

HEALTH AFFAIRS

STYLE GUIDE

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ABBREVIATIONS

1

Do not use abbreviations more than necessary. Evaluate carefully each new abbreviation you encounter to decide if its use is warranted. Even if using an abbreviation saves space, it isn't always a good idea.

2

When deciding whether to use *the* before an abbreviation, use the following guideline. For acronyms or abbreviations that are pronounced as words (for example, AHRQ is pronounced “ark”), do not use *the*. For abbreviations that are pronounced as a series of letters (for example, CDC), use *the*, with the following exception. If the abbreviation in question is of an organization or entity that does not require a *the* (for example, Citizens Against Government Waste, or CAGW), do not use *the*. See the Usage Listing at the end of this *Style Guide* for a listing of commonly used abbreviations.

3

Do not abbreviate state names in text. In source notes, abbreviate using the traditional style (not two-letter Post Office style). Postal abbreviations are used in GrantWatch and UpDate items. For more detail, see Notes.

the senator from North Dakota; in a Boston, Massachusetts, hospital; (in source notes) Cambridge, Mass.; (in GrantWatch, UpDate) Boston, MA 02134

4

Do not abbreviate names of academic degrees.

master of business administration degree, doctorate in public health, master's degree in economics

5

Do not use courtesy titles (Mr., Mrs., Ms., Dr.) in front of names. Do not use M.D. or Ph.D. after names. In text, use both first and last names of persons referred to; in subsequent references, use last names only (unless the context suggests otherwise).

Uwe Reinhardt has proposed this elsewhere; in Reinhardt's study; Uwe Reinhardt and Alan Krueger estimated

CAPITALIZATION

1

Titles: All words in titles of articles, exhibits, and subheads are capitalized. Try to avoid abbreviations in subheads, titles, and running heads.

2

Secondary subheads (bold or italic, in text): Only the first word or any proper nouns are capitalized; the subhead is followed by a period (or other appropriate punctuation, such as a question mark).

3

Column heads in exhibits: Only the first word or any proper nouns are capitalized.

4

Organizations: In first reference, all words are capitalized; thereafter, the organization is referred to by initials.

the American Medical Association, the association, the AMA

5

Seasons: Referring to prior volumes of *Health Affairs*, the season is capitalized (Spring 1993). All other uses of seasons are lowercase.

The reforms were enacted in spring 1995 . . . in the spring of 1995

6

Geographic locations: Follow *Chicago* style.

the Midwest; the South; the East South Central region (census); midwestern cities; southern lawmakers; northeastern United States

7

Job titles: Do not capitalize unless they precede a person's name as a title, not an appositive

President George W. Bush; foundation president Steve Schroeder; Mayor Richard Daley; New York mayor Ed Koch; Secretary of Health and Human Services Tommy Thompson; Tommy Thompson, secretary of health and human services; HHS secretary Tommy Thompson

For specific instances of capitalization, consult the Usage Listing or the Chicago Manual of Style.

EXHIBIT STYLE

1 Express monetary amounts as “thousands of dollars,” not “dollars in thousands.”

2 While “percentage” is preferred in text, “percent” may be used in exhibits (both heads and body copy).

Text: A larger percentage of companies responded. Exhibit: Percent of companies responding

3 Exhibit heads should include a date, if possible, and enough information so that the exhibit could stand on its own. For example, it is not enough to say “Description Of The Study Sample”—add some words that describe the study briefly, such as “Description Of The Hospital Cost Study Sample, 1995–1997.”

4 The production manager has style templates for all point sizes and styles in exhibits; consult her for more detail on exhibit type style. Please note, as you proof exhibit galleys, that all exhibit column heads must rest on the ruling line, rather than “floating” above it. Also note that partial ruling lines need to be indicated, to set off columns underneath a broader column heading.

5 Exhibit notes are 7/8 Franklin Gothic book, flush left, ragged right. They remain 7/8 even if the exhibit body copy shrinks, but should exhibit body copy be smaller than 7/8 point (rarely happens), notes should be smaller, too. Source is listed first, followed by general notes, then specific notes keyed to the exhibit by superscript, lowercase letters, in order of appearance, then notes of *p*-value. If a note applies to all values in the exhibit, it should be in the Notes section, not as a letter-keyed note below the general Notes. Sources may be an abbreviated form of a citation that is given in full in the text; if the citation is not given in the text, the source should be complete, following Note style.

6 For notes of statistical significance, a uniform scheme applies to all papers. Use only the particular values that appear in a given exhibit.

* $p < .10$ ** $p < .05$ *** $p < .01$ **** $p < .001$

PUNCTUATION

Colon:

Use to set off a long quotation. Note the capitalization:

In a July 1994 press release, the association stated: “Our position on this matter has not changed, regardless of the recent defection of our executive director. Amidst the vacuum resulting from her departure, we plan to implement a new strategic plan. Details will be released at a future date.”

Use to set off a question within a sentence.

The research report asks the question: What effect does education have in stopping the spread of AIDS?

A colon is not needed before a listing of points within a sentence.

She gave her reasons, including (1) the time; (2) the date; (3) the place; and (4) the weather.

