

# **American Academy of Audiology Style Guide**

## ***Table of Contents***

*Note:* Each section title below is hyperlinked to its location within the document. Hold down the [Ctrl] button and click on the title of the section you would like to visit.

## **GENERAL WRITING GUIDELINES**

### **ABBREVIATIONS**

### **CAPITALIZATION**

### **FORMAT**

- About the Author**
- Figures and Tables**
- Text Citations**
- Reference List**
- Notes**

### **NAMES AND TERMS**

- Meetings**
- Organizations**
- Titles of Works**
- Web Addresses**

### **NUMBERS**

- Dates and Times**

### **PUNCTUATION**

- Apostrophe**
- Colon**
- Comma**
- Dash**
- Parentheses**
- Period**
- Ellipses**
- Quotation Marks**
- Semicolon**

### **SPELLING**

## **Appendix A. Commonly Used Acronyms**

## GENERAL WRITING GUIDELINES

- Avoid wordiness.
- Avoid overly fancy words.
- Avoid overly complex sentence structure.
- Avoid sexist language: chair (not chairman), representative or senator (not congressman)
- Particularly in consumer-oriented material, use person-first language when referring to persons with disabilities. For example, rather than “hearing-impaired patient,” use “patient who is hearing impaired” or, preferably, “patient with a hearing impairment” to emphasize that the patient is a person first and—secondarily—has a disability.
- Use the active, not passive, voice whenever possible.

Passive: The bill was passed by Congress. Active: Congress passed the bill.

- Avoid the use of please in calls to action.

For more information, ~~please~~ contact the Academy.

- Reread and revise as necessary.

---

## ABBREVIATIONS

- American Academy of Audiology: the Academy. Use of the abbreviation AAA should be limited.
- American Academy of Audiology Foundation, AAA Foundation, AAAF, the Foundation
- AAA, Inc. PAC
- American Board of Audiology® (ABA)
- fourth-year externship, not 4th-year externship
- Spell out nonstandard abbreviations at first use: ABR (auditory brainstem response).
- Avoid the use of periods in academic and professional designations such as AuD, CAE, CMP, CFRE, EdD, MA, MD, MSc, PhD, ScD.
- No periods in acronyms (HAT, NICU, OSHA) and initialisms (AAA, JCIH).
- U.S. when used as an adjective, United States when used as a noun
- Use (two-letter) abbreviations for state names in addresses or bibliographic text (such as “About the Author” following *AT* articles). Otherwise, use the full name of the state.
- “She or he” (not “s/he” or “she/he”)
- Spell out the names of months.
- Use and in place of the ampersand symbol (&).

## **CAPITALIZATION**

- Headings/titles: Capitalize every word except prepositions of four letters or fewer (on, in, up, down, upon, etc.); articles (a, an, the); the words to and as; and the conjunctions but, and, or, for, and nor.
- audiology, audiologist
- the American Academy of Audiology, the Academy
- American Academy of Audiology Foundation, AAA Foundation, AAAF, the Foundation
- American Board of Audiology® (ABA), the Board
- Board Certified in Audiology®, board certified
- the Deaf community, the Deaf culture, persons who are deaf
- the Publications Committee, the committee
- Founders Day, founder James Jerger
- Fellow of the American Academy of Audiology, a fellow
- the Board of Directors, the board
- the U.S. Congress, the Congress, congressional, member of Congress
- Senator Tim Johnson, Senator Johnson, the senator
- President Feeney, the president
- Michael Valente, chair of the Publications Committee
- the Medicare Hearing Health Care Enhancement Act of 2007, the direct access bill
- federal
- the Capitol Hill office, the main office
- winter, spring, summer, fall
- Internet, Web
- URLs: When in more visible text such as titles and headings, capitalization can be used to differentiate words: [www.TurnIttotheLeft.org](http://www.TurnIttotheLeft.org), [www.AmericanBoardofAudiology.org](http://www.AmericanBoardofAudiology.org), [www.AudiologyNOW.org](http://www.AudiologyNOW.org), etc. When in body text, the entire URL should be lowercased.
- E-mail addresses should be spelled with lowercase letters only.

## **FORMAT**

- For guidance on how to format letters, e-mails, memos, and other business documents, consult *The Gregg Reference Manual*, 10<sup>th</sup> edition, by William A. Sabin.
- Do not separate sentences with more than one space.
- It is unnecessary to title an introductory section “Introduction.” Introductory sections do not require a title.

- Use bulleted lists unless the number of items is important, in which case use numbered lists. Lowercase letters enumerate the second level of items in a numbered list.

