

## Abbreviations

- Use i.e. and e.g. in running text.  
i.e. = “that is”; e.g. = “for example”
- A comma precedes and follows i.e. or e.g.  
I know midwives who have been through emotionally uncomfortable events, e.g., stillbirth.
- For acronyms, write out the full name first, followed by acronym letters in parentheses, then use the acronym throughout.  
The World Health Organization (WHO) has developed some new initiatives.
- If an acronym is generally used in place of the full name, then it may appear first.  
We did a CBC (complete blood count) and observed the infant.
- Do not begin a sentence with an acronym or abbreviation unless there is no other way to phrase the sentence.
- States should only be abbreviated in postal codes.
- Do not include periods for country and province abbreviations.  
US; UK; Victoria, BC, Canada  
\*Use periods on U.S. in MT display/promotional copy.
- Abbreviate journal titles in reference lists. Use the links below to locate abbreviations.  
[www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=journals](http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=journals) or <http://home.ncifcrf.gov/research/bja/>
- Spell out numbers and abbreviations in dialogue, except when speaking in a clinical context.  
She said, “The trip will take twelve hours. I brought five pounds of dates as a gift for our hosts.”

## Quotations

- Use block quote style for quotations of 100 words and/or eight or more lines.
- Quoted dialogue should always be set off by a comma, or by a colon when long or formal.  
She told me, “It was the best day of my life.”
- A question mark, exclamation point, colon or semicolon goes outside of the end quote unless it’s a part of the quote.  
Who said, “Birth is as safe as life gets”?
- Quoted dialogue should always begin with initial caps, unless it’s a fragment.
- TV episodes and book chapters should appear in quotes.
- Quotation marks are not needed for internal (unspoken) dialogue, though they may be used for clarity.  
Why, I thought, was I starting labor at only 36 weeks?

## Capitalization

- In titles:
  - Capitalize first and last words, all nouns, pronouns, adjectives, verbs, adverbs (e.g., there) and subordinating conjunctions (e.g., if, because, as, that, etc.).
  - Always use uppercase after colon or em dash in a title.
  - Use lowercase for articles (a, an, the, etc.), coordinating conjunctions (and, but, or, for, nor, etc.), prepositions and the “to” in infinitives, unless they are the first or last word of the title or subtitle.
  - Use lowercase for about, after and around, except when specific to a concept.  
Birth Traditions from Around the World.
- Capitalize titles when directly followed by the person’s name.  
Editor-in-Chief Jan Tritten shares of her experiences midwifing shoulder dystocia.

If title is used in a general sense, it should remain lowercase: Jan Tritten is the founder, editor-in-chief and mother of *Midwifery Today* magazine.

- Capitalize trade name pharmaceuticals.  
Pitocin
- Use lowercase for generics and herbals.  
ibuprofen; motherwort
- Use lowercase for time periods, unless proper.  
baroque period; Victorian era
- Holy Days are capitalized.  
Easter; Shabbat
- Maxims and proverbs should start with caps regardless of where they appear in a sentence.  
Tom’s favorite proverb, “A rolling stone gathers no moss,” proved wrong.
- Days of the week and months of the year are always capitalized.
- Seasons are only capitalized when used as a title.  
The Fall 2011 semester will start in early August. I found fall semester very challenging.
- Capitalize only the first letter of a hyphenated compound, unless both words should be given equal weight.  
The Birth of a First-time Mom; Nurse-Midwives in the Congo

## Italics

- Italicize the following:
  - Plant species  
*Hibiscus sabdariffa*
  - Uncommon foreign words. Only italicize the word the first time it appears in the article.
  - Organisms (first word capitalized as in plant species)  
*Pseudomonas*
  - Titles of books, periodicals, movies, television shows, named blogs and podcasts  
*Midwifery Today, Star Wars, A Baby Story, Huffington Post*
- Use *italics* rather than ALL CAPS to accentuate a word.

## Spelling

- British spellings should be retained when used and preferred by author.  
caesarean; gynaecological
- For URLs, include *http://*, unless the URL starts with *www.*, in which case the former may be omitted.
- Centuries and decades should be spelled out in lowercase letters (e.g. ninth century, twentieth century). Spell out decades (the sixties, the seventies) or if the decade is identified by the century, write them as plural numerals (1920s, 1880s).