However, if what follows the colon is a complete sentence, it should begin with a capital letter.

I have one complaint: The awards ceremony was too long.

If the listing spans several sentences or paragraphs, a colon may be used as follows. Again, note the differing capitalization:

Among her findings she listed the following: (1) Costs increased nearly 50 percent over the study period. (2) Access remained unaffected by the new locations. (3) Quality of care suffered dramatically.

Among her findings she listed the following: (1) an increase in costs; (2) no change in access; and (3) decreased quality of care.

Comma:

Use the following examples as guidelines:

The reforms were debated and enacted.

The reforms were debated, and Congress enacted them.

The reforms were debated; however, the House failed to pass them.

The reforms were debated (but the House failed to pass them), then Congress went on recess.

The report addressed cost, quality, and access.

In July 1991 we began using a new typesetting system. (No comma between number and year; no comma needed after short introductory adverbial phrases [see below, and *Chicago* 5.38].)

For adverbial phrases, use commas only when they are necessary to make the meaning clear.

In 1993 costs rose another 15 percent.

In a moment she called the reporter back.

In 1989, 45 percent of readers answered the survey. (A comma is needed between two numbers.)

In that case, I will revise my stance. (If the introductory phrase is rhetorical—that is, does not express action, direction, or passage of time—a comma may be used.)

If such a phrase ends with a verb or a preposition, use a comma.

Soon after, he developed a headache and went home.

Whenever performed, the procedure is a success.

For adverbial clauses (subject and verb), use a comma.

After the plan took effect, all employees were covered.

Em-dash (double hyphens):

Use sparingly to interject parenthetical material into a sentence. There are no spaces either before or after the em-dash.

A new development—one they were reluctant to report—concerned Medicare reimbursement.

En-dash (long hyphen)

Follow these examples for the long hyphen (Ventura <196>):

from October to May

the quarter October<196>December 1994

13<196>16 percent increase

pages 24<196>32

WRONG: increased from 13<196>16 percent (if you use “from,” use “to” as well)

post<196>World War II period

Do not use an en-dash (or hyphen) if you are indicating a change from one specific point to a second specific point. En-dash and hyphen usage indicates a range.

The cost grew from 13 percent to 16 percent of GDP by 1994.

The survey found a 13<196>16 percent decline in various geographic areas.

Do not use an en-dash in the middle of a report or publication number; use hyphens instead.

DHHS Report no. A-75-644

Hyphen:

Use hyphens in compound constructions only when they are needed to avoid ambiguity. Consult the Usage Listing, the *Chicago Manual of Style*, and the dictionary for specific hyphenation questions.

Use a hyphen to express a joint relationship.

physician-patient relationship

cost-benefit analysis

Italics:

Use italics to set off titles of:

- published books and reports
- newspapers, magazines, journals
- names of legal cases in text (and in Notes)
- names of legislation (in Notes)

Use italics to refer to words as words, not the thing or idea they represent.

The term *deinstitutionalization* is misleading.

Use italics for foreign phrases or words, except if they are deemed by the dictionary to be familiar American usage. Consult the dictionary for specifics. Some common words that are not italicized include:

ad hoc, laissez-faire, per se, ibid.

Quotation marks:

Use quotation marks sparingly in text, only for titles of works (see following), direct quotes, or unfamiliar or jargon terms, at their first mention. Try to avoid using them for irony or emphasis.

Use quotation marks to set off the titles of:

- articles, essays
- chapters of books or parts of an edited volume
- unpublished works (dissertations, mimeos, working papers)
- lectures, speeches, testimony (if they have a title)
- no quotes are needed for names of conferences or grant programs

Do not use quotation marks when you use the phrase “so-called.”

“culturally competent” care, so-called frontier mentality

Use other punctuation with quotation marks as follows:

The foundation stated its “unequivocal opposition”; nonetheless, the grantee proceeded.

Although the foundation stated its “unequivocal opposition,” the grantee proceeded

When did the foundation state its “unequivocal opposition”?

Wilensky, “The Uninsured”; and Gabel, “How HMOs Have Changed.”

Miscellaneous punctuation issues:



The ampersand is only to be used for running heads and in certain abbreviations, such as R&D, AT&T, and other approved uses. Do not use an ampersand in names of law or consulting firms, even if the firm’s letterhead uses the ampersand. Do not use an ampersand in a book title, even if the printed title page uses the ampersand.



Use single quotes in a headline or *Health Affairs* subhead in place of double quotes. Also, use single quotes for quotes within quotes; punctuate as follows:

“A Plan for ‘Responsible National Health Insurance,’” *Health Affairs* 15, no. 4 (1996): 7–29. Note that a thin space is inserted between the apostrophe/single close quote and the double close quote. This is done by the typesetter.



Use the word “percent,” not percent signs, except in exhibits.

Space math symbols as follows (note spacing differences):

$34 \times 7 = 238$ ± 34 $p < .05$

For specific punctuation questions, consult the Chicago Manual of Style or the Usage Listing.

CITATION STYLE

General comments:

Titles of works cited are not to be edited, except to add commas in series, to spell out numerals (for example, Twenty-first Century instead of 21st Century) or ampersands, or to capitalize in *Health Affairs* style. Even if the wording in titles is inconsistent with *Health Affairs* style or among several titles, leave the wording as is. Consult *Chicago* for more on this topic.

