

NSO style guide

REFERENCE STYLE

- The reference marker comes before punctuation in the main text of the manuscript. The titles of journals should be abbreviated according to the List of International Organization for Standardization (ISO).
- For more than 3 authors, list the first three and add *et al.*
- For articles originally published in a language other than English, indicate the language in parentheses after the article title provided in English.
- Page spans are written in full, e.g. 942–949.
- Latin phrases such as *ibid.* and *supra* are generally not used.
- Number references consecutively in the order in which they are mentioned in the text. Reference numbers in the text are full-sized Arabic numerals in brackets within the sentence.
- Follow these examples for specific types of reference:
 - Journal article: Kennedy T, Jones R. Effect of obesity on esophageal transit. *Am J Surg* 1985; **149**: 177–181.
 - Online journal article: Qiao D, Chen W, Stratagoules E, *et al.* Bile acid-induced activation of activator protein-1 requires both extracellular signal-regulated kinase and protein kinase C signaling. *J Biol Chem* 2013; <https://doi.org/10.1074/jbc.M908890199>.
 - Book: Long HC, Blatt MA, Higgins MC, *et al.* *Medical Decision Making*. Boston: Butterworth-Heinemann, 1997.
 - Chapter in book: Manners T, Jones R, Riley M. Relationship of overweight to hiatus hernia and reflux oesophagitis. In: Newman W (ed.). *The Obesity Conundrum*. Amsterdam: Elsevier Science, 1997, 352–374.
 - Committee or corporate author: The Iowa Persian Gulf Study Group. Self-reported illness and health status among Gulf War veterans. A population-based study. *JAMA* 1997; **277**: 238–245.
 - Supplemental issue: Giovannucci E. Alcohol, one-carbon metabolism, and colorectal cancer: recent insights from molecular studies. *J Nutr* 2004; **134**(suppl): 2475S–2481S.
 - Thesis: Wei C. Bayesian method for finding interactions in genomic studies. *Ph.D. Thesis*. The University of Michigan, Department of Biostatistics, 2004.
 - Abstract: Joffe M, Santanna J, Feldman H. Partially marginal structural models for causal inference [abstract]. *Am J Epidemiol* 2001; **153**(suppl): S261.
 - Letter: Deddens JA, Petersen MR. Re: ‘Estimating the relative risk in cohort studies and clinical trials of common outcomes’ [letter]. *Am J Epidemiol* 2004; **159**: 213–214.
 - Agency publication: National Center for Health Statistics. *Plan and Operation of the Third National Health and Nutrition Examination Survey, 1988–94*. Hyattsville, MD: National Center for Health Statistics; 1994. (Vital and health statistics, series 1: programs and collection procedures, no. 32) (DHHS publication no. (PHS) 94-1308) (GPO no. 017-022-01260-0).
 - Conference proceedings: Hou Y, Qiu Y, Vo NH, *et al.* 23-O derivatives of OMT: highly active against *H. influenzae*. In: *Programs and Abstracts of the Forty-third Interscience Conference on*

Antimicrobial Agents and Chemotherapy, Chicago, IL, 2003. Abstract F-1187, 242. American Society for Microbiology, Washington, DC, USA.

- Conference presentation: Linna SL, Taanila A, Heikura U, *et al.* Shift of etiological pattern of intellectual disability in the two northern Finland birth cohorts 1966 and 1986 [abstract]. Presented at the Fourth Congress of the European Association of Intellectual Disability Medicine, Lahti, Finland, 25–27 August 2005.
- Websites: Public Health Laboratory Service. *Antimicrobial Resistance in 2000: England and Wales*. http://www.hpa.org.uk/infections/topics_az/antimicrobial_resistance/amr.pdf (7 January 2004, date last accessed).
- Database or database entry: Bureau of the Census, US Department of Commerce. Census 2000 summary file 3. Washington, DC: Bureau of the Census; 2007.
- Software manual: Stata Corporation. Stata statistical software, release 9. College Station, TX: Stata Corporation; 2005.

QUOTATIONS

- When quoting material (for example, a sentence or a crucial section) directly from literature, place the text within quotation marks and provide the reference number (see References section) followed by the page number(s) of the quote, for example, [24, p. 65].
- Use single quotes in the first instance, and then double quotes for a quote within a quote. Quotations longer than five lines should be taken out of the text body and placed on a new line. Indent the quoted text on the left and right. Do not use quotation marks. Include the author's name, the title of the work, and the reference number followed by the page number(s) of the quotation directly below the quote.
- Omissions (e.g. if including the beginning and the end of a sentence but not all of it) are to be indicated by three dots separated by fixed spaces (...).
- For quotations longer than approximately 250 words from a single source, permission needs to be granted from the copyright holder. Please note this is also the case when quoting your own work if another party holds the copyright.
- Also obtain permission when quoting figures or tables from other publications. If the material has been redrawn or revised, indicate this with a bracketed note in the figure caption or in a footnote to the table.
- When using new terms or novel technical terminology, a source should be cited unless the terms can be considered as common vocabulary in the field.
- Do not substitute omnibus citations for explicit citations at the end of the relevant sentences or paragraphs of text. They may be used at the beginning of an article.

FOOTNOTES

- We discourage the use of footnotes as these tend to interrupt the flow of the text. If footnotes are used, please refer to the below information:
 - Use a superscript number to key each footnote to the word or statement annotated. Number footnotes consecutively throughout the article.
 - Designate footnotes to tables by superscript lowercase letters; begin lettering anew for each table. If a footnote applies to more than one table, key it to the title of subsequent tables.

