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CADTH Style Guide

7th Edition

CADTH Style Guide, 7th Edition



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Preferred Usage

CADTH Corporate Style

The CADTH Name and Pronoun Usage

When referring to the organization in text, use *CADTH* and not *Canadian Agency for Drugs and Technologies in Health*. Do not define CADTH in abbreviation lists or tables.

Pronoun Usage in Reference to CADTH

Refer to CADTH as *CADTH* in our reports, documents, and journal items. *We* or *our* is acceptable in less formal communications (e.g., social media).

Pronoun Usage With Other Organizations

The correct pronouns when referring to a company, organization, directorate, or manufacturer are *it* and *that* (not *they* or *who*). The reference is to the entity rather than to the elements (individuals) within it.

Tip

Remember that companies don't really take action; it's the people at companies who take action. Use *who* and *they* to refer to people but not entities.

Identification of CADTH Programs and Services

Use CADTH before the full names of our programs and services. However, CADTH does not need to be included before an abbreviated program or service name.

The CADTH Health Technology Expert Review Panel (HTERP) met yesterday.

HTERP met yesterday.

CDEC = CADTH Canadian Drug Expert Committee

Reimbursement Review Terminology and Alignment

When referring to the entity that filed the Reimbursement Review request, use *sponsor* instead of the terms *applicant*, *manufacturer*, or *submitter*.

It is okay to refer to the CADTH Canadian Drug Expert Committee (CDEC) and CADTH pan-Canadian Oncology Review Expert Review Committee (PERC) but not the CDR or pCODR programs.

Individuals in Studies

Use *patient* (someone under medical care) or *participant* (someone enrolled in a study) rather than *subject* when referring to individuals in studies.

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Degrees

A list of degrees requires commas (without periods between the letters) when they appear in text or in a poster presentation.

John Doe, BSc, MD, FRCPC

When referring to a master's degree, lower case *master* unless it's being used in conjunction with its named degree.

She has a master's degree in philosophy.

She has a Master of Philosophy and a Master of Humanities.

When listing degrees, order them beside a name from lowest to highest earned.

Gregory Tooms, BSc, MBA, PhD

MD and PhD

When *MD* follows a medical practitioner's name, do not write *Dr.* (doctor) before the name, as it is already represented by *MD*.

John Smith, MD, FRCPC or Dr. John Smith

If the person you are referring to is not a medical doctor, add *PhD* to the person's name.

Beverley Atchison, PhD

If it's unclear whether the person cited is an MD or PhD, try to confirm the designation and then place the appropriate designation following the name. If confirmation is not possible, cite as *Dr.* instead.

CADTH Spelling Exceptions

Words Commonly Used in CADTH Products and Reports

For any terms or words that do not appear in Table 1 or elsewhere in the *CADTH Style Guide*, check the [Canadian Oxford Dictionary](#) first, then [Dorland's Medical Dictionary](#) (if not found in the *Canadian Oxford*).

Table 1

CADTH Style and Anomalies

CADTH style	Not CADTH style
A	
alpha	α
Alzheimer disease	Alzheimer’s disease
anti-inflammatory	antiinflammatory
anti–tumour necrosis factor (TNF), anti–vascular endothelial growth factor (VEGF)	anti-tumour necrosis factor
Note: There is an en dash, not a hyphen, after anti; however, a hyphen is OK in the abbreviations: anti-TNF, anti-VEGF	
attention-deficit/hyperactivity disorder	attention-deficit hyperactivity disorder, attention deficit hyperactivity disorder
B	
B cell, B-cell receptor	B-cell, B cell receptor
beta	β
beta-blocker	beta blocker, β blocker
beta2, beta2-agonists, beta2-microglobulin	beta-2, beta 2, beta-2-microglobulin, β-2
brand name drugs	brand-name drugs
C	
Canada-wide (noun and adjective)	Canada wide
caregiver	care giver, care-giver
CAR T-cell therapy, but CAR T cell and T cell	CAR T-cell, CAR-T cell therapy, CAR T cell therapy, T-cell, T cell therapy
Clinical Study Report (CSR)	clinical study report
coauthor	co-author
comorbidity, comorbidities	co-morbidity, co-morbidities
COVID-19	COVID
C _{max} (peak concentration)	Cmax
Crohn disease	Crohn’s disease

CADTH style	Not CADTH style
D	
dataset	data set
decision-maker, decision-making	decision maker, decisionmaker, decision making, decisionmaking
de-emphasize	deemphasize
direct-acting antiretroviral (DAA)	direct acting anti-retroviral (DAAR)
disease-modifying antirheumatic drug (DMARD), biologic or nonbiologic DMARD	disease modifying, anti-rheumatic biological or non-biological DMARD
drop-off (noun and adjective) but drop off (verb)	dropoff
E	
end point	endpoint
F	
factor V Leiden	Factor v leiden
false-negative, false-positive (noun and adjective)	false negative, false positive
forced expiratory volume in the first second (FEV ₁)	FEV1
H	
handsearch, handsearching	hand search
health care (no hyphen in compound adjective form)	healthcare, health-care
health-related quality of life (HRQoL)	health related quality of life, HRQOL, HRQL
hemoglobin A1C	HbA1c, A1c, A ₁ C
I	
industry-wide (noun and adjective)	industry wide
inpatient	in-patient, in patient
inquire	enquire
intra-abdominal	intraabdominal
L	
least squares mean (LSM)	least-squares mean
life-year	life year, lifeyear
low-molecular-weight heparin	low-molecular-weight heparins, low molecular weight heparin

CADTH style	Not CADTH style
M	
meta-analysis	meta analysis
multicentre	multi-center, multi-centre, multi centre
multiple sclerosis (MS), primary-progressive multiple sclerosis (PPMS), progressing-relapsing multiple sclerosis (PRMS), relapsing-remitting multiple sclerosis (RRMS), secondary-progressive multiple sclerosis (SPMS)	primary progressive multiple sclerosis, progressing relapsing multiple sclerosis, relapsing remitting multiple sclerosis, secondary progressive multiple sclerosis
N	
naive	naive
non-oncology, non-oncological	nononcology, nononcological
non–small cell lung cancer (NSCLC)	non-small cell lung cancer
Note: en dash, not hyphen, after <i>non</i>	
non–ST elevation myocardial infarction (NSTEMI)	non-ST elevation myocardial infarction
Note: en dash, not hyphen, after <i>non</i>	
number needed to treat (NNT)	number-needed-to-treat
O	
offsite, onsite	off-site, on-site
orthopedic	orthopaedic
outpatient	out-patient, out patient
overtreatment	over-treatment
P	
Parkinson disease	Parkinson’s disease
percent	per cent
pharmacoeconomic	pharmaco-economic
phosphodiesterase type 4 (PDE4), phosphodiesterase type 5 (PDE5)	phosphodiesterase-4, PDE-4, phosphodiesterase-type 5, PDE-5
policy-makers, policy-making	policymakers, policy makers, policymaking, policy making
preventive	preventative
P value	<i>P</i> value, <i>p</i> value, P-value, p-value
Q	
quality-adjusted life-year (QALY)	quality adjusted life year

CADTH style	Not CADTH style
R	
re-treat, re-treatment (meaning to <i>treat again</i>)	retreat, retreatment
S	
severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)	SARS-CoV-2 virus
semi-independent	semiindependent
sociocultural	socio-cultural
socioeconomic	socio-economic
sodium-glucose cotransporter-2 (SGLT2)	sodium/glucose, sodium glucose, co-transporter, cotransporter 2
standard of care (SOC)	standard-of-care (SoC)
subscale	sub-scale
subsequent entry biologic	subsequent-entry biologic
T	
T cell, T-cell therapy	T-cell, T cell therapy
time point	timepoint
tissue plasminogen activator (TPA)	t-PA
T_{max}	Tmax, TMAX, T_{MAX}
t score, z score (in statistical usage), T-score (for bone density)	t-score, T score, z-score, Z score
touch point	touchpoint
transplant	transplantation
tumour necrosis factor alpha (TNF alpha)	TNF-alpha, TNF- α
U	
under-resourced	underresourced
W	
well-being	well being, wellbeing

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References and Citations

EndNote is the citation management software used at CADTH. Please contact Research Information Services for questions about EndNote.

In Text and Tables

Superscript reference citation numbers and place them directly following punctuation in chronological order with commas (not spaces) between. Reference citation numbers may also appear midsentence.

Three randomized controlled trials delivered the same results.^{5,6,9}

Three studies¹⁻³ were excluded.

Refer to the authors of a study in either of the following ways:

The Smith et al. study¹

The study by Smith and colleagues²

Note

The year of publication only needs to be included if there are multiple studies with the same first author name. If it is included, put in parentheses after the author's name.

The studies by Jones et al. (2010)³ and Jones et al. (2011)⁴

Do not use *et al.* when referencing a publication with only 1 or 2 authors in text or in tables. Use *et al.* with studies with 3 or more authors.

Two authors: Bentley and Smith¹⁵

More than 2 authors: Bentley et al.¹⁹

In tables, if the publication year is necessary or relevant, add it in parentheses after the author(s).

Bentley et al. (2007)¹⁵ (Not: Bentley et al., 2007¹⁵)

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References for Quotations

Quoted text that is fewer than 3 lines in the Word document should appear in quotation marks within the paragraph and must be followed by a superscript reference citation number. If a page number is referenced, it is included outside the quotation mark but inside the closing punctuation.

The study author reported that “clinical outcomes for leukemia are improving.”¹

Patients should be advised to “drink non-caffeinated fluids and that a daily multivitamin may be beneficial” (p. 7).²

For quotations of 3 or more lines, indent the quotation on a new line but do not italicize it or place it in quotation marks. To cite pages at the end of a quotation, add p. followed by a space and the page number in parentheses before the closing punctuation. Add the reference number after the punctuation.

The study stated:

The mean age ranged from 32 years to 43 years and the mean number of prior hospitalizations ranged from 6 to 12, as reported in 3 trials. In the 4 trials that enrolled a mixed population of patients with schizophrenia and schizoaffective disorder, the majority of patients had schizophrenia (p. 262).²

References for Personal Communications

In text, references for personal communications are placed inside parentheses, before the end of a sentence. Include the person’s full name, followed by their title, affiliation, location, and date of communication. The date of the communication should be as precise as possible and displayed as Mmm dd, yyyy.

(Dr. John Smith, Canadian Cardiovascular Collaboration Project Office, McMaster University, Hamilton, Ont: personal communication, Mar 22, 2019).

Any subsequent references to communications from the same person within the document can be shortened to the following format: name, personal communication, date.

(Dr. John Smith, personal communication, Sep 28, 2019).

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Referring to Reference Titles

The titles of the following should be italicized:

- journal names (*BMJ*, *CMAJ*, *Canadian Journal of Health Technologies*)
- books (*The Catcher in the Rye*, *Room*, *The Hunger Games*)
- newspapers (*Ottawa Citizen*, *The Globe and Mail*)
- newsletters (*Canadian Realty News*, *Hospital News*)
- report titles (*Guidelines for the Economic Evaluation of Health Technologies: Canada*).