## Numbers and Dates

- Spell out numbers one through nine or a number that begins a sentence.
- Use Arabic numbers for 10 and up.
- Be consistent within a sentence regarding numerals or words. Default to numerals when at least one of the numbers is larger than nine. Default to spelling out when one of the numbers begins a sentence.  
I ate 9 donuts and 28 cookies.
- not:** I ate nine donuts and 28 cookies.
- Use Arabic numbers for all scientific or mathematical measurements.  
The baby weighed 3 lb 8 oz.
- With units of time (minutes, hours, days, weeks, months and so on), follow the regular number rule: Spell out one through nine, use numerals for 10 and above.

We walked five miles in the snow.

It took us 18 hours to get there.

- Use Arabic numbers for ages.

She was 5 years old when Tom was born.

I have a 9-year-old daughter.

- Do not use a comma for numbers 1000 to 9999.

- Use a comma for numbers 10,000 and over.

- Plurals for numbers should be as listed below.

1940s; or for clarity, 30 cc's

- Do not include a comma between month and year unless a day is included; if a day is included, set off year with a comma before and after.

My first baby was born in March 2004 vs. On March 21, 2004, we left for Peru.

- Do not use superscript when noting editions.

2<sup>nd</sup>, 5<sup>th</sup>, etc.

- Use Arabic numbers for precise times. If on the hour, don't include :00.

The baby was born at 5:22 am. The placenta came at 6 am.

- Imprecise times and those that use other markers of time should be spelled out.

We left around five-thirty. Her day begins at five o'clock in the morning. He was born around three in the morning.

- Use an en dash without spaces when listing a range, but include spaces when indicating a time range.

5–15%; 11:30 am – 12:30 pm

- In non-scientific contexts, spell out round numbers.

Around seven hundred people lined up to see the thousand-year-old statue.

A midwife must see with a thousand eyes.

- Spell out any number that starts a sentence.

Twelve children came to the party.

- For page numbers in a citation, use an en dash followed by all numbers that have changed, always including the final two numbers, but not with years (i.e., 1694–1698)

2742–56 or 137–39

- For multi-part articles use Roman numeral and the word "Part," set off by a comma

Cord Burning, Part I

- Phone numbers should be listed as indicated below.

+1-541-344-7438 for domestic and international materials

Fax: +1-541-344-1422

Orders only, US and Canada: 800-743-0974

- Simple fractions should be spelled out with a hyphen.

Nearly two-thirds of the women did not experience pain during labor.

- Use a hyphen and regular script with fractions that accompany whole numbers.

The baby was 16-1/2 inches long.

- Temperatures should use the indicators below, with no spaces

The water was 8°C; we cooled the food to 50°F.

- Dimensions with both foot and inch marks should be represented as below. When a measurement is by itself, spell out the unit

4 ft 10 in

4 feet

- When using percent, the number should be a numeral; use the symbol for percent, without a space. If a span of numbers, only use the symbol at the end.

There was a 5% increase in induction rates over the past month.

About 30–35% of the students usually attend the end-of-the-year luncheon.

- When referring to the length of a marathon, use Arabic numbers followed by an uppercase K

We enrolled in a 10K training program.

