

ORL-Head and Neck Nursing (SOHN) Style Guidelines

These style guidelines serve as a supplement to the APA (5th ed.) manual.

Abbreviations

CINAHL = Cumulative Index to (not for) Nursing and Allied Health Literature

A.D. (use the periods)

B.C. (use the periods)

Acronyms

Spell out the acronym the first time it is used in the text, placing the acronym in Parenthesis. Ex. Over-the-counter (OTC)

Cancer terms

Antineoplastic (not anti-neoplastic)

Commas

Use commas to separate names and credentials.

In a series, place a comma before the conjunction.

Contractions

Avoid using contractions.

Drugs

Capitalize the trade name but not the generic name

Generic names are preferred

Figure Captions

Reprinted with permission of (company or entity) from (author, year of original published source, page(s))

Genetics

Human gene names are in all capitals and italicized..

Mouse gene names are in lower case and italicized..

Genes and mutations within genes should be referred to using the appropriate HUGO nomenclature (Reference: Recommendations for a nomenclature system for human gene mutations. Nomenclature Working Group. Hum Mutat. 1998;11(1):1-3).

GJB2 – the B is a Beta, not a B.

Report incidence as “number in larger number” not number/larger number or number:larger number.

Loci and gene must be used accurately.

References citing number or loci of genes identified for a condition or trait should be from the current year or from not older than the previous year.

Connexins are individual proteins (e.g., connexin 26 is correct).

Connexons are groups of six proteins forming a gap junction.

Governmental Matters**Members of Congress**

Give the complete name of the senator or congressman followed by the political party designation and home state. Eg. Senator Edward Kennedy (D-MA)

Congressional bills

The letter “S” signifies Senate bills and is followed by the bill number.

The letters “H.R.” signify House of Representative bills and are followed by the bill number.

E.g., S. 1430, H.R. 382

Internet

download = 1 word

e-mail

home page = 2 words

internet and web are not capitalized unless they are the first word of a sentence

megabyte = 1 word (Abbreviation is MB, not mB)

online = 1 word

web site = 2 words

web page = 2 words

Otolaryngology Preferred Terms

Mucus – noun

Mucous – adjective

Rhinitis medicamentosa (not rhinitis medicamentous)

Vocal fold is preferred over vocal cord

Otolaryngic is preferred to Otolaryngological

Medical terms

Pruritus (not pruritis)

Health care = noun (2 words)

Healthcare = adjective (1 word)

Inpatient = 1 word

Home care = 2 words

Numbers

Spell out the first nine cardinal numbers, eg. nine, six

Use figures for numbers above nine, eg. 13, 25 (see APA manual for exceptions to these rules)

Years – 1930s (no apostrophe)

Organizations

AAO-HNS

Refers to the American Academy of Otolaryngology-Head and Neck Surgery.

ENT-NF

Refers to the Ear, Nose, and Throat Nursing Foundation. Use the complete term in the first reference with (ENT-NF) in parenthesis behind it and in subsequent references or refer to the "Foundation".

JCAHO

Joint Commission on Accreditation of Healthcare Organizations

SOHN

Use "Society of Otorhinolaryngology and Head-Neck Nurses" in the first reference with (SOHN) in parenthesis behind it and in subsequent references.

NCBOHN is the National Certifying Board for Otorhinolaryngology and Head-Neck Nurses

CORLN Signifies "certified otorhinolaryngology nurse".

Products

Use the appropriate trademark symbol superscripted after the name. Include the company name, city and state in parentheses following the product name.

References: Common Troublesome

American Medical Association. (2004). *Current procedural terminology (CPT®) 2005*. Chicago: AMA Press.

American Medical Association. (2004). *International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM) 2005*. Chicago: AMA Press.

Bralow, L., Fleming, J., Murray, L., Kelly, G. L., Reilly, S., Deloughery, J., et al. (Eds.). (2006). *Physicians' desk reference* (60th ed.). Montvale, NJ: Thomson PDR.

Wickersham, R. M., Novack, K. K., & Schwaein, S. L. et al. (2005). *Drug facts and comparisons*. St. Louis, MO: Wolters Kluwer Health.

Note that titles and periodical volume numbers are italicized and that the second line is indented under the first. There is a space between first and middle initials. The "E" of designating editors is capitalized, while the "e" designating edition of a book is lower case.

References: Common Troublesome (cont.)

Journal names are to be spelled out, not abbreviated. (Note, that if the official name of a journal contains abbreviations, these are maintained)

Otolaryngology-Head and Neck Surgery is correct, OHNS is not.

ORL Journal of Oto-Rhino-Laryngology and its Related Specialties

ORL-Head and Neck Nursing (The title of the journal is always italicized.)

Head & Neck is correct, Head and Neck is not

Journal of the American Medical Association is preferred over JAMA

Archives of Otolaryngology-Head and Neck Surgery (be sure to include the dash)

Note that the issue number is not recorded for journals which number their pages serially (i.e., each issue of the journal does not start with page 1) per APA. However, our journal will include volume numbers in the reference list for all journals because this facilitates electronic retrieval.

References: SOHN Publications

Harris, L. H. & Huntoon, M. B. (Eds.). (1998). *Core curriculum for otorhinolaryngology and head-neck nursing* (1st ed.). New Smyrna Beach, FL: SOHN

Harris, L. H. & Huntoon, M. B. (Eds.). (in press). *Core curriculum for otorhinolaryngology and head-neck nursing* (2nd ed.). New Smyrna Beach, FL: SOHN.

Schuring, L. T. (Chairperson), & Dean-Baar, S. L. (Co-Chairperson). (1994). *Standards and statement on the scope of otorhinolaryngology clinical nursing practice*. Washington, DC: American Nurses Publishing.

The Standards of Practice Committee. (1994-1996). *Guidelines for otorhinolaryngology head and neck nursing practice*. New Smyrna Beach, FL: SOHN.

Statistics

chi-square goodness-of-fit test (X^2)

degrees of freedom (*d.f.*)

Kruskal-Wallis one-way analysis of variance (ANOVA)

mean (symbol is capitol X with a bar on top)

p= (the p is lower case)

Student's *t* test (the *t* is italicized)

Surgery terms

Postoperative (not post-operative)

Preoperative (no hyphen)

Synonyms (Author may choose the preferred)

Insure / ensure

Tricky Words

Compliment - an expression of esteem, respect, affection or admiration

Complement – one or two mutually completing parts

Words with Two Acceptable Spellings (Use the spelling below)

Acknowledgement