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# Character formatting (typography)

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### **General guidance**

Seven character formatting styles are available for use in the text in Review Manager (RevMan): regular, **bold**, *italic*, *bold italic*, <u>underline</u>, <sub>subscript</sub>, and <sup>superscript</sup>.

Avoid using font styles other than 'regular'. For emphasis use an alternative sentence structure or intensify the adjectives and adverbs to achieve this.

#### Bold

Bold may be used to indicate letters used to form an acronym or abbreviation (see <u>Abbreviations and acronyms</u>). It may also be used to distinguish primary from secondary information (see <u>Lists</u>).

#### Italic

Use italic for titles and subtitles of books and journals, and genus and species names. There are also situations in which to avoid using italic; for example, non-English words that have become naturalized into English (these should be in 'regular' style). Punctuation around any text in italic, such as quotation marks, semicolons, and colons, should be in 'regular' style.

	Correct	Incorrect
Titles of books and journals in the text of reviews	We looked through <i>Brain Injury</i> . Note: 'The' should have an initial capital	We looked through Brain Injury.
	and be in italic if it forms part of the title (e.g. we looked through <i>The Lancet</i> ).	
	We searched the <i>Cochrane Database of Systematic Reviews</i> for a particular review.	We searched The Cochrane Database of Systematic Reviews for a particular review.
	Note: among the Cochrane Library databases, only <i>Cochrane Database of Systematic Reviews</i> is italicized.	
	Diagnostic and Statistical Manual of Mental Disorders, Third Edition Revised (DSM-III-R)	<i>Diagnostic and Statistical Manual of Mental Disorders,</i> Third Edition Revised (DSM-III-R)
	Note: write the title and edition of a book in italic.	
Genus and species names	Plasmodium falciparum	Plasmodium falciparum
	Staphylococcus aureus	P. falciparum
	Note: the genus name starts with an upper-case letter, and the species name is all lower case.	Staphylococcus Aureus
		S. Aureus
	Note: once an organism's name has been mentioned in full, use the abbreviated form, e.g. <i>P falciparum, S aureus</i> .	
	Note: for more information see Organism names.	
Gene and protein names and abbreviated	The gene under investigation is insulin- like growth factor 1 ( <i>IGF1</i> ).	The gene under investigation is IGF1.

names	The <i>IGF1</i> gene is responsible for producing the IGF1 protein. Note: when the gene name is written in full it is not italicized. Note: the full gene name should be provided, with the abbreviated form in brackets, before the abbreviated version is used. Note: when the gene and protein names are abbreviated, the gene name is italicized, while that of the protein is not. Abbreviated names for RNA and complementary DNA (cDNA) genes and proteins will usually follow the same convention. Further information about formatting these names can be found at: www.biosciencewriters.com/Guidelines-f or-Formatting-Gene-and-Protein- Names.aspx, and en.wikipedia.org/wiki/Gene_nomenclatur g Note: although these formatting conventions are implemented across species types, the composition of the letters and numbers that make up the abbreviated names of genes and proteins, and their capitalization, varies between different types of organism. For more information consult: human: www.genenames.org; rat: rgd.mcw.edu; mouse: www.informatics.jax.org ; flies: flybase.org; worms: www.wormbase.org; <i>Escherichia</i> <i>coli</i> ( <i>E</i> <i>coli</i> ): cgsc2.biology.yale.edu/index.php.	The epidermal growth factor receptor ( <i>EGFR</i> ) is a protein found on cells that plays a vital role in promoting cell growth.
Words naturalized into the English language	in vitro in vivo	in vitro in vivo
	a priori et al	a priori et al
GRADE levels of evidence	Use of the cream improved dryness (RR 1.40, 95% CI 1.14 to 1.71; 1 study, 128 participants; moderate-certainty evidence).	Use of the cream improved dryness (RR 1.40, 95% CI 1.14 to 1.71; 1 study, 128 participants; <i>moderate-certainty</i> <i>evidence</i> ).

### Underline

Avoid underlining words. Underlined text can be confused with internet links.

## Subscript and superscript

Subscript and superscript have specific uses. Some examples are displayed below.

	Correct	Incorrect
Subscript	Member of chemical group: vitamin $D_3$	vitamin D3
	Number of atoms: H <sub>2</sub> O	H2O
Superscript	<sup>2</sup>	12
	Mass number: <sup>14</sup> C	14C
	Metres squared: 12 m <sup>2</sup>	12 m2
	See also: <u>Footnotes</u>	