

# WikiLectures:Typography

There are certain typographical rules that should be used at WikiLectures. Where it is possible, we chose similar style to the Journal of American Medical Association.

## Spacing

Commas, semicolons, colons and terminal punctuation should be followed by a space. But a space should NOT precede them.

## Hyphens, dashes and minus

**Hyphen** can be inserted from the keyboard and indicates conjunction. It should never be followed or preceded by a space. We use it to mark prefixes or parts of a name of a chemical compound.

**En dash** is longer character and is used to indicate a range (*at the age 20–35*), to stand for “versus” (*male–female ratio*). It can be followed and preceded by a space in case that it is placed between two items containing a space (*January 2010 – January 2011*). This character is inserted either by code `&ndash;` or using the **insert** link under the edit field.

**Em dash** is even longer character than *en dash* and separates parts of a sentence. It is not preceded or followed by a space, however it can be replaced by *en dash* with spaces:

This muscle—the shortest muscle in the whole body—can be found...  
This muscle - the shortest muscle in the whole body - can be found...

The em dash can be inserted either by code `&mdash;` or using the **insert** link under the edit field.

A **minus sign** is used for a negative sign or subtraction operator. You can insert it by the **insert** link under the edit field or typing code `&minus;`.

## Quotation marks

At WikiLectures there are used “double” or ‘single’ curly quotation marks. These can be inserted by the insert box under the edit field.

## Numbers

In large numbers, commas should be used to break the sequence every three places (*19,000,000*). When talking only about thousands, the number can be written without comma or space (*4000 cases*). However the scientific notation can be used ( $19 \times 10^6$ ) as well.

A period character should be used to separate the integral and the fractional parts of a decimal number (*29,897.23*).

When using percentage: use the word *percent* or the character %. But do not put a space before the symbol at any case (*23%*).

## Units of measurement

You can use metric, imperial or US system of units. It should be clear, which system was used, and where it is possible, you should provide other values and units in the brackets:

*Glycemia exceeded 7 mmol/l (125 mg/dL).*

Always put a non-breaking space between the value and the unit (`&nbsp;`; `&nbsp;` can be inserted via edit button above the edit field). The space should be replaced by a hyphen only if the number with the unit forms one word:

*This 3-centimeter gap between teeth was very uncomfortable.*

## Common mathematical symbols

For inserting common mathematical symbols use the insert box under the edit field. As for the *minus* sign, do not insert it via non-numerical keyboard (it is not a minus symbol, it is a hyphen!).

For more complicated mathematical symbols and expressions please use the special tag.

## Capitalization

## **Titles and headings**

Capitalize **all major words** in names of articles, titles and headings, but do not capitalize a coordinating conjunction, article, or preposition of 3 letters or less, except when it is the first or last word in a title or heading or it is a 2-letter verb. Do not capitalize the second part of hyphenated words if either part is a prefix or a suffix (*Anti-inflammatory Therapy*) or both parts together constitute a single word (*X-ray*).

It is not necessary to create redirects from non-capitalized name of an article to a capitalized as the system recognizes it correctly in the search field!

## **Plain text**

Capitalize terms when they refer proper nouns or to specific things. In sentences capitalize only the first letter of the first word.

## **Links**

### **Bibliography**

- JAMA & Archives Journals. . *AMA Manual of Style: A Guide for Authors and Editors*. 10. edition. New York : Oxford University Press, 2007. 1032 pp. ISBN 978-0195176339.