## Punctuation

- Do not use periods for academic degree, except where clarity is needed.  
PhD; B.Ed; CD (DONA)
- Do not use periods after weight measures.  
8 lb 2 oz baby; a birth weight of 4660 g
- Do not use periods after initials (in references or in text).  
SJ Foster's wife was in labor.
- For homeopathic measurements, use caps and do not include a space.  
200C, 300X
- Within a sentence, "et al.," "e.g.," "i.e." and "a.k.a." are set off by commas.
- Do not use a hyphen for "non" or "like" prefixes or suffixes.  
noninvasive, flulike
- For other prefixes, hyphenate only for clarity.
- Generally, *do not* use a comma before the last item in a series.  
Please bring a dessert, side dish or bread.
- Use an en dash without spaces when representing a range of numbers that imply *up to, including* or *through*.  
(shortcut: alt 0150)  
The data indicates that 12–15% of women felt uninformed.
- Do not use an en dash when representing a range of numbers that starts with *from* or *between*.  
The results showed that between 9 and 11% of the participants were satisfied with their care.
- Use an em dash (not en dash) for a longer pause than commas infer. (shortcut: alt 0151)  
Of course, these babies are often the ones born with the aid of forceps, vacuum extractors or surgery—interventions that can cause even more problems.
- Words that should be hyphenated when used as an adjective include: evidence-based, full-term, first-time, in-between, tension-filled, up-to-date, well-nourished.  
\*As a general rule, if the adjective phrase is being used as a single descriptor for the noun, use a hyphen (i.e., newly-described neonatal reflex).
- When adding an "s" to capitals and numbers, no apostrophe is needed.  
She was born in the 1970s.  
She learned her ABCs.
- Use commas to set off a state, country or year.  
That hospital in Paris, France, was very clean. On July 17, 1994, I became a mom.
- Use an ellipsis (three connected dots) with a space on each side to indicate words omitted in a sentence or a pause in the flow of a sentence. Do not use an ellipsis when words are omitted at the beginning of sentence. When words are omitted at the end of a sentence, use a period, then an ellipsis with a space at each side.  
She said, "The birth was like moving into ... another realm"  
The policy requires only cesarean. ...
- Retain periods where they would normally appear when using the ellipsis to signal omitted material.  
According to Smith, "Birth is a sacred act. ... Many women are denied the right to experience birth as it's meant to be."
- Hyperlinks in running text should be punctuated like any other text. See examples below.  
Our style guidelines, which can be found at <http://www.midwiferytoday.com/Magazine/guidelines.asp>, should answer any questions you may have. OR: The site includes a great definition of midwife, as well as a statement on autonomy, <http://www.midwiferytoday.com/iam/>.
- When introducing a hyperlink in running text, use either a period or colon, but not both.  
If you have questions, please e-mail me at: [mgeditor@midwiferytoday.com](mailto:mgeditor@midwiferytoday.com) OR: If you have questions, please e-mail me at [mgeditor@midwiferytoday.com](mailto:mgeditor@midwiferytoday.com).

## Additional Style Notes

- An em dash within a title at a line break goes at the end of the line, not the beginning of the next line.
- Numbered matter in a list gets a period after the number.
- Numbered matter within a paragraph gets an end paren after the number.  
We must meet the following conditions: 1) ...
- Use commas to set off a name or non-essential matter in a sentence.  
My wife, Bobbi, and I had a wonderful dinner last night.
- Do not use a comma if there is ambiguity regarding quality or type, or if the matter is essential.  
My son Robbie brought me a glass of water. The woman with the baby is my wife.
- Make sure byline, bio and table of contents agree (check spelling, full name, etc.).
- For bios, use full name to begin bio, first name in subsequent mentions. Avoid personally descriptive adjectives (lovely kids, amazing life). Generally, keep bios at three to four sentences and include no more than two links.
- Never begin an article with a subhead.
- Do not use qualifications/titles in bylines or table of contents.  
CNM; PhD
- First and subsequent references to previous *MT* article should be as noted below.  
*Midwifery Today*, Issue 66, Summer 2003  
*MT* 66
- Italicize foreign words the first time they are introduced. Each additional reference should not be italicized.
- Italicize YouTube videos.
- Conferences/Currency Styles: In conference promotional materials, website pages, programs, etc. Use these currency denotations:  
U.S. dollars, euros, sterling (no initial cap).  
We do use European method of writing dates for the international conferences, to avoid confusion where we are promoting them most:  
22–26 October 2015 (vs. October 22–26, 2015 for a domestic conference)  
However, we do not change spellings such as cheque for check.

## Commonly Misspelled Names

Marina Alzugaray	Patricia Edmonds	Gloria Lemay
Colleen Bak	Judy Edmunds	Janice Marsh-Prelesnik
Jeannine Parvati Baker	Valerie El Halta	Marion Toepke McLean
Suzanne Colson	Anne Frye	Sister MorningStar
Hilde Curinckx	Carol Gautschi	Yeshi Neumann
Cathy Daub	Ágnes Geréb	Debra Pascali-Bonaro
Lorna Davies	Tine Greve	Eneyda Spradlin-Ramos
Elizabeth Davis	Penni Harmon	Verena Schmid
Robbie Davis-Floyd	Harriette Hartigan	Hans Peter Schmitz
Betty-Anne Daviss	Hermine Hayes-Klein	Penny Simkin
Debbie A. Díaz Ortiz	Pamela Hines-Powell	Naolí Vinaver
Mabel Dzata	Nicky Leap	Mary Zwart

# Resources and Citations

Please use the **author-date** system, which uses in-text citations instead of notes. Notes should only be used in special circumstances. If you must include notes, do not use superscript.