Reference numbers in text are placed at the end of the sentence that contains the reference. Use only one reference number per sentence, combining all sources for that sentence into one note, or breaking the sentence into more than one if this becomes too cumbersome or confusing.

Page numbers need be included only for journal articles and for parts of an edited volume. Books that are cited need not have page numbers, unless the material cited is a direct quote.

In second cites of journal articles or books, only the authors' last names and an abbreviated title need be cited. For parts of an edited volume, follow this example:

Cohen and Anthony, "Functional Assessment in Psychiatric Rehabilitation," in *Functional Assessment in Rehabilitation*, 79–100.

State names are abbreviated using traditional (not Post Office two-letter) abbreviations in citing the location of a publisher. Major cities (including state or national capitals) need not be followed by a state name. In text notes describing a conference location or other nonsource material, states are not abbreviated.

Although we use "et al." for more than three authors in a first cite, "et al." may be used for more than two authors in a second cite. For example, if the authors are Goldman, Frank, and McGuire, the second cite may read "Goldman et al."

Some punctuation examples (also, see "Semicolons" in the Punctuation section):

A.C. Enthoven, "Why Is England Better?" *Health Affairs* 19, no. 3 (2000): 14–30. **(No comma when title has question mark.)**

Wilensky, "The Uninsured"; and Gabel, "How HMOs Have Changed."

Enthoven, "Why Is England Better?"; and Podger, "A Critique." **(NOTE: Question mark, then close quotes, then semicolon.)**

Book citation:

A.C. Enthoven, *Health Plan: The Only Practical Solution to the Soaring Cost of Medical Care* (Reading, Mass.: Addison Wesley, 1980), 2. **(Page number is needed only if text is quoted directly)**

Volume with multiple editors:

R.J. Blendon and J.N. Edwards, eds., *System in Crisis: The Case for Health Care Reform*, 2d ed. (Washington: Faulkner and Gray, 1991).

In this case, “eds.” stands for “editors.” Use “eds.” when the edited volume, not a paper in the volume, is the main source.

Chapter in book or edited volume:

A.K. Taylor and G.R. Wilensky, “The Effect of Tax Policies on Expenditures for Private Health Insurance,” in *Market Reforms in Health Care: Current Issues, New Directors, Strategic Decisions*, ed. J. Meyer (Washington: American Enterprise Institute, 1983), 22–35.

In this case, “ed.” stands for “edited by.” Used in this way, it precedes the name(s) of the editor(s); use “ed.” when the chapter or paper, not the volume, is being cited first. In a second cite of this type of publication, it is not necessary to repeat the name(s) of the editor(s).

Taylor and Wilensky, “The Effect of Tax Policies,” in *Market Reforms in Health Care*, 25.

Journal article:

Because of the need for uniform coding to ensure proper hyperlinking of citations in the online version of papers, all citations (even those of *Health Affairs* papers) must use volume/number style. Be sure the cite includes both a volume and a number with the year. Some journals are paginated consecutively throughout a volume; others are paginated issue by issue (as *Health Affairs* does).

J.A. Wennberg, “Dealing with Medical Practice Variations: A Proposal for Action,” *Health Affairs* 3, no. 2 (1984): 7–15.

J.K. Iglehart, “Health Policy Report: The American Health Care System, Introduction,” *New England Journal of Medicine* 318, no. 6 (1992): 962–967.

Newspaper article:

M. Gladwell, "House Approves Health Insurance for the Unemployed," *Washington Post*, 4 August 1983.

The magazines of major newspapers are to be cited in magazine/journal style, not newspaper style. The journalist's name should be included, where it is known.

Popular press:

"Health Spending Up, Savings Down," *U.S. News and World Report*, 4 August 1997, 41.

Titles such as *Time*, *Newsweek*, *U.S. News and World Report*, *Harper's*, and others that are not specifically health related are cited in "popular," not "scholarly" style. Newsletters, even though they are specifically health related (such as *Medicine and Health*) are cited in "popular" style. *Business and Health*, *HealthPlan*, and *Modern Healthcare* are considered scholarly, even though their format is closer to the popular magazines. Again, use the journalist's name when it is known.

Government publication or numbered report:

M. Baltay, *Profile of Health Care Coverage: The Haves and the Have-Nots*, Pub. no. 87-0096 (Washington: Congressional Budget Office, March 1979), 23.

Health Incentives Reform Act, 96th Cong., 1st sess. 12 July 1979, S. Rept. 1425, 22-55.

Unpublished material:

David A. Stockman, director, Office of Management and Budget, testimony before the Senate Finance Subcommittee on Health, 27 April 1984.

Jo Ivey Boufford, president, New York Health and Hospitals Corporation, personal communication, 3 August 1987.

P. Wilson and P. Tedeschi, "Community Correlates of Hospital Use," *Health Services Research* (forthcoming).

P. Danzon, "Hidden Costs of Budget-Constrained Health Care Systems" (Paper presented at American Enterprise Institute Conference on Health Policy Reform, Washington, D.C., 3-4 October 1992).

