

# The American Academy of Medical Administrators Style/Editing Guidelines for Publications

## AIM and AAMA Executive Online:

### Formatting/General

- Use Arial 10 pt font
- Use verbs consistently/Check tenses.
- Check that corporation (Strategic Partner) names are correct and consistent throughout.
- Check that lists of member names (Advancers, Gain-1 sponsors, Foundation donors, etc.) are in alphabetical order.
- Check that titles/names of books, conferences, and articles are capitalized and italicized appropriately.
  - Titles, books, conferences are italicized.
  - Article titles should be in quotes.

### Punctuation

- Use the U.S. Postal Service two-letter abbreviations for State names. Do not put a period at the end.
  - Abbreviate State names when referring to a member's place of work (Central Hospital, Boston, MA).
  - State names should be spelled out in the content of articles.
  - Always abbreviate the United States as U.S. unless it is part of title.
- "Federal" is capitalized in "Federal Government" but not in "federal sector."
- Do not place periods in am and pm.
- Do not abbreviate months.
- Place a space before and after an en-dash, except in words used as adjectives.
- Use commas appropriately.
  - Make certain a comma comes after a credential/designation (example: John S. Smith, PhD,) in a sentence.
  - Place a comma after abbreviated states in a sentence (example: Boston, MA,).
  - Place a comma after any numeral date (day or year) in a sentence.
- With registered and trademarked words, place the ® symbol after the word for its first use. It is not necessary to use the ® symbol if the word is used again.
- Only use the ampersand mark "&" when it is in a title. Do not use it in the place of "and."

### Spelling

- Spell out all numbers ten and under.
- Preferred spelling of 'electronic related' words are as follows: email, online, login, logon, members-only and listserv.
- Check that the word healthcare is used appropriately as either *healthcare* or *health care* depending on the context. Healthcare (one word) used as an adjective. Health care used as a noun. (All book titles are exceptions.)

### AAMA Specific Customs

- Phone numbers should be listed like this: 847-759-8601.
- Vital Link™ should always have the trademark symbol following it.
- Use the terms *College* and *specialty group* appropriately. Use *specialty group* when referring to Colleges generically or as a group. Use *College* when referring to a specific College.
  - Always capitalize the word *College* (when referring to an AAMA College).
- Use the term *Strategic Partner* when referring specifically to corporations that are listed with AAMA as an official Strategic Partner. Use the term *corporate sponsor* when referring to all other corporations that sponsor services but are not Strategic Partners.
  - The term *Strategic Partner* should always be capitalized.
- Check that conferences are capitalized appropriately. Official conference titles are:
  - 2008 AAMA Annual Conference
  - 2009 ACCA Annual Cardiovascular Administrators' Leadership Conference
    - When not used in a title, the word "conference" should be lowercase.

## Quoting Members

In items and articles that contain Vital Link™ question and answers by members: Only grammar, spelling and punctuation should be edited. Content should be left as is. If content is excerpted, use ellipses to indicate missing text.

## Use of Credentials and Designations:

For Authors, Book Reviewers, Conference Speakers, Members in the News **ONLY**.

**This is an exception to our standard policy.**

*For Article Bylines (Authors, Book Reviewers, member authored articles), Award Recipients, Conference Speakers, Officer announcements and Members in the News:* All educational degrees plus credentials (including other associations) and/or military ranks will be listed.

For all other names and member lists (*Gain 1, Foundations donors, Advancement, etc*)

- For member names, only military ranks and AAMA designations should be listed. No other professional association credentials (i.e. FACHE, etc.) will be listed.
- *Comma Use:*
  - A comma should NOT be placed before I, II, III etc: John S. Smith III
  - A comma should be placed before Jr. or Sr.: John S. Smith, Jr., PhD, FAAMA
- *AAMA Credentials Guidelines*
  - List Academy designations (FAAMA, CAAMA, CFAAMA) before AAMA specialty group designations: Jane R. Smith, FAAMA, FACCA.
  - List AAMA designations after the member name and educational designations: Jane R. Smith, MBA, CAAMA.
- *Educational Degree Guidelines:*
  - Display the highest degree earned only, not all degrees (i.e. MSN only, not BSN, MSN). No Professional (CPA, etc.) credentials should be listed.
  - "Dr." should not be used in front of a name. Doctoral degrees should be listed after name: not Dr. John S. Smith, but John S. Smith, PhD.
- *Military Rank Guidelines:*
  - Military ranks should be listed within the following order: rank, name, military organization, any core military designations, highest degree earned, AAMA credential. Example: MAJ John S. Smith, USAF, MSC, EdM, CFAAMA.
  - If the individual does not have the organization (USAF, USN, etc.) in their AAMA member record designation box, it is not included, even if the person is known to be part of that military organization.

## **AAMA Executive Online only:**

- Make sure that the title *AAMA Executive Online* is italicized when used.

## **AIM only:**

- Place periods at the end of bulleted sentences but not in heading topics.
- Boldface member names and topic headings consistently.
- Boldface deadline dates.
- Check that all topic headings are on the left margin.
- Check that all emails are listed as hyperlinks. (Hyperlink names to email addresses.)
- Capitalize the first letter of all words in section headings except for articles and prepositions.