



Writing for and about the International Association for Dance Medicine & Science

Revised February 26, 2016

IADMS uses *The Chicago Manual of Style*, 15th edition as a guide for its publications. It is cited as CMS in this document.

The Chicago Manual of Style. Chicago and London: University of Chicago Press, 2003.

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A. Commonly Used Phrases

- When first used in a document, the organization should be referred to by its complete name followed by the acronym in parentheses: International Association for Dance Medicine & Science (IADMS). Thereafter, the acronym may be used.
 - The annual organizational gathering appears with capitalization and the ordinal number, for example: 26th Annual Conference.
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B. Geographic Considerations

- Cities, states and provinces should be spelled out rather than abbreviated, e.g. “Seattle, Washington, USA” or “Toronto, Ontario, Canada”
- When referencing the country United States in a sentence, the abbreviation “US” is used.
- When referencing the country United Kingdom in a sentence, the abbreviation “UK” is used.
- Because IADMS is an international organization, all references to seasons are omitted. Months of the year are used since seasons differ depending upon your hemisphere of residence.

C. Titles and Degrees

Degrees and professional abbreviations in contemporary practice (newsletter, press releases, etc.) appear without punctuation. In conservative practice (JDMS and the Bulletin for Teachers), degrees and professional abbreviations appear with periods. Sample abbreviations may be found in sections 15.21-22 of the CMS. It is the general policy to list up to two degrees/professional abbreviations and/or certifications in IADMS documents where space is at a premium and to list the most recent degree first.

Abbreviations are set off by commas when they follow a personal name. Commonly used professional and degree abbreviations in IADMS publications include:

Full text	Contemporary	Conservative
Athletic Trainer Certified	ATC	A.T.C.
Doctor of Osteopathy	DO	D.O.
Doctor of Education	EdD	Ed.D.
Doctor of Medicine (Medicinae Doctor)	MD	M.D.
Doctor of Philosophy (Philosophiae Doctor)	PhD	Ph.D.
Doctor of Physical Therapy	DPT	D.P.T.
Master of Arts	MA	M.A.
Master of Fine Arts	MFA	M.F.A.
Master of Science	MS	M.S.
Master of Science in Nursing	MSN	M.S.N.

Examples: Jane Curtin, Ph.D., M.F.A. (conservative); David Martin, MD, will present the symposium at the next Annual Meeting (contemporary).

When referring to individuals with doctorates in text, the degree credential(s) should appear following the name (see above). Subsequent references to the individuals with doctoral credentials may be referred to as Dr. Curtin or Dr. Martin. Those individuals with terminal degrees holding academic rank maybe referred to at Prof. Curtin or Prof. Martin.

D. Electronic Terminology

email is a common noun and is not capitalized.

home page: Internet term referring to the main page in a website. Two words, no hyphen, not capitalized.

offline, online: One word, no hyphen, not capitalized.

login, logon, logout, logoff: One word, no hyphen, not capitalized. If you use login, use logout; if you use logon, use logoff.

URL: Uniform Resource Locator (also Universal Resource Locator), a Web address. The term “Web address” is preferred. URL is acceptable. See Web addresses.

web addresses: Also known as URLs (see URL). Web addresses are case sensitive. The prefix `http://` should not be included when listing a Web address in a correspondence, publication or other printed material unless `www` is not part of the address, e.g. <http://homepages.wmich.edu/~baas> or www.iadms.org.

webpage: Two words, no hyphen, not capitalized.

website: One word, no hyphen, not capitalized.

webcam: One word, no hyphen, not capitalized.

E. References to Time

The following style should be used in text for most print and electronic communications. If a different format is used in a host country, that system may be used for references to time for that Annual Conference.

Use numbers for times, except for noon and midnight. Use a colon to separate hours and minutes and do not use ciphers (double zeros) with whole hours.

Examples:

The meeting will be held from 8 to 11:45 am.
Sessions begin at noon, 2:30 and 4 pm.

Use lowercase for am and pm.

Use lowercase for noon and midnight.

Do not use 12 noon or 12 midnight (redundant). Use noon or midnight.

Do not use 12 pm or 12 am. Use noon or midnight.

Do not use 8 am in the morning (redundant). Use 8 am.

Do not use o'clock with am or pm.

Do not use hyphens in place of “to” or “through” or “and” or “until” with times of day or days of the week in a sentence.

Use: The meetings are 8 to 11 am, Monday through Thursday.

Do not use: The meetings are 8-11 am, Monday-Thursday.

Hyphens may be used with dates (July 18-21 or 18-21 July depending on location), and should always be used with dates when both days of the week and dates are included.