- 1.
2.
  - a.
  - b.
- 3.

### **About the Author**

This section should consist of one sentence containing the author's academic credentials, title, and affiliation (institution and location). A second sentence may be added that contains pertinent professional information demonstrating his or her authority on the topic of the article.

John Smith, PhD, is a professor of audiology in the Department of Communication Sciences and Disorders at Some University, Anytown, IA.

Jane Johnson, AuD, is an audiologist at Big City Hearing in Big City, TX. Johnson specializes in pediatric diagnosis and rehabilitation.

### **Figures and Tables**

- Figure captions should follow sentence-style capitalization and be followed by a period. Captions should appear under figures.
- Table titles should follow headline-style capitalization and not be followed by a period. Titles should appear above tables.

### **Text Citations**

Text citations of references should appear in author-date format. Citations are ideally placed at a natural pause in the text, usually just preceding a punctuation mark at the end of a clause or sentence.

One author:  
(Author surname, Year of copyright)  
(Jerger, 2009)

Two authors:  
(First author surname and Second author surname, Year of copyright)  
(Jerger and Jerger, 2009)

Three or more authors:

(First author surname et al, Year of copyright)

(Jerger et al, 2009)

Specific page(s):

(Author surname, Year of copyright, p[p]. Page number[s]).

(Jerger, 2009, p. 10)

Personal communications (e-mails, letters, phone conversations, in-person conversations, etc.) should be cited as follows:

Dr. David Myers (pers. comm., May 14, 2010), founder of the Let's Loop America campaign, describes the new technology that is desirable to both consumers and hearing professionals alike.

## Reference List

- References provide the bibliographic information of the author's sources.
- List up to six authors. If there are more than six authors, list the first three followed by "et al."

Book:

Author surname First and any other initials. (Year of copyright) *Book Title*. Edition.

Place of publication: Publisher.

Smith A. (2009) *All About Audiology*. 3rd ed. Somewhere, VA: Audiology Publishers.

Book chapter:

Author surname First and any other initials. (Year of copyright) Chapter title. In:

*Book Title*. Place of publication: Publisher, pp. Page range of chapter.

Jerger J. (2009) Research issues. In: *Audiology: An Editorial Journey*. Reston, VA: American Academy of Audiology, 89–92.

Magazine or journal article:

Author surname First and any other initials. (Year of copyright) Article title.

*Magazine or PubMed Journal Title Abbreviation* Volume number(Issue number):

Page range of article.

Jerger J. (2007) Divided-attention and directed-attention listening modes in children with dichotic deficits: an event-related potential study. *J Am Acad Audiol* 18(1):34–53.

Online magazine or journal article:

Author surname First and any other initials. (Year of copyright) Article title.

*Magazine or PubMed Journal Title Abbreviation* Volume number(Issue number):

Page range of article. URL.

Jerger J. (2007) Divided-attention and directed-attention listening modes in children with dichotic deficits: an event-related potential study. *J Am Acad Audiol* 18(1):34–53.  
<http://www.ingentaconnect.com/content/aaa/jaaa/2007/00000018/00000001/art00004>.

#### Site content:

Author Name. (Year of copyright or year of access if no copyright date is given)

Title of content. Title or Owner of the Site. URL (accessed Month Day, Year).

If no author is named, the owner of the site is considered the author.

American Academy of Audiology. (2010) Assistive listening and alerting devices. How's Your Hearing? Ask an Audiologist. [www.howsyourhearing.org](http://www.howsyourhearing.org) (accessed July 4, 2010).

### Notes

- Notes are numbered sequentially using Arabic numerals.
- The notes section appears at the end of an article.
- Note numbers are superscripted in body text but not in the notes section itself.
- A note number in body text should be placed as close as possible to the text it refers to and immediately after any punctuation marks (one exception: before a dash). For ease of reading, the note number is ideally placed at the end of a sentence.

### NAMES AND TERMS

- The terms hearing health-care provider and hearing health-care professional denote both audioprosthologist and audiologist and therefore should not be used as synonyms for audiologist.
- To ensure fair use of a trademark, such as a product name, apply these guidelines:
  - a. Use the trademark only if the trademarked product cannot be easily identified without it.
  - b. Use the trademark no more than is needed to identify the product.
  - c. Do not use the trademark in such a way that implies the trademark holder's sponsorship or endorsement.