When referring to a document type, capitalize the report name without italicizing it.

The article made reference to the CADTH Rapid Review report.

Newspaper and magazine articles, essays, lectures, songs, dissertations, theses, and specific web pages are capped and placed in quotation marks but are not italicized. General website names are capped without quotation marks and are not italicized.

Refer to the “Subscribe” page on the *Dorland’s Medical Dictionary* website.

The article from *Hospital News* entitled “Docusate for Constipation: Money Down the Toilet?” has garnered media attention.

Note

Check whether *the* is part of the proper name of a publication. If it is, then it is also capped and italicized; if it is not, it is left lower case and is not italicized.

the New England Journal of Medicine, *The Lancet*

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Inclusive and Respectful Terminology

CADTH strives to use language that is inclusive, nonbiased, and respects how groups and individuals refer to themselves. The following is a brief overview of CADTH style about a very sensitive and complex topic.

Avoid using language that stereotypes or shows insensitivity or disrespect (based on race, ethnicity, religion, sex, gender, gender identity, sexual orientation, age, or ability). If possible, ask representative organizations and individuals how they want to be referred to and addressed.

Be as inclusive as possible. Use people- and person-centred language (placing the individual first and the characteristic second; refer to Table 2 for examples). Recognize that language is fluid and rapidly evolving, and these conventions may change over time.

Indigenous Terminology

Please refer to *Elements of Indigenous Style* (available in the CADTH library) or the CADTH Working Group on Indigenous Initiatives for more specific guidance.

Indigenous Peoples is a collective term for the more than 600 distinct groups of First Nations, Inuit, and Métis peoples living in Canada. All of these groups have different cultures and languages.

An *Indigenous person* is an individual who identifies as First Nations, Inuit, or Métis. An *Indigenous People* is 1 of these distinct societies.

The term *Aboriginal* in the Canadian context is dated; the term *Indigenous* is often the preferred general term, but some groups prefer to be called by their traditional names. Whenever possible, clarify with those to whom the term is referring as to their preference.

The singular of *Inuit* is *Inuk*. *Inuit* means *the people*; *the Inuit people* is redundant.

In accordance with the [Truth and Reconciliation Commission of Canada](#), the term *Survivor* is used to denote the approximately 80,000 residential school Survivors.

Racial and Ethnic Identity

Do not use cultural labels that stereotype or generalize a person's racial and ethnic identity or place of origin. Only use ethnicity identifiers if they are relevant to the context (e.g., taken from the study population or communication piece).

Capitalize the proper names of nationalities, peoples, and tribes. Capitalize *Black* when referring to skin colour and ethnicity. Do not capitalize *white*. Dual nationalities are not hyphenated.

The gathering included community members who were Jewish, Arab, Muslim, African American, and Asian.

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Use person-first language when referring to race or ethnicity (e.g., participants who are Black).

Avoid *Caucasian*. It is not a synonym for *white*.

Sexual Orientation and Gender Identity

Sexual orientation and gender identity are ever-evolving constructs that require flexibility and open-mindedness. Whenever possible, use the terminology preferred by the specific person or group you're referring to.

Sex and gender, although often used interchangeably, have different meanings.

- *Sex* refers to one's biological or reproductive attributes, which include chromosomes, anatomy, gene expression, hormones, and physical characteristics.
- *Gender identity* refers to an individual's internal sense of their gender; this can include identifying as a man, trans, woman, or outside gender confines.
- *Gender expression* refers to an individual's outward presentation.
- *Sexual orientation* refers to who an individual is attracted to.

When sex is relevant to a trial, refer to *males* and *females* instead of *men* and *women* (as *men* and *women* also incorporates gender identity and gender expression). Do not rely on a male default when reporting data from a study; ideally, all groups should be reported. Otherwise, report the group with the largest percentage.

Sex- and gender-inclusive language acknowledges how people self-identify and encompasses a spectrum of self-expression, such as:

- 2SLGBTQ+: an overarching term that refers to the Two-Spirit, lesbian, gay, bisexual, trans, queer, and others community
- Two-Spirit (2S): a term created by and used by some Indigenous communities to describe people with diverse gender identities, expressions, roles, and sexual orientations
- asexual: refers to someone with little to no sexual feelings or associations
- bisexual: refers to someone who is sexually attracted to more than 1 gender
- cisgender: refers to someone who identifies with the gender or sex assigned to them at birth
- gay: refers to someone sexually attracted to the same gender
- gender fluid: refers to someone whose gender identity is not fixed
- lesbian: refers to a woman who is sexually attracted to the same gender
- multigender: refers to someone who identifies as more than 1 gender
- nonbinary, gender nonconforming, or genderqueer: describes any gender identity outside of the male-female binary
- queer: refers to the range of people not defined by heteronormativity (in sexuality and identity)
- trans(gender): an umbrella term that describes a wide range of people whose gender identity and/or expression differs from their assigned gender or sex at birth.

When referring to more than 1 gender, use *all genders*.

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Sexual orientation should be indicated in text only when scientifically relevant or relevant to the communication.

Do not use *sexual preference*, as that indicates that sexual orientation is a choice.

Pronouns

In using pronouns, respect the pronoun that an individual wishes to use for themselves. Avoid using *he* or *she*, unless you know that the person uses that same pronoun. Instead, use plural pronouns as singulars (*they, them, their, theirs, themselves*) or rewrite the sentence if you can. It is also acceptable to vary a person's pronouns throughout a document if they use more than 1 pronoun (e.g., to refer to a person with the pronouns of "she" and "they" as *she* in 1 sentence and *they* in the next).

The participant was part of the control group. They indicated their preferences.

Whenever possible, choose neutral terms that avoid bias.

The teacher is responsible for ensuring the safety of their students.

Gendered Terminology

Avoid gendered, heteronormative, or derogatory language. Be mindful to treat all genders equally and without stereotyping. For example, use *human race*, not *mankind* and *person who is pregnant*, not *pregnant woman*.

Use position-centred and function-centred language.

mail carrier (not: mailman)
caregiving (not: mothering)

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Disabilities and Diseases

Use person-first language. Do not use language that defines people by their condition or disorder.

Do not frame a disability as something a person is. Don't categorize or label people.

She has epilepsy. (Not: She is epileptic.)

An individual with diabetes must check their blood glucose levels often. (Not: A diabetic must check their blood glucose levels often.)

People are not abnormal, but test results may be.

As well, be careful about language that suggests frailty or infirmity (such as *victim*, *afflicted with*, *stricken with*, or *suffering*). A disability does not necessarily mean physical or mental impairment. Avoid descriptors such as *physically challenged*, *special*, or *special needs*.

Jasper has paraplegia and uses a wheelchair. (Not: Jasper is a paraplegic and has special needs.)

Age

Ageism is discrimination based on age (young or old). Avoid negative stereotypes related to age. Be as exact as possible when referring to a specific age group (e.g., those aged 65 years and older). Use *older adults* instead of the *elderly*, *seniors*, *aging adults*.

Acceptable Terminology

Do not use the terms *normal* and *abnormal* when referring to a person's health status, sexual orientation, gender identity, and so on.

The following table presents recommended terms and terms not to use.

There will be times when language that does not meet our inclusivity guidelines is used in an original source and the wording cannot be changed in our report. In these cases, it should be made clear that it is the original wording by putting the word or term in quotes and adding [from original source] after.

Table 2

Inclusive and Respectful Terminology

Recommended	Do not use
Indigenous terminology	
Indigenous Peoples in Canada	Canada's Indigenous people
Inuk (singular), Inuuk (for 2 people), Inuit (for 3 or more people)	Inuit people (saying <i>Inuit people</i> is like saying <i>the people people</i>)
Find out what the specific community uses (or avoids); this may be <i>territory</i> , <i>reserve</i> , or something else entirely	reservation
Use First Nations, Inuit, or Métis, as appropriate	Native (unless part of an organizational name, such as the Native Women's Association of Canada)
Use First Nations, Inuit, or Métis, as appropriate	Indian (unless referring to the <i>Indian Act</i> specifically or using it as a legal term; e.g., <i>status Indian</i> , <i>Indian band</i> , <i>Musqueam Indian Reserve</i> ; in the US, <i>American Indian</i> , <i>Native American</i> , and <i>Native Indian</i> are acceptable)
Racial and ethnic identity	
people who are biracial, people who are multiracial	mixed race, mulatto, biracial people, multiracial individuals
person who is Chinese, Japanese, Korean (i.e., be specific)	Oriental
people living in Canada	Canadian people
preferably use specific ethnicity or race; if not able, use people of colour, racialized, multiethnic	visible minority, non-white, minorities
Sexual orientation and gender identity	
all genders	both genders
gay (adj.), lesbian (noun and adj.), genderqueer (adj.), nonbinary (adj.), gender nonconforming (adj.)	homosexual (noun), gay (noun), genderqueer (noun), nonbinary (noun), gender nonconforming (noun)
gay, lesbian, same-sex relationship (or couple)	homosexual relations(hip), homosexual couple, homosexual sex
same-sex relationship	gay lifestyle, homosexual lifestyle
sexual orientation	sexual preference
transgender, cisgender	transgendered, cisgendered
Disabilities and diseases	
preferably use specific disability or disorder; if not able, use person with intellectual disability	retarded, cognitively or developmentally challenged
little person, person of short stature, person with dwarfism	dwarf, midget
overweight, obesity (e.g., people with overweight or obesity)	fat (adjective)

Recommended	Do not use
people who are blind, those with visual impairment	the blind, the visually impaired
person living with AIDS	AIDS sufferer
a person who has schizophrenia	a schizophrenic
person who uses a wheelchair or mobility device	wheelchair-bound, confined to a wheelchair
person with a brain injury	brain damaged
person with cancer	cancer patient
person with depression, person with anxiety, person with mental illness (preferable to be specific)	mentally ill
a person with diabetes, a person with epilepsy	a diabetic, an epileptic
a person with paraplegia	a paraplegic
person without a disability, person with a disability (preferable to name specific disability)	able-bodied, handicapped, crippled, challenged, afflicted with, suffers with, impaired
person with addiction, person with drug or alcohol dependency, person who misuses drugs and/or alcohol	alcoholic, addict, user, abuser

Age

use specific age (age range) if possible, persons aged 65 years and older, older persons, older people, older adults, older patients, older individuals, the older population

seniors, elderly, the aged, aging dependents

Others

artificial, synthetic

manmade

explain how or why groups are marginalized or at risk; people facing barriers; people who are at increased (or higher) risk for [X]; groups that are underserved; groups that are underrepresented; equity-deserving groups

disadvantaged youth, disadvantaged groups, vulnerable groups, at-risk, marginalized, equity-seeking groups

nonfixed address (versus fixed address), unhoused, those experiencing homelessness

homeless

people who are unemployed, low income, no income

the poor, the unemployed

people (e.g., *people have conquered the moon*), business person, chair (or chairperson), humans, human beings, human race, humankind, personnel, staff, workforce, working hours

man (when used exclusively, as in *man has conquered the moon*), businessman, chairman, mankind, manpower, man hours

refer to (e.g., *refer to Table 1*)

see (e.g., *see Table 1*)

spokesperson, constable (or police officer), firefighter

spokesman, policeman, fireman

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For guidance on using punctuation in lists, please refer to Lists in the Formatting section.

