TMU Press Style Guide
1. Article Opening Material

1.1 Headings

1. Headings should be written with initial capital letters and lowercase letters for other words. Proper names also need to be written with initial capital letters.

2. Headings are not marked with numbers.

3. Since headings are not assigned with numbers use section names when there’s a reference to them in the text.

**Introduction**

Low back pain (LBP) is a major public health problem resulting in individual and society consequences in many communities (Eklund et al., 2014). LBP remains the primary cause of absenteeism and disability worldwide and patients who develop chronic Low Back Pain (cLBP) consume the majority health resources for their pain.

1.2 Article Types

Original Article includes *general technical* or *research papers*.

Other types of article are as follows:

- Review Article
- Technical Note
- Case Study
- Case Report
1.3 Article title

Begin with uppercase initial and continue with lowercase letters except in the case of proper names which start with capital letters. Subtitles come after colon with uppercase initial.

1.4 Author names, affiliations, and corresponding address

1.4.1 Authors

Authors’ names come in the order of appearance in the text. Their first names needs to be in full. Middle names should include only initials with no full points and spaces (e.g. Jones NE Marta). There should be no commas between the authors’ names. There should be no ‘and’ before the last author’s name.

1.4.2 Affiliation

The following details are considered as the affiliation:

- Department (faculty)
- Institution
- Country

The following information should not be included:

- Titles
• Positions
• Qualifications
• Street names
• Postcodes/zip codes

When there are more than one affiliation semicolon separates them. Full point does not end affiliations.

Sadegh S Heydari\textsuperscript{1}, Ahmad R Mazaheri\textsuperscript{1}, Milad Mohammadi\textsuperscript{2,3}

\textbf{Sadegh S Heydari}  
Department of Health Education, Faculty of Medical Sciences, Tarbiat Modares University, Tehran, Iran.

\textbf{Ahmad R Mazaheri}  
Department of Health Education, Faculty of Medical Sciences, Tarbiat Modares University, Tehran, Iran.

\textbf{Milad Mohammadi}  
Departments of Epidemiology and Biostatistics, Tehran University of Medical Sciences, Tehran, Iran; Rheumatology Research Center, Tehran University of Medical Sciences, Tehran, Iran.

1.4.4 Corresponding author

The information of the corresponding author should come before the Abstract Box. It should include details such as first and family name, country, address, affiliation, email, telephone number and fax number.

\textbf{Corresponding author}
1.5 Abstract and keywords

Submitted/accepted dates

Information about articles’ received/revised/accepted dates should emerge before Abstract Box.

Abstract should start on the succeeding line without indentation.

Abstract
Campylobacter jejuni and Campylobacter coli are identified as the major causes of acute gastroenteritis in humans. Because of the fastidious nature of Campylobacters, many clinical laboratories fail to routinely culture them. The detection of Campylobacter spp. using molecular-based techniques can be useful for diagnostic and epidemiological applications. This study aimed to develop a multiplex PCR assay for the simultaneous detection of C. jejuni and C. coli strains from clinical specimens.

Keywords should start on the next line, separated by commas and with no semicolons.

Keywords
Campylobacter jejuni, Campylobacter coli, Multiplex PCR.
1.6 Running heads
Recto: Authors’ last names, Daniels or Daniels and James, or Daniels et al. (for three or more authors, and et al. is also in italic)
Verso: journal title’s abbreviation followed by information about issue number: e.g. Infect Epidemiol Med. 2016 Autumn; Volume 2, Issue 4: 1-7

2. General Style and layout
2.1 Logo
In the top right of each article the journal logo appears.

2.2 Figures
1. Figures are supposed to include in the Microsoft Word file of the text.
2. Number figures should appear in the order of appearance in the manuscript
3. The abbreviation ‘Fig’ should be used to cite the figures in the manuscript and in the Figures legend.
4. For figures with several parts, each part should be labeled alphabetically (A, B, C, etc.) as part of the figure in the upper left spot of the figure.
5. Captions should start, for instance, **Figure 1.**, with a bold full stop and a full stop at the end. In case there are more than one line captions should be left aligned and justified.

6. Figures used from other publications need permission. Some publishers ask for certain text, e.g. Elsevier.

7. Where there’s a permission entailed it should appear underneath the number (Vancouver), author, date (Harvard).

8. Photographs and other scanned images must have a resolution of at least 300 dpi.

9. Only Microsoft Word type is acceptable. In case you do try to convert from PowerPoint to one of the following file types, PDF, Power Point, Adobe Photoshop, TIFF, be very careful to compare the final version with your original.

