

## Abstract editorial guidelines

### GENERAL

#### 1. Diabetes

- *Use*

type 1 diabetes  
type 2 diabetes  
(Sentence case)

*Not*

Type 1 Diabetes  
Type I diabetes  
Type 2 Diabetes  
Type II diabetes  
TDM1  
TDM2  
T1DM  
T2DM

- *Use*

Person/people with type 1 diabetes *not* Type 1 diabetic(s)  
Person/people with type 2 diabetes *not* Type 2 diabetic(s)

- Where possible, replace 'diabetic patient(s)' with 'patient(s) with diabetes' and 'non-diabetic' patient(s)' with 'patient(s) without diabetes'; and 'a diabetic' (when referring to a person) with 'a person with diabetes' and 'diabetics' with 'people with diabetes'
- When diabetic forms part of a medical term it is fine to use, eg 'diabetic foot disease'
- The word mellitus is not needed when it is preceded by diabetes
- When you use diabetes/diabetic it should be lower case, unless, of course, at the start of a sentence

## 2. Titles

- Acronyms are not permitted in the title and should be written in full – Quality and Outcomes Framework – followed by the acronym in brackets - (QOF).
- Do not use upper case initials for key words in the title. Upper case should only follow a full stop, question mark or exclamation mark.
- Titles with a statement following a question should be run-on, e.g. 'How should I proof abstracts? An idiot's guide to proofing'
- City of institution should be included, e.g.: University of Manchester, Manchester, UK *not* University of Manchester, UK
- all titles with a subtitle or strap should use a dividing colon (:) *not* an em dash (—), en dash (–) or a hyphen (-), e.g.:

Anaemia in diabetic foot patients: A forgotten complication

*Not*

Anaemia in diabetic foot patients – a forgotten complication

*Or*

Anaemia in diabetic foot patients - a forgotten complication

Clinical care: Complications

*Not*

Clinical Care: complications

*Or*

Clinical care: complications

- healthcare, particularly in titles, poster categories and contents, should be one word and all in lower case unless at the start of a sentence

*Not*

Health Care

*Or*

Health care

### 3. Order of content (except abstracts submitted under case reports category)

Order of abstract content should follow:

- Aims (or Objectives)
- Methods
- Results
- Conclusions (or summary)

### 4. Acronyms

- Acronyms are not permitted in the title and should be written in full – Quality and Outcomes Framework – followed by the acronym in brackets - (QOF).
- Acronyms as appears in the title can continue to be used in the text body. Any new terms must be written in full, followed by the acronym in brackets.
- SD does not need to be defined on first use
- USA states to be spelled out in full in affiliations, e.g. New York *not* NY
- Institution names in affiliations should be spelled out in full with acronym in parentheses, e.g. British Heart Foundation (BHF)

### 5. Italics

- Italicise *Buttermouse*, *ex vivo*, *in vivo*, *in vitro* and any gene or genus name
- Italicise titles of journals, books, etc

### 6. -ise/-ize, -yse/-yze and -isation/-ization spellings

- Use -ise, -yse and -isation spellings as standard *not* -ize, -yze or -ization e.g.:

standardise, characterise, normalise, organise, etc *not* standardize, characterize, normalize, organize, etc

analyse, catalyse, paralyse, hydrolyse etc *not* use analyze, catalyze, paralyze, hydrolyze, etc  
organisation, normalisation etc *not* organization, normalization, etc

### 7. Upper case/lower case

Use lower case when referring to job titles and organisations generally, and upper case when referring to a specific person or organisation, e.g.:

doctor, nurse, diabetes specialist nurse, diabetes inpatient specialist nurse, professor, consultant, clinician, podiatrist, clinical lead for diabetic medicine, primary care trust (PCT), primary care organisation (PCO), NHS foundation trust, strategic health authority (SHA), diabetes inpatient team, acute admissions unit, etc

*But*

Debbie Stanisstreet, Diabetes Inpatient Specialist Nurse, Norfolk and Norwich University Hospitals NHS Foundation Trust; Simon Eaton, Consultant Physician and Diabetologist, Northumbria Healthcare NHS Foundation Trust; Yorkshire and the Humber Strategic Health Authority, etc

## 8. Numbers

### Words vs numerals

in body text, spell out nought to nine; for numbers 10 and above, generally write out in numerals; only write numbers 10 and above as words if they start a sentence in body/title text

- Four-, five-, six-figure numbers should have commas to denote the amount, e.g. 1,000 12,300 156,000
- Millions and billions: write one million, seven million, 10 million, 11 million, 100 million, etc. – except in the case of money, decimals or very precise numbers, e.g.: In the UK, 2.6 million people have been diagnosed with diabetes, and up to half a million have it but don't realise it; a grand total of 1,223,956 people replied to the national survey
- Fractions and decimals: use fractions (e.g.  $\frac{1}{4}$ ,  $\frac{1}{2}$ ) in tables, graphs, charts and recipes; in body text, write out in full, e.g. one-third, three-quarters, four-fifths.
- Decimals should be written in numerals, even when the number is less than 10, e.g. 1.45 6.67 12.2
- Positions: write first, second, third, etc and not 1st, 2nd, 3rd; spell out up to ninth, then 10th, 21st, millionth; do not use superscript, e.g. 10<sup>th</sup>
- Roman numerals are upper case (I, II, III, IV), except when used to refer to the introductory pages in a book (i, ii, iii, iv)
- Ranges: use an en dash\* (a dash the width of the letter 'n') to separate number ranges instead of the word 'to', e.g. 60–100, 15–20, 300–350, etc; however, when using the word 'between', use the word 'between', e.g.: it will take between 10 and 12 hours; between 2006 and 2009, there was substantial investment in this area of research