## General Citation Guidelines

### In-text

- In text citations should appear, where possible, at the end of a sentence.  
“...goats are herd animals” (Smith 2005).
- Citation should appear within final punctuation, but not within quotes, except when using question or exclamation marks.  
Are 83% of goats herd animals? (Smith 2005)
- Do not include more than two sources within one in-text citation and separate them with a semicolon. If sources are by the same author, separate them with a comma and include the author’s name once, followed by source dates.  
(Smith 2005; Tritten 2004) or (Tritten 2005, 2004)
- All facts, statistics and direct quotes must include an in-text citation.
- If more than three authors, use et al. (Smith et al. 2010)
- When using a direct quote, a page number or other marker must be included in the in-text citation as noted below.  
(Greenwald 1995, 45)  
(Greenberg 2008, “introduction”)

### Reference/Source List

- Sources cited in the text must be included in “References” list at the end of article.
- General/background information used in an article may be cited in a “Sources” list at the end of article and does not need an in-text citation. Additional sources may also be included in the “Sources” list.
- Include first and last name of authors for books, and first initial plus last name for all other sources.
- The first name/initial of all authors (with the exception of the first author listed) should appear before the last name.  
Liker, A, and JP Morgan
- Do not include a period after initials in an author’s name.
- Do not include a space between two or more initials in an author’s name.
- Do not include a space between volume and issue numbers. Include a space between colon and page numbers.  
*Birth* 4(2): 331–42 or *Midwifery* 48: 1–10..
- State abbreviation should accompany city name when not universally known or when needed for clarity.
- Use an en dash (not a hyphen) to indicate a range in page numbers.  
331–42.
- Journal titles should be abbreviated, where possible.
- When citing electronic sources, a DOI number is preferable to a URL.
- Both reference and source lists should be styled as detailed below.  
Hanging indent. Style on heading “References:” or “Sources:”; bold face, flush left, with colon at end of word.
- When including a source with four or more authors, list only the first author followed by “et al.”
- Titles of unpublished works, such as theses and dissertations should be in quotation marks, not italics.
- Subsequent editions of books should be styled as indicated in the example below.  
*The New Compost Guide*, 3rd ed.

## Sample References and Citations

### Books

#### Single Author

Smith, Shelia. 2006. *Wonders of the Ancient World*. New York: Penguin.

In-text citation: (Smith 2006)

#### Two or Three Authors

Geis, Henry, Stuart Gilbert and Ivan Blume. 1994. *The Day the Earth Stood Still*. New York: Knopf.

In-text citation: (Geis, Gilbert and Blume 1994)

#### For four or more authors

Burns, Jacob, et al. 2009. *The New Compost Guide*, 3rd ed. New York: Garden Press.

In-text citation: (Burns et al. 2009)

#### Self-Published Author

Robins, Jean. 2010. *Midwives in the Asia*. Printed by author.

In-text citation: (Robins 2010)

#### Edited Book

Greenberg, Joel, ed. 2008. *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing*. Chicago: University of Chicago Press.

In-text citation: (Greenberg 2008)

#### Chapter or Part of a Book

Stevens, M. 2008. "Creating birth space to enable undisturbed birth." In *Birth Territory and Midwifery Guardianship*, edited by K Fahy, M Foureur and C Hastie, 57–78. Elsevier: Oxford Press.

In-text citation: (Stevens 2008)

#### Group, Corporate or NGO Author

Global Environmental Council. 2010. *Facing new challenges in evidence-based care: A progress report on international practices*. Queensland, Australia: Global Environmental Coordination Headquarters.

In-text citation: (Global Environmental Council 2010)

### Journal Articles

#### Single Author

Churchill, J. 2011. "Birth in the Technological Age." *Pediatrics* 4(2): 331–42.

In-text citation: (Churchill 2011)

#### Two or Three Authors

Liker, A, L Smith and JP Morgan. 2001. "Diversity in the Workplace: an Analysis of Gynecology Practitioners and Gender." *Gynecol Oncol* 105(5): 220–35.

In-text citation: (Liker, Smith and Morgan 2001)

#### Four or More Authors

Churchill, J, et al. 2011. "Breastfeeding and IQ." *Pediatrics* 4(2): 331–42.

In-text citation: (Churchill et al. 2011)

### **Page Numbers Immediately Following a Volume Number**

Brashears, M. 2011. "Small Networks and High Isolation? A Reexamination of American Social Networks." *Social Networks* 14: 213–29

In-text citation: (Brashears 2011)

### **Article Referenced Online**

Novak, W, and PKQ Arthur. 2008. "The Myth of the 'Weak' American State." *Am Hist Rev* 113(2): 754–72. doi:10.1086/ahr.123.3.543.\*

In-text citation: (Novak and Arthur 2008)

### **Abstracts**

Novak, W, and PKQ Arthur. 2008. "The Myth of the 'weak' American state." Abstract. *Am Hist Rev* 113(2): 754–72. doi:10.1086/ahr.123.3.543.

