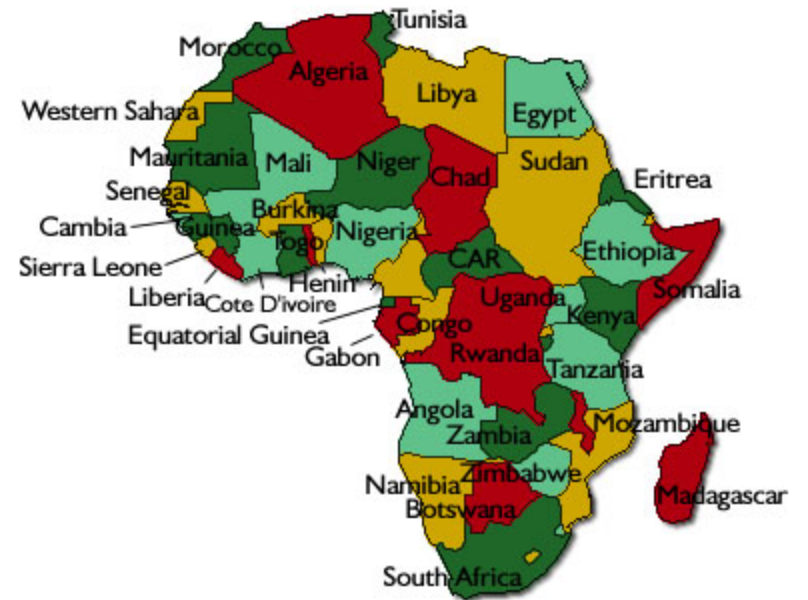


**Editing
for
*Medical Journal of Therapeutics
Africa***

Marge Thorell, PhD



Gross Read

- Look at spelling errors (using spell check)
- Look for glaring errors (company or product name incorrectly used)
 - Used when not much time or money can be spent on a project
 - No abbreviations are expanded, no word changes
 - No rewriting sentences
 - No breaking text into paragraphs
 - No fact checking

Proofreading

- Term incorrectly used for copyediting
- Check manuscript copy word for word against typeset copy
 - Errors often introduced by typesetting
- Make sure second document is the same as first
 - As in layouts
- Make sure nothing drops off (eg, italics, Greek symbols)
 - Line breaks are all the same
 - Lines all begin and end at the same place as the original
- Alert copyeditor to any discrepancies
 - Check for spacing (1 space between sentences)
 - Check for spelling, punctuation, glaring grammatical errors

Copyediting

- A more comprehensive examination of the text
- Make sure that the text is coherent, grammatically correct, spelling and punctuation appropriate
- Check references and footnotes
- Rewrite sentences if they do not read appropriately

Editing

- Work with the author/writer
- Check the meaning of the text
- Rewrite small sections and/or paragraphs
- Make sure that all errors in spelling, grammar, word choice are corrected
- Enter queries for the writer
- Refer to the references if something does not sound logical

Rewriting

- Take a text and completely rework it
- Add additional sections and references
- Add figures/tables where necessary
- Delete, move, rework sections
- Engage in fact checking in order to make sure that new material is correct
- Revision the text in conjunction with the original author/writer

Fact Checking

- Work with the references
- Examine every aspect of the text to make sure that what is included in the text is accurate
- Look at all data points, figures, tables, and charts to make sure that the information is correct
- Obtain and add references when applicable

Annotation

- Make sure references are clearly marked where they have been used (eg, slide 9, Jones 2007)
- Underline or highlight sections of reference that have been used in the text
- Obtain permissions for any table, figure, graph, photograph that has been used by another author
- Use a logical system of symbols to identify author, page number, column, and paragraph for medical/legal review
 - [Jones; 1999 pp 140-142; col 2; para 3]

Copyright, Trade, and Registration Marks

Copyright

- Form of protection for authors of original works
 - Such as literary, musical, artistic and other intellectual works, either published or unpublished
- While ideas and discoveries are not protected by the copyright law, the way that they are expressed can be copyrighted
- Copyright protection is granted by the US government and exists from the time the work is created
- Work immediately becomes the property of the author who created the work

Trademark

- Protects distinguishable words, phrases, symbols, characters, pseudonyms, or designs
- Trademark status can also be granted to distinctive and unique packaging, color combinations, building designs, product styles and presentations
- Possible to trademark identification that is not distinct or unique but has developed a secondary meaning that identifies it with a product or seller
- Trademark owners have exclusive rights to use the trademarked material on the product it was intended to identify and related products

Trademark (cont'd)

- Trademark symbol (TM) can be used any time rights are claimed for a mark, regardless if an application has been filed for a federal trademark with the United States Patent and Trademark office
- Benefits of owning a federal trademark registration consist of
 - Notice to the public of claim of ownership for the mark
 - Ability to bring action in a federal court concerning the mark