When listing a beginning and ending time separated only by the word "to," or when listing a series of times when all times listed are a.m. or p.m., use a.m. or p.m. only once, following the final time listed.

Use: The meeting will be held from 8 to 11 am.

Do not use: The meeting will be held from 8 am to 11 am.

Use: Sessions begin at 8:30, 9:30 and 10:30 am.

Do not use: Sessions begin at 8:30 am, 9:30 am and 10:30 am.

References to midnight can cause confusion. Is midnight Friday at the beginning or at the end of Friday? That's why insurance policies usually take effect at 12:01 am and why airline schedules always list flights at 11:59 pm or 12:01 am and not midnight.

In many references, midnight is perfectly acceptable. In the sentence, “The dance will be held from 8 pm to midnight Friday,” the meaning is clear.

F. Layout

Good typography is readable. In this context, readability does not refer to the quality of the writing, but to the relative ease with which the reader can translate an abstract set of shapes—letters, words and paragraphs—into meaningful symbols.

Sentence spacing

Use only one space between sentences and one space after colons and other punctuation.

Alignment

Flush left, also called “ragged right,” is the most readable alignment. It provides uniform or normal letter and word spacing, minimizes awkward hyphenation of words and

provides the eye with a common starting point for each line. Any significant amount of text set centered or ragged left is very difficult to read because the eye must search for the start of each new line.

Justified alignment—flush left and right—compresses or expands letter and word spacing to fit a given line and can produce awkward hyphenation of words. The disadvantages of justified text can be reduced by increasing the line length or by decreasing the point size of the type, but that also may reduce readability.

Line length

Line length is very important to readability, especially for justified alignment. As a general guide, line length should be between 1.5 and two times the lowercase alphabet in the type and point size being used. If the line is too long, it is difficult for the eye to accurately and quickly locate the start of the next line. If the line is too short, especially with justified alignment, excessive hyphenation and exaggerated letter and word spacing renders text visually unattractive and virtually unreadable.

ALLCAPS

Perhaps the most frequently violated rule of readability involves the use of ALL CAPS (capital letters). Designers are often drawn to all caps because it forms neat, uniform, visual elements, or “blocks.” Unfortunately, for precisely that reason, type set in all caps is more difficult to read. For readability, avoid all caps even in heads and subheads. The most readable headlines and subheads are set with only the first letter of the first word and proper nouns capitalized, just as in sentences.

Capitalization

In addition to the first word in a sentence, the following are generally the only words which should be capitalized.

- **proper nouns** – a specific individual name
Kalamazoo, London, Australia
 - **proper adjectives** – an adjective derived from a proper noun
Romance languages (derived from the proper noun Roman)
 - **common nouns only when** used as a specific individual name or part of a specific individual name
Sydney Opera House, New York Public Library
 - **common adjectives only when** used as part of a specific individual name
Brown & Gold Club
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G. Punctuation Guidelines**Hyphens and dashes (excerpted from CMS, 6.80-6.96)**

Authors should use a single hyphen both for a hyphen and an en dash. The typesetter/editor will insert the appropriate mark when laying out the document. Double hyphens should be used for an em dash. Many word processing programs will automatically convert double hyphens to em dashes.

Hyphens are used for compound words and names, to separate characters such as phone numbers and in web site URLs. Avoid hyphenating words in a manuscript. The typesetter will determine if hyphenation of a word is necessary.

Examples:

1-800-555-1212

My last name is spelled b-a-a-s.

En dashes (–) are used to signify “up to and including, or through.” They are also used in place of hyphens in a compound adjective when one of its elements is an open compound or when two or more of its elements are open compounds or hyphenated compounds. In typesetting, en dashes are longer than hyphens (-).

Em dashes, (—) often simply called the dash, is the most commonly used and most versatile of the dashes. To avoid confusion, no sentence should contain more than two em dashes; if more than two elements need to be set off, use parentheses. Em dashes are used to amplify or explain, to separate subject from pronoun, to indicate a sudden break, or to replace a comma.

Examples:

IADMS—an organization dedicated to dancers—will hold its 26th Annual Conference in Hong Kong.

Because the data had not been fully analyzed—the reason for this will be discussed later—the publication of the report was delayed.

Quotation marks

Since the primary language for IADMS documents is American English, double quotation marks are used to set off direct quotes and euphemisms. Punctuation goes inside the quotation marks.

Jane said, “Let’s go the IADMS Annual Conference.”

H. Contact Information Formatting

Formatting for contact information should follow the example below. The plus (+) sign indicates the country code.

