This style guide is an evolving document and will be updated annually, at the minimum, or as issues arise requiring standardization for consistency of presentation and easier understanding for the reader. Consistently formatted publications with accurate and clear language are a hallmark of professionalism and quality. Such information is quickly accessed, for better reference and easier comparative study. For these reasons, we have established this style guide for our peer-reviewed journal, Vascular Access.

You will find the guide divided into two sections: Style and Language. The Style section includes information about such topics as the abstract, required disclosures, section headings, punctuation, spacing, tables and figures. In the language section, you find details about spelling, punctuation, expression of numbers, and other such information. Vascular Access uses language standards based on the Oxford English dictionary, Canadian Press and Health Canada for Canadian spelling preferences, and the American Psychological Association (APA) publication guidelines for references.

**STYLE**

**ABSTRACT**

The manuscript contains a translated abstract, not exceeding 250 words. The abstract should be comprehensible to readers before they read the paper, and reference citations must be avoided. It is essential that the abstract clearly states the focus and importance of the work described in the paper. The translated abstract follows the original, using the same format.

**AUTHOR(S)**

Must submit a photo and brief biography for each author of your article. With multiple authors, one must be chosen as the contact person during the publication process.

**DISCLOSURES**

Must list any relevant disclosures to give reader an understanding of any inherent biases.

**FUNDING SOURCE**

Include any monies, services, assistance, or support provided to facilitate authors in completion of relevant studies, research, or data analyses done for article.
REFERENCES
References are to meet the American Psychological Association (APA) publication guidelines for all sources, print and digital, including, but not limited to, the following: hanging indent; author surname; initials; article title in regular text; journal name in italics. All references and in-text citations must comply with APA guidelines.

SECTION HEADINGS
Section headings should not be numbered. Maintain consistent formatting for heading levels, e.g., first-level headings in bold text, type size slightly larger, on separate line; second-level headings in bold text, type size normal, followed by period and part of paragraph; and third-level headings in italics, type size normal, and included as part of the paragraph text (These are examples – the format is less important than consistency so heading levels are easily identifiable and appear correct in publication.

LISTS
Number or bullet lists that follow an introduction that ends with a colon are punctuated with a semi-colon at the end of each point, the penultimate point follows the semi-colon with “and’ plus a comma, then the final point ends with a period. Lists may be numbered using roman numerals or set as bullet points and lists within lists clearly set out with a letter, number or symbol relating to its hierarchical status. Here is an example:

1. first level;
   a. second level; and,
      i. third level.

2. first level;
   o second level; and,
      ▪ third level.

PUNCTUATION AND SPACING
comma – Vascular Access uses the Oxford comma, i.e., placing a comma before the conjunction ending a list; for example, items, adjectives, procedures, and processes. This is proven to decrease misunderstandings.
colon – in English, there is no space before the colon and one space following it with the following word capitalized. In French, a space precedes and follows the colon, the following word is not capitalized.
N.B. A colon should not separate a verb and its object, e.g., (Correct) There were many devices available, such as: PIDDs, CVADs, and PICCs. (Incorrect) The many devices available were: PIDDs, CVADs, and PICCs.
period – and all other sentence ending punctuation is followed by one space only hyphens – when between numbers, use no spaces, e.g., 2014-2016.
quotation marks – put punctuation before closing quotation mark, e.g., “He recovered.” paragraphs – block style with double space between paragraphs and full justification

CREATING TABLES AND FIGURES
Each table and figure has a brief descriptive title. Additional explanatory information can be provided as footnotes below the table or figure. All tables and figures must be referred to in the text (e.g. “As Figure 3 illustrates … or See Table 4 . . .”).

Tables or Figures from other sources can only be used with permission from the author or publisher.
Tables – number sequentially in Arabic numerals, i.e., Table 1, Table 2, Table 3; followed by a colon, single space, table name and heading in bold with first letter following colon capitalized; precedes table content; column headings also in bold with first letter capitalized.

Tables are arranged as simply as possible, with enhancements and formatting (e.g. bold or italic text, indentation, shading, dividing lines) kept to a minimum. Column and row headings are short, clear, and self-explanatory, and abbreviations defined in the table footnotes, even if already provided in the text.

Figures – numbered sequentially in Arabic numerals, i.e., Figure 1, Figure 2, Figure 3, followed by a colon, single space and figure heading in bold with first letter following colon capitalized; follows image, labels may be bold depending on graphic aesthetics and ease of understanding.

LANGUAGE
SPELLING
Vascular Access uses Oxford English spelling conventions.