In-text citation: (Novak and Arthur 2008)

\*When a DOI number is unavailable, substitute with a URL.

### **Article in a Popular Magazine**

Balboa, JQ. 2010. "My Pregnancy Story." *Mothering*. March 23–26.

In-text citation: (Balboa 2010)

### **Committee Opinion**

American College of Obstetricians and Gynecologists. Mode of singleton term breech delivery. ACOG Committee Opinion 265, Washington DC: ACOG 2001.

In-text citation: (ACOG, 2001)

### **Guideline**

Practice Guideline No. 226, June 2009, Society of Obstetricians and Gynaecologists of Canada, *JOGC* 31: 557.

In-text citation: (*JOGC* 31:557).

### **Thesis or Dissertation**

Colson, S. 2006. "The Mechanisms of Biological Nurturing." PhD diss., Canterbury Church University.

In text citation: Colson, "The Mechanisms of Biological Nurturing."

### **Web Sources**

#### **Website**

"Google Privacy Policy." Last modified October 14, 2005. Accessed July 19, 2007.

<http://google.com/intl/en/privacypolicy.html>.

In-text citation: (Google 2005)

Barack Obama's Facebook page. Accessed January 10, 2011. <http://www.facebook.com/barackobama>.

In-text citation: (Facebook 2011)

When using an article from a website, include the year it was written after the author's name. Include the date it was accessed after website name.

Urback, R. 2011. "Nursing Students Suspended for Posting Placenta Picture on Facebook." *Macleans.ca On Campus*. Accessed January 10, 2011. <http://oncampus.macleans.ca/education/2011/01/08/nursing-students-suspended-for-posting-placenta-picture-on-facebook/>.

“Postpartum Depression Affects Dads Too.” *The Huffington Post*. Last modified May 25, 2011. Accessed April 20, 2012. [http://www.huffingtonpost.com/2011/02/14/postpartum-depression-aff\\_n\\_822206.html](http://www.huffingtonpost.com/2011/02/14/postpartum-depression-aff_n_822206.html).

### **Blog Entries**

Belkin, Lisa. “Surviving (Yet Another) Snow Day.” *Motherlode* (blog), *New York Times*. February 2, 2011. <http://parenting.blogs.nytimes.com/>.

In-text citation: (Belkin 2011)

### **Article from a free web e-journal/magazine**

Shrum, R. 1996. “Taxing Clinton’s Character.” *Slate*. June 25. <http://slate.msn.com.id/>.

In-text citation: (Shrum 1996)

### **Personal Communication**

Wonder, Jane. February 2, 2011. Personal communication.

In-text citation: (Wonder, personal communication)\*

\*In-text citation preferred.

### **Discussions, Presentations, Lectures**

Smith, Joe. “Grant’s Presidential Failures.” Class lecture, 19<sup>th</sup> Century American History, The College of Saint Rose, Albany, New York. March 8, 2009.

In-text citation: (Joe 2009)

Fogelson, DN. “Delayed cord clamping.” Presentation, USC School of Medicine, A.P. Dept. Obstetrics and Gynecology, South Carolina. 2011.

In-text citation: (Fogelson 2011)

\*If the comment is from a fellow classmate, substitute the professor’s name with the classmate’s name, and give the subject of the discussion or title of the presentation instead of the title of the lecture. Indicate whether the comment is from a Class discussion or Presentation in place of Class lecture in the citation. If you wish to cite a general class discussion, begin the citation with the title or subject of the discussion.

For additional examples, see Chapter 15 of *The Chicago Style Manual of Style* or visit [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).

