

The *Journal of Health Design (JHD)* uses the following style conventions.

## Standard UK English, not American.

- USE: Centre, metre, colour, favour, analyse, paralyse, organise, realise, defence, offence, catalogue, dialogue, grey, per cent, plough, sceptic.
- NOT: Center, meter, color, favor, analyze, paralyze, organize, realize, defense, offense, catalog, dialog, gray, percent, plow, skeptic.

## Punctuation

- Periods go outside quotation marks.
- Use the serial comma after and.
- One space after a period.
- No spaces before and after em dashes.
- Reference numbers (superscript, no parentheses) follow commas, semicolons, colons and periods.

## Quotation Marks

- Double quotation marks for single words or simple phrases the author intends to be emphasised as such.
- Double quotation marks when quoting from a published source; single quotation marks for quotes within a quote.

## Abbreviations

- **Dr**—no period
- **et al.**—no italics
- **i.e.**,
- **e.g.**,
- **etc.**—with period

## Drug Names and Bacteria

- **Drug names:** Brand names with initial caps; generic names no caps
- **Bacteria:** Initial caps and italics

## Dates and Times

- 1 January 1997, February 2002
- 1970s (not 1970's), 1995–1996, 1999–2002 for spans of years 10.00am/2.30pm, 16.45 twentieth century
- Days and months begin with a capital letter and are spelt out, but can be abbreviated in figures/tables.
- Seasons do not have a capital letter.

## Numbers, Percentages, Measurements

### Numbers

- One to nine should be spelt out in text, 10 onwards should be numerals.
- Use commas in numbers greater than 1,000. → **2,000, 98,456**
- Always write out million/billion: **45** million, **Two** billion
- Numbers at the start of a sentence should be written out. → **Thirty** years ago, doctors discovered...
- Use an en dash for ranges, but when written, use “to” → **10–20; one to ten**
- Use numerals in tables/figures.
- Tables: Numbers to two decimal places only → **45.67**
- Fractions: **12 1/5, 10 ¾**; otherwise, **one-half** of all women
- Other examples: (1) **51**-year-old female (2) At least **25** cases have been reported this year. (3) She described a **four**-day history of fever.

### Percentages

- In text: **per cent**
- In tables & figures: **%**

### Measurements

- Abbreviate metric measurements with no spaces between it and the number → 100m, 48kg, 20km

### Currency

**Rule:** Include a country’s currency symbol with monetary amounts.

- USE: £10 US\$14 €14, AUD \$12, HK\$300, ¥12, €8 million, £8 million, US\$8 million, AUS\$ 8 million

### P values / equals sign

- ***p***—lowercase & italicized
- No spaces in *p* value expressions: ***p*>0.05**
- No spaces around equals sign: ***n*=15**

### Acronyms and Organisations

**Rule:** Uppercase with no periods; in text, write it out in full in the first reference and put the acronym in brackets afterwards. For example, tuberculosis (TB), blood pressure (BP), British Medical Association (BMA), World Health Organisation (WHO)

### Affiliations

- No titles (e.g., Prof, Dr) or credentials (e.g., PhD) should appear in title
- Title header: Use full names → e.g., David Brown, Michael Orange and Andrew Pink

## Figures and Tables

- Figure/table captions should appear above and in bold.
- All figures/tables are numbered and appear in order; all figures and tables must be cited in the text.
- Where necessary, ensure sources are acknowledged and permissions have been obtained/granted.

## References

- References follow Vancouver style.
- First three authors' names + et al. Format is Last name +initials,
- Format: Journal Name. Year;Volume(Number):pages for references and en dash between page range. → **Cancer. 2006;42:23–32**
- In-text citations: superscript, after punctuation, in numerical order, no brackets → **Jones<sup>1,3,8</sup>** and **Smith<sup>2-5,10</sup>**
- No references in the abstract.