Ampersands

The ampersand (&) should not be used in text, titles, tables, figures, or headings. Ampersands should only be used if they are part of an official name.

Apostrophes

Apostrophes (') can be used in contractions, to indicate possession, or plurals.

Contractions

A contraction is a word made by combining 2 words into a shorter form (e.g., *it's*, *can't*, *don't*, *they're*, *shouldn't*).

Possession

Apostrophes are used to show possession.

The researcher's report has been completed.

When multiple nouns or names are being shown as possessive, only add the 's after the last noun or last word of the name.

Slade and Calderon's study

Plurals

When a noun is plural and possessive, use an apostrophe after the s.

3 weeks' vacation

Indicate the plural of letters or numbers with an 's.

Mind your p's and q's.

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Parentheses and Brackets

When to Use Parentheses

Use parentheses (like this) to set off helpful, nonessential, or additional information when other forms of punctuation will not suffice.

Patients were randomized (1:1) to drug A and drug B.

Avoid using parentheses when the information might easily be included in the sentence.

The family medicine physicians attended. Not: The physicians (family medicine) attended.

When expressing the possibility of a plural, parentheses can also be used around the letters s or es.

Fill in the name(s) of the researcher(s) in the box(es).

Parentheses are okay to use in headings and titles.

Table 4: Key Assumptions of the Submitted Economic Evaluation (Not Noted as Limitations to the Submission)

Brackets Inside Parentheses

When parentheses occur within parentheses, the outside parentheses should be round (like this) and the inside parentheses should be square [like this] – these are called brackets.

(their estimated glomerular filtration rate [eGFR] was 65)
(95% confidence interval [CI], 56 to 82)

Brackets can also be used to enclose any words that have been inserted into quoted material for clarity.

“The control group participants [from Study B] showed similar rates of deterioration.”

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The first word within parentheses does not begin with a capital letter unless it is the beginning of a complete sentence or is a proper name or noun.

The physicians (not the scientists) presented their findings. (The scientists were not invited.)

Punctuation

Punctuation is placed outside the closing parenthesis unless the punctuation mark follows a complete sentence.

Most investigators used the information readily (because it helped speed along the process).

Most investigators used the information readily. (It helped speed along the process.)

Commas, Semicolons, and Colons

Commas

Commas (,) separate phrases and items in a list; they can also introduce information, set off parenthetical expressions, split 2 independent clauses, indicate nonrestrictive information, and separate digits in large numbers.

A clause is a group of words that contains a subject and a verb (e.g., He is playing).

Note

A phrase is a combination of 2 or more words that are related to one another and act as a single unit but do not contain a subject and verb. Phrases are generally used to clarify context (e.g., in the sentence "He is playing in the field," *in the field* is the phrase).

A conjunction is a word used to connect clauses or sentences (e.g., *and, but, for, or, so, nor, and yet*).

Introductory Clauses, Phrases, and Adverbs

Use a comma after an introductory clause that begins with a conjunction or an introductory phrase or adverb (e.g., *if, nevertheless, in short, rather, however*).

If the child's temperature doesn't reduce after 3 days, consult a physician.

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Restrictive and Nonrestrictive Clauses

A restrictive clause is information that is essential to a sentence's meaning. A nonrestrictive clause is information in a sentence that won't affect the meaning of the sentence if it is taken out. Use commas around nonrestrictive clauses only.

Nonrestrictive: The request, which you wrote yesterday, was approved.

Restrictive: The request that you wrote yesterday was approved.

Nonrestrictive: A CADTH report, *Treatments for Bladder Cancer*, was used as a reference.

Restrictive: The CADTH report *Treatments for Bladder Cancer* was used as a reference.

Clauses Joined by Conjunctions

A comma should be used between independent clauses joined by conjunctions unless both clauses are short.

The study had few losses to follow-up, and those who dropped out did not differ from those who continued.

She ran and he walked.

Exception

Commas are not needed before conjunctions when a subject is followed by 2 verb phrases (as the verb phrases are not each considered independent clauses).

The participants filled out a survey and participated in a phone interview. (Not: The participants filled out a survey, and participated in a phone interview.)

Serial Commas

The serial (Oxford) comma is used at CADTH. This means that in a list, a comma appears before *and* or *or* if there are 3 or more items in the list.

The study included infant, youth, and adult controls.

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Multiple Adjectives Preceding a Noun

Use a comma to separate 2 or more adjectives that modify the same noun.

The study was a phase III, double-blind, single-arm, randomized controlled trial.

With Numbers

Use commas to denote numbers of 4 or more digits (hundreds, thousands, millions), except for house, telephone, page, or year numbers.

There were 2,500 tests in 1994.

Refer to page 1000.

In 1994, there were 30,000 subscribers.

Latin Abbreviations

A comma is required after the period when using the Latin for *that is* (i.e.) and *for example* (e.g.).

This involves escalating (i.e., stepping up) pharmacological treatment as necessary.

There are many types of reusable medical devices (e.g., stethoscopes and forceps).

Placement With Other Punctuation

When they occur, commas are placed inside closing quotation marks, as well as before superscript citations and after a closing bracket.

When the director said he needed the report “by Monday,” I told him, “I don’t think that will be a problem.”

All patients had experience with the drug under review (e.g., warfarin),⁶ but none had experience with the comparator.⁷

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Semicolons

Semicolons (;) are used to separate 2 distinct clauses of equal importance that are closely related.

The data were collated; phase II of the study was complete.

With Lists

Semicolons are useful in lists that are complex and contain their own commas.

The meeting consisted of artists, both visual and literary; modern dancers, classically trained; local actors, both professional and amateur; and representatives from the municipal and provincial governments.

Members of the committee include John Smith, President; Jane Doe, Vice-President; and George Jones, Secretary.

With Independent Clauses

Use a semicolon and a comma when independent clauses are joined with a conjunctive adverb or transitional phrase (e.g., *however, furthermore, nevertheless, therefore, thus, hence, on the other hand*).

The meeting did not reach quorum; thus, it was cancelled.

She wanted to join the operating team; however, she was still on rotation duties at the clinic.

Placement With Other Punctuation

Semicolons should appear outside of quotes and parentheses but before a superscript reference citation number.

They said, "It helped me get through my day-to-day routine";⁸⁷ however, others did not agree.

Colons

Colons (:) are used to introduce clauses and lists.

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With Lists

Use a colon before an in-text list.

The report was made up of 4 sections: Background, Methods, Results, and Conclusion.

Introducing a Clause

Use a colon when a word or phrase introduces a clause.

Note: This table has been edited from its original version.

Placement With Other Punctuation

Colons should appear outside of quotes and parentheses but before a superscript reference citation number.

There were 2 options available (at that time):² take it or leave it.

Hyphens and Dashes

Hyphens (-) are used as connectors or to join 2 or more words (or parts of words) together.

En dashes (–) are used to denote ranges, triple-compound adjectives, and minus signs.

Em dashes (—) help create strong breaks in a sentence, and in tables and headings.

Hyphens

Compounds

Hyphenate adjectives, adverbs, and nouns made up of 2 or more words that are meant to modify the noun they precede.

high-quality data
state-of-the-art equipment
5-year-old boy
30-day trial

Tip

Adjectival compounds using *middle*, *high*, and *low* are generally hyphenated.

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For Clarity

Use hyphens to clarify an otherwise ambiguous sentence.

A dog-free play area (dogs are not allowed) versus a dog free-play area (dogs are allowed).

Equally Weighted Words

Use a hyphen between words of equal weight.

patient-physician relationship
the Kaplan-Meier estimate

However, use an en dash between names of places.

Ottawa-Gatineau region

Numbers and Letters

Hyphenate the following numbers and single letters:

- B-cell receptor (but B cell)
- T-cell marker (but T cell)
- T-shirt
- X-ray.

Do not hyphenate the following:

- P value
- z score.

Prefixes and Suffixes

Prefixes

Prefixes are a group of letters placed before a word that modify the meaning of that word. Prefixes can be joined to words with a hyphen or can be closed up.

Most common prefixes, such as *anti*, *bi*, *co*, *extra*, *inter*, *intra*, *micro*, *mid*, *multi*, *non*, *over*, *pre*, *post*, *pro*, *re*, *semi*, *sub*, *trans*, *un*, and *under* do not require a hyphen (e.g., antidiabetic, reuse), except in the following instances.

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All prefixes that precede a proper noun, capitalized word, number, or abbreviation should be hyphenated.

mid-July

The prefixes *all-*, *self-*, *quasi-*, and *ex-* should always be hyphenated.

It was self-reported.

She was all-knowing.

When 2 different prefixes are used to modify the same adjective or noun, it's best to write out both words.

The patients attended the hospital for both preoperative and postoperative exams.

Suffixes

Suffixes are letters or words that are added to the end of words to change their meaning.

The suffixes *-type*, *-elect*, *-wide*, and *-designate* should always be joined with a hyphen.

The effect was Canada-wide.

The suffixes *-hood*, *-less*, *-like*, *-fold*, *-mentioned*, and *-wise* should not be joined with a hyphen.

It moved in clockwise circles.

Tip

When eliminating a hyphen after a prefix or before a suffix would cause 2 (or more) of the same letters to appear next to each other, a hyphen is generally used.

pre-existing

bell-like

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When Not to HyphenateDo not hyphenate compounds where the preceding adverb ends with *ly*.

clinically relevant variables

Do not place a hyphen between a number and a unit of measurement.

60 mg tablet

En Dash

En dashes can be made by typing Alt and 0150 on the number keypad. They can also be found by clicking on Symbols under the Insert tab and then choosing the en dash symbol.

Triple-Compound Adjectives

Use an en dash instead of a hyphen in a compound adjective when:

- 1 of its elements is an open compound (e.g., non–small cell lung cancer; a Health Canada–approved indication)
- 2 or more of its elements are open compounds or hyphenated compounds (e.g., non–Health Canada–approved device)
- the en dash applies to a few words rather than just the 1 that follows it (e.g., the post–World War II years).

Minus Sign

Use an en dash to indicate a minus sign.

The temperature outside was –30°C.

Numerical Ranges

En dashes should be used to indicate ranges in a fiscal year, with no space before or after the en dash.

The 2016–2017 strategic plan was posted.

Em Dash

Em dashes can be made by typing Alt and 0151 on the number keypad. They can also be found by clicking on Symbols under the Insert tab and then choosing the em dash symbol.

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For Emphasis and Strong Breaks

The em dash can be used in place of parentheses, commas, or colons to create a strong break or emphasis.

Parentheses: Upon discovering the anomalies – 5 of them – the study was recalled.

Commas: Uncertainty exists around the extent of the correlation – ranging from none to strong – between the drug under review and improved health state.

Colon: The drug dosage was varied – once daily, twice daily, and once weekly.