**A**

- African American (no hyphen)
- Apgar (*not* APGAR)
- ambu bag
- a.k.a.
- alegal (no hyphen)
- all right (never alright)
- APRN-RX

**B**

- bed rest (two words)
- bed-wetting
- benefiting
- birthkit (one word)
- birthkeepers (one word)
- birth weight (two words)
- birthworkers (one word)
- biweekly (no hyphen)
- bottle-feeding
- breastfeed (one word)
- breastfed (one word)
- breastfeeding (one word)
- breast milk (two words)
- Braxton Hicks
- beats per minute
- buccal
- B vitamins (no hyphen)
- bodyworker

**C**

- childbirth
- certified nurse practitioner
- certified nurse-midwife
- caregiver
- care provider
- c-section, cesarean (British: caesarean)
- cervixes
- checkups
- chux (1c)
- CD (DONA)
- co-author
- child care (two words)
- cord clamping (no hyphen)
- cell phone (two words)
- Centers for Disease Control and Prevention
- child rearing (no hyphen)
- crowdfunding (one word)

**D**

- doable, not do-able (avoid)
- direct entry midwifery (*not* direct-entry)
- D&C (ampersand)
- DeLee
- Doppler
- due date (no hyphen)
- Disc vs. *disk* refers to [magnetic storage](#) while *disc* refers to [optical storage](#).  
[https://en.wikipedia.org/wiki/Spelling\\_of\\_disc](https://en.wikipedia.org/wiki/Spelling_of_disc)

**E**

- e-mail
- e-book
- *E-News* (hyphen, italic); note the entire name of the publication is: *Midwifery Today E-News*
- Editor-in-Chief Jan Tritten
- editor-in-chief
- either/or

**F**

- full term
- firstborn
- freestanding
- first stage
- tenfold, threefold
- fontanel
- fundraising

**G**

- good-bye
- group B strep (GBS)
- gram: use symbol “g” (no period), e.g., 8 g
- Gaskin maneuver

**H**

- hands-on
- health care (two words)
- heart rate (two words)
- homebirth (one word)
- HIV-positive/negative
- hemorrhage (British: haemorrhage)
- holistic (vs. wholistic)
- heartbeat
- Hypnobirthing

**I**

- Internet (capitalize)
- intrauterine
- introitus

**J****K**

- Kegel

**L**

- lay midwife
- L&D (ampersand)
- lactated Ringer’s solution
- lowercase (one word)
- lotus birth (lowercase)

**M**

- malpresentation (no hyphen)
- Methergine (uppercase)
- *Midwifery Today* magazine
- Midwifery Today, Inc. (comma always before “Inc.” and after if text follows within a sentence)
- mucus (noun); mucous membranes (adj.), except mucus plug
- midwifing (not midwiving)
- medium-sized
- MorningStar
- motherbaby (no caps)
- milksharing
- McRoberts maneuver
- mama (not momma, mamma, moma)

**N**

- the Netherlands, not The Netherlands
- nonprofit, avoid not-for-profit
- nurse-midwifery
- nurse-midwife (Nurse-Midwife when used in a title)
- nurse practitioner
- nearby
- naptime
- non-governmental
- naïve

**O**

- Ob/Gyn (or obstetrician/gynecologist when needed for clarity)
- onsite
- outpatient
- okay
- omega-3
- online
- overall
- old-fashioned

**P**

- part-time
- payer (not payor)
- PhD (not Ph.D.)
- postdates
- postdate pregnancies
- postmaturity
- postmodern
- postnatal
- postpartum (no hyphen)
- preeclampsia (no hyphen)
- preexisting (no hyphen)
- prenatal
- preterm, postterm
- posttraumatic
- perimenopause
- Pascali-Bonaro
- placentas (plural)
- Pitocin (capitalize)

**Q****R**

- RhoGAM
- readmission
- rebozo (no italics)
- rehospitization
- Registered trademark symbol should not be included
- Rubin maneuver
- recordkeeping

**S****T**

- shepherd's purse (lowercase)
- stillbirth (one word)
- side effect
- skin-to-skin
- stomachache
- socioeconomic
- Spradlin-Ramos
- stages: write out first stage, second stage, etc. (not 1st stage)
- standby
- stevia
- Syntocinon (capitalize)

- time line
- trademarks—MT does not use <sup>TM</sup> sign.
- The Farm Midwifery Center
- tricks of the trade (no hyphens)
- t-shirt

**U****V**

- US, not U.S., except in marketing materials
- up to date, unless adverb, then up-to-date

- vitamin K (no capital on "vitamin")
- vs.
- velamentous

**W****XYZ**

- waterbirth (one word)
- web (website, web address, etc.)
- web addresses: At line breaks, split before existing punctuation (e.g., period, slash). Don't hyphenate. No underline. Write as www.example.com or http://example.com if address does not use www. Omit slash at the end of a url
- well-being (noun)
- wi-fi
- worldwide
- weight—1 lb 5 oz; 1 kg 6 g
- Woods maneuver

- X, in homeopathic/herbal medicines for time, e.g., 3X
- X-ray
- Yunnan Baiyao