’s name.
- Do not include a space between colon and page numbers when preceded by an issue number.
Pediatrics 4:331–42.
- Include a space between colon and page numbers when citation includes a volume number.
Birth 4 (2): 331–42.
- State abbreviation should accompany city name when not universally known or when needed for clarity.
- Use an en dash (not a hyphen) to indicate a range in page numbers.
331–42.
- Journal titles should be abbreviated, where possible.

- When citing electronic sources, a DOI number is preferable to a URL.
- In article titles, only the first word and all proper nouns should be capitalized.
“The myth of the ‘weak’ American state.”
- Both reference and source lists should be styled as detailed below.
Hanging indent. Style on heading “References:” or “Sources:”; bold face, flush left, with colon at end of word.
- When including a source with four or more authors, list only the first three authors followed by “et al.”
- Subsequent editions of books should be styled as indicated in the example below.
The New Compost Guide, 3rd ed.

Sample References and Citations

Books

Single Author

Smith, Shelia. 2006. *Wonders of the Ancient World*. New York: Penguin.

In-text citation: (Smith 2006)

Two or Three Authors

Geis, Henry, Stuart Gilbert and Ivan Blume. 1994. *The Day the Earth Stood Still*. New York: Knopf.

In-text citation: (Geis, Gilbert and Blume 1994)

For four or more authors

Burns, Jacob, Willa Johnson, Barbara Stuart et al. 2009. *The New Compost Guide*, 3rd ed. New York: Garden Press.

In-text citation: (Burns et al. 2009)

Self-Published Author

Robins, Jean. 2010. *Midwives in the Asia*. Printed by author.

In-text citation: (Robins 2010)

Edited Book

Greenberg, Joel, ed. 2008. *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing*. Chicago: University of Chicago Press.

In-text citation: (Greenberg 2008)

Chapter or Part of a Book

Stevens, M. 2008. “Creating birth space to enable undisturbed birth.” In *Birth Territory and Midwifery Guardianship*, edited by K Fahy, M Foureur and C Hastie, 57–78. Elsevier: Oxford Press.

In-text citation: (Stevens 2008)

Group, Corporate or NGO Author

Global Environmental Council. 2010. *Facing new challenges in evidence-based care: A progress report on international practices*. Queensland, Australia: Global Environmental Coordination Headquarters.

In-text citation: (Global Environmental Council 2010)

Journal Articles

Single Author

Churchill, J. 2011. “Birth in the technological age.” *Pediatrics* 4 (2): 331–42.

In-text citation: (Churchhill 2011)

Two or Three Authors

Liker, A, L Smith and JP Morgan. 2001. “Diversity in the workplace: an analysis of gynecology practitioners and

gender.” *Gynecol Oncol* 105 (May): 220–35.

In-text citation: (Liker, Smith and Morgan 2001)

Four or More Authors

Churchill, J, H Schubert, E James et al. 2011. “Breastfeeding and IQ.” *Pediatrics* 4 (2): 331–42.

In-text citation: (Churchill et al. 2011)

Page Numbers Immediately Following a Volume Number

Brashears, M. 2011. “Small networks and high isolation? A reexamination of American social networks.” *Social Networks* 14:213–29

In-text citation: (Brashears 2011)

Article Referenced Online

Novak, W, and PKQ Arthur. 2008. “The myth of the ‘weak’ American state.” *Am Hist Rev* 113 (2): 754–72.

doi:10.1086/ahr.123.3.543.*

In-text citation: (Novak 2008)

Abstracts

Novak, W, and PKQ Arthur. 2008. “The Myth of the ‘weak’ American state.” Abstract. *Am Hist Rev* 113 (2): 754–72. doi:10.1086/ahr.123.3.543.

In-text citation: (Novak and Arthur 2008)

*When a DOI number is unavailable, substitute with a URL.

Article in a Popular Magazine

Balboa, JQ. 2010. “My pregnancy story.” *Mothering*. March 23–26.

In-text citation: (Balboa 2010)

Web Sources

Web Site

“Google Privacy Policy.” Last modified October 14, 2005. Accessed July 19, 2007.

<http://google.com/intl/en/privacypolicy.html>.

In-text citation: (Google 2005)

Barak Obama’s Facebook page. Accessed January 10, 2011. <http://www.facebook.com/barackobama>.

In-text citation: (Facebook 2011)

Blog Entries

Belkin, Lisa. “Surviving (yet another) snow day.” *Motherlode* (blog), *New York Times*. February 2, 2011. <http://parenting.blogs.nytimes.com/>.