Em dashes should be limited to 2 per sentence and should appear with a space on either side.

In Titles and Headings

Always use a colon first when a break appears in a title or heading. When more than 1 break occurs, use a colon for the first break and an em dash for the second break.

Community Water Fluoridation: A Health Technology Assessment – Budget Impact Analysis

Table 1: Community Water Fluoridation – Preliminary Results

Ellipses

Ellipses (...) should be used sparingly in text to represent the omission of 1 or more words, lines, or paragraphs from quoted material.

Punctuation Around Ellipses

No spaces should appear around an ellipsis unless a new sentence begins after the ellipsis.

“I become short of breath with any exertion...walking, carrying items, and so forth.”

“Asthma affects all aspects of my life... I struggle to keep my symptoms under control.”

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Periods

Placement With Other Punctuation

Leave only 1 space after a period and before the next sentence.

Periods should be placed before ending quotation marks, reference citations, and parentheses if the text in the parentheses is a full sentence. They should be placed after parentheses if the text is not a complete sentence.

The patient indicated that their pain was “intense.”

We followed the methods of the Drummond and colleagues’ study.⁵

The patient suffered a relapse. (He was predisposed to hypoglycemia.)

When Not to Use

Do not use periods in abbreviations for degrees (such as PhD, MA, BSc, or MSc).

Do not use a raised period to denote multiplication (use the multiplication symbol).

Quotation Marks

Double and Single

Double quotation marks (“ ”) are used to enclose a quoted sentence, phrase, or word.

Patients indicated that the disease caused “intense trauma.”

The following should be enclosed in double quotation marks on first mention and then used without them on further mention:

- slang
- nicknames
- words or phrases used ironically or facetiously
- specific terminology from the original source (particularly if the wording does not meet CADTH’s Respectful Language and Inclusivity Guidelines).

Hypertension is often called “the silent killer.” The silent killer nickname is a result of the disease showing no early symptoms.

The report stated that the patient was acting “crazy” [from original source].

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Single quotation marks (' ') are used to enclose quotations within quotations.

"The study authors noted that 'data retrieved were potentially biased.'"

Quoted Materials

Use quotation marks to enclose a direct quotation of limited length that is run into the paragraph text. These quotes must be followed by a superscript reference number.

The study author reported that "clinical outcomes for leukemia are improving."¹

For long quotations, indent the quotation in its own paragraph. Do not italicize or place this text in quotation marks.

The study stated:

The mean age ranged from 32 years to 43 years and the mean number of prior hospitalizations ranged from 6 to 12, as reported in 3 trials. In the 4 trials that enrolled a mixed population of patients with schizophrenia and schizoaffective disorder, the majority of patients had schizophrenia (p. 262).²

For multiple quotations in a row, place each on a separate indented line without quotation marks or italics.

Titles of Works

Use quotation marks for citing names of articles, essays, lectures, songs, dissertations, and theses (but use italics for citing names of longer works such as reports, books, journals, newspapers, and magazines).

Slashes**When to Use**

Use the slash (/) sparingly. It is always preferable to use *and* or *or*. When referring to a situation in which you can either choose between 2 alternatives or choose both of them, it's okay to use *and/or*.

Patients may experience nausea and/or diarrhea.

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It's also acceptable to use slashes if they were specifically used in the study or source material.

Respondents rated their discomfort on a scale from 1 to 5 for the following symptoms: headache/migraine, difficulty breathing, sleep disturbances, and nausea/vomiting.

When Not to Use

Do not use a slash in dates or to indicate a subset.

Improvement occurred in 132 of 138 patients. (Not: Improvement occurred in 132/138 patients.)

Spacing

Do not add spaces around slashes.

headache/migraine

quality of life/improved mortality

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Capitalization

Capitalize all proper names; names of departments and agencies of federal, provincial, and territorial governments; trade names; brand names; and names of associations, companies, clubs, religions, languages, races, places, and addresses. Otherwise, use lower case.

For additional direction on capitalization for tables and figures, refer to the Formatting section.

Drugs

Capitalize the brand name of a drug (e.g., Valium and Tylenol).

Do not capitalize the generic name of a drug, except when starting a sentence or in a table heading.

We had 2 reviews on zoster vaccine live and sevelamer.

When a drug name is in all capital letters or a mix of upper and lower case letters, only capitalize the first letter.

Buprenorphine transdermal patch (Butrans). Not: BuTrans.

Titles

Document Titles

Capitalize all major words such as nouns, verbs, adjectives, and adverbs. Do not capitalize a coordinating conjunction, a preposition shorter than 4 letters, or an article unless they begin a title or are part of the name of an organization. To help you recognize the most common coordinating conjunctions, use the acronym FANBOYS: *for, and, nor, but, or, yet, and so*.

What Is Diabetes?

Assessing the Risk in Patients With Type 2 Diabetes From a Socioeconomic Perspective

Capitalize the first word after a colon in a title or heading.

The Annual Report: An Update

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In a title, always capitalize the second element of a hyphenated compound.

Self-Reported Adverse Events

In titles, headings, and subheadings, capitalize words that appear in parentheses.

Where Will We Be in the Year 2030? (And How Will We Rate?)

The Ministry of Health and Long-Term Care (Ontario Ministry of Health)

Table 1: Baseline Characteristics (Per-Protocol Population)

Job Titles

Capitalize job titles if they precede a person's name, but not if they directly follow a person's name.

Publisher Glenda Proctor is thrilled to announce the latest version of the *CADTH Style Guide*.

Glenda Proctor is the publisher at CADTH.

Glenda Proctor, publisher, is thrilled to announce the latest version of the *CADTH Style Guide*.

Capitalize a person's job title when it appears in marketing or promotional materials (for reasons of courtesy).

Lower case a person's title if it appears on its own, is separated from the individual's name, or is used without an individual's name.

The director of drug reimbursement said there were 50 drugs in the queue to review.

She is the chair of the advisory committee.



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Do not capitalize titles in their plural form or those preceded by *an*, *a*, *or*, or *the*.

the governors-general of Canada and Australia
the deputy ministers of health

CADTH Advisory Committees

Capitalize the names of CADTH advisory bodies, but maintain irregular capitalization within a CADTH advisory body name when it occurs, even at the beginning of a sentence or in a title or heading.

The CADTH pan-Canadian Oncology Drug Review Expert Review Committee (pERC) met last Thursday. pERC is an appointed advisory panel.

Use lower case for informal titles.

The committee met last Thursday.

CADTH Programs and Services

Capitalize the names of CADTH programs, services, and products when using their proper names, but adhere to irregular capitalization within a CADTH program name when it occurs.

CADTH Scientific Advice
CADTH pan-Canadian Oncology Drug Review

Unless formally referring to 1 of CADTH's advisory bodies, programs, or services, do not capitalize.

CADTH provides solid scientific advice.
CADTH has a number of expert review committees.

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Faculties, Academic Programs, Departments, and Groups or Units

Capitalize the full name of a faculty or department. Lower case if a faculty or department is referred to in a partial or informal way.

Carleton University's Department of Journalism; the department

Formulary Working Group; the group

Central Processing Agency; the agency

Do not capitalize faculties, schools, departments, or offices when referring to 1 or more.

The departments of journalism, linguistics, and biomedicine were all involved.

Studies

Capitalize the name of a specific study, including the word *study* if it's part of the formal name. Do not capitalize the specified days, weeks, months, or years mentioned in a study, or the word *study* when used in a general sense.

Study 619, week 4; the PREEMPT study

day 1, month 3 of the study

Parts of a Document

Capitalize, and do not abbreviate, parts of a document.

Table 4, Appendix 3

Figure 2

Capitalize in-text references to specific section titles of a document.

Refer to the Results section for more information.

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Do not capitalize in-text references to locations such as page, line, paragraph, or section.

Refer to section 1, page 6, line 4.

With Colons

In text, capitalize the first word after a colon if what follows is a complete sentence or question.

Intention-to-treat population: This group includes only youth younger than 10 years.

In the study there was a major concern: Would the limited population size make it difficult to generalize the results?

Use a colon to introduce a list, especially after *thus*, *as follows*, or *the following*.

Phytoestrogens are subdivided into the following main classes: isoflavones, lignans, and cumestrans.

Time

Do not capitalize a.m. or p.m. Use the 12-hour clock for all references to time in CADTH documents, including CADTH Symposium materials.

CADTH core work hours are between 6:00 a.m. and 8:00 p.m.

CADTH Symposium 2035 has its first plenary session taking place at 2:00 p.m.

Quotations

Capitalize the first word of quotations that are complete sentences, but lower case the first word when incorporating quoted terms or phrases within a sentence.

CDEC Chair Jim Silvius, MD, summarized, “Based on the clinical evidence and economic review, we can make solid recommendations.”

The drug effects were described as “painful and intense” by the participants.

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Geographic Locations

Capitalize a directional indicator when it refers to a geographic location.

the North, the West Coast, Western Canada

Do not capitalize informal directional indicators.

The car was headed west on the 417.

Seasons, Centuries, and Decades

Do not capitalize the names of seasons, centuries, or decades unless they are part of specialized names.

spring, the 20th century, the fifties

Exceptions include formal names: the Roaring Twenties, the School Spring Fling.

Letters as Words

Capitalize most single letters that are used as words.

vitamin A, T-shirt, X-ray

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Abbreviations

An abbreviation is any shortened word or phrase (e.g., *US* for *United States*). Acronyms and initialisms are specific types of abbreviations. An acronym is an abbreviation that is pronounced as a word (e.g., CADTH). An initialism is an abbreviation that is read as individual letters (e.g., CIA or FYI).

Minimize Usage

Abbreviations can be overwhelming and confusing to a reader; limit the number of abbreviations used in text whenever possible. Do not make up abbreviations.

Use an abbreviation only if the term appears 3 or more times in the full text (including headings and appendices, but not including tables and figures).

Spell Out on First Reference

When using an abbreviation in body text, always spell out the full term on first reference with the abbreviation placed in parentheses directly after it. Then, use the abbreviation consistently for all subsequent instances.

The CADTH Canadian Drug Expert Committee (CDEC) has released its most recent report. The patient input group has been awaiting the CDEC recommendation.

Note

Units of measurement do not need to be written out on first mention in text nor do they need to be defined below tables.

Abbreviations at Beginning of Sentences

It is okay to begin a sentence with an abbreviation if it has already been defined.

Well-Known Abbreviations

Terms that are better known by their abbreviation may have the abbreviation included beside them in parentheses even if they are not used 3 or more times (these do not need to appear in the abbreviations list). This could include organizational names, scales and scores, and tests.

Institut national d'excellence en santé et en services sociaux (INESSS) agreed with the recommendation.

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Abbreviations With Different Meanings

Do not use the same abbreviation for more than 1 word or term in a report. Instead, choose 1 of the terms to spell out on each use (generally the word that is used fewer times or is less well known). Some examples of possibly confused terms:

- SD: standard deviation or stable disease?
- RR: relative risk or risk ratio?
- EGFR: estimated glomerular filtration rate or epidermal growth factor receptor?

