



JANAC Style Guide for Authors and Reviewers

JANAC is edited according to the *Publication Manual of the American Psychological Association* (APA, 6th ed.). *JANAC* modifications to APA format are discussed in this document. The *JANAC Style Guide* takes precedence over the APA Manual.

This document provides additional information to the Author Guidelines (available at <http://edmgr.ovid.com/janac/accounts/ifaauth.htm>) and should be used in conjunction with that document.

Formatting Your Paper

- Use 1-inch margins on all sides of the page.
- Left justify the text.
- Use font size 12.
- Indent the first line of each paragraph ½ inch.
- **Do not** put extra spaces between paragraphs.
- Number the lines in the paper.
- **Do not** use widow and orphan control.
- You may use up to 3 levels of headers (see Instructions for Authors).
- For in-text series, use (a), (b), (c), etc. For a series set off in a list, use numbers or bullet points.
- **Do not** underline anywhere in your paper.
- Use italics for:
 - Letters used as statistical symbols or algebraic variables (e.g., $n = 10$; $p < .001$).
 - Anchors of a scale (e.g., from 1 [*poor*] to 5 [*excellent*] ...).
 - A letter, word, or phrase cited as a linguistic example.
 - Genera, species, and varieties.
 - The introduction of a new, technical, key term, or label.
- **Do not** use italics for foreign phrases and abbreviations common in English, chemical terms, non-statistical subscripts to statistical symbols or mathematical expressions, or for mere emphasis.
- Use only one space after a sentence.

Word Choice

- HIV/AIDS is **not** used in *JANAC* unless it is part of the name of an organization or in a referenced document title.
- Use AIDS only when speaking of an AIDS diagnosis or when in an organization's formal title, otherwise use HIV, which is a more inclusive term.
- Do not use "virus" after HIV – it is redundant.
- ART is used rather than HAART on the premise that all ART should be highly active; combination antiretroviral therapy (cART) is an accurate and acceptable alternate term.
- The words "health care" will remain two words.

- Hyphenate terms such as “risk-taking” and “decision-making,” only when the compound precedes the term it modifies (e.g., risk-taking behavior, decision-making skills).
- People/person living with HIV (PLWH) is the preferred term; **do not** use HIV patient, HIV positive, or HIV-infected person; “person without HIV infection” or “uninfected” are preferred; **do not** use HIV negative.
- Use co-infected and co-infection instead of coinfecting and coinfection.
- Active voice is usually preferred. Active voice is sometimes best accomplished through the use of first person pronouns. First person should be used when referring to the authors’ study (i.e., our study) or when other wording is confusing (i.e., the current study) or awkward (i.e., the study reported in this paper).
- First person pronouns should also be used when (a) citing direct quotes as a part of qualitative data or in a personal communication, (b) a first-person pronoun will do a better job of making a particular point or emphasis, or (c) the use of a first person pronoun creates clarity.
- Generic names should be used for drugs (see drug tables below).
- Use “ages” instead of “aged” when describing people (e.g., men ages 26-68).
- Use Mixed Method (method is not plural and the two words are not hyphenated).
- Use “in regard” **not** “in regards”; use “toward” **not** “towards.”
- Do not use “since” when you mean “because.” “Since” denotes time (e.g., since 1977) and is appropriately used in those instances.

Punctuation

- How to use periods in the following abbreviations: et al., e.g., i.e.
- No periods in degrees, licenses, and certifications (e.g., RN, not R.N.; PhD, not Ph.D.)

Numbers and Statistics

- *p* values – lowercase, italic, no leading zero (e.g., *p* = .05)
- *p* values – carry out to the numeral (e.g., *p* = .0001, **not** *p* = .000)
- Use commas in numbers with 4 or more digits (e.g., 1,125)
- Use CD4+ T cell rather than CD cell or CD4 cell
- For CD4+ T cell count, use [number of cells] CD4+ T cells/mm³
- For viral load, use xx viral copies/mL
- Use words to express whole numbers lower than 10 (see exceptions in APA Manual – there are many!)
- Do not spell out numbers in the abstract or in parentheses
- Numbers denoting time are not spelled out (e.g., 1 day, 3 months, 5 minutes, May 5, 1992)
- Use “more than,” “less than,” and “at least” in text and use symbols in parentheses (i.e., > 18 years of age, < .01, ≥ 100). **Do not** use “under” when you mean less than; **do not** use “over” when you mean more than.

