ISTH Style Guide

The ISTH uses a modified version of Associated Press (AP) style in all publications. Generally, we recommend following AP style principles when writing and editing content on behalf of the ISTH. However, there are many nuances directly related to the ISTH’s international relations and medical terminology. Please see below for a guide on how to proceed in particular instances, as well as with standardized terms and titles.

If you have questions and/or would like assistance with ensuring your writing or message aligns with the ISTH Style Guide, please contact Barbara Krolak, Marketing Manager, at Barbara_Krolak@isth.org.

Abbreviation punctuation

- ISTH program abbreviations do not include periods: ISTH, ETHA, JTH, etc. Spell out the entire word on first reference and then use the abbreviation on second reference.
  - Ex: The Journal of Thrombosis and Haemostasis (JTH) is a scientific publication. JTH is the leading medical journal in the fields of thrombosis and haemostasis
- Other nuances include:
  - European Union is abbreviated: EU (no periods)
  - World Health Organization is abbreviated: WHO (no periods)

Ampersands/And

- Do not use “&.” Always spell out the word “and.”

Capitalization

- AP now uses sentence case, instead of title case for document titles, article headlines and headings. Sentence case means: capitalize only the first word and proper nouns, as you would in a sentence.
  - Use: ISTH welcomes new leadership
  - Do not use: ISTH Welcomes New Leadership
- Note: ALL CAPS is also acceptable for headings if used consistently within a document.

Commas

- AP style does not use the oxford comma, which is the comma before “and” in a series or list.
  - Use: I work with John, Sally and Joseph.
Do not use: I work with John, Sally, and Joseph.
• Note: Please do use a comma to form a compound sentence.
• Use a comma in numbers greater than or equal to 1,000.

Countries
• Use “the Netherlands” with a lowercase “the” unless starting a sentence.
• Spell out country names (ex: United States, Germany).

Currency
When listing currency amounts, always use numerals. List the currency symbol ($, €, £, etc.) in front of the digits. Do not put a space between symbol and number. Then, follow that with the currency code for further identification: (USD, EUR, GBP, etc.). Ex:

• $110 USD
• $243 AUD
• $325.15 CAD
• €45.16 EUR
• £1,100 GBP

Dates
• Dates are written in U.S. style: month day, year:
  o Ex: April 18, 2023
  o Exception: ETHA use European style in direct communications: day month, year. However, if the communication about ETHA is coming directly from an ISTH source, U.S. style will still be used for consistency within publications.

ISTH leadership titles
• President of the Society: Elected leader of the ISTH Council (formerly Council Chair)
• President-Elect of the Society: Next in line to lead ISTH Council
• Congress Chair (Co-Chair): Leader of annual Congress (formerly Congress President)
• Annual Congress Planning Committee (ACPC) Chair: Leader of the ACPC
• SSC Chair: Leader of the Scientific and Standardization Committee
• SSC Vice Chair: Next in line to lead SSC
• SSC Subcommittee Chair and SSC Subcommittee Co-Chair
• JTH/RPTH Editor-in-Chief and Editors-in-Chief
  o Note: Spell out terms such as SSC/JTH/RPTH on first reference

Medical terms
• Hemostasis vs. haemostasis:
  o Always use the American English spelling of hemostasis, hematology and hemophilia unless it is a proper noun or title.
  o Examples for ‘Haem’ spelling:
Journal of Thrombosis and Haemostasis (JTH), Research and Practice in Thrombosis and Haemostasis (RPTH) and European Thrombosis and Haemostasis Alliance (ETHA)

King’s College Haematology Clinic

• Von Willebrand disease (VWD):
  o Von Willebrand disease and von Willebrand factor should be written with a capital W in Willebrand at all times.
  o Do not capitalize ‘von’, ‘disease’ or ‘factor’ unless those words are at the beginning of a sentence or beginning of a heading.
    ▪ Ex: Fred has von Willebrand disease.
    ▪ Ex: Von Willebrand disease is a rare condition.
  o When abbreviating, capitalize all letters: VWD, VWF.

• In vitro and in vivo:
  o Do not capitalize or italicize ‘in vitro’ or ‘in vivo’ in regular usage.