Headings and Titles

Abbreviations are acceptable in headings, and table and figure titles (although not as part of a document's title, with the exception of extremely long titles or terms). Do not introduce an abbreviation in a heading; instead, write the term out in full in the heading and introduce the abbreviation after the first mention in the text that follows. Do not use a single abbreviation as a heading; spell it out instead.

Tables and Figures

Abbreviations are acceptable in tables or figures (and their titles) as long as they are included in an alphabetized legend beneath the table or figure. Minimize use if possible; do not make up abbreviations.

Articles Before Abbreviations

Use the appropriate article (i.e., *a*, *an*, *the*) before an abbreviation or initialism according to the sound (not the letter) following the article.

a NATO member, an MRI, the CGP

Acronyms (abbreviations pronounced as a word) are rarely preceded by an article.

NICE recommends numerous ways to protect yourself from COVID-19.

Possessives

If the term is in its possessive form on first mention, the abbreviation should be as well.

The National Institutes of Health's (NIH's) report is now available.

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Plurals

Use a lower case s (without an apostrophe) when making an abbreviation plural. If the term is in its plural form on first mention, then the abbreviation should be as well. Following this, the abbreviation can be singular or plural depending on what is correct in that instance.

Three randomized controlled trials (RCTs) were described in the sponsor's report and 1 RCT was identified in the literature search.

Italics

Abbreviations should only be italicized if they stand for a word (or words) that would be italicized when spelled out.

COD (Canadian Oxford Dictionary)

E. coli

Formatting

When an abbreviation in parentheses immediately proceeds another set of information in parentheses, do not combine these into the same parentheses.

They experienced myocardial infarction (MI) (relative risk = 0.58; 95% confidence interval, 0.48 to 0.70).

Not: They experienced myocardial infarction (MI; relative risk = 0.58; 95% confidence interval, 0.48 to 0.70).

Geographic Locations

Always spell out the city, county, country, province, state, and territory name in full when it appears in text. The only 2 exceptions to this rule are *UK* for *United Kingdom* and *US* for *United States*, which never need to be spelled out in full.

Include the province, territory, or state only if another, better-known location of the same name exists.

London, Ontario

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Do not abbreviate words such as *County, Fort, Island, Mount, North, Pointe, or Sainte* unless they appear abbreviated in the proper name of the location.

Sainte-Foy
Fort McMurray
St. John's, Newfoundland

Postal Abbreviations

Use abbreviations for road descriptors, provinces, territories, and countries in postal addresses.

600-865 Carling Ave.
Ottawa ON K1S 5S8

In text, don't abbreviate the names of provinces, countries (with the exceptions of UK and US), and road descriptors. However, these are acceptable in tables to save space.

Ontario, Avenue, Road (Not: Ont., Ave., Rd.)

Drugs

Drug names may be abbreviated in text once they have been defined in full.

They may also be abbreviated in tables as long as they are defined in the table legend.

Multidrug Regimens

Combination drugs (2 or more drugs in a single dosage form at a fixed dose) should be separated by hyphens after they have been defined in full. Combination drugs administered along with an additional drug are presented with a plus sign in their abbreviated forms.

Patients with cystic fibrosis were prescribed elexacaftor-tezacaftor-ivacaftor (ELX-TEZ-IVA).

The cost of ombitasvir-paritaprevir-ritonavir plus dasabuvir (OMB-PAR-RIT + DAS) was reviewed.

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Genus and Species Names

The formal naming system for living things is called binomial nomenclature. This system gives every species a 2-part name that consists first of the genus name (e.g., *Esox*) and then of the species name (e.g., *lucius*). Together, the genus and the species names make up the full name of the organism (e.g., *Esox lucius*).

Genus names should be spelled out on first reference (using a capital) and followed by the species name (which is lower case); the full name should be italicized.

Callisaurus draconoides

Tyrannosaurus rex

After its first use, the genus name should be abbreviated to a single, italicized capital letter that is followed by a period, and then followed by the species name. (This abbreviation should not be placed in parentheses following first reference, nor does the term need to be included in the abbreviations list or in table footnotes.)

The patient was prescribed *Hypericum perforatum*. The physician indicated that *H. perforatum* has minimal side effects.

If there is a possibility of confusing 1 genus name with another in the same document (e.g., the *S.* in *Staphylococcus aureus* and *Streptococcus faecalis*), spell out both terms throughout the document.

Genes and Proteins

The abbreviated form of a gene name is typically 3 to 7 characters long. Human gene symbols contain capitalized letters and may also contain (but never begin with) numerals. Gene names should be italicized.

Genes and their associated protein names may appear in their abbreviated form on first mention (these do not need to be defined in text or under tables or figures). Protein names should not be italicized.

BRCA1 (gene)

PD-1 (protein)

If a definition is provided, it should not appear in italics.

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Days of the Week and Months

Days of the week and months should not be abbreviated in text. In tables and figures, days of the week and months can take their 3-letter abbreviations (e.g., Apr, Aug, Tue, Fri) if they are defined below the table (refer to the Formatting section for more information on defining abbreviations below tables and figures). However, the words *day*, *week*, and *month* should not be abbreviated even in tables or figures.

The cut-off date was January 1, 2019.

Latin Abbreviations

The following Latin abbreviations can be used in tables or figures, as well as within parentheses in text without being defined:

- e.g. means *for example* and should always be followed by a comma (e.g.,)
- et al. means *and others* and should end with a period
- i.e. means *that is* and should always be followed by a comma (i.e.,)

However, when used in text, but outside of parentheses, the full term should be used.

There were other end points considered; for example, progression-free survival.

The abbreviation *vs.* means *versus* and should always end with a period. *Versus* should be spelled out in text, but the abbreviation can be used in tables.

The abbreviation *etc.* should not be used in CADTH materials.

Abbreviations List in Reports

Many CADTH reports have a list of abbreviations near the beginning of the document. The list should include abbreviations that are used 3 or more times in the body text of the report; it should not include abbreviations that appear in tables or figures only or those that are included because the abbreviation is the more well-known term (but used fewer than 3 times).

Terms should be listed in alphabetical order by abbreviation, and the terms should start with a lower case letter unless they are proper nouns. Terms should appear in their singular forms.

OL open label
PE pharmacoeconomic

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Allowable Abbreviations

The following table presents abbreviations that do not need to be defined in text, in the abbreviations list, or in the footnotes of tables or figures.

Table 3

Abbreviations Allowed in Text Without Spelling Out First

Abbreviation	Full term (not to be used)
2SLGBTQ+	2-Spirit, lesbian, gay, bisexual, transgender, queer, and others
a.m.	ante meridiem (before midday)
AIDS	acquired immunodeficiency syndrome
CADTH	Canadian Agency for Drugs and Technologies in Health
CD	compact disc
COVID-19	Coronavirus 2019
CT (not CAT)	computed tomography
DNA	deoxyribonucleic acid
Degrees and designations	Degrees and designations do not need to be spelled out in text or defined below tables
FDA	Food and Drug Administration
HIV	human immunodeficiency virus
HPV	human papillomavirus
Inc.	incorporated (unless spelled out in an official company name used in the text)
IQ	intelligence quotient
IT	information technology
IV	intravenous
Ltd.	limited (unless spelled out in an official company name used in the text)
MRI	magnetic resonance imaging
n	total sample or subsample size
N	total population or sample size
P value	probability value
PDF	portable document format
PET	positron emission tomography
p.m.	post meridiem (after midday)
RCMP	Royal Canadian Mounted Police

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Abbreviation	Full term (not to be used)
UK	United Kingdom
Units of measure	Units of measure do not need to be spelled out in text or defined under tables
US	United States
UV	ultraviolet
WHO	World Health Organization

Scales and Scores

The following table includes the most common scales and scores used in CADTH documents. To ensure accuracy, look these and others up.

Table 4

Abbreviations for Scales and Scores

Abbreviation	Scale or score
6MWT	6-minute walk test (note that the score is 6-minute walk distance [6MWD])
10MWT	10-metre walk test
ACR20 (or 50 or 70)	American College of Rheumatology 20% (or 50% or 70%) improvement in rheumatoid arthritis
BMI	body mass index
BSI	Brief Symptom Inventory
CGI, CGI-I, CGI-S	Clinical Global Impression, Clinical Global Impression–Improvement, Clinical Global Impression–Severity of Illness
DSM-5 (but DSM-IV)	<i>Diagnostic and Statistical Manual of Mental Disorders (Fifth Edition)</i>
EASI	Eczema Area and Severity Index
ECOG PS	Eastern Cooperative Oncology Group Performance Status
EORTC QLQ-C30	European Organisation for Research and Treatment of Cancer Quality of Life Questionnaire Core 30
EQ-5D, EQ-5D-5L, EQ VAS	EQ-5D (this is the test name and not an abbreviation), 5-Level EQ-5D, EQ visual analogue scale
GAD-7	Generalized Anxiety Disorder 7-item
HUI	Health Utilities Index
IGA	Investigator’s Global Assessment
MADRS	Montgomery-Åsberg Depression Rating Scale

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Abbreviation	Scale or score
PASI	Psoriasis Area and Severity Index (expressed as PASI 50 for 50% reduction)
PedsQL	Pediatric Quality of Life Inventory
PHQ-9	Patient Health Questionnaire-9
RECIST 1.1	Response Evaluation Criteria in Solid Tumours Version 1.1
SF-36	Short Form (36) Health Survey
sPGA	static Physician's Global Assessment

Dose Frequencies and Routes of Administration

The following table shows the abbreviations that should be used to represent dose frequencies and routes of administration in tables and figures. These should be spelled out in text.

Table 5

Dose Frequencies and Routes of Administration

Abbreviation	Definition
b.i.d.	twice a day
IM	intramuscular
p.c.	after meals
p.o.	orally
p.r.n.	as needed
q.d.	every day
q.h.	every hour
q.i.d.	4 times a day
q.o.d.	every other day
q.w.	every week
q.2.w.	every 2 weeks
SC	subcutaneous
t.i.d.	3 times a day

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Spell Check in Microsoft Word

We use Canadian English spelling at CADTH (as per the [Canadian Oxford Dictionary](#)), but Word often defaults to US English. To *Canadianize* your document, ensure Track Changes is off, then press CTRL + A to select all, then click Review from the top menu. Select Language, then Set Proofing Language, and then choose English (Canada).

Word's Canadian spelling doesn't exactly align with the *Canadian Oxford Dictionary*, so if you're unsure of something, check the dictionary.

Resources

General Terminology

Unless the *CADTH Style Guide* already offers direction on the spelling of a word, check the *Canadian Oxford Dictionary*. If it offers more than 1 spelling option for that word, use the first 1 listed. For CADTH conventions on spelling and spelling anomalies, refer to Table 1 in the Preferred Usage section.

Medical Terminology

For all scientific and biomedical terminology that does not appear in the *Canadian Oxford Dictionary*, check [Dorland's Medical Dictionary](#).

Canadian Spelling

Canadian spelling is a hybrid of American and British spellings in some cases. The following table presents some of the more common Canadian spellings.