### 2.3 Tables

1. Table headings need to be aligned left in all cases such as when they are related to various columns.
2. Tables need to be prepared using the "Table" feature of Microsoft Word software. Tables prepared using Excel or other spreadsheet programs are not usable.

3. Number tables sequentially and cite in the manuscripts as Table 1, Table 2 etc.

4. The word ‘Table’ should be written in full.

5. Number the tables in their order of appearance in the manuscript.

6. Rules used for tables must be minimal horizontal to ensure clarity.

7. Tables should have clear titles and explanatory footnotes (labeled with lower-case letters, in alphabetical order).

8. Do not repeat details provided in the main document.

9. Dates in Tables should be shortened to, for instance, 5 Jun 12.

10. Captions should appear left aligned, above the table.

11. Use superscripts letters a, b, c, etc., for footnotes in the table.
2.4 Lists
1. In case of incomplete sentences and/or phrases use bullet points. Start list with a colon and end it with a full point.
2. Where there is more than one sentence, use 1. 2. 3. Start list with a full point/semicolon and end it with a full point.
3. Left align bullets and indent the text. Lists should be set apart from the rest of the text with a line space.
4. All equation numbers should come in parentheses and be right aligned.

2.5 Maths/equations
1. Equations:
   - 3 mm indent
   - Left aligned
   - Centered
   - Separated from the text by a line space
   - Enclosed in parentheses, right aligned
2. Where there is more than one equation number all equations should be horizontally bottom lined.
2.6 Appendices

Maths notation list
1. If there’s a notation list, it should appear after the references.
2. The list of abbreviations appear separated from mathematical notation under a separate B-head.
3. Subscripts and superscripts:
   - Under a C-head,
   - Italic fonts
   - Smaller fonts
4. Notations:
   - Not obligatory (when symbols are defined in the main document)
   - Need not to be cited in the text
   - Left aligned
   - listed in alphabetical order
   - followed by letters
   - followed by Greek
   - followed by numbers
   - followed by symbols

2.7 Notes and footnotes

Textual notes
Harvard style: Textual notes
• Should be indicated by a superscript.
• Should come at the bottom of the respective column.

Vancouver style: Textual notes
• Should come in a square bracket.
• Should be gathered
• Should be positioned after the text and before the references
• The title for this part is Notes

3. Spelling, punctuation and formatting

3.1 Author style and voice
1. Authors' voice i.e. first person, third person, etc., will be preserved.
2. Authors’ style i.e. US style or UK style will be preserved.
3. In cases of inconsistency American style will be used to uniform the text.

3.2 General spelling rules
1. As long as there’s consistency in the text UK and US spellings are acceptable.
2. Examples of exceptions to the ‘-ize’ rule are listed in the list below:
Keep consistency of spelling style. Here are some common US variations in spelling:

<table>
<thead>
<tr>
<th>analyze</th>
<th>color</th>
<th>favor</th>
<th>fulfill</th>
</tr>
</thead>
<tbody>
<tr>
<td>behavior</td>
<td>counseling</td>
<td>fetus</td>
<td>gray</td>
</tr>
<tr>
<td>labor</td>
<td>license (noun)</td>
<td>program</td>
<td>traveler/traveling</td>
</tr>
<tr>
<td>mold</td>
<td>pediatrics</td>
<td>practice (verb)</td>
<td>willful</td>
</tr>
</tbody>
</table>

Author’s style should be preserved as regards to the use of the possessives for proper names ending in s. Nonetheless for classical names, e.g. Descartes’ philosophy, ’s is not used.

3.3 Punctuation and formatting

3.3.1 Commas
- Keep consistency and adhere to author’s style

3.3.2 Parentheses
• These should be used to enclose clarifying information.
• These can be used in double sets, e.g. (see Table 4(c)).
• Square brackets are not to be used except within the following conditions:
  a) For enclosing author’s comment inside a quote, e.g. [sic], [emphasis added]
  b) For equations and mathematical expressions in the manuscript.

3.3.3 Commas and parentheses

Commas are more likely to come after parentheses.

3.3.4 Quotes

Follow Author’s style with consistency.

3.3.5 Use of upper and lower case

Institutions, movements, denominations, political parties:

• the Roman Catholic Church
• He was born in a catholic family
• They are Republicans
• democrats, republicans

Titles, ranks:
• the Russian Foreign Minister
• a foreign minister

Periods, events:
• during the Middle Ages
• the Enlightenment centuries emphasizing individualism

Article and book titles: follow references’ style.

3.3.6 Quoted text

Spelling and punctuation must not change. However in case there are certain mistakes authors should be asked.