Trademark symbols (<sup>TM</sup>, <sup>®</sup>): Use in titles, headings, graphic uses, and on first use in body text. Omit after the first use in body text. Note that superscription of the registered trademark symbol (<sup>®</sup>) is not possible on the Web.

- Do not use logos in body text.
- At the first mention of a person, include full formal name and degrees. Thereafter, use only the surname.
- For a list of commonly used acronyms, see Appendix.

## Meetings

- When referring to the Academy convention and exposition in 2005 and after, use AudiologyNOW!®. When referring to a specific year, use AudiologyNOW!® xxxx.
- Audiology Solutions (AudiologyNOW! expo)
- Academy Research Conference
- Future Leaders of Audiology Conference
- When referring to the convention and exposition before 2005: American Academy of Audiology's 17<sup>th</sup> Annual Convention and Expo, Convention 2004
- Whereas conferences titles are not italicized or placed in quotation marks, conference themes are placed in quotation marks: "Research and Clinical Practice: Integration Through Communication."

## Organizations

- American Academy of Audiology Foundation.
- The registered trademark symbol (®) must follow the name American Board of Audiology and the designation Board Certified in Audiology when they appear along with the American Board of Audiology logo.
- Use complete names rather than abbreviations at first use: American Speech-Language-Hearing Association (ASHA). The abbreviation, in parentheses, should immediately follow the complete name and can then be used throughout the remainder of the text.
- Use complete names of manufacturers and companies upon first use, e.g., Starkey Laboratories, Inc., not Starkey. Thereafter, use shortened name.

## Titles of Works

- Books, journals, magazines, e-newsletters, newspapers, reports, brochures, and other complete, stand-alone publications (whether print or electronic), as well as movies, albums/CDs, TV series, and the like, are italicized: *Audiology: An Editorial Journey*, *Journal of the American Academy of Audiology*, *Audiology Today*, *AT Extra*, *Washington Health Policy Update*, *The Academy and Audiologists in Academia*, *Noise and Hearing Loss* (brochure), *Audiology Practice Essentials*, *Guidelines for the Audiologic Management of Adult Hearing Impairment*.
- Chapters, articles, and other parts of complete, stand-alone publications, as well as events, presentations, conference themes, and songs are placed in quotation marks: "Washington Watch," "Turn It to the Left®."

## Web Addresses

- If http://www begins a Web address, http:// is not needed.
- A trailing backslash is not needed at the end of a Web address that consists only of a domain name: www.audiology.org not www.audiology.org/.

## NUMBERS

- Spell out numbers one through nine. Use Arabic numerals for numbers 10 and greater.
- Spell out numbers that begin a sentence.

Fifteen thousand audiologists attended AudiologyNOW! in Dallas.

- In number ranges, separate the numbers using an en dash (a mark that is a little longer than a hyphen): October 27–31, 1967–1968, pp. 330–341. Do not abbreviate the second number in the range.
- Do not include cents in round-number dollar amounts: \$100.
- Commas should be used before the hundreds digit beginning with 1,000. Years and page numbers do not require commas.
- Phone or fax numbers: 703-790-8466, x1031. For domestic numbers, it is not necessary to include a 1 before the area code or to place the area code in parentheses. International numbers are preceded by a plus sign and the country code, for example, +44 to call the United Kingdom. The plus sign represents any numbers that are required from the country of origin; in the United States, the numbers 011 are required in order to call outside the country.
- Numbered lists in running text should be written with (1) Arabic numerals, (2) numbers enclosed in parentheses, (3) short items separated by commas, and (4) long items separated by semicolons.
- 26 percent (not 26%), ten percent

## Dates and Times

- January 1, 2009
- January 2009 (no comma)
- spring 2009
- 10:27 pm, 10:00 am to noon, 10:00 am–2:15 pm, midnight to 6:00 am, 6:30–8:30 pm
- Do not use ordinals when referring to dates: June 23 (not June 23<sup>rd</sup>), October 1 (not October 1<sup>st</sup>).

# PUNCTUATION

## Apostrophe

- Do not use contractions except in the rare circumstance when an informal tone is needed.
- No apostrophes in plural acronyms or decades: 1980s, AuDs
- Possessives

Singular: add 's

the audiologist's practice, Drew Brees's son

Plural: add '

the audiologists' practice, the Brees' son

## Colon

- Use a colon following a complete sentence to introduce an example or series of examples.  
AuDs can find employment in a variety of work settings: schools, hospitals, private practice, and so on.
- Use a colon to introduce quoted material of more than one complete sentence.

