

American Academy of Medical Administrators

Style/Editing Guidelines for Publications

Punctuation/Grammar/Capitalization

- Check that titles/names of books, conferences titles, and articles are capitalized and italicized appropriately.
 - Titles, books, conference titles are italicized.
 - Article titles should be in quotes.
- 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).
 - 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."
- Job titles should be capitalized.
- 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.
- "To" is capitalized in a title when it is part of an infinitive (To Educate vs. to School).
- Use commas appropriately.
 - Place a comma 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 in the copy.
- 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:
 - 2010 AAMA Annual Conference
 - 2010 ACCA Annual Cardiovascular Administrators' Leadership Conference
 - When not used in a title, the word "conference" should be lowercase.

Use of Credentials and Designations:

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

- AAMA credentials should be listed first: Lt Col John Smith, CFAAMA, FACHE
- For all other names and member lists (GAIN-1, Foundation donors, Advancement, etc)
 - Only military ranks and AAMA designations should be listed.
 - No other professional association credentials (i.e. FACHE, etc.) will be listed.
- General Guidelines:
 - Lists of member names should be in alphabetical order.
 - 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 in 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.