In-text citation: (Belkin 2011)

Article from a free web e-journal/magazine

Shrum, R. 1996. “Taxing Clinton’s character.” *Slate*. June 25. <http://slate.msn.com.id/>.

In-text citation: (Shrum 1996)

Personal Communication

Jane Wonder. February 2, 2011. Personal communication.

In-text citation: (Jane Wonder, personal communication)*

*In-text citation preferred.

For additional examples, see Chapter 15 of *The Chicago Style Manual of Style* or visit http://www.chicagomanualofstyle.org/tools_citationguide.html.

A

- African American (no hyphen)
- Apgar (*not* APGAR)
- ambu bag
- a.k.a.
- alegal

B

- bed rest (two words)
- bed-wetting
- birthkit (one word)
- bottle-feeding
- breastfeed (one word)
- breastfed (one word)
- breastfeeding (one word)
- breast milk (two words)
- birth weight (two words)
- biweekly (no hyphen)
- Braxton Hicks
- beats per minute

C

- childbirth
- certified nurse practitioner
- certified nurse-midwife
- caregiver
- care provider
- c-section, cesarean (British: caesarean)
- cervixes
- checkups
- CD (DONA)

D

- doable, not do-able (avoid)
- direct entry midwifery (*not* direct-entry)
- D&C (ampersand)
- DeLee
- Doppler

E

- e-mail
- *E-News* (hyphen, italic); note the entire name of the publication is: *Midwifery Today E-News*
- Editor-in-Chief
- Either-or

F

- full term
- firstborn
- freestanding
- first stage
- tenfold, threefold

G

- good-bye
- group B strep
- gram: use symbol “g” (no period), e.g., 8 g

H

- hands-on
- health care (two words)
- heart rate (two words)
- homebirth (one word)
- HIV-positive/negative
- hemorrhage (British: haemorrhage)
- holistic (vs. wholistic)
- heartbeat

- I**
- Internet (capitalize)
 - intrauterine
 - introitus

J

- K**
- Kegel

L

- lay midwife
- L&D (ampersand)
- Lactated Ringers

- M**
- *Midwifery Today* magazine
 - Midwifery Today, Inc. (comma always before “Inc.” and after if text follows within a sentence)
 - mucus (noun); mucous membranes (adj.), except mucus plug
 - midwifing (not midwiving)
 - medium-sized
 - MorningStar
 - motherbaby (no caps)
 - milksharing

N

- the Netherlands, not The Netherlands
- nonprofit, avoid not-for-profit
- nurse-midwifery
- nurse-midwife (Nurse-Midwife when used in a title)
- nurse practitioner
- nearby
- naptime
- non-governmental

- O**
- OB/GYN (or obstetrician/gynecologist when needed for clarity)
 - onsite
 - outpatient
 - okay
 - omega-3
 - online
 - overall
 - old-fashioned

P

- part-time
- payer (not payor)
- PhD (not Ph.D.)
- postdates
- postmaturity
- postmodern
- postnatal
- postpartum (no hyphen)
- preeclampsia (no hyphen)
- prenatal
- preterm, postterm
- posttraumatic
- perimenopause
- Pascali-Bonaro
- placentas (plural)

<p>Q</p>	<p>R</p> <ul style="list-style-type: none"> • RhoGAM • readmission • rehospitalization • Registered trademark symbol should not be included
<p>S</p> <ul style="list-style-type: none"> • stillbirth (one word) • side effect • stomachache • socioeconomic • Spradlin-Ramos • stages: write out first stage, second stage, etc. (not 1st stage) • standby • stevia 	<p>T</p> <ul style="list-style-type: none"> • time line • trademarks—MT does not use TM sign. • The Farm Midwifery Center • T-shirt
<p>U</p> <ul style="list-style-type: none"> • US, not U.S., except in marketing materials • up to date, unless adverb, then up-to-date 	<p>V</p> <ul style="list-style-type: none"> • vitamin K (no capital on “vitamin”) • vs. • velamentous
<p>W</p> <ul style="list-style-type: none"> • waterbirth (one word) • Web (Web site, Web address, etc.) • Web addresses: At line breaks, split before existing punctuation (e.g., period, slash). Don’t hyphenate. No underline. Write as www.example.com or http://example.com if address does not use www. • well-being (noun) • Wi-Fi • worldwide • weight—1 lb 5 oz; 1 kg 6 g 	<p>XYZ</p> <ul style="list-style-type: none"> • X, in homeopathic/herbal medicines for time, e.g., 3X