Tables

- Lines in a table may be single spaced.
- Font sizes may be reduced to 10 or 11 in tables.
- Use the table format in your word processing program. **Do not** use the column format or indents.
- Use “*Note.*” at the bottom of the table to provide additional information.
 - Footnote symbols: Use superscript lowercase letters in the table (^a, ^b, ^c). The

- corresponding footnote is set at baseline followed by a period (a., b., c.).
- Define all abbreviations and acronyms used in the table at the bottom of the table. Use “ = ” between the abbreviation and the expansion; separate abbreviations with a semicolon; for example: *Note.* ART = antiretroviral therapy; CI = confidence interval.
 - Define all abbreviations and acronyms used in each table even if they have been defined in the paper or if they are used in other tables.

Abbreviations and Acronyms

- In general, spell out an abbreviation or acronym at first use and place the abbreviation in parentheses, for example: antiretroviral therapy (ART). After that, use the abbreviation or acronym consistently throughout the article. If the term is used three or fewer times in the manuscript, spell it out every time.
- **Exceptions:** HIV, AIDS, and *JANAC* are used without having to define them.
- Use “vs.” in parentheses, but spell out “versus” in the text.
- See tables below.

Journal of the Association of Nurses in AIDS Care

Approved Acronyms

BIOLOGY AND HEALTH CARE			
Acronym	Definition	Acronym	Definition
ABG	arterial blood gas	HSV	herpes simplex virus
ADC	AIDS dementia complex	IL-2	interleukin-2
ADLs	activities of daily living	INH	isoniazid
AIDS	acquired immune deficiency syndrome	KS	Kaposi's sarcoma
ALT	alanine transaminase	LDL	low-density lipoprotein
ANC	absolute neutrophil count	LFT	liver function test
ART	antiretroviral therapy	MAC	<i>Mycobacterium avium</i> complex
ARV	antiretroviral	MTCT	mother-to-child transmission
BMD	Bone mineral density	MTB	<i>Mycobacterium tuberculosis</i>
BMI	body mass index	nPEP	non-occupational post-exposure prophylaxis
BUN	blood urea nitrogen	OI	opportunistic infection
CAM	complementary/alternative medicine	PCP	<i>Pneumocystis jiroveci</i> pneumonia
cART	combination antiretroviral therapy	PCR	polymerase chain reaction
CBC	complete blood count	PEP	post-exposure prophylaxis
CMV	cytomegalovirus	PGL	persistent generalized lymphadenopathy
CNS	central nervous system	PID	pelvic inflammatory disease
CSF	cerebrospinal fluid	PML	progressive multifocal encephalopathy
DOT	directly observed therapy	PPD	purified protein derivative
EBV	Epstein-Barr virus	PrEP	pre-exposure prophylaxis
ELISA	enzyme linked immunosorbent assay	PMTCT	prevention of mother-to-child transmission
HAV	hepatitis A virus	RNA	ribonucleic acid
HBV	hepatitis B virus	RPR	rapid plasma reagin
HBcAB	hepatitis B core antibody	RT-PCR	reverse transcriptase – polymerase chain reaction
HBeAg	hepatitis B e antigen	STD/STI	sexually transmitted disease/infection
HBsAg	hepatitis B surface antigen	TPM-SMX	trimethoprim-sulfamethoxazole/Bactrim®
HCV	hepatitis C virus	VL	viral load
HDL	high-density lipoprotein	VZIG	varicella zoster immune globulin
HIV	human immunodeficiency virus	VZV	varicella zoster virus

MISCELLANEOUS			
Acronym	Definition	Acronym	Definition
AACRN	Advanced AIDS Certified Registered Nurse	HCP	health care provider
ACRN	AIDS Certified Registered Nurse	IDU	injection drug user/use
AI/AN	American Indian/Alaska Native	IPV	intimate partner violence
CBA	capacity building assistance	MSM	men who have sex with men
CM	case manager/case management	PLWH	people living with HIV
CQI	continuous quality improvement	QA	quality assurance
CSW	commercial sex worker	QI	quality improvement
GLBTQ	gay, lesbian, bisexual, transgender, questioning/queer	QoL	quality of life