## Comma

- Use a comma to separate items in a series, including the conjunction preceding the final item in the series: Jim, Fred, and Jerry.
- Do not use commas around restrictive relative clauses (i.e., when the clause is essential to the meaning of the sentence).

Inside our ears are hair cells that send hearing signals to the brain.

Use commas around nonrestrictive relative clauses (i.e., when the clause is not essential to the meaning of the sentence).

These hair cells act like blades of grass in your lawn, which can bend, break, and die out if you walk across them too much or stomp on them too hard.

- Use a comma between independent clauses (a group of words that can stand alone as a complete sentence) that are joined by a coordinating conjunction (and, but, for, nor, yet, or).

Hearing difficulties often go unrecognized by the sufferer, and most people wait seven to ten years before seeking help.

- Commas should be used following long introductory clauses.

Although hearing problems are commonly associated with the normal aging process, more than half of all hearing-impaired persons younger than 65.

- Commas should be placed around appositives.

Patrick Feeney, the president, has made research a priority during his term.

## **Dash**

- Em dashes ([Ctrl] [Alt] + minus sign on the number pad) are used for emphasis (and should be used sparingly)

Audiology is one of the best professions to practice—perhaps the very best!

- En dashes ([Ctrl] + minus sign on the number pad) are used in ranges of numbers.
- Dashes should not be preceded or followed by spaces.

## **Parentheses**

- Parentheses enclose material that is not essential.
- A parenthetical may be a complete sentence but should not have an initial capital letter or final period when it appears within another sentence.

## **Period**

- Periods are acceptable immediately following Web addresses: [www.audiology.org](http://www.audiology.org).

## **Ellipses**

- Use an ellipsis (three periods in a row) with no spaces on either side to indicate missing text.

## **Quotation Marks**

- All punctuation, with the exception of semicolons, should be placed inside quotation marks.
- Single quotation marks are used around a quotation within a quotation.
- Quotations of five lines or more should appear as block quotations. Block quotations do not use quotation marks but are indented and separated by hard returns from the text preceding and following.
- See also “Titles of Works” section above.

## Semicolon

- The semicolon separates items in a series when the items are very long or contain commas.
- The semicolon separates two closely related independent clauses (i.e., complete sentences).

## SPELLING

- Use *Merriam-Webster's Collegiate Dictionary*, 11<sup>th</sup> edition. If a word has alternative spellings, use the first listed. Do not use British-English variants.
- Eliminate the hyphens between prefixes and root words whenever possible: cosponsor, coworker, subcommittee, preconvention, nonmember, nonprofit.
- Computer file formats should be referred to by name, not extension: PDF, not .pdf; Word, not .doc; Excel, not .xls; WAV, not .wav; PowerPoint, not .ppt
- acknowledgment
- audiological, not audiologic
- child care
- data (plural), datum (singular)
- e.g. (no italics) = for example
- i.e. (no italics) = that is
- earbud, earmuff, earplug
- e-mail, e-newsletter, e-commerce
- fund raise, fund-raiser, fund-raising,
- health care, health-care policy
- hard of hearing
- hearing impaired
- it's = it is; its = belonging to it
- keyword
- Listserv (capitalized)
- log in (noun), log-in (verb)
- master's degree
- member-at-large
- online
- on-site
- on demand
- payer, not payor
- resume, not résumé
- Web site, Web page

## Appendix A. Commonly Used Acronyms

ACRONYM	FULL NAME
AAAF	American Academy of Audiology Foundation
AADB	American Association of the Deaf-Blind
AAFP	American Academy of Family Physicians
AAO-HNS	American Academy of Otolaryngology—Head and Neck Surgery
AAP	American Academy of Pediatrics
AAS	American Auditory Society
ABA	American Board of Audiology
ACAE	Accreditation Commission for Audiology Education
ADA	Academy of Doctors of Audiology
AHRQ	Agency for Healthcare Research and Quality
AMA	American Medical Association
AMS	association management system
APA	American Psychological Association
APC	ambulatory payment classification
APD	auditory processing disorder
<i>APE</i>	<i>Audiology Practice Essentials</i> [Academy product]
ARA	Academy of Rehabilitative Audiology
ARO	Association for Research in Otolaryngology
ASA	Acoustical Society of America
ASAE	American Society of Association Executives
ASHA	American Speech-Language-Hearing Association
ASHA HCEC	ASHA Health Care Economics Committee
<i>AT</i>	<i>Audiology Today</i>
ATA	American Tinnitus Association
AVI	Auditory-Verbal International, Inc. <sup>®</sup>
AVT	auditory-verbal therapy
BAA	British Academy of Audiology
BEO	banquet event order
BHI	Better Hearing Institute
BLS	U.S. Bureau of Labor Statistics
CAA	Council on Academic Accreditation in Audiology and Speech Language Pathology
CAE	Certified Association Executive
CAH	critical access hospital
CAOHC	Council for Accreditation in Occupational Hearing Conservation
CAPCSD	Council of Academic Programs in Communication Sciences and Disorders
CAPD	central auditory processing disorder
CCC-A	Certificate of Clinical Competence in Audiology
CDC	Centers for Disease Control and Prevention
CEC	Council for Exceptional Children