Reports that are part of a series

For reports from organizations such as EBRI or the NCHS, which are part of a series of published findings, use the following style. If the report has no named author, the name of the organization is listed as the author.

Employee Benefit Research Institute, *Employment-Based Health Care Benefits and Self-Funded Employment-Based Plans: An Overview*, Facts from EBRI (Washington: EBRI, September 1998); and P. Fronstin, *Sources of Coverage and Characteristics of the Uninsured: Analysis of the March 1998 Current Population Survey*, EBRI Issue Brief no. 204 (Washington: EBRI, December 1998).

Legal citations:

Health Affairs is not a legal journal. Nonetheless, we are called upon to publish legal citations from time to time. If an author supplies legal citations that are too complicated to unravel, go back to the author and request that he or she redo the cites in a less strict legal manner.

See www.law.cornell.edu/citation/citation.table.html for a guide to legal citation. To cite an occasional court case or federal legal document, use the following style.

Doe v. Southeastern Transportation Authority, 886 F. Supp. 1186 (E.D. PA. 1994), *rev'd*, 72 F.3d 1133 (3d Cir. 1995).

Antitrust Health Care Advancement Act of 1996, H.R. 2925, 104th Cong., 2d Sess. (1996).

42 U.S. Code, sec. 1320a-7b (kickbacks); and 42 U.S. Code, sec. 1395nn (self-referral).

U.S. Department of Health and Human Services, Office of Inspector General, "HHS IG Final Rule on Managed Care Safe Harbor Provisions for Medicare, State Health Plans," *Federal Register* 61 (25 January 1996): 2122.

Code of Federal Regulations citations: 42 CFR (date), 46.

Commonly used abbreviations (note spacing differences):

F. Supp.	N.J. Super. Ct. App.
F.2d	U.S. 134
S. Ct.	9th Cir. 1998
Cal. App. 4th	

Press release:

AARP, "Senior Advocates Decry Lack of Drug Coverage in Medicare" (Press release, AARP, 31 July 2002).

See "Electronic publications" for guidelines for online press releases.

Electronic publications:

Although CMS 15 includes guidelines for citing Internet sources, we have not yet adopted CMS 15. We have developed our own way of citing electronic documents, based on the principles of CMS. In brief, here is the preferred way to cite various Internet sources. Note that each docu-

ment in this type of citation should have a complete document name, not simply an organization home page name. There is no need for *Health Affairs* editors to determine whether or not a document as cited also exists in a print version; citing the online version will suffice, if that is the way the author provided the reference. However, if a document's online citation (URL) is long or complicated, simply citing the print version is an acceptable substitute.

1. J. Yegian et al., "Health Insurance Purchasing Alliances for Small Firms: Lessons from the California Experience," May 1998, www.chcf.org/yegian.html (3 June 2000).
2. D. Gordon, "Orange County Clinics Carry a Growing Burden," *Orange County Register*, 3 January 1999, www.ocregister.com/010399/gordon.htm (5 November 1999).
3. JCAHO, "Sentinel Event Policy and Procedures," September 1999, www.jcaho.org/docs/sentinel.html (15 June 2000).
4. Nielsen//NetRatings, "Nielsen//NetRatings Announces First-Ever Multi-Country Internet Audience Measurement Results," Press Release, 4 May 2000, 63.140.238.20/press_releases/pr_000504.htm (25 August 2000).

For general references to Web sites:

4. President's Medicare reform proposal, w3.access.gpo.gov/usbudget/fy2001/pdf/budget.pdf (12 September 2000).

For references to Web sites in GrantWatch/UpDate columns:

The report may be ordered free of charge from the UNAIDS Information Office, unaids@unaids.org, and is available online, www.unaids.org/epidemic_update/report/index.html. The press release is also available online, www.unaids.org.

For *Health Affairs* Web Exclusives:

- L. Baker et al., "The Relationship between Technology Availability and Health Care Spending," *Health Affairs*, 5 November 2003, content.healthaffairs.org/cgi/content/abstract/hithaff.w3.537 (12 November 2003).

Referring to Health Affairs:

In *Health Affairs* sections (prologues, Grants/Outcomes, UpDate Reports, Letters, and Index), when referring to a volume of *Health Affairs*, use a shortened reference:

Jan/Feb 03	July/Aug 03
Mar/Apr 03	Sep/Oct 03
May/June 03	Nov/Dec 03

USAGE LISTING

acute care, acute care hospital (never hyphenated)
the Bush administration, the administration
African American (n. or adj.)
AIDS (acquired immunodeficiency syndrome, but no longer spelled out)
all right (not alright)
and so forth (not etc.)
anti-managed care backlash
baby boom, baby boomer (n.), baby-boom generation (adj.)
balance billing
bar code (n.), bar-code (v.)
BBA (the), Balanced Budget Act (BBA) of 1997
BCBSA, Blue Cross Blue Shield Association (usage varies with regional Blues plans)
benefit design, benefit consultant, benefit package (not benefitS)
birthrate
birthweight, low birthweight (n.), low-birthweight babies (adj.)
black, white (to denote race)
buyout (n.), buy out (v.)
CAHPS, Consumer Assessment of Health Plans
caseload
case-mix
CD-ROM
CEO, chief executive officer
chairperson (not chairman), or chair
chat room
checkup (n.), check up (v.)
city of New York, New York City, City of New York (when official reference)
CHAMPUS, Civilian Health and Medical Program of the Uniformed Services (now known as Tricare)
Congress (no “the”), congressional
U.S. Constitution, the Constitution, constitutional
copayment, copay (in subsequent mentions)
cost-benefit analysis
cost containment, cost containment system
cost sharing (n.), cost-sharing (adj.)
cost-effective, cost-effectiveness
CPI (the), Consumer Price Index
CPT-4, *Current Procedure Terminology*, Fourth Edition
cross-subsidy, cross-subsidization
cutoff (n. or adj.), cut off (v.)
DALY, disability-adjusted life year
database, data set

data **are** plural
decisionmaker, decision making (n.), decision-making process (adj.)
dot-com
DRGs, diagnosis-related groups
drop-off (n. or adj.), drop off (v.)
drugmaker(s)
DSM-IV, *Diagnostic and Statistical Manual of Mental Disorders*, Fourth Edition
ECA, Epidemiologic Catchment Area
EDI, electronic data interchange
electronic mail, e-mail (use "send e-mail," not "send an e-mail"), e-health, e-commerce
ERISA, Employee Retirement Income Security Act
European Union
Exhibit 1, the exhibit
extra-billing (Canadian)
federal (never capitalized)
FFS, fee-for-service (always hyphenated for clarity)
fifty-fifty (not 50/50)
fiscal year 1999, FY 1999 in subsequent references
for example (not e.g.)
Fort Lauderdale, Fort Wayne
for-profit companies, the hospital was for profit
M. Foster Higgins, Foster Higgins (no hyphen)
freestanding
FTE, full-time-equivalent
full-time job, works full time
fundholding, fundholder (British)
fund-raiser
fund-raising (both n. and adj.)
grantmaker, grant making (n.), grant-making group (adj.)
GDP, gross domestic product
GNP, gross national product
groundbreaking
Hay-Huggins
health care, health care system, health system reform (health care reform is acceptable)
HEDIS, Health Plan Employer Data and Information Set
HIPAA, Health Insurance Portability and Accountability Act (HIPAA) of 1996
high school, high school teacher
HIV (human immunodeficiency virus, no longer spelled out)
HMO, health maintenance organization
H.R. 101-77 (House Resolution 101-77)
H. Rept. 101-77 (House Report 101-77)
Hospital Insurance (HI) trust fund (Medicare Part A)
ICD-9-CM, *International Classification of Diseases*, Ninth Revision, Clinical Modification
ICD-10, *International Statistical Classification of Diseases and Related Health Problems*, Tenth Revision
IDS, integrated delivery system, IDSS

Internet, the Net (second usage if desired)
IPA, independent practice association
IT, information technology
Louis Gosset Jr. (no comma)
length-of-stay
LISTSERV (a registered trademark; use list server, mailing list server, electronic mailing list, discussion list)
long-standing
long-term care, in the long term
Medicare Catastrophic Coverage Act, not MCCA or MeCCA
mid-1990s
midcourse, midrange, midsize
MSA, medical savings account
MSA, metropolitan statistical area
multi-tier (most “multi” compounds do not have a hyphen; this is an exception)
non-price-competitive or non-¹⁹⁶price competitive (do not mix hyphen and en-dash), non-Medicare funds, nonentity
non-¹⁹⁶personally identifiable data
nonprofit, not-for-profit
NP, nurse practitioner
nurse aide
nurse (not nursing) shortage
online, offline
outcome measures, outcome assessment
PA, physician assistant
PBM, pharmaceutical (or pharmacy) benefit manager/management
PDA, personal digital assistant (Palm Pilot is a trademarked name)
per case basis, cost per case
PHO, physician-hospital organization
physician-patient relationship
P.L. 623 (Public Law 623)
policymaker, policy making (n.), policy-making body (adj.)
POS, point-of-service, POS plan
PPM, physician practice management, PPM firm
PPO, preferred provider organization
PPS (the, a), (Medicare) prospective payment system
preexisting
President Bush, the president, presidential
PricewaterhouseCoopers
private sector, private-sector initiatives
procedure-oriented payment, the payment is procedure-oriented (for clarity)
PRWORA, Personal Responsibility and Work Opportunity Reconciliation Act
public-private partnership
put-down (n.), put down (v.)
QALY, quality-adjusted life year
quality assurance, quality-assurance programs