ABBREVIATIONS

- Use abbreviations and symbols sparingly and only if terms are repeated frequently.
- Commonly used abbreviations do not need defining. All other abbreviations are defined at first mention in both the abstract and the text.
- Use abbreviated SI Units for units of measure, e.g. kg, mL. Use a space between the numeral and the unit of measure, except with degrees, percent, and Svedberg (5°C, 10%, 6S).
- Avoid using nonstandard abbreviations in titles and headings.
- A list of standard abbreviations and units is provided [here](#).

SPELLING

- Manuscripts should be written in concise and correct English, and at a level that will be accessible to the broad readership of the journal.
- Use UK or US spelling but ensure it is consistent. UK spelling should be Oxford English, i.e. ize not ise (but use analyse). See the Concise Oxford Dictionary or <http://www.merriam-webster.com/>.

PUNCTUATION

- Oxford/serial comma should only be used to avoid ambiguity.
- Periods are used in Ph.D., D.Phil., e.g., rev., i.e. but not in Dr, Mr, Mrs, nor in abbreviations or acronyms of places, journals, societies, institutions or offices. There should not be a comma after e.g. or i.e.
- Punctuation is given after closing single quotes if the punctuation is not part of the sentence in quotes.

ITALICS

(Mainly refer to 'Introduction to Authors of Annual Reviews')

Words that should appear in italics in the published paper should be provided in *italics* or underlined. Please use italics for the following:

- Single words and short phrases in foreign languages
- Scientific names of bacteria and protozoa
- Genera, species, and sub-specific taxa
- Genes, genotypes, loci, markers, mutants, alleles, operons
- Chemical names including *p*, *o*, *m*, *n*, *cis*, *sec*, *sic*, *trans*, *syn*
- Mathematical variables
- The abbreviation 'c.' for *circa*

Do NOT use italics for the following:

- Emphasis
- Abbreviations in species' names including sp., spp., var.
- Names of taxa of rank higher than genus
- Generic names used as adjectives
- Names of microorganisms used colloquially (e.g. actinomycetes)
- Strain designations

- Names of cells, phages, hosts, phenotypes
- Abbreviations for subatomic particles
- R, X, M, B, A, etc. in formulas and equations where they represent chemical elements or groups

DATES

- Format dates in the main text to 7 October 2007; in the notes, 7 Oct. 2007.

NUMBERS

- Spell out numbers below 10. Numbered centuries should be spelled out (twentieth century). Arabic numerals should be used for numbers above nine, ages, dates, and for statistics if there are more than two numbers in the sequence.
- Always use Arabic numerals for percentages always, followed by 'percent'.
- Always use numerals values with units, e.g. 2 mg.
- Use a comma as a thousand separator, e.g. 10,000, but do not separate with a space if less than 10,000 (i.e. 1000).

SPECIAL CHARACTERS

- Define uncommon symbols on first use for the non-specialist. Indicate vectors using boldface roman type rather than arrows.
Use the multiplier ex (\times) in numerical and vector products only. In all other cases, the multiplier (centered) period can be used.
- Refer to the following order for brackets: $\{[()]\}$

EQUATIONS AND FORMULAE

- Present equations and formulas as complete sentences followed with punctuation. Set out long equations/formulas on a separate line(s).
Submit complicated chemical formulas that cannot be typeset on two lines as graphics. Rational formulas are recommended.
- Use a single sequence of Arabic numerals to number displayed equations/formulas. Place the number to the right of the equation/formula.

NOMENCLATURE AND TERMINOLOGY

(Mainly refer to *Introduction to Authors of Annual Reviews*)

We recommend the widely accepted conventions of nomenclature and terminology. *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers (7th edition)* is the recommended as a nomenclature manual. Other authoritative references are listed below.

Bacteriological Names

- For valid published scientific names of bacteria and archaea, please refer to the *List of Bacterial Names with Standing in Nomenclature* (<http://www.bacterio.cict.fr>) and the *Approved Lists of Bacterial Names* as guides. For names of unknown bacteria, please refer to *Bergey's*

Manual of Determinative Bacteriology and Index Bergeyana.

Inorganic, Organic, and Biochemical Nomenclature

- NSO accepts all abbreviations, symbols, and trivial names according to the guidelines set out the IUPAC-IUB.

Drugs

- Use nonproprietary (generic) names for drugs. If the name is unfamiliar, follow its first use with the trade name. *Entomology, Medicine, Nutrition, Pathology: Mechanisms of Disease, and Pharmacology and Toxicology* require the use of ® as a superscript on first use of a trade name.

Exception

- In *Psychology*, the terms adrenaline and noradrenaline (not capitalized) can be used in place of epinephrine and norepinephrine.

Genetics

- Refer to the 7th edition of *Scientific Style and Format*. This volume covers all organisms for which they have been able to obtain rules and guidelines
- Additional references:
 - American Society for Microbiology. 1991. Genetics. In *ASM Style Manual for Journals and Books*, pp. 33–38. Washington, DC: ASM.
 - *International Committee on Genetic Symbols and Nomenclature*. 1957. Report of the International Committee on Genetic Symbols and Nomenclature. *Union Int. Sci. Biol. Ser. B*. 30:1–6. Also refer to the section on italics in this booklet.

Genus-Species Scientific Names

- Spell out the full generic and specific names on first use: e.g. *Escherichia coli*. Thereafter, the genus name should be abbreviated to the first letter (*E. coli*). However, if the name appears often and can be confused with another genus with the same first letter, spell both names out every four or five pages of the manuscript. Do not abbreviate generic names when used alone. Furthermore, do not abbreviate the species name when a subspecies is designated. For example, use *B. thuringiensis israelensis*, not *B. t. israelensis*.