ORGANIZATIONS AND PROGRAMS

Acronym	Definition	Acronym	Definition
ACA	Patient Protection and Affordable Care Act	FQHC	Federally Qualified Healthcare Center
ACTG	AIDS Clinical Trials Group	HIPAA	Health Insurance Portability and Accountability Act
ACTIS	AIDS Clinical Trials Information Service	HIVATIS	HIV/AIDS Treatment Information Service
ACTU	AIDS Clinical Trials Unit	HMA	Health Maintenance Alliance
ADA	Americans with Disabilities Act	HOPWA	Housing Opportunities for People with AIDS
ADAP	AIDS Drug Assistance Program	HRSA	Health Resources and Services Administration
AETC	AIDS Education and Training Center	HVTN	HIV Vaccine Trials Network
AHEC	Area Health Education Center	IHS	Indian Health Service
AmFAR	American Foundation for AIDS Research	IRB	institutional review board
ANAC	Association of Nurses in AIDS Care	MACS	Multicenter AIDS Cohort Study
ASO	AIDS service organization	NGO	non-government organization
CAB	community advisory board	NHAS	National HIV/AIDS Strategy
CAEAR Coalition	Communities Advocating Emergency AIDS Relief Coalition	NIAID	National Institute of Allergy and Infectious Disease
CBO	community-based organization	NIH	National Institutes of Health
CDC	Centers for Disease Control and Prevention	N/SEP	needle/syringe exchange program
CFAR	Center for AIDS Research	OSHA	Occupational Safety and Health Administration
CHC	community health center	PACTG	Pediatric AIDS Clinical Trials Group
CMS	Center for Medicare and Medicaid Services	PHS	Public Health Service
CPCRA	Community Programs for Clinical Research on AIDS	RWP/RWHAP	Ryan White Program/ Ryan White HIV/AIDS Program
DHHS	Department of Health and Human Services	SAMHSA	Substance and Mental Health Services Administration
EMA	Eligible Metropolitan Area	UNAIDS	Joint United Nations Programme on HIV/AIDS
FDA	Food and Drug Administration	WHO	World Health Organization

ANTIRETROVIRAL MEDICATIONS			
Acronym	Medication	Acronym	Medication
Nucleoside/Nucleotide Reverse Transcriptase Inhibitors (NRTIs)		Non-Nucleoside Reverse Transcriptase Inhibitors (NNRTIs)	
3TC	lamivudine/Epivir™	DLV	delavirdine/Rescriptor®
ABC	abacavir/Ziagen®	EFV	efavirenz/Sustiva™
AZT	former name for ZDV	ETV	etravirine/Intelence®
d4T	stavudine/Zerit™	NVP	nevirapine/Viramune®
ddI	didanosine/Videx®	RPV	rilpivirine/Edurant™
FTC	emtricitabine/Emtriva®	Entry Inhibitors	
TDF	tenofovir/Viread®	MVC	maraviroc/Selzentry®
ZDV	zidovudine/Retrovir®	T-20	enfuvirtide/Fuzeon®
Fixed Dose Combination NRTIs		Integrase Strand Transfer Inhibitors (INSTI)	
ABC + 3TC	Epizicom®	EVG	elvitegravir
AZT + 3TC	Combivir®	DTG	dolutegravir/Tivicay®
AZT + 3TC + ABC	Trizivir™	RAL	raltegravir/Isentress®
TDF + FTC	Truvada®	Boosting Agents	
Protease Inhibitors (PIs)		COBI	cobicistat/Tybost®
ATV	atazanavir/Reyataz®	RTV	ritonavir/Norvir®
DRV	darunavir/Prezista®	Single Tablet Fixed Dose Multi-Class Agents	
FPV	fosamprenavir/Lexiva®	TDF + FTC + EFV	Atripla®
IDV	indinavir/Crixivan®	BIC + FTC + TAF	Biktarvy®
LPV/r	lopinavir + ritonavir/Kaletra®	3TC + TDF	Cimduo®
NFV	nelfinavir/Viracept®	AZT + 3TC	Combivir®
SQV	saquinavir/Invirase®	TDF + FTC + RPV	Complera®
TPV	tipranavir/Aptivus®	FTC + TAF	Descovy®
		ABC + 3TC	Epizicom®
		ATV + COBI	Evotaz®
		EVG + COBI + FTC + TAF	Genvoya®
		DTG + RPV	Juluca®
		LPV (LPV/r) + RTV	Kaletra®
		FTC + RPV + TAF	Odefsey®
		DRV + COBI	Prezcobix®
		EVG + COBI + FTC + TDF	Stribild™
		EFC + 3TC + TDF	Simfi®
		DRV + COBI + FTC + TAF	Symtuza®
		ABC + DTG + 3TC	Triumeq®
		AZT + 3TC + ABC	Trizivir®
		TDF + FTC	Truvada®