Table 6

Canadian Spelling Conventions

<i>Canadian Oxford Dictionary</i>	Examples
-ce (not -se)	defence, licence (noun form), practice (noun form)
-e- (not -ae- or -oea-)	pediatrics (not paediatrics), anemia (not anaemia), diarrhea (not diarrhoea)
-ize/-ization (not -ise/-isation)	apologize, organize, organization, recognize, specialize, civilize
-our (not -or)	honour, neighbour, colour, flavour, labour, rigour, tumour
-re (not -er)	centre, fibre, litre, theatre, metre
-ue	analogue, catalogue

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Commonly Misspelled Words

Use *keywords* not *key words*.

Use *end point* not *endpoint*.

Use *time point* not *timepoint*.

Use *time frame* not *timeframe*.

Use *timeline* not *time line*.

Use *health care* not *healthcare* or *health-care*.

Use *flow chart* not *flowchart*.

Commonly Confused Words

Above and Below

Do not use *above* or *below* to refer to the location of text, tables, or figures. In the process of publishing a document, the flow of text can change, making a reference to a location inaccurate. It's best to refer to the specific table number, figure number, or section, but if you must refer to location, use words such as *preceding*, *previously mentioned*, *following*, or *subsequent*.

Affect and Effect

Both *affect* and *effect* can be used as verbs or nouns, but they are not interchangeable. *Affect* when used as a verb means *to influence* or *to have an impact on*; when used as a noun, *affect* refers to an expression of emotion or a psychological state. *Effect* when used as a verb means *to bring about* or *cause*; when used as a noun, *effect* means a *result* or *consequence*.

The threat of rain affected our plans for the day.

The patient showed a flat affect.

We must take action to effect change.

An effect of climate change is global warming.

Alternate and Alternative

Alternate is an adjective, adverb, or verb; *alternative* is usually a noun. *Alternate* means occurring in turn and *alternative* means another possibility.

Medications that interfere with testing should be stopped only if safe alternatives can be substituted.

The drugs should be taken on alternate days.

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Comprises and Consists of

To *comprise* and to *consist of* mean to be *made up of, to include, to contain*. (Note: Never use the passive form of comprised [i.e., is comprised of].)

The clinical trial comprises 4 phases.

The clinical trial consists of 4 phases.

Data

Data should always be used with a plural verb.

The data are in Table 2.

Dose, Dosage, and Dosing

Use *dose* for a specified amount of medication taken at 1 time.

The dose is 500 mg.

Use *dosage* when referring to a specific amount and frequency of doses over a period of time.

The dosage is 500 mg twice daily.

Use *dosing* when referring to a method of administering medication or to giving a dose of medicine.

The dosing schedule was reviewed yesterday.

Dosing occurred twice daily.

Drug and Agent

Use *drug* not *agent* where applicable as they do not always mean the same thing.

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Fewer and Less

Fewer is used to describe countable things and means *not as many*.

There were fewer participants aged 65 years or older in the study.

Less is used to describe uncountable nouns (e.g., bias, information), and means *not as much*.

Less intervention may lead to better health outcomes.

First, Second, and Third

Use *first*, *second*, and *third* to enumerate related points (not *firstly*, *secondly*, *thirdly*). The addition of *-ly* is unnecessary.

The -ics and -icals

Be careful when using the suffixes *-ic* and *-ical* because they do not necessarily mean the same thing. The following terms are not interchangeable:

- biologic and biological
- classic and classical
- economic and economical
- empiric and empirical
- historic and historical
- pathologic and pathological
- periodic and periodical
- physiologic and physiological.

Patients, Subjects, and Participants

Never use the term *subjects* when referring to people. Use *participants* or *patients*, as appropriate.

Regimen and Regime

Regimen is the term to use when referring to a prescribed schedule for drug dosing, an exercise routine, or the administering of any systematic plan or course of action. *Regime* is the term to use when referring to a military or authoritarian body.

The drug regimen was followed closely.

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The Territories

The Yukon Territory was officially changed to *Yukon* in 2003, so the article *the* is not needed before *Yukon*, but it is needed before *Northwest Territories*. Note that *the* is not capitalized.

Yellowknife is the capital of the Northwest Territories.

Yukon is the smallest territory in Canada.

Use and Utilize

The preferred term is *use* instead of *utilize*. *Health care utilization* is acceptable.

There are many factors that affect health care utilization.

Where, When, As, and Since

Do not use *where*, *as*, *when*, or *since* if you mean *if* or *because*. Use *where* only when you are describing a place and *when*, *as*, or *since* when you are describing a time.

We searched for English-language articles when possible.
(Not: We searched for English-language articles where possible.)

Patients were excluded because they did not meet the inclusion criteria.
(Not: Patients were excluded as they did not meet the inclusion criteria.)

Which and That

Use *that* when the information that follows is essential to the meaning of the sentence. Use *which* when the information could be deleted without changing the meaning of the sentence (this text should be set off with commas, parentheses, or dashes).

The study that was published yesterday was peer reviewed.

The study, which was based in the US, was peer reviewed.

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Who and Whom

Who is used as a subject; *whom* is used as an object. Use *who* if you can restate the sentence using *she*, *he*, or *they* or answer the question posed with *she*, *he*, or *they*.

Who is the researcher I will be working with? (She is the researcher I will be working with.)

Use *whom*, if you can restate the sentence using *him*, *her*, or *them* or answer the question with *him*, *her*, or *them*.

To whom do I owe the money? (I owe the money to them.)

This rule also applies to *whoever* and *whomever*.

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Numbers, Units, and Operators

Usage

Use digits to express numbers representing anything that can be counted or measured.

There were 3 tests delivered over 5 days.

The 4-member committee approved the new guidelines.

This includes mathematical expressions and numbers with units, scores, scales, and statistics, including confidence intervals, P values, and percentages.

The patient lost 1 kg.

a mean of 1

a score of 2 on the SF-36 scale

(95% CI, 1 to 3)

When to Spell Out Numbers

Spell out numbers that occur at the beginning of a sentence, title, subtitle, or heading.

Thirty-five of 40 patients were included in the multicentre study.

Spell out single-digit ordinal numbers less than 10 (e.g., first, second, third), and use digits for 10 and higher. Don't superscript suffixes.

first, ninth, 10th, 31st, 100th

Spell out fractions.

In the cohort, one-third were patients with Alzheimer disease.

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Spell out numbers if they are spelled out in a direct quote or a cited title.

“Benefits of Meditating Three Times a Day”

Spell out the first number in adjacent numbers to avoid confusion, unless listed in a series.

There were ten 15-year-olds in the study group.

The mean ages in groups 1, 2, and 3 were 30, 40, and 50 years, respectively.

Spell out numbers for generally accepted usage, such as when used idiomatically or as a figure of speech. Also spell out *one* when used as a pronoun.

on the one hand

they are independent of one another

if one looks at the total group

Locations in Text

When referring to locations in a document, use lower case for the location descriptor and follow it with a number.

The study indicates that on page 36, paragraph 3, section 7, there are conflicting conclusions.

Capitalize *Table*, *Figure*, and *Appendix* when used as specific designations.

The technologies used are described in Table 2 and Figure 1.

Refer to Appendix 1 for details.

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Time

When writing out the time of day, use the hour, followed by a colon and the minutes, with periods in the time-of-day designation. Use *ET* (meaning Eastern Time) instead of *EST* (Eastern Standard Time) or *EDT* (Eastern Daylight Time).

6:00 a.m., 6:30 p.m. ET

Include the time zone when necessary. Note that 12:00 p.m. is noon.

Write out time units in text and tables: hour, day, month (not: h, d, mo).

There were 50 sleep incidents per hour.

Use numbers for time points in a study. Use lower case letters for the time descriptor, such as *day* or *week*.

Measurements were taken on day 2, in week 1, and at the end of month 24.

Dates

Use numbers when referencing dates. Also note CADTH format: Weekday, Month date, year. Note there is a comma after the year.

On Tuesday, September 2, 2016, the drug was submitted to CADTH.

Don't insert a comma when referring to the month and year only.

The study is expected to be completed in September 2020.

Use all 4 digits for years, even in a range.

CADTH showed strong growth in the 1990s (not: the 90s, 90's, or '90s).

The trials took place from 2011 to 2015. (Not: The trials took place from 2011 to 15.)

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Age

When referring to age, use *aged* instead of *years old* or *years of age*. *Older* or *younger* is preferred instead of *more than*, *greater than*, or *less than*.

The trials focused on women aged 30 years or older. (Not: The trials focused on women 30 years old and older.)

Large and Compound Numbers

Use commas in numbers with 4 or more digits except when referring to years or house, phone, or page numbers.

There were 2,500 tests in 1994.

Refer to page 1000.

Numbers in the millions or higher should be written as a combination of numbers and words, without abbreviations.

2.7 million

300,000 (Not: 300K or 300 K)

When written out, compound numbers take a hyphen.

Thirty-five control group participants were included in the study.

Ratios and Decimals

Ratios

Ratios always take a colon between numbers.

The study participants were randomized in a 3:2 ratio.

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Decimals

A decimal is a real number with a base of 10. Place a 0 before numerical values that are less than 1.

2.71 mm
0.5 g
P = 0.03

If the author uses a 0 at the end of the measurement, do not delete it.

49.0 kg (Not: 49 kg)

Currency

Denote currencies by adding the appropriate abbreviation before the amount. Assume Canadian funds unless otherwise specified. CA\$ can be used in comparisons with different currencies.

- US\$250 for American dollars
- AU\$250 for Australian dollars
- £250 for British pounds
- €250 for Euros

Ranges and Confidence Intervals

Any range of numbers (e.g., IQR, 95% CI) should be followed by a comma.

To connect numbers in a range, use the word *to* instead of an en dash or hyphen (this avoids confusion when 1 of the numbers is negative), even in tables and figures. Include units for both ends of a range.

(range, 2 mg to 4 mg)

Exception Use an en dash to indicate a fiscal year range. Use all 4 digits for the years.

CADTH's 2015–2016 fiscal period showed strong growth.

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Consecutive Statistical Expressions

When multiple statistical expressions occur together, use semicolons to separate each expression.

(HR = 42; 95% CI, 10 to 100; P = 0.04)

Roman and Arabic Numerals

In general, use arabic numerals. Use roman numerals when they are part of a proper reference or to denote an accepted medical designation.

Note the following classification systems' use of arabic and roman numerals.

- *BAK1* (genes)
- Class II device
- factor IV (clotting factors)
- grade 3 adverse events
- grade 1 cancer
- Grade 4 diabetic foot ulcer
- level IV trauma centre
- Levels I to IV (category Notice of Compliance)
- nerve III (cranial nerves)
- phase III study
- schedule II drug
- stage III cancer
- type II error.

Units and Operators

SI Units

The International System of Units (SI), commonly known as the metric system, is an internationally accepted system of measurement made up of 7 base units:

- metre (m) for length
- second (s) for time
- kilogram (kg) for mass
- mole (mol) for amount of substance
- ampere (A) for electric current
- kelvin (K) for temperature
- candela (cd) for luminous intensity.

