



JANAC Style Guide for Authors and Reviewers

JANAC is edited according to the *Publication Manual of the American Psychological Association* (APA, 7th 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 and the APA Manual.

Table 1. Formatting Your Paper

Item	Requirement	Notes
Comma	Use serial or Oxford comma	Add a comma before the last item in a series that appears before the word “and”: Red, white, and blue.
Font size	12 pt.	
Headings	3 levels	See template here: https://apastyle.apa.org/instructional-aids/heading-template-professional-paper.pdf
Italics	<ul style="list-style-type: none"> • Letters used as statistical symbols or algebraic variables (e.g., $n = 10$; $p < .001$). • Anchors of a scale (e.g., from 1 [<i>poor</i>] to 5 [<i>excellent</i>] ...). • Genera, species, and varieties. • The introduction of a new, technical, key term, or label. • Some test scores 	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.
Justification	Left	For all text
Line Numbering	Continuous	Required for text but not tables or figures. Please add sequential line numbering to your Word documents for the main manuscript (text) file. You will see that the system will also add line numbers when it creates the PDF of your

		submission, but these start over on each page and the reviewers prefer sequential numbering.
Lists	(a), (b), (c) 1, 2, 3 Bullet points	Use lettered lists for phrases included in a sentence. Use numbered lists for complete sentences or paragraphs in a series. Use bullets instead of numbers to remove an unwarranted chronology or priority to the items.
Margins	1 inch, all sides	
Periods	<ul style="list-style-type: none"> • 1 space after a period or other mark at the end of a sentence • U.S. - when used as an adjective • et al., e.g., • No periods for state abbreviations or academic degrees 	<ul style="list-style-type: none"> • Do use a period after in. (inch or inches) because it could be misread as the word “in”. • Do not abbreviate the noun, United States. Made in the United States. It is a U.S. product. • CO, NY, TX, Washington, DC • PhD, RN, FAAN
Plural pronouns or generic third-person singular pronouns	They, them, their, theirs	When referring to more than 1 person, and when referring to 1 person for whom you are not sure of their preferred pronouns. Only use “he” and “she” when sure the person uses these pronouns.
Pronouns for authors	First person	I or We when referring to the authors of the paper/researchers of the study
Series within the text	(a), (b), (c), etc.	For a series set off in a list, use numbers or bullet points
Spacing	<ul style="list-style-type: none"> • Double space the lines of text • No extra lines between paragraphs 	Including the abstract and references; lines in tables may be single spaced; do not put extra lines before or after headings
References		See examples here: https://apastyle.apa.org/instructional-aids/reference-guide.pdf
Running Head	<ul style="list-style-type: none"> • 50 characters or less • Top of each page • Flush Left 	The running head is a shortened version of the title.
Tables & Figures	Appended after the reference list. Should not be embedded in the text.	This is <i>JANAC</i> 's style and is contrary to APA 7 th edition style.

Note. From APA Manual, 7th edition, 2020

Table 2. Word Choice

Correct Usage	Notes
HIV	<ul style="list-style-type: none"> • HIV/AIDS is not used in <i>JANAC</i> unless it is part of the name of an organization or in a referenced document title.

	<ul style="list-style-type: none"> • 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, cART	<ul style="list-style-type: none"> • 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.
Health care	2 words, no hyphen
decision making decision-making	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)	Do not use HIV patient, HIV positive, or HIV-infected person. “Person without HIV infection” or “uninfected” are preferred; do not use HIV negative.
Co-infected, co-infection	Not coinfecting and coinfection.
Active voice is preferred	<ul style="list-style-type: none"> • 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.
mixed method	Method is not plural and the two words are not hyphenated.
Since/because	Do not use “since” when you mean “because.” “Since” denotes time (e.g., since 1977) and is appropriately used in those instances.

Numbers and Statistics	
Correct Usage	Notes
$p = .05, p = .0001,$	Lowercase, italic, no leading zero, carry out to the numeral
1,234, 4,111,222.33	Use commas in numbers with 4 or more digits
CD4+ T cell	Not CD cell or CD4 cell
CD4+ T cell count	Use [number of cells] CD4+ T cells/mm ³
xx viral copies/mL	
1 day, 3 months, 5 minutes, May 5, 1992, 6 years old, 4 on a 10 scale, \$4.32	Use numbers for time, dates, ages, scores and points on a scale, exact sums of money

More than, less than, at least	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.
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Note. From APA Manual, 7th edition, 2020