\*Ctrl+Num- in Microsoft Word; Alt- in Word for Mac

### Units of measurement (including time)

- Percentages: the symbol % is acceptable but the preceding number is always written as a numeral – even if it is less than 10
- The abbreviation of a unit should be written in lower case (unless upper case is the convention, as for watts and bytes), with no spaces, no full stops and no 's' for plural.
- Always write the number preceding the unit in numerals, even if it is less than 10
- There should not be a hyphen between number and years, eg years or 10 year *not* 6-years or 10-year
- When writing days and years they should follow the words and numeral style. Written up to nine, eg seven days, three years. From 10 they should be digits, eg 17 years, 93 days.

9.1mmol/l	62mmol/mol	3lb
9st	3in	5ft
6'4" (= 6ft 4in)	4mcg (microgram)	8mg (milligram)
250g	70kg	3cm
2m	4km	20km/h
40mph	150ml	14l
1W	1kW	1mW (milliwatt)
1MW (megawatt)	1b (bit)	1B (byte)
KB (kilobyte)	MB (megabyte)	GB (gigabyte)
2min	2h 30min	but six days

Two abbreviations together must have a space, e.g. 50mm Hg for blood pressure; this does not apply if they are separated by a forward slash, e.g. 5mmol/l

- Metric or imperial: the UK officially uses the metric system, but as many people prefer and understand the imperial system, include it brackets where possible, e.g. 60g (2oz)
- Temperatures: where possible, temperatures should be written in Celsius, with Fahrenheit in brackets, e.g. 20°C (68°F), –3°C (27°F); when referring to the Celsius scale by name, do not call it 'centigrade'

## 9. Spelling

Do not introduce upper case initials when defining acronyms or to emphasise standard medical phrases, e.g.

- blood pressure *not* Blood Pressure
- body mass index (BMI) *not* Body Mass Index
- chronic kidney disease (CKD) *not* Chronic Kidney Disease
- coeliac disease *not* Coeliac Disease

Also:

- adipocyte *not* Adipocyte
- alpha *not* α
- alpha cells *not* alpha-cells
- beta *not* β
- beta cells *not* beta-cells
- birth weight *not* 'birthweight' or 'birth-weight'
- c-peptide *not* C-peptide
- creatinine *not* Creatinine

- Diabetes UK *not* DUK
- dietitian *not* dietician
- Edinburgh Type 2 Diabetes Study (ET2DS) *not* Edinburgh Type 2 diabetes study or Edinburgh Type 2 Diabetes study
- email *not* e-mail or e mail
- exenatide, *not* Exenatide (unless at the start of a sentence)
- fetal *not* foetal (see fetus, now used as standard in technical British language)
- gestational diabetes *not* Gestational Diabetes; GDM when abbreviated
- GLP-1 *not* GLP1 *or* GLP 1
- haematology *not* hematology
- HbA1c – should always be formatted in this way
- healthcare professionals *not* Healthcare Professionals
- inpatient *not* in-patient or in patient
- insulin *not* Insulin
- islet *not* Islet
- King's College, London *not* Kings or Kings' College
- kg *not* kgs, Kgs *or* kilograms
- Lantus *not* LANTUS *or* LANTUS® (unless being used as product endorsement)
- Malmö (Sweden) *not* Malmo
- metformin *not* Metformin
- meta-analysis *not* meta analysis *or* metaanalysis
- microalbuminuria *not* micro-albuminuria
- mid 2010 *or* mid-2010
- MODY *not* Mody
- multidisciplinary *not* multi-disciplinary
- multi-ethnic *not* multiethnic *or* multi ethnic
- Newcastle upon Tyne *not or Newcastle-upon-Type or Newcastle Upon Tyne*
- normoglycaemic *not* normo-glycaemic
- outpatient *not* out patient or out-patient
- outcome *not* out-come
- p (probability) = not italic

- PPAR $\gamma$  *not* PPAR $\gamma$  or PPARgamma
- pre-assessment *not* pre assessment or preassessment
- preconceptional care *not* Preconceptional Care or Pre-conceptional Care
- prediabetes *not* pre diabetes or pre-diabetes
- pretreatment *not* pre-treatment
- QoF *not* QoF
- rosiglitazone *not* Rosglitazone
- sanofi-aventis (lower case in all cases) *not* Sanofi-aventis *or* Sanofi Aventis
- self-management *not* self management
- SpR *not* SPR (specialist re.g.istrar)
- vs *not* Vs, vs. or versus
- weight loss when used as a noun *not* weightloss or weight-loss. When a compound adjective preceding the noun, use weight-loss, e.g. a weight-loss remedy
- wellbeing *not* well-being *or* well being
- White (capital 'W') *not* Caucasian *or* Caucasoid (when relating to ethnicity)
- Wild-type *not* wild type or wildtype
- year *not* 'y' or 'yr'