Steven J. Chatfield, PhD
Department of Dance
1214 University of Oregon
Eugene, OR 97403-1214
USA
Telephone/Fax: +1 541-465-1763
Toll-free (USA only): 1-800-555-1212
Email: ExecutiveDirector@iadms.org
Website: www.iadms.org

I. Writing Voice and Style

In most instances, IADMS documents use active rather than passive voice.

Formality of style ranges from very formal in such documents as the *Journal of Dance Medicine and Science* to the IADMS Newsletter which may be informal but not personal. Newsletter articles should be limited to 500 words or less with the exception of research articles which should not exceed 800 words.

J. Guidelines for Picture Captions

Picture captions should clearly indicate why the photo is pertinent to the document or article in which it is included. Whenever possible, the photographer should be given credit.

K. Preparing References

The following is the official IADMS style for citing references for all published materials.

References should be cited in the document with superscripts and listed in numerical order according to the order of their citation, not alphabetically.

Relevant publications not cited in the body of the abstract should be appended as “References,” and should be listed alphabetically by author name.

References should conform to the following style:

1. Journal Article

- Author(s) name(s), without punctuation after initials
- Article title
- Journal name (use official abbreviation; if not known, search title in www.journalseek.net)
- Year of publication
- Volume number
- Issue number
- Inclusive page numbers of the article

e.g.,

3. Adams S. Cause and prevention of dance injuries: the sciences behind the art. *Runner*. 1983;21(3):10-15.

4. Burrows HJ. Fatigue infraction of the middle of the tibia in ballet dancers. *J Bone Joint Surg*. 1956;38B(1):83-94.

5. Cohen JL, Austin SM, Segal K, Millman AE, Kim CS. Echocardiographic mitral valve prolapse in ballet dancers: a function of leanness. *Am Heart J*. 1987;113(2):341-4.

6. Cross MJ, Crichton KJ, Gordon H, Mackie I G. Peroneus brevis rupture in the absence of the peroneus longus muscle and tendon in a classical ballet dancer. A case report. *Am J Sports Med*. 1988;16(6):677-8.

2. Book Chapter

- Author(s) name(s), without punctuation after initials
- Chapter title
- Book editor(s) name(s)
- Title of the book (in italics)
- Place of Publication
- Name of Publisher
- Year of Publication
- Inclusive page numbers of the chapter

e.g.,

7. Teitz CC. Knee problems in dancers. *In: Solomon R, Solomon J, Minton SC (eds): Preventing Dance Injuries*. Champaign, IL: Human Kinetics, 2005, pp. 53-72.

3. IADMS Presentation from Abstract Book or Proceedings

- Author(s)/Editor(s) name(s), without punctuation after initials
- Title of the book (in italics)
- Place of Publication (Location of Annual Conference)
- Name of Publisher (IADMS)
- Year of Publication
- Inclusive page numbers of the abstract

Note: Proceedings published 2003-2007; Abstract Book published all other years.

e.g.,

8. Weiss D. Diagnostic imaging for dance medicine. *In: Solomon R, Solomon J (eds): Abstract Book of the 18th Annual Meeting of the International Association for Dance Medicine and Science 2009.* Cleveland, Ohio, USA: IADMS, 2008, p. 46.

9. Buckley T, Mayes S. Minimizing the effects of air travel and optimizing post-flight recovery for in dancer. *In: Solomon R, Solomon J (eds): Proceedings of the 17th Annual Meeting of the International Association for Dance Medicine and Science 2007.* Canberra, Australia: IADMS, 2007, pp. 114-117.

Note: the above two examples use the title of Annual Meeting which was in use until the beginning of 2016. The annual gatherings are now referred to as the Annual Conference.

4. Book

- Author(s)/Editor(s) name(s), without punctuation after initials
- Title of the book (in italics)
- Place of Publication
- Name of Publisher
- Year of Publication

e.g.,

10. Godlee F, Jefferson T. *Peer Review in Health Sciences.* London: BMJ Books, 1999.

11. Barham JN, Wooten EP. *Structural Kinesiology.* New York: Macmillan Publishing Company, Inc., 1973.

5. Internet

References to Internet web pages should be as complete as required to allow readers to retrieve the information. At a minimum, the URL should get directly to the page for the article, or, if the URL is long and full of numbers and percent symbols, it should get to the page where the link to the article is found. Internet citations should include:

- Author of the article/page (if any)
- The title of the web page
- The organization hosting the page, and
- The complete URL of the web page being cited

e.g.,

12. Sholten A. Creativity and depression: Is there a link? Swedish Medical Center, Mental Health, 2005. Available at: www.swedish.org/16992.cfm