SI units and derived units (e.g., kg/m²) always take their abbreviated form without being spelled out.

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Micrograms

The SI unit for microgram, 1 millionth of a gram, is µg. We use the abbreviation *mcg* for microgram (not µg). This is more user-friendly and avoids confusion with mg (milligram).

Numbers and Units of Measurement

Always repeat units of measurement when denoting a range or making comparisons.

5 mg and 8 mg
400 copies/mL to 1,200 copies/mL

Always use numbers with units of measurement. Units do not have to be defined on first use. Leave a space after the number and before the unit.

Note that some units contain capital letters.

L (litre); 2 L; 5 mL
kPa (kilopascal); 6 kPa

Table 7

Abbreviations for Common Units of Measurement

Measurement	Imperial abbreviation	Metric (SI) abbreviation
calorie	–	cal
centimetre	–	cm
fluid ounce	fl oz	–
foot	ft	–
gram	–	g
inch	in	–
international unit	IU	–
joule	–	J
kilopascal	–	kPa
kilowatt	–	kW
litre	–	L
metre	–	m
microgram	–	mcg

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Measurement	Imperial abbreviation	Metric (SI) abbreviation
microlitre	—	µL
micrometre	—	µm
micromole	—	µmol
millilitres	—	mL
millimetres of mercury	—	mm Hg
millimole	—	mmol
molarity	—	M (mol/L)
mole	—	mol
ounce	oz	—
pound	lb	—
revolutions per minute	rpm	—
second	s (do not use sec)	—
square foot	sq ft	—
square inch	sq in	—
volt	—	V
watt	—	W

Symbols and Operators

Spaces Before and After Operators

In text, tables, and figures, ensure there is a space before and after a mathematical operator (e.g., \times , $=$, \leq , \geq).

$P = 0.005$

$> 25 \text{ mg}$

However, do not add a space after a minus sign, before a percent sign, or on either side of a degree symbol.

The study results showed 85% of people dislike -30°C weather.

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Plus or Minus Symbol

Do not separate the plus or minus symbol; use the \pm symbol, which you can find by clicking on the Insert tab on the tool bar, then clicking the Symbol icon for the drop-down menu.

\pm (Not: +- or +/-)

Approximate Symbol

Do not use the \sim symbol in text. It can be used in tables and figures if absolutely necessary (preference is to be precise when presenting data).

There were approximately 1,000 people at the conference.

Greater Than and Less Than

In text, write out the words *greater than*, *less than*, *greater than or equal to*, or *less than or equal to*. In parentheses, it's acceptable to use the symbols.

Always use symbols in tables and figures and with mathematical equations, P values, scores, and percentages.

The \geq or \leq symbols can be found by clicking on the Insert tab on the tool bar, then clicking the Symbol icon for the drop-down menu.

Statistics

Probability

Use a capital P (not italicized) to denote P values. Insert spaces around mathematical operators.

P = 0.005, P > 0.005

Intervals and Ranges

In both tables and text, write ranges – such as confidence intervals (CIs) and credible intervals (CrIs) – using the word *to* instead of a hyphen or comma between the numbers.

95% CI, 0.85 to 1.24 (Not: 95% CI, 0.85-1.24; IQR, 0.25, 2.24)

95% CrI, -0.85 to -1.24

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A space always follows a percent sign, and a comma always follows a CI and a CrI.

Note

In text, spell out the terms *confidence interval (CI)* and *credible interval (CrI)* on first reference and abbreviate thereafter. These terms should also be defined beneath tables and figures.

Statistical Terms, Tests, and Abbreviations

In text, define all abbreviations on first use; in tables and figures, define them in the abbreviations list beneath the table. Refer to Tables and Figures in the Formatting section for more information.

The following table shows the CADTH-preferred abbreviations and symbols for statistical tests and terms.

Table 8

Statistical Tests and Terms

Test or term	Abbreviation or symbol
alpha	(no abbreviation or symbol used)
analysis of covariance	ANCOVA
analysis of variance	ANOVA
area under the curve	AUC
beta	(no abbreviation or symbol used)
chi-square distribution	χ^2
confidence interval	CI
cost-effective analysis	CEA
cost-utility analysis	CUA
Cox-Mantel test	(no abbreviation or symbol used)
credible interval	CrI
degrees of freedom	df
delta (lower case)	δ
Delta (upper case)	Δ
difference	D
gamma	(no abbreviation or symbol used)
hazard ratio	HR
intention to treat	ITT
Kaplan-Meier	KM
least squares, least squares mean	LS, LSM

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Test or term	Abbreviation or symbol
number needed to treat, number needed to harm	NNT, NNH
odds ratio	OR
probability value	P
quality-adjusted life-year	QALY
randomized controlled trial	RCT
receiver operating characteristic	ROC
relative risk	RR
relative risk reduction	RRR
standard deviation	SD
standard error	SE
standard error of the mean	SEM
Student t test, paired t test	t test
total population or sample size	N
total sample or subsample size	n
t score, z score	(no abbreviation or symbol used)
type I, type II error	(no abbreviation or symbol used)
Wilcoxon rank sum test, signed rank test	(no abbreviation or symbol used)

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Common Terminology

The following table presents a list of CADTH’s most commonly used technology terms. Note spelling and capitalization.

Table 9

Common Technology Terminology

Terms
app, application
blog, blogger
cloud, cloud computing
cyberspace
database
data centre
dataset
desktop
digitize
download, downloadable
e-book
e-commerce
e-consultation
e-health
email
e-learning
e-reader
emoticon
firewall
flash drive, flash memory
GIF
gigabyte (GB)
hard disk
hardware
hashtag
home page

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Terms

hyperlink, hypertext

inbox

instant message (IM), messaging

internet

intranet

live stream

login (noun), log in (verb), log on (verb)

megabyte (MB)

multimedia

network

online

PDF (portable document format)

podcast

search engine

smartphone

software

tweet

upload

URL

USB

username

web, web browser, web page, web server

website, webcam, webcast, webinar

Wi-Fi

zip file

How to: Instructions

When guiding a reader to perform a technical action, capitalize the button or folder.

Press the Back button, then click Go to proceed to the next page.

You'll find it located in the History folder.

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Website pages should appear in quotations.

These directions will take you to the “Subscribe” page.

Web Addresses

Unless a document will be printed, web addresses (URLs) should not be spelled out. Instead, they should be hyperlinked to an identifying word or phrase.

For more information, visit the [CADTH website](#).

Do not link terms such as *click here* or *learn more* because they’re difficult to interpret from an accessibility standpoint. Instead, link words or phrases that are more descriptive in nature.

Refer to [Methods and Guidelines](#) to learn more.

When web addresses are spelled out for printing purposes, delete *http://* and *www*. (this makes them shorter and easier to remember).

[cadth.ca](#)

Punctuation immediately following links (e.g., periods or commas) should not be hyperlinked.

You can find our latest news and updates on [CADTH’s Twitter page](#).

Letter and Symbol Shortcuts

A number keypad appears on the right of some computer keyboards (generally only on desktop keyboards). The following table lists shortcuts for letters and symbols that can be created using a number keypad. (Note that the Number Lock key on your keyboard must be clicked on for these shortcuts to work.)

When using a keyboard without a number keypad (e.g., a laptop), the following letters or symbols can be inserted into a document by clicking Symbol under the Insert tab and then choosing the symbol or letter needed.

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Letter and Symbol Shortcuts

Letter or symbol	Shortcut
– (en dash and minus)	Alt + 0150
— (em dash)	Alt + 0151
± (plus, minus)	Alt + 0177
× (multiplication)	Alt + 0215
≤ (less than or equal to)	Alt + 8804
≥ (greater than or equal to)	Alt + 8805
μ (micro)	Alt + 0181
° (degree)	Alt + 0176
… (ellipses)	Alt + Ctrl + . (period)
£ (British pound)	Alt + 0163
€ (Euro)	Alt + 0128
À	Alt + 0192
Á	Alt + 0193
à	Alt + 133
á	Alt + 0225
È	Alt + 0200
É	Alt + 0201
è	Alt + 138
é	Alt + 130
ê	Alt + 136

Social Media

Social media accounts for CADTH employees fall into 1 of 3 categories:

- Official CADTH social media account: A social media account that is CADTH branded and speaks on behalf of CADTH (e.g., @CADTH_ACTMS).
- Personal social media account: An employee’s social media account, primarily used for personal reasons (e.g., @JaneDoe).
- Professional social media account: An employee’s social media account, primarily used for professional reasons (e.g., @HTAExpert).



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Corporate Policy

The following is CADTH's official Social Media Policy.

Official CADTH Social Media Accounts

Only Marketing and Communications has the authority to create official CADTH social media accounts and to represent CADTH on official CADTH social media accounts.

Employee (Personal) Social Media Accounts

Employee behaviour on social media is governed by the CADTH workplace policies and procedures. Failure to comply can have repercussions and result in disciplinary action, even if the employee is not identified as working at CADTH or discussing topics related to CADTH.

Employees will not be critical of CADTH funders, customers, clinicians/clinician groups, or patients/patient groups on social media.

In the spirit of transparency, employees should identify themselves as CADTH employees in their social media bios or posts.

To differentiate personal social media accounts from official CADTH social media accounts, employees should indicate that they are not representing CADTH or its views, regardless of whether they are identified as CADTH employees. For example,

- Twitter bio: *Views are my own.*
- LinkedIn post: *The views expressed here are my own and do not necessarily represent the views of my employer CADTH.*

Handles

No one should use *CADTH* in their personal social media handles (i.e., usernames). However, all employees are encouraged to note in their bios that they work for CADTH (@CADTH_ACMTS on Twitter).

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To ensure consistency in the CADTH brand, check the Branding Resource Centre on the Hub for PowerPoint and Word templates, CADTH logos, and information on the CADTH images library and other assets.

Text

Italicizing

The titles of the following should be italicized:

- journal names (*BMJ*, *CMAJ*, *Canadian Family Physician*)
- books (*The Catcher in the Rye*, *Room*, *The Hunger Games*)
- newspapers (*Ottawa Citizen*, *The Globe and Mail*)
- newsletters (*Canadian Realty News*, *Hospital News*)
- report titles (*Guidelines for the Economic Evaluation of Health Technologies: Canada*).

Newspaper and magazine articles, essays, lectures, dissertations, theses, and specific web pages are capped and placed in quotation marks but are not italicized. General website names are capped without quotation marks and are not italicized.

Refer to the “Subscribe” page on the *Dorland’s Medical Dictionary* website.

The article from *Hospital News* entitled “Docusate for Constipation: Money Down the Toilet?” has garnered media attention.

Note

Check whether *the* is part of the proper name of a publication. If it is, then it is also capped and italicized; if it is not, it is left lower case and is not italicized.

the New England Journal of Medicine, *The Lancet*

Italics can be used sparingly to indicate emphasis in certain cases.

- To highlight an unexpected word: What differences might we expect in human behaviour if honesty were shown to be the *worst* policy?
- When 2 words are contrasted: I did not say we *would* go, I said we *might* go.
- To stress a word that would not normally be stressed in the sentence: Why was *he* chosen to chair the committee?