Tables and Figures	
Item	Notes
Number of tables/figures allowed	<ul style="list-style-type: none"> • We accept a combined total of up to 5 tables and figures in feature manuscript submissions. • You may include no more than 3 tables and/or figures per manuscript for non-feature manuscript submissions
Table/Figure Notes	<p>Use “<i>Note.</i>” at the bottom of the table to provide additional information.</p> <ul style="list-style-type: none"> ○ 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: <i>Note.</i> 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.
Permissions	<ul style="list-style-type: none"> • If reprinting or adapting any part of a previously published work, you must obtain permission from the copyright holder and include a credit line in the table/figure note in the format required by the copyright holder. This includes your own previously published work and information/images found on the internet. • If the work you are re-using was published open access or is in the public domain, you must state this in the note and include the proper citation.

Citations in text to tables/figures	<ul style="list-style-type: none"> • The order number for tables and figures is determined based upon when they are cited in the text. • Numbers must be sequential. • Do not indicate placement in the text (e.g., Place Table 1 here).
Placement in the manuscript	<ul style="list-style-type: none"> • Include tables at the end of the manuscript, after the references or Key Considerations. They should not be embedded in the text. • You may embed small figures in the text but you must also include a separate file for each figure in the format in which it was created (e.g., pptx, TIFF, Excel). See the Information for Authors for approved formats. Larger figures should be appended after the reference list or Key Considerations and not embedded in the text.
Borders and Shading	<ul style="list-style-type: none"> • Avoid shading in tables. It displays well online but not in print. • Avoid vertical borders and borders around each cell in a table.
Figure images	<ul style="list-style-type: none"> • Images should be provided in a resolution sufficient for clear viewing and printing.
Color	<ul style="list-style-type: none"> • Tables and figures will be displayed in color online but will be printed in black and white. Ensure the table/figure is readable without the color.

Note. See “Table Checklist,” “Figure Checklist,” and examples in the APA 7th edition Manual.

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
LGBTQ	lesbian, gay, 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®	DOR	doravirine/Pifeltro®
AZT	former name for ZDV	EFV	efavirenz/Sustiva™
d4T	stavudine/Zerit™	ETV	etravirine/Intelence®
ddI	didanosine/Videx®	NVP	nevirapine/Viramune®
FTC	emtricitabine/Emtriva®	RPV	rilpivirine/Edurant™
TAF	Tenofovir alafenamide/Vemlidy®	Entry Inhibitors	
TDF	tenofovir disoproxil fumarate/Viread®	Post-Attachment Inhibitor or Monoclonal Antibody	ibalizumab-uyk (Trogarzo)
ZDV	zidovudine/Retrovir®	MVC (CCR5 antagonist)	maraviroc/Selzentry®
		ENF/T-20 (Fusion inhibitor)	enfuvirtide/Fuzeon®
Fixed Dose Combination NRTIs		Integrase Strand Transfer Inhibitors (INSTI)	
ABC + 3TC	Epizicom®	BIC	bictegravir (combined with other drugs as Biktarvy)
AZT + 3TC	Combivir®	DTG	dolutegravir/Tivicay®
AZT + 3TC + ABC	Trizivir™	EVG	elvitegravir/Vitekta®
TDF + FTC	Truvada®	RAL	raltegravir/Isentress®
		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®
RTV	ritonavir/Norvir®	TDF + FTC + RPV	Complera®
SQV	saquinavir/Invirase®, Fortovase®	DOR + TDF + 3TC	Delstrigo®
TPV	tipranavir/Aptivus®	FTC + TAF	Descovy®
		DTG + 3TC	Dovato®
		ABC + 3TC	Epizicom®
		ATV + COBI (ATZc)	Evotaz®
		EVG + COBI + FTC + TAF	Genvoya®
		DTG + RPV	Juluca®
		LPV (LPV/r) + RTV	Kaletra®
		FTC + RPV + TAF	Odefsey®
		DRV + COBI (DRVc)	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:

Example Title Page

Supporting authors in developing countries: The Zimbabwe experience

Chris Kudzai, PhD, MSW

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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Clinical Trial Registration number: xxx

Author Contributions

All authors on this paper meet the four criteria for authorship as identified by the International Committee of Medical Journal Editors (ICMJE); all authors have contributed to the conception and design of the study, drafted or have been involved in revising this manuscript, reviewed the final version of this manuscript before submission, and agree to be accountable for all aspects of the work. Specifically, using the CRediT taxonomy, the specific contributions of each author is as follows: Conceptualization & Methodology: C. Kudzai, K. Overstreet, L. Bradley-Springer; Formal Analysis: C. Kudzai, L. Bradley-Springer; Funding acquisition: K. Overstreet; Investigation: C. Kudzai, K. Overstreet; Project administration: K. Overstreet; Supervision: K. Overstreet; Validation: L. Bradley-Springer; Writing – original draft: C. Kudzai, L. Bradley-Springer; Writing/Revising – K. Overstreet.