quality assessment, quality-assessment initiatives
ratio of physicians to beds; physician-to-bed ratio
RBRVS (the), resource-based relative value scale, the value scale was resource-based (hyphen for clarity)
real-time enterprise, in real time
reexamine
report cards, report card efforts
Rep. Henry Waxman (D-CA), Congressman Waxman, the congressman
risk-adjust (because risk is already a verb, needs hyphen to clarify)
risk adjustment (n.), risk-adjustment methods
risk sharing (n.), risk-sharing (adj.)
role-play (v.), role-playing (n., adj.)
St. Louis (not Saint Louis)
safety-net providers, the safety net
S. 77 (Senate bill 77)
Sen. Sam Brownback (R-KS), Senator Brownback, the senator
small-size (adj.) not small-sized
SMI, Supplementary Medical Insurance (Medicare Part A), the SMI trust fund, the trustees
spokesperson (not spokesman)
SSI, Supplemental Security Income
stand-alone
start-up (n., adj.), start up (v.)
state of Washington, Washington State (exception: State of Washington, when referring to it as a political entity or employer)
state rate setting (n.), rate-setting system (adj.)
statewide, citywide, systemwide
trade-off (n.), trade off (v.)
twofold, fourfold, twenty-sevenfold
two-thirds majority, cost two-thirds more
two-tier (not two-tiered)
UnitedHealthcare, UnitedHealth Group
U.S. Healthcare, Aetna/U.S. Healthcare
Usenet
in the United States, the U.S. health care system
VA, Veterans Affairs, Department of Veterans Affairs, not Veterans Administration
vice president
wage earner
well-being
well-managed process, the process was well managed, the process was not well managed, that was a less well known concept
whistle-blower
workforce, workplace, worksite
World Wide Web, the Web, Web site
x-ray
ZIP code, in ZIP code order

NUMBER USAGE:

\$9 million, seventy-five cents, a four-dollar difference
nine million people, twenty-nine million people, 104 million people
fifty-fifty split (not 50/50 split)
four times, seventy-five times, 130 times
4 percent, 35 percent, 100 percent
12 percent responded; a difference of seven percentage points; a greater percentage said yes
1980s, 1990s
twentieth century, nineteenth percentile
fifth place
1st, 2d, 3d (in notes only) (also, do not use superscript “st” in “1st”)
four-to-one ratio (figures may be acceptable in some cases)
rate bands of 2:1
patients age sixty-five and older
24 October 1994
over age seventy; more than 20 percent
people ages 19<N>54 (permissible in some instances rather than spelling out ages)
increase in percentages: grew from 20 percent to 30 percent overnight
range of percentages: the estimate was 80 to 90 percent accurate (or 80<196>90 percent)
U.S.\$1,000, Can\$1,000, Aus\$1,000 (note spacing)

ORGANIZATIONAL ABBREVIATIONS:

In brief, if an abbreviation is pronounced as a word (for example, HCFA = hik-fuh), do not use “the.” If the abbreviation is pronounced as a series of letters (the A-A-H-P), use “the.”

AAHP (the)	American Association of Health Plans
AAMC (the)	Association of American Medical Colleges
AARP (the)	(no longer American Association of Retired Persons)
AHC (the)	Association of Academic Health Centers
AHRQ	Agency for Healthcare Research and Quality, formerly Agency for Health Care Policy and Research, the AHCPR
AMA (the)	American Medical Association
BHCAG	Buyers’ Health Care Action Group (pronounced bee-kag)
BHPr	Bureau of Health Professions
CalPERS	California Public Employees Retirement System
CBO (the)	Congressional Budget Office
CDC (the)	Centers for Disease Control and Prevention
CMS (the)	Centers for Medicare and Medicaid Services, formerly HCFA
DHHS	U.S. Department of Health and Human Services (used this way in Notes only)
EBRI	Employee Benefit Research Institute
FDA (the)	Food and Drug Administration
FACCT	Foundation for Accountability

FEHBP (the)	Federal Employees Health Benefits Program
GAO (the)	U.S. General Accounting Office
HHS	U.S. Department of Health and Human Services (used this way in text, not in Notes, no “the” – an exception to the general rule)
HIAA (the)	Health Insurance Association of America
HRSA	Health Resources and Services Administration
HSC	(Center for Studying) Health System Change
JCAHO (the)	Joint Commission on Accreditation of Healthcare Organizations
MedPAC	Medicare Payment Advisory Commission
NASHP	National Academy of State Health Policy
National Bipartisan Commission on the Future of Medicare	
NCQA (the)	National Committee for Quality Assurance
NIH (the)	National Institutes of Health
NIMH (the)	National Institute of Mental Health
OECD (the)	Organization for Economic Cooperation and Development
OMB (the)	U.S. Office of Management and Budget
OTA (the)	U.S. Congress (or congressional) Office of Technology Assessment
PPRC (the)	Physician Payment Review Commission (now merged with ProPAC into MedPAC)
President’s Advisory Commission on Quality and Accountability in the Health Care System	
ProPAC	Prospective Payment Assessment Commission (now merged with the PPRC into MedPAC)
RWJF (the)	Robert Wood Johnson Foundation
SCHIP	State Children’s Health Insurance Program (pronounced S-chip)

A word about word divisions:

Use *Webster’s Collegiate Dictionary, Eleventh Edition* as a guide on word division. If a word is hyphenated, try not to let the word following the hyphen to break over a line. In the case of cost-effectiveness, for example, the word “effectiveness” should not be broken. If forcing the entire word “effectiveness” down a line results in unacceptable word spacing, the sentence may need to be rewritten. It is acceptable to break “effective-ness” in that case, if rewriting is impossible. What we want to avoid is small fragments of words, such as “cost-ef-fectiveness.” Some discretion is called for in the case of bad breaks. It is all right to let a compound word break over a line if all words are left intact. Also, in the case of proper names, especially in endnotes it might be acceptable to break a name across a line break if it helps avoid awkward spacing.