The following page provides an example of a title page:

Supporting authors in developing countries: The Zimbabwe experience

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Kristen Overstreet, BA

Lucy Bradley-Springer, PhD, RN, ACRN, FAAN

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Disclosures

The authors report no real or perceived vested interests related to this article that could be construed as a conflict of interest.

OR

Chris Kudzai reported receiving lecture fees from XYZ International. Kristen Overstreet disclosed consulting fees from 123 Inc. Lucy Bradley-Springer reported no financial interests or potential conflicts of interest.

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Registration number: xxx (Required starting June 1, 2019 for all clinical trials – see Instructions for Authors)

Key words: Provide 3 to 6 key words. Key words related to the content of the manuscript should be listed in alphabetical order and separated by commas; do not capitalize key terms unless they are proper names.

- For **feature paper submissions**, key words should appear after the abstract on page 1 of the manuscript.
- For **all other submissions**, key words should appear at the end of the title page.
- Note: for **research papers**, key words should include method (e.g., practice improvement project, RCT, phenomenological study); population (e.g., transmen, women, Hispanic youth); and key variables (e.g., health literacy, stigma, substance use, race).

References

- Formatting the reference list in general:
 - Left justify the text.
 - Use the hanging indent (½ inch) for all references.
 - Double space throughout.
 - Spell out all periodical names.
 - **Do not** use widow and orphan control.
 - **Do not** underline anywhere in the reference list.
 - **Do not** abbreviate or use acronyms for the names of organizations.
 - Use italics for periodical names and volume numbers, book titles, titles of references retrieved online, and journal names.
- Include doi numbers, when available, for all references. **Note:** doi numbers all begin with the number 10. Use this format – doi:10.0000XXX-res
- Author names should have a comma between the last name and the author’s initials (e.g., Jimenez, G.). A comma is used before an ampersand, even if there are only 2 authors (e.g., Begay, A., & Patrick, J.).
- The notation et al. is **not** used in reference lists.
 - If a manuscript has seven authors, list all seven with an ampersand (&) between the sixth and seventh authors.
 - If a reference has eight or more authors, list the first six authors, then use an ellipses (...) to represent authors between the sixth and final author. After the ellipses, list the final author’s last name and initials. The final author is the final person in the list, not a program name or the name of a group/panel/board.
- For titles in the reference list, capitalize only the first word, the first word after a colon, and proper nouns.

Note: Use *only* the references you need to support assertions in your paper. Don’t pad the reference list.

Citations. When citing a reference in the text:

- If the citation has six or more authors, use the first author’s last name followed by “et al.,” and the publication date (e.g., Jimenez et al., 2019).
- If the citation has three to five authors, list all authors the first time and then use the first author’s last name followed by “et al.,” for all subsequent citations.
- Citations with one or two authors should always list the authors’ names (e.g., Adebowale, 2018; Li & Patrick, 2019).
- If a citation is abbreviated to the last name of the first author, et al., and year, but can then be confused with another reference in the list, then include the second author’s last name, and then the third, etc., until there is no confusion and the reader can clearly see the reference you are citing (e.g., Chen, Moon, Gonzalez, et al., 2018).

JANAC style for references and citations differs from APA in the following ways:

- In the reference list, we **do** allow URLs that take the reader directly to a PDF of the referenced materials. Formatting for this type of reference includes author name(s), year of publication, italicized title of the reference, and then “Retrieved from [insert URL].” The URL should take the reader directly to the article or materials you are referencing, not a non-specific or “umbrella” page.
- When references are cited in the paper, provide the reference year every time (even within a paragraph) to assure clarity.
- When a doi is not available, **do not** provide the URL of the home page of the journal in place of the doi.

Examples of references using APA format with JANAC Style Guide revisions:

References

- Bradley-Springer L. (2013). *Grace* [Video]. Retrieved from <http://www.youtube.com/watch?v=n9UxcwxNmfw>
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