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Italicize words emphasized as words and letters emphasized as letters.

The box labelled *empty* was full!

There is only 1 s in *disappoint*.

Italicize genus and species names (refer to the Abbreviations section for more information).

Italicize gene names but do not italicize protein names.

Do not format punctuation that follows formatted text unless the formatting applies to the entire sentence.

Foreign Words

Do not italicize any foreign terms but do retain their accents.

The patient had a certain *joie de vivre*.

His CV indicated that he had been an *attaché* with the embassy.

Note that the following terms should not be italicized:

- de novo
- a priori
- et al.
- in vivo

Bolding

Use bolded text for emphasis sparingly in CADTH documents.

Underlining

Underlining should only be used for web links.

cadth.ca

Footnotes in Text

Do not use in-text or end-of-page footnotes.

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Lists

In Running Text

Use a colon before a list in running text.

The daily newspaper includes 6 sections: news, city, business, entertainment, sports, and classifieds.

Bulleted Lists

In bulleted lists, use parallel constructions so each bullet is logically and grammatically similar (e.g., all start with a noun, all start with a verb).

With an Introductory Sentence

When a bulleted list follows an introductory clause and each bullet is not a complete sentence, start each bullet with a lower case letter and place a period after the last bullet. Do not use punctuation or the word *and* at the end of the other bullets.

Publishing services at CADTH include:

- editing
- proofreading
- quality checking
- formatting
- design
- translation.

With a Heading

When a bulleted list is introduced by a heading and not a clause, begin each bullet with a capital letter, but do not place a period at the end of the list.

Favourite foods:

- Ice cream, but only chocolate
- Pasta, which makes the best comfort food
- Chocolates, all of the time
- Any type of fish, except sardines

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With Full Sentences

When the bulleted items in a list are each a complete sentence, capitalize the first letter of each bullet and add a period at the end of each sentence.

- Editing a Reimbursement Review report is more work than it may look.
- The documents must be edited for consistency with CADTH house style.
- Spelling must be Canadian spelling.
- Tables and figures must be accessible.
- Headings need to be in headline case and in hierarchal order.

Numbered Lists

Use a numbered list only when the list includes steps that have to be followed in a specific order or when the numbered item is referred to elsewhere in the document.

Tables and Figures

Titles and Headers

Tables and figures must have a number and title even if there is only 1 table or figure in the document. The table number is followed by a colon and there is no period at the end of the title.

Use consecutive numbering throughout the document for tables and figures.

Use title case in table or figure titles. Capitalize all major words such as nouns, verbs, adjectives, and adverbs. Do not capitalize a coordinating conjunction, a preposition shorter than 4 letters, or an article unless they begin a title or are part of the name of an organization.

Table 1: Results From the EU Opioid Study

Use sentence case in table, column, and row headers. (Capitalize the first letter of the first word, then use lower case for the remaining words in the column or row heading, except for proper nouns.)

Abbreviations are allowed within figure and table headers if they have been defined in the abbreviations list under the table or figure.

Present row subheaders in a logical order (e.g., consecutive, alphabetical, descending, or ascending). For inclusivity, present all groups (e.g., sex, race, ethnicity) in alphabetical order.

Punctuation

En Dash

Use an en dash (–) to indicate a minus sign (not a hyphen).

Do not use an en dash or a hyphen with ranges. Instead, use the word *to*.

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Slashes

Do not use slashes in tables and figures unless describing units of measure (e.g., mg/L).

132 of 138 (Not: 132/138)

Measurements

In column and row headers, use commas before units of measure (e.g., mean, odds ratio). Use parentheses for variability of the measurement, if reported.

Age (years), mean (SD)

Numbers

Use digits throughout tables and figures.

Bulleted Lists

When possible, use bullet points in tables and figures rather than complete sentences.

Do Not Abbreviate

Do not abbreviate the words *month*, *week*, *year*, *tablet*, *caplet*, or *reference* (do not use *mo*, *mos*, *wk*, *wks*, *y*, *yr*, *yrs*, *tab*, *cap*, or *ref.*).

Style for Tables and Figures

For a table (or figure) to be effective, it should not be text heavy.

When designing tables:

- simple point form is preferred (if a lot of text is required, consider putting the data into the body of the report rather than in a table)
- tables need to be able to stand on their own
- all abbreviations need to be defined
- all columns and rows must have headings
- data cells must not be left empty
- complex tables should be broken up into smaller simpler tables
- the meaning of columns should remain consistent.

Note

All figures require alternative text (a brief description of the contents of the figure). A screenshot or picture of a table is considered a figure and requires alternative text.

Figure 1

Example of a Table for CADTH Reports

Table 1: General Table Style

Row column head	Spanner head ^a		Spanner head	
	Column head	Column head	Column head	Column head
Row head				
Row subhead	0.00	0.00	0.00 ^b	0.00
Row subhead	0.00	0.00	0.00	0.00
Row head ^c	0.00	0.00	0.00	0.00
Row head				
Row subhead	0.00	0.00	0.00	0.00
Row subhead	0.00	0.00	0.00 ^b	0.00

ABC = definition of abbreviation used in table; DEF = definition of abbreviation used in table.
 Note: General note to table (e.g., how to interpret data).
^a Note to first spanner head.
^b Note that applies to data in 2 different cells.
^c Note that applies to second row head.
 Source: Acknowledges source of data (if not author's own).

Annotations:
 - Title in headline case (points to Table 1: General Table Style)
 - Column and row heads in sentence case (points to Row column head)
 - Subheads indented (points to Row subhead)
 - Include units: Variable (units), measure (% or variability) Age (years), mean (SD) (points to 0.00)
 - Spanner heads apply to 2 or more columns (points to the colspan=2 headers)
 - Every column requires a header for accessibility (points to the first column header)
 - Data cells must not be empty for accessibility (use NA, NR, or –) (points to empty cells)

Table and Figure Footnotes

The elements beneath tables and figures should appear in this order:

- abbreviations list
- note(s)
- footnotes
- source(s).

Abbreviations List

Directly beneath each table and figure, include a list that defines each abbreviation used in the table or figure (except those provided in Table 3).

Format the list as follows:

- Present in alphabetical order with abbreviations that start with numerals first.
- List abbreviations inline, not stacked (i.e., each term follows one another horizontally).
- Use an = sign to separate each abbreviation from its definition.
- Add a space before and after the = sign.
- Separate each item with a semicolon.
- Add a period after the final item.
- Only capitalize those terms that are proper nouns.
- List the singular form of the abbreviation in the table or figure legend, even if the plural form is used in the table or figure, such as use AE = adverse event (not AEs = adverse events).

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Use *Note:* or *Notes:* (when presenting more than 1 note) for general information that applies to the full table or figure.

Notes should directly follow the list of abbreviations. Each note can be presented on a separate line. The word *Note* does not need to be repeated for each note; use *Notes* if there is more than 1 note.

Footnotes

Footnotes directly follow the *Note:* section (if there is one) beneath tables and figures. Footnote citations are written in lower case superscript letters and listed in alphabetical order. Footnote citations are presented in the table in chronological order from left to right, top to bottom.

Each footnote is cross-referenced with the matching letter. Stack these citations on separate lines.

^aROCKET-AF data taken from the intention-to-treat group.

^bReported 100% long-term vitamin K therapy.

Source

A source note is needed if the table or figure has been reproduced (with permission) or contains data from outside CADTH. Use *Sources* if there is more than 1 source.

Appendices

Titles and Headings

Format headings in appendices the same way they are formatted in the rest of the document. Use abbreviations in titles, headings, and subheadings if they have already been used and defined in the document.

Appendix 1: Data From Health Technology Assessment Agencies in the UK

Numbering

Appendices are labelled in chronological, numerical order throughout the document. Letters are not used.

Tables and Figures in Appendices

Tables and figures in appendices must have a number and title even if the entire content of the appendix is only 1 table or figure. Numbers of tables and figures within appendices continue from the body of the report.

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Accessibility

Accessibility refers to the design of products, devices, services, and environments for people who experience disabilities. The *Accessibility for Ontarians with Disabilities Act* is a statute enacted in 2005 by the Legislative Assembly of Ontario, Canada, which requires that all documents published by CADTH on the web must meet the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA.

People with disabilities (e.g., those with low vision or who cannot use a mouse) often use assistive technologies, such as screen readers that read the text on the screen out loud. Our documents need to be structured so that screen readers can navigate the text, tables, and figures successfully.

General Principles

The following are a few general accessibility tips for authors (internal and external) when drafting CADTH reports:

- use plain language
- apply heading styles in a hierarchical structure
- provide alternative text for all images
- use descriptive links
- designate column headers when creating tables and do not add tables within other tables or leave cells blank
- colour should not be used as the only method for conveying content or distinguishing visual elements.

Accessible Tables and Figures

Tables

Tables should have a simple structure. Avoid merging or splitting cells, if possible. Screen readers count table cells to keep track of location within a table. The more complex the table structure, the harder it is for screen readers to navigate through the table.

- All columns require a header, especially the first column because screen readers read left to right and top to bottom.
- Do not nest or insert tables within tables. Find other options to present data.
- Do not use tables just to line text up or for design layout.
- Tables should not have blank data cells. Instead use *NA* (not applicable), *NR* (not reported), or an em dash (—) with the definitions included in the notes below the table.

Figures

Colour should not be used as the only method for conveying meaning or distinguishing visual elements in figures.

Alternative Text

Alternative (alt) text is used to convey the meaning and content of an image. People who are blind or have low vision use alt text to understand the meaning of images, figures, or other graphics through words. Well-written and descriptive alt text dramatically reduces ambiguity and improves user experience. The *Accessibility for Ontarians with Disabilities Act* requires that all figures include alt text.

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Tips for writing alt text:

- Ensure alt text is accurate and succinct.
- Focus on the reader – what information would a reader need to know about this figure?
- Keep it short and simple (not so easy with complex graphs).
- Clearly describe the beginning, progress, and conclusion of flowcharts, diagrams, and other non-text content.
- For graphs, describe the structure and key data trends.
- Avoid using phrases like *image of* or *graphic of*.
- Summarize only what is presented in the figure; do not include information that is in the surrounding text.
- Do not repeat information in the figure title.
- Avoid using symbols that screen readers may not recognize (e.g., Greek letters).
- Spell out uncommon abbreviations.
- Avoid using the Alt Text tool Generate a Description because the descriptions are usually poor.

Descriptive Links

Descriptive links inform users where they will go when they click on the link.

The information is available in the [CADTH Style Guide](#).

Tips for creating descriptive links:

- Avoid using *click here* or *for more information* or *learn more*.
- Descriptive links should convey clear and accurate information about the destination.
- Link to the full title of the report or document if possible.
- Keep the amount of text in the link to a minimum.
- To add a link, highlight the text to be linked then right-click on it. Click Link in the menu, which will open the Insert Hyperlink box. The highlighted text should be in the Text to display field. Add the URL to the Address field.

Note

Linked text should be the only underlined text in CADTH documents.



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