Displayed quotes:

Lengthy quotes:
• font: smaller than the text
• separated from the text with a line space

Undisplayed quotes:

Single quotation marks are used for short quotations. Following a reference for the quote a full stop comes, e.g. ‘… this manoeuvre required a bit of effort’ (Jonasson, 2012).

3.3.7 Units in the text
1. Abbreviation of a unit should be used if a specific quantity is referred to; e.g. the building was several meters high; the building was 18 m in height

2. Numerals should be used with abbreviated units.

3. Abbreviated units are preferable to full terms, especially in line artworks, lists of statistics and tables.

4. Between the numeral and the unit there should be a space, i.e. 90 cm, not 90cm

5. The rule above has two exceptions: percent and degree symbols, i.e. 40% and 16°

6. Units don’t change when they get plural.

7. Units do not end with a full stop. E.g. 34 min, 23 s

3.3.8 Numbers

1. For numbers one to nine, spell out the numbers.

2. For numbers 10 and over use numerals.

3. Always spell out the numbers in the beginning of the sentence.

4. In 4-digit numbers comma should not be used while in 5-digits and more it can be used, e.g. 7845; 76,899; 2,134,000
5. Avoid spelling out numerals and units: 5 km not five km.

3.3.9 Dates

1. Write dates as follows: July 23rd 2008
2. In tables a short form can be used: Jul 23 08
3. For centuries numerals should be used: 16th-century history

3.4 Abbreviations

3.4.1 General

1. Abbreviations used in figures or tables should be defined in the caption or in a Table note/footnote even if defined in the text.
2. Abbreviations, acronyms and contractions with capital letters should not take full points e.g. USA, UK, MA, UN, WHO, PhD, NATO (or Nato), UNESCO (or Unesco), AD, BC.
3. Abbreviations should come in complete when first mentioned.
4. Abbreviations should not come in the following cases:
• Title of a paper
• Abstract
• Keywords

5. The above rule has an exception where the abbreviations are either too long or better known (e.g. DNA)

6. Define an abbreviation first time it is used. Write the term and write the abbreviation in parentheses right after.

7. Contractions do not take a full point e.g. Mr, St, Ltd, edn, Dr.

8. Contracting degrees don’t take a full point e.g. Dr, DPhil, PhD, MSc)


10. If months are going to be abbreviated use the first three letters with no full points. (Sun, Fri; Jun, Dec).

11. Plural terms should have plural abbreviations e.g. low-density lipoprotein, LDL; low-density lipoproteins, LDLs.

4. Technical content: maths, equations, etc.

4.1 Maths notation convention
Follow author’s style as for the fact that there’s no particular convention for mathematical notation in terms of matrices, vectors, variables, operators, functions, subscripts, superscripts and scalars. Please keep consistency.

4.2 Equations

4.2.1 Layout of equations

Equations:
- Left aligned
- 3 mm indent
- Numbered (only if used in the manuscript) on the right
- Align with the bottom line of equation. In case of more than two equations align with the last equation’s bottom line
- Use this form: ‘equation (1)’ when it is referred to in the text.
- When a range of equation numbers is referred to use the following forms:
  Equations (1) and (2); equations (1) to (4); equations (1), (2) and (8) to (11).
- Commas, colons, hyphens
\[ x^2 - 5x + \vartheta = 0 \]  
\[ x_1 = \frac{5+\sqrt{25-4\times6}}{2} = 3 \]  

Equations (1) and (2) lead to:

\[ x_2 = \frac{5-\sqrt{25-4\times6}}{2} = 2 \]  

- Strange words like ‘thus’, ‘therefore’, ‘and’, ‘where’ appear on lines different from those of equations’; left aligned and with initial capitals in the sentence beginning.
- Where there is one equation with a label/header, the label should appear  
  - before the equation  
  - full left  
  - half-line above  
  - In roman.
- Equations in the document need to be reduced to one line depth. Display should be written in to two line depths. For example, the equation
\( \frac{x - y}{x^2 + 2y - 3} \) runs on in the text but for display becomes

\[
\frac{x - y}{x^2 + 2y - 3}
\]

- When a term in brackets needs to be divided in a line, right align the second part to indicate that it is still part of the same term.

- When an equation is to be split in to two, the break comes about before the operator:

\[
m_2 (7 + e_p) (U_{4p} - U_{1p}) = (m_1 + m_2) \Delta v_1 - m_2 h_2 \Delta \omega_1 - m_2 h_2 \Delta \omega_2
\]

4.3 Units

- Right units: r/min, lbf/in2, gal/min, mile/h, km/h, ton/in2, rotational speed

- Wrong units: rpm, psi, cfm, gpm, mph, kph, tsi, revs

4.4 Symbols and operators

Symbols and numerals take a thin space in between