Suffixes
Suffix: ize vs ise – the following use the ise suffix; most others use ize, including, e.g., analyze, organize, itemize, memorize.
advertise despise incise
advise devise merchandise
apprise disguise reprise
arise enterprise revise
chastise excise supervise
circumcise exercise surmise
comprise franchise surprise
compromise guise televisé
demise improvise

Words ending in wise are usually left that way. Ize cannot replace ise in the above list.

Suffix: our vs or – we use the Canadian preference, e.g., the following:

tabourours humourours favour

Suffix: re vs er – we use the Canadian preference, e.g., the following:
centre centred fibre theatre

Nouns in ce and verbs in se
practice n. – the thing – e.g. Vascular access is becoming an important part of nursing practice.
practise v. - the only way to get better at something is to practise.
licence n. – the thing awarded – I got my driver’s licence.
license v. - granting permission – After meeting all requirements she was licensed to practise.

Double L in past tense of verb
counseled labelled travelled
Verbs with single L and their derivatives
instil — fulfil — fulfilment
enrol — enrolment

Double S in past and present tenses of verb
focus = focussed, focusses

Words with ae vs e
haematology — anaemia
haemolytic — paediatrics

Hyphenated Words
Hyphenation should be used consistently and correctly. Always hyphenate for compound adjectives, but not when the words are a noun or adverb phrase. For example:
in-service — adj., e.g. The new technique was demonstrated at an in-service demonstration.
in service — n., e.g., The equipment had been in service for too long and needed to be replaced.

Single words
For consistency, please use the following single words as the standard. Exceptions are noted.
healthcare — one word, no spaces, no hyphens, unless part of a name, title, or quote
midline — one word, no spaces, no hyphens, unless part of a name, title or quote
inpatient — one word, no spaces, no hyphens
outpatient — one word, no spaces, no hyphens

Specific Terms — please note
CVAA uses standardized terminology for vascular access devices (VADs)
PVAD (peripheral vascular access device) — not PIV (peripheral intravenous catheter)
CVAD (central vascular access device) — not CLD (central line device)

OTHER
Anagrams
Abbreviated terms should be given in full on first use, with the abbreviated form in brackets; if used in the abstract they should be re-defined at first mention in the main text.
CRBSI — Catheter-related bloodstream infection, no hyphen in anagram
CLABSI — Central line-associated bloodstream infection, no hyphen in anagram

Measurements
All measurements are in metric. If conversions to American measures are provided, metric is stated first with conversion following in parentheses.
For compound measures, leave one space between number and term, no period after hr,
e.g., “5 mL/hr was the infusion rate”

Quotations
Quotations are given in double quote marks, with single quote marks designating quotes within quotes. Quotations of more than 50 words are set apart from the main text and indented on both sides.
**Dates**
Dates are given in the form “January 1, 2018” and spans of time are given using full numbers, separated by a long dash with no spaces, e.g., 1993—1999. French dates are given in the form of “le 1 janvier 2018”.

**Latin and Foreign Language Terms**
All terms in other than the primary language of the article are italicized, e.g., *corpus delicti*.

**Contractions and Abbreviations**
Contractions, such as didn’t or aren’t, are used sparingly to reflect the rigorous research and science behind our high-quality information. The more formal language adds respect and credibility, while maintaining ease of understanding for readers.

Abbreviations are acceptable in their proper form.
E.g. (exempli gratia) meaning *for example*, preceded and followed by a comma
I.e. (id est) meaning *that is or which is*, preceded and followed by a comma

**Numbers**
Numbers from zero to ten are spelled out.
Numbers occurring at the beginning of a sentence are spelled out.
Numbers greater than ten are expressed in Arabic numerals – 11, 12, 13, etc.
Numbers over 1,000 use a comma as a thousand separator in English, and a space as a thousand separator in French.
Use numerals for units of temperature and weight, e.g. the patient had a fever of 41 degrees C.
Use words for approximate numbers, e.g., there were hundreds of nurses in attendance.
Capitalize a noun that precedes a number, e.g., Room 23, Article 49.
Spell out fractions unless in a mathematical expression, e.g., one-half of the patients . . .
For ordinal numbers, use superscript, e.g., 42nd, 23rd, 1st

**Web Addresses**
In text, use www form, e.g., www.CVAA.info and not http://www.CVAA.info.
In references, follow APA guidelines for citing web addresses.

**Time**
Use the 24-hour clock when expressing time, e.g., The next rounds were scheduled for 15:00.