URL divisions in Notes will be increasingly common. It is acceptable to break a URL before a dot or after a forward slash, but in no case is it acceptable to add a hyphen to a broken URL, since hyphens may be misconstrued as part of the URL and therefore cause errors when a reader tries to access a Web site.

UNIVERSITIES

A more or less comprehensive listing of universities and branches. For an online listing of university pages, see isl-garnet.uah.edu/Universities_g. Please follow individual university links rather than relying on the University Pages' punctuation style, because it is not consistent with the universities' own listings.

- University of Alabama at Birmingham (UAB)
 - at Tuscaloosa
 - at Huntsville
- University of Arkansas at Little Rock
 - at Monticello
 - at Pine Bluff
- University of California, Berkeley (UC Berkeley)
 - University of California, Davis (UC Davis)
 - University of California, Irvine (UC Irvine)
 - University of California, Los Angeles (UCLA)
 - University of California, Riverside (UC Riverside)
 - University of California, San Diego (UCSD)
 - University of California, San Francisco (UCSF)
 - University of California, Santa Barbara (UC Santa Barbara)
 - University of California, Santa Cruz (UC Santa Cruz)
- University of Maryland (also known as University of Maryland, College Park)
 - University of Maryland, Baltimore (UMB)
 - University of Maryland, Baltimore County (UMBC)
 - University of Maryland Eastern Shore (no comma)
- University of Michigan (main campus at Ann Arbor)
 - University of Michigan-Dearborn
 - University of Michigan-Flint
- University of Missouri-Columbia
 - University of Missouri-Kansas City (UMKC)
 - University of Missouri-Rolla
 - University of Missouri-St. Louis
- University of Nevada, Las Vegas (UNLV)
 - University of Nevada, Reno
- University of North Carolina at Asheville
 - at Chapel Hill (UNC-CH)
 - at Charlotte
 - at Greensboro
 - at Pembroke
- University of Texas at Arlington

at Austin

at Brownsville

at Dallas

at El Paso

at San Antonio

at Tyler

University of Texas-Houston Health Science Center

University of Wisconsin-Eau Claire (hyphen, not en-dash)

University of Wisconsin-Green Bay

University of Wisconsin-La Crosse

University of Wisconsin-Madison (main campus)

University of Wisconsin-Milwaukee

University of Wisconsin-Oshkosh

University of Wisconsin-Parkside

University of Wisconsin-Platteville

University of Wisconsin-River Falls

University of Wisconsin-Stevens Point

University of Wisconsin-Stout

University of Wisconsin-Superior

University of Wisconsin-Wausau

University of Wisconsin-Whitewater

EDITING AUTHORS' PROSE

There are several points to keep in mind when editing the prose of our authors.

Whenever possible, retain the author's language; edit only for clarity and brevity. This requires some discretion on the part of the editor; some authors are naturally better writers and need less editing. In general, if there is more than one way to say something, let the author say it his or her way, even if you, the editor, might not have written it that way.

Splitting auxiliary verbs: While there are instances in which it clearly makes a sentence better if an auxiliary verb is kept next to the main verb, most of the time this construction can be split without detriment. This is one of those rules that if carried to excess can result in awkward, stilted prose. For example, the sentence "We are now expecting to arrive on time" reads much better than "We now are expecting to arrive on time." Use your judgment. Read the sentence aloud to yourself. If it sounds awkward, don't stick unwaveringly to a rule. The same goes for split infinitives. Sometimes in rejoining an infinitive, a well-meaning editor can change the meaning of a sentence. Tread lightly.

That pesky "that": This is one of those disappearing words that, I believe, is disappearing to our peril. Please use "that" to introduce a clause such as: "We believe **that** O.J. Simpson is innocent until proven guilty." Otherwise, you risk ambiguity, because the verb "believe" is transitive, meaning that it takes an object. The sentence could be interpreted as "We believe O.J. Simpson," without considering the rest of the sentence. Better examples of this abound. Please use "that," especially if the verb in question is transitive, such as "find," "observe," and so on.

Significant/significantly: Reserve use of these words for references to statistical significance. Use a synonym such as "greatly," "much," and the like, if a modifier is truly needed, especially in a context where statistical significance could be implied.

Substantially: This is a favorite word among our authors. Try to limit its use, mixing it up with "greatly," "much," and others, if a modifier is truly needed.

MISCELLANEOUS

Article File Folders

The article file folder contains several things. Keeping these neat and in order helps to facilitate production throughout the process.