Naming of ISTH programs

• ISTH:
  o The ISTH is an acronym for International Society on Thrombosis and Haemostasis. In external communication, the full name should be written first, before the acronym.
    ▪ Ex: International Society on Thrombosis and Haemostasis (ISTH)
  o When communicating directly to ISTH members or attendees, it is okay to use “the ISTH” without the full name first (as this audience should already be acquainted with our name).
  o The article ‘the’ usually precedes “ISTH.” Tip: Imagine that instead of writing ‘ISTH,’ you are writing the full name.
    ▪ Ex: The ISTH is a world class organization; NOT: ISTH is a world class organization.
  o The phrase “the Society” can also be used as an alternative reference to “the ISTH,” but Society should be capitalized.

• ISTH Congress:
  o In formal communications, please use this style to identify the ISTH Congress on first reference: 31st Congress of the International Society on Thrombosis and Haemostasis (ISTH). “ISTH 2020 Congress” or more simply “ISTH 2020” is okay on second usage or on first usage for internal (to members/stakeholders) and informal communication.
    ▪ We no longer use roman numerals as it has caused some confusion.
  o Capitalize “the Congress” after first reference.

• ISTH journals:
  o The Journal of Thrombosis and Haemostasis (JTH) should be written out in first instance. JTH can be used in second reference. It is not italicized or in quotations in either instance.
  o Research and Practice in Thrombosis and Haemostasis (RPTH) should be written out in first instance. RPTH can be used in second reference. It is not italicized or in quotations in either instance.

• Reach-the-World program:
- Reach-the-World is always hyphenated with the “R” and “W” capitalized. “RTW” can be used on second reference (not RtW).

- **Scientific and Standardization Committee (SSC):**
  - The Scientific and Standardization Committee should be written out in first instance. “SSC” can be used in second reference.
  - When referring to a subcommittee, use “SSC Subcommittee on (inserts subcommittee title)”.
  - Ex: SSC Subcommittee on Control of Anticoagulation; Not: “Control of Anticoagulation Subcommittee” or “Control of Anticoagulation SSC”

- **Travel awards:**
  - These are awards and not grants.

- **World Thrombosis Day:**
  - In external communication, spell out “World Thrombosis Day” or “the World Thrombosis Day campaign.”
  - To use the acronym, write the full name first, and then the acronym “WTD” may be used.
    - Ex: World Thrombosis Day (WTD) is a global campaign. WTD has more than 3,000 partners around the world.
  - When communicating internally, it is okay to use “WTD” without the full name first.

**Numbers**

- Write out numbers one through nine; use figures for 10 and above.
- Use a comma in numbers greater than or equal to 1,000.

**Percentages**

- For percentages, it is now acceptable to use percentage symbols, and as such, figures can be used for numerals even below 10.
  - Ex: Only 7% of people will read the style guide.
- Use the % sign when paired with a numeral, with no space, in most cases.
  - Ex: Average hourly pay rose 3.1% from a year ago; her mortgage rate is 4.75%; he won 56.2% of the vote.
- Use figures: 3%, 4 percentage points.
- For amounts less than 1%, precede the decimal with a zero.
  - Ex: The cost of living rose 0.6%.
- In casual uses, use words rather than figures and numbers.
  - Ex: She said he has a zero percent chance of winning.

**Professional titles and designations**

- Do not include professional titles (Dr., Prof., etc.). Instead, include credentials: David Lillicrap, M.D.; Jim Morrissey, Ph.D.
- Professional titles are not used in second reference. Instead, simply use the person’s last name.
  - Ex: Jim Morrissey, Ph.D., is a member of the ISTH. Morrissey works in the field.
- Use periods with professional titles: M.D., not MD.
• Note: Most members list their designations in their ISTH member profiles.
  • In most cases, doctorates or nursing degrees are the only credentials we are looking for.
  • Do not list designations like FACS (Fellow of the American College of Surgeons) or other regional designations, decrees or awards.
  • Long-form professional biographies can include any designation a person requests or prefers.

**Seasons**

- Do not reference seasons (e.g., fall, spring) in global communication; seasons are different in the southern hemisphere. Use the specific month when possible.
  - Use: “The planning meeting will take place in April.”
  - Do not use: “The planning meeting will take place in the spring.”

**Times**

- Military time should be used with the time zone listed (UTC preferred, but other time zones are okay, depending on audience). Any time before 10 should have 0 in front: 08:00.
- Please include a link to a time zone converter in digital communications, if possible.
- If, for some reason, communication is in regular time, use a.m. or p.m. (with periods).