Registration Mark

- Official acceptance of trademark by US Patent and Trademark Office
- Federal registration symbol (®) can only be used after US Patent and Trademark Office actually registers the mark, not while application is pending
- Total time of application process can vary from 1 year to several years, depending on legal issues that may arise
- Use of symbol can only be used in ways listed in federal trademark registration
- Rights of registration are permanent if properly maintained
- Must be renewed every few years
- If not renewed before due date, it can expire
- If registration is not used, not confirmed with an affidavit of use, or abandoned, it can be cancelled

Electronic Editing

Hard Copy vs Electronic

- Most if not all journals and publishers are only interested in electronic editing (and online submission of articles)
 - Use track changes in Microsoft Word
 - What to do about PowerPoint
 - No record of edits
 - Use the comment function
 - Put edits into slide deck in a different color font
- Hard copy
 - Knowledge of proofreading/editing symbols
 - Must be consistent with symbols
 - Neat handwriting
 - When to use

Track Changes

- Most materials are edited electronically using Track Changes function in Word
- Comments are often inserted into documents by editors
- Track changes option indicated by reviewing toolbar at top of Word screen
 - 5 yellow control buttons allow reviewer to accept or reject 1 change at a time by selecting the Accept button and hitting **Accept Change** at each place in document where insertion/deletion has been made
 - Reviewer can also select delete button by hitting **Reject Change/Delete Comment** for any 1 change that he/she does not want to accept
 - At any point, reviewer can make additional changes to material by typing in the change

Track Changes (cont'd)

- Reviewer may want to accept all changes
 - Just click **Accept All Changes in Document**
- Field showing Final Showing Markup, Final, Original Showing Markup, Original is seen on Reviewing Toolbar
- Disable Track Changes after final review
- **Address and then remove queries (each one must be deleted separately)**
- **Can insert comments into document for queries to author/writer**

Proofreader and Editor Symbols

- International symbols used by copyeditors, proofreaders, layout people
- Should be used when editing hard copy
- Page 599 (*AMA Manual of Style*) for a complete list of symbols

*American Medical
Association Manual of
Style*

AMA Manual of Style

- Why use *AMA*
 - Used by most journals, medical editors, publishers
 - Backed up by *The Chicago Manual of Style* and *Merriam-Webster*'
 - Legitimizes a text (not just the whim and caprice of some editor)
- *AMA*'s “hot buttons”
 - Limited use of periods (eg, Dr, AMA, US)
 - Don't expand numerals to words (eg, 1, 2, 3)
 - Abbreviations (expand at first mention, use abbreviation/acronym thereafter, but in a limited way)
 - Italicizing, use only for words that are not frequently used (eg, Roman font for *in vivo*, *in vitro*, *en bloc*, *ad hoc*)
 - References follow *AMA* style
 - Greek letters
 - Copyright, trade, and registration mark information

AMA Manual of Style (cont'd)

- Knowledge of general manuscript preparations
- Ethical and legal considerations
 - Authorship
 - Ghostwriting
 - Copyright
- What to do about tables and figures (how to edit)
- Knowing reference citation style
 - Journals
 - Abstracts and poster presentations
 - Books
 - Government publications
 - Web-based publications
- Measurement and quantification

AMA Manual of Style (cont'd)

- Dose vs dosage: dosage implies a regimen, while dose implies 1 x administration (AMA p 251)
- Don't use bid; qd; qid—write out (eg, twice a day, once a day, four times a day)
- Greek alphabet symbol is preferred with no capitalization of the secondary word β_2 -agonist (AMA p 473-475)
- Use commas with last *and*, *or* in a series: blood, albumin, and urine; fever, headache, or myalgia (AMA p 202)

AMA Manual of Style (cont'd)

- Family names are never italicized: Hominidae (AMA p 446)
- Species and genus names should be italicized the 1st time used and spell out entire name; 2nd usage on same page, abbreviate the species (do not use a period)
- Write out the genus: *Homo sapiens*; *H sapiens* (AMA p 446)

Resources for Editors

- Legitimate style manual
 - *AMA Manual of Style: 10th edition about to be unveiled*
 - *The Chicago Manual of Style, 14th edition*
 - *Publication Manual of the American Psychological Association, 4th edition*
- Medical dictionaries
 - *Stedman's Medical Dictionary, 25th edition*
 - *Dorland's*
- Regular dictionaries
 - *Merriam-Webster's Collegiate Dictionary. 10th ed.*
 - *The New Oxford American*
 - *The Chambers Dictionary (British English)*
- List of Abbreviations
 - *Medical Abbreviations, 10th edition*
 - *Stedman's List of Abbreviations*

Resources for Editors

- *Woe Is I*, Patricia T. O'Conner
- *Elements of Style*, William Strunk, E. B. White
- *The Borzoi Handbook for Writers*
- *Rules for Writers*, Diane Hacker
- *Statistics for Dummies*
- Huth EJ. *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*.
- International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. *Med Educ*. 1999;33:66-78
- Sabin, WA. *The Gregg Reference Manual*.