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.

- Key words should follow the abstract for **features, briefs, case studies, and commentaries**, and be placed at the end of the title page for **guest editorials, media reviews, and letters to the editor**. Include the design type as a key word for feature

(research and review) articles.

- 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	
Item	Notes
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.	
Author names should have a comma between the last name and the author's initials. A comma is used before an ampersand, even if there are only 2 authors.	Jimenez, G. Begay, A., & Patrick, J.
The notation et al. is not used in reference lists.	<ul style="list-style-type: none"> • If a manuscript has as many as 20 authors, list all 20 with an ampersand (&) between the nineteenth and twentieth authors. • If a reference has 21 or more authors, list the first 19 authors, then use an ellipses (...) to represent authors between the 19th 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.
Titles in the reference list	Capitalize only the first word, the first word after a colon, and proper nouns.
Retrieval dates	If a citing an online source that is likely to change, include a retrieval date with the reference so the reader knows what you accessed may not be the same as what they subsequently access.
No date	If a source does not have a publication or posting date, use "n.d." to represent "no date."
DOI and URL	<ul style="list-style-type: none"> • Include DOI numbers, when available, for all references. Note: DOI numbers all begin with the number 10. Use this format – doi:10.0000XXX-res • Provide a URL if <ul style="list-style-type: none"> ○ a DOI is not available ○ the work is not from an

	<p>academic research database</p> <ul style="list-style-type: none"> ○ the URL is still working and takes the reader directly to the source you are citing. ● For works from databases that publish works of limited circulation or original, proprietary material, include the name of the database or archive and the URL of the work. If a login is required to access the work, provide the URL to the database home page. ● Provide the DOI or URL as a live hyperlink. ● For DOI numbers – use the link format http://dx.doi.org/xxxxxxx (xxxxxxx would be the source’s specific number) and not DOI:xxxxxxx
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Note. From APA Manual, 7th edition, 2020

Examples of references using APA 7th edition format with JANAC Style Guide revisions

In-text Citations	
One or two authors in text	Swanson (2020) said . . . Webel and Relf (2019) found . . .
One or two authors in parentheses in text	(Swanson, 2020; Webel & Relf, 2019)
Three or more authors in text	Johnson et al. (2018) indicated . . .
Three or more authors in parentheses in text	(Johnson et al., 2018)
Cite the year each time you cite the reference, even in the same paragraph	
List multiple citations within the same parentheses in alphabetical order	(Overstreet, 2017; Relf et al., 2019; Swanson & Webel, 2015)
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 — 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. Include a comma after the last author’s name, before the “et al.”.	(Chen, Moon, Gonzalez, et al., 2018)
Multiple citations to works written by different authors with the same last name — use each of those authors’ first initials to avoid confusion.	(C. F. Wang, 2013; T. A. Wang et al., 2018)
Multiple citations to works written by the same authors (all the same authors, in the same order) and publication year — add a letter to each reference, starting with the first reference cited.	(Martinez et al. 2016a; Martinez et al., 2016b)
Group authors (e.g., American Psychological Association) can be abbreviated if used more than 3 times in the paper. Provide the full name on first mention, followed by the abbreviation.	<ul style="list-style-type: none"> • Appearing first in text: American Psychological Association (APA, 2017). • Appearing first in parenthetical citation: (American Psychological Association [APA], 2017) • Use the full name in the reference list.
Websites, periodicals, software, and apps	General mention, no specific information – provide the name and URL in parentheses. For example, . . . Qualtrics (www.qualtrics.com) . . .
Direct Quotations	<ul style="list-style-type: none"> • Provide the page number(s) for the quoted material, after the year in the citation (e.g., Mutombo, 2011, p. 25). • If no page number is available, use the heading/section name and/or paragraph number in place of the page number in the citation (e.g., Agarwal, 2019, para. 4; Mutombo, 2021, Methods section; Xin 2017, Methods section, para. 4).

Note. From APA Manual, 7th edition, 2020

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

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