AMA Formatting - Quick Guide

Paper Requirements

An AMA paper should have four major sections.

- Title Page
- Abstract (structured or unstructured)
- Text (introduction, methods, results, discussion)
- References

Style

Active voice is preferred.

Additional information regarding writing style may be found in the submission guidelines to the following publications:

- Journal of the American Medical Association (JAMA)
- International Committee of Medical Journal Editors (ICMJE)

Formatting

- Text is double-spaced and left aligned
- General university guidelines call for 1” margins, 12 pt. Times New Roman font.
- Specific information regarding title page format, page numbers, headings, font style/size, and margins are not explicitly stated in the AMA manual. (Consult your professor or departmental guidelines.)

Title Page

AMA does not give specific formatting requirements for a title page.

It only provides the information that should be included:

- Title (maximum of 12 words recommended)
- Authors’ Name
- Degrees (above bachelors)
- E-mail Addresses
- Institutional Affiliation
- Word Count (for text only, excluding title, abstract, references, tables, and figures)
Abstract
The abstract of a research report summarizes main points of an article:

- objective or background
- design and methods
- primary results
- principal conclusions.

1. **Structured Abstract** (Used for reports of original data, systematic reviews, and clinical reviews.)
   - Uses predetermined headings depending on the type of report.
   - Usually limited to 250 words, though some journals allow for 300 words.

2. **Unstructured Abstract** (Used for any other major manuscript.)
   - No more than 150 words

**Keywords** (at end of the abstract)

- 3-10 terms that represent the key concepts

Text
The text of an AMA paper typically consists of four sections:

- Introduction
- Methods
- Results
- Discussion
References:

In-Text Citations

- Each reference is cited consecutively using a superscript Arabic numeral.
- Multiple references - cited by listing each in order in the superscript citation, separated by a comma.
- Specific page numbers within a source - cited by placing the page reference in parentheses after the citation number.
- Citation numbers come after commas and periods, but before a colon or semicolon.

Reference List

References are numbered and listed in the order they appear in the text.

The following is the minimum acceptable data necessary for references:

- **Print Journals:**
  - Author(s).
  - Article title.
  - Journal Name.
  - Year;vol(issue No.): inclusive pages.

- **Online Journals:**
  - Author(s).
  - Article title.
  - Journal Name.
  - Year;vol(issue No.): inclusive pages.
  - URL. Accessed [date].
• Print Books:
  o Author(s).
  o Book Title.
  o Edition number (if it is the second edition or above).
  o City, State (or Country) of publisher: Publisher’s name
  o copyright year.

• Online Books:
  o Author(s).
  o Book Title.
  o Edition number (if it is the second edition or above).
  o City, State (or Country) of publisher: Publisher’s name
  o copyright year.
  o URL. Accessed [date].

• Website:
  o Author (if no author is available, the name of the organization responsible for the site).
  o Title (or, if no title is available, the name of the organization responsible for the site).
  o Name of the website. URL. Accessed [date].

The second line (and all subsequent lines) of each item on the reference list should be indented.