Resources for Editors

- Bailar JC, Angell M, Boots S, et al. *Ethics and Policy in Scientific Publication*. Bethesda, Md: Council of Biology Editors; 1990.
- Godlee F, Jefferson T, eds. [Peer Review in Health Sciences](#). London, England: BMJ Publishing Group; 1999.
- Hudson Jones A, McLellan F. Ethical issues in biomedical publication. Baltimore, Md: Johns Hopkins University Press; 2000.
- Huth EJ. *Writing and Publishing in Medicine*. 3rd ed. Baltimore, Md: Williams and Wilkins; 1999.
- Lock S. The future of medical journals. London, England: British Medical Journal; 1991.
- Lock S, Wells F, eds. *Fraud and Misconduct in Medical Research*. London, England: BMJ Publishing Group; 1993.
- National Academy of Science. *Responsible Science: Ensuring the Integrity of the Research Process*. Washington, DC: National Academy Press; 1992.

Resources for Editors

- United States Trademark and Patent Office. Trademarks. Available at: http://www.uspto.gov/web/offices/tac/doc/basic/trade_def_in.htm. Accessed May 1, 2005.
- United States Copyright Office. Copyright Basics. Available at: <http://www.copyright.gov/> Accessed May 1, 2005.
- Legal Information Institute. Trademark Law: An Overview. Available at: <http://www.law.cornell.edu/topics/trademark.html> Accessed May 1, 2005.

Resources for Editors

- Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication. Updated October 2005. Available at: <http://www.icmje.org>. Accessed January 5, 2006.
- Mowatt G. Prevalence of honorary and ghost authorship in Cochrane reviews. *JAMA*. 2002;287:2769-2771.
- Pharmaceutical Research and Manufacturers of America. *PhRMA Principles on Conduct of Clinical Trials and Communication of Clinical Trial Results*. Washington, DC: PhRMA; Revised June 2004.

Resources for Editors

- Gardner, J. *The Art of Fiction: Notes on Craft for Younger Writers*. New York. Alfred A. Knopf, 1984
- Gordon KE. *The Deluxe Transitive Vampire: The Ultimate Handbook of Grammar for the Innocent, the Eager, and the Doomed*. New York: Pantheon Books, 1983, 1994.
- Murray MT. The world of technical writing is round. *Technical Writing Teacher*. 1988:15:143-153.
- Access to medical journals and texts
- Relevant software and Internet connection
 - Online medical dictionary
 - Online spellchecker
 - Good search engine (Google)
 - PubMed

Resources for Editors

- American Medical Writers Association
 - June meeting: Cheryl Iverson, MA, Editor
 - Discussion of 10th edition of the manual
- European Medical Writers Association
- Council of Science Editors
- Asia-Pacific Rim Medical Writers Association
- World Association of Medical Writers

Creating a Personal Style Guide

Creating a Personal Style Guide

- Style guides give guidance on language usage
- Every time one edits they should keep an ongoing record of changes they have made
- Most editors create an alpha listing
- Use for any exceptions to AMA
 - Such as client preference, journal style guide that deviates from AMA
- A way to be consistent and remember what you did on page 3, when you are on page 15

Personal Style Guide (cont'd)

-A-

Abbreviations expanded in text where they fall if there is room enough (on slides)

American Heart Association (AHA)

-B-

Bullets: 1st-level bullet, circle; 2nd level, en dash; 3rd level, square; 4th level, arrow

-C-

Continued: cont'd

-D-

Dates: use "N" dash (January 19–20, 2007)

-E-

ETHICON, INC.

Extended-spectrum β -lactamase (ESBL)

-F-

Footnotes flush left, 14 pt (for abbreviations and other notations)

-H-

Headings: 32 pt (2-line headings, 28 pt)

*Medical Journal of Therapeutics
Africa*

MJoTA Style Guide (cont'd)

USE	DON'T USE
HIV/AIDS	Full-blow AIDS
Health-care	AMA uses heath care
Pre-packaged	AMA uses prepackaged
Writer out first, second, third, etc	As does AMA
He is inside a barrel	He is located inside a barrel
2 of 12 subjects	2 out of 12 subjects
Subjects with asthma	Asthmatics
More than 300 subjects	Greater than 300 subjects
To determine	In order to determine

MJoTA Style Guide (cont'd)

- Criteria, data, phenomena are plurals (use plural verbs)
- Number or total takes a singular verb when used with “the”; take a plural when used with “a”
- Patient is the person under medical care
- Subject is one with a particular characteristic or behavior or one undergoing intervention examined in a scientific investigation
- Among refers to general collective relations; between refers to relation between 1 thing or more other things
- The adjective form “aged,” not the noun “age” should be used to designate a person’s age (the subject, aged 65, showed the symptoms)
- Affect (verb) means to have an influence; effect (verb) means to bring about or cause
- Affect (noun) refers to immediate expressions of emotion; effect (noun) means result
- For units of measure, always use a singular verb
 - 4 mL was injected