CED	Council on Education of the Deaf
CEU	continuing education unit
CF	conversion factor
CHHC	Congressional Hearing Health Caucus
CID	Central Institute for the Deaf
CLEAR	Council on Licensure, Enforcement and Regulation
CMS	Centers for Medicare and Medicaid Services
CODA	Children of Deaf Adults International
CPOP	Certification Program for Otolaryngology Personnel
CPT <sup>®</sup>	Current Procedure Terminology [owned by AMA]
CVB	convention and visitors bureau
DCMP	Described and Captioned Media Program [National Association of the Deaf]
DHHA	Deaf and Hard of Hearing Alliance
DHI-S	Dizziness Handicap Inventory—Screening Version
DRF	Deafness Research Foundation
EAP	Exhibitor Advisory Panel
EHDI	Early Hearing Detection and Intervention
ETS	Educational Testing Service
FAAA	Fellow of the American Academy of Audiology
FDA	Food and Drug Administration
GAO	Government Accountability Office
GPCI	geographic practice cost indices
HCPCS	Healthcare Common Procedure Coding System
H.E.A.R.	Hearing Education and Awareness for Rockers
HEI	House Ear Institute
HHIE-S	Hearing Handicap Inventory for the Elderly—Screening Version
HHS	U.S. Department of Health and Human Services
HIA	Hearing Industries Association
HIPAA	Health Insurance Portability and Accountability Act
HLAA	Hearing Loss Association of America [formerly SHHH]
HRSA	Health Resources and Services Administration
IACET	International Association for Continuing Education and Training
IAEE	International Association of Exhibitions and Events [formerly IAEM {International Association for Exhibition Management}]
ICD-9	<i>International Classification of Diseases, 9th Revision</i> [diagnosis codes]
IDEA	Individuals with Disabilities Education Act
IDTF	Independent Diagnostic Testing Facility
IEP	Individualized Education Program
IHS	International Hearing Society [hearing aid dealers]
IPPE	initial preventative physical examination [“Welcome to Medicare” exam]
JAAA	<i>Journal of the American Academy of Audiology</i>
JCIH	Joint Committee on Infant Hearing
MCO	managed care organization

MedPAC	Medicare Payment Advisory Commission [independent congressional agency]
MMA	Medicare Prescription Drug, Improvement, and Modernization Act of 2003
MPFS	Medicare Physician Fee Schedule
NACIQI	National Advisory Committee on Institutional Quality and Integrity [U.S. Dept. of Education]
NAFDA	National Association of Future Doctors of Audiology
NBASLH	National Black Association for Speech-Language and Hearing
NBC-HIS	National Board for Certification in Hearing Instrument Sciences
NCCA	National Commission for Certifying Agencies
NCD	National Coverage Determinations
NCHH	National Campaign for Hearing Health [DRF]
NCI	National Captioning Institute
NCSA	National Cued Speech Association
NHCA	National Hearing Conservation Association
NIDCD	National Institute on Deafness and Other Communication Disorders
NIH	National Institutes of Health
NIHL	noise-induced hearing loss
NOCA	National Organization for Competency Assurance
NQF	National Quality Forum
OIG	Office of the Inspector General
OPM	U.S. Office of Personnel Management
OPPS	Outpatient Prospective Payment System
OSHA	Occupational Safety and Health Administration
PAC	political action committee [but the American Academy of Audiology Political Action Committee]
PCMA	Professional Convention Management Association
PCP	primary care physician
PCPI	Physician Consortium for Performance Improvement
PEAC	Practice Expense Advisory Committee
PQRI	Physician Quality Reporting Initiative
RUC	Relative Value Scale Update Committee
RVU	relative value units
SOC	Standard Occupational Classification
SRG	sustainable growth rate
TITTL	“Turn It to the Left” [Academy Foundation song]
UNHS	universal newborn hearing screening
WFD	World Federation of the Deaf