1. Author correspondence. This is kept in a blue sleeve, in descending order by date (in other words, latest pieces on top, earlier pieces below). Paper clips are not necessary. All correspondence to the author, even if it has to do with the review process, is filed in this sleeve. At the front of the sleeve, showing through the clear plastic, is the author contact information.
2. Review information. This is kept in a red sleeve. All correspondence with peer reviewers is kept in this sleeve.
3. Prior drafts, marked as such, with "Do Not Edit" on them. Once an article is in editing and production, all prior drafts should be removed and placed in a stack on the shelf above the current issue files. Old drafts from previous issues should be kept for one complete issue cycle, then recycled.
4. One clean copy of the final draft, unedited. Discard any other clean final drafts.
5. One copy each of each pass through production (such as first edit, Pages 1, author galley), stapled in the left corner once that particular phase of production is final. Multiple Pages 1 drafts may be needed, when files are scanned and sent to AZ. These should be clipped together. Authors' comments (usually faxed) should be attached to the master author galley, if further markup is necessary. These should be filed in order of latest drafts on top.

Things To Watch For In Manuscript Corrections

1. Hyphens and en-dashes in Notes
2. Accuracy of coding (especially italic and default Roman coding)
3. Numeral 1 versus lowercase l, numeral 0 versus uppercase O
4. Double-spaces after sentences (check several times until all are eliminated)
5. Spell-checking (be careful in using "Replace All," since sometimes you end up replacing a usage that should have been left as it is).
6. Removing hyperlinks: In Word 2000, position the mouse over hyperlinked text, then right click. Select "Hyperlink," then "Remove hyperlink." To keep hyperlinks from being inserted, set Tools, AutoCorrect, Autoformat as you type, to uncheck Internet and network paths with hyperlinks. Do the same for the Autoformat tab in AutoCorrect. All hyperlinks should be removed before an article is typeset.

DOIs, or Digital Object Identifiers

On the HighWire site introduced in November 2003, all *Health Affairs* articles are identified by a DOI, which appears at the bottom of the first page of every article, both print and Web

Exclusives. Although the DOIs for WEs and print articles contain some common elements, they are set using different schemes, as follows:

1. Print articles: DOI 10.1377/hlthaff.23.1.1 [10.137/hlthaff] is the unique identifier of *Health Affairs*. [23.1.32] refers to Vol. 23, no. 1, page 32.

2. Web Exclusives: DOI 10.1377/hlthaff.w3.532 [w3.532] refers to the third year of Web Exclusives, and 532 is the beginning page number.

Formatting For The Redesigned Style

In the redesign of 1996, several items were added. These are best attended to in the initial edit (running head and deck) and Pages 1 (pull quote suggestions and placement), so that the article's length can be realistically determined.

1. Decks: These are written to be brief (one or two sentences or phrases) and punchy, not in academic speak or technical language. They do not replace the abstract, which is a more appropriate location for technical summaries, if needed. Any editor may write these, but they are subject to Andrea's discretion.

2. Running section heads: The section head runs on left-hand pages. If a paper is part of a grouped set of features, the section head reflects the overall topic of those papers. If a paper stands alone as a feature, the section head reflects its broader topic, not its title. Section heads also include Perspective(s), DataWatch, Commentary, Health Tracking, Narrative Matters, GrantWatch, UpDate, and Book Review(s).

3. Running subject heads: These state succinctly what the paper is about, in two or three words. All papers except Tracking papers have these. They run on right-hand pages. For example, J.D. Kleinke's paper in Nov/Dec 1998 had the section head "Information Revolution" (as did Donald Moran's), and the subject head "Release 0.0," to reflect part of its title, "Release 0.0: Clinical Information Technology in the Real World." John Ayanian's DataWatch in that issue had the section head "DataWatch" and the subject head "Quality Of Care" to reflect its title. For Health Tracking, the section (MarketWatch, Trends, From The Field) is in the subject head position.

4. Pull quotes: These are placed at the editors' discretion, to break up white space or highlight colorful or important language. An article may contain none, one, two, or even three or more, depending on space available.

- a. Features, DataWatch, Commentary: Each pull quote accounts for four lines of text. Thus, for every pull quote that is added, four lines of text must be cut. The pull quotes themselves contain in the range of 15-18 words, depending on how long the words are. Pull quotes should be punchy and reflect one of the paper's main points or a controversial or colorful statement on the part of the author. Pull quotes do not need to be "doctored" if they are not quoted verbatim; in other words, they can be altered slightly (often shortened) without the use of ellipses or brackets, as is normally done when quoted material is not verbatim. A pull quote should not be used on a page that contains an exhibit.
- b. Tracking, Perspectives, Interviews, Book Reviews, Letters: Pull quotes should be in the range of 16-18 words, again depending on the words' length. There is no tried-and-true formula for how many lines of text are lost for every pull quote in the two-column format, since the variables are more numerous.
- c. Narrative Matters: Pull quotes are used more frequently, sometimes one per page, and the length can vary considerably.
- d. For all pull quotes, try not to break words into syllables across lines unless necessary for copyfitting.

Approximate word counts

Words per page, 12-point Courier New	200
Words per page, 12-point Times New Roman	320
Typeset copy:	
Words per page, one column (including Narrative Matters)	500
Words per page, two column	700
Words per column	350
Lines per page (text), one column	44
Lines per page (notes), one column	54
Lines per page (text), two column	96
Lines per column	48
Lines per inch (text), one column	5
Lines per inch (notes), one column	7
Lines per inch (text), two column	6
Lines per inch (notes), two column	7
Pica depth of typeset page (6 picas = 1 inch)	49