



Daoist Traditions
College of Chinese Medical Arts

Writing Style Guide

June 2019

1. Terminology Standards for Acupuncture and Chinese Medicine

	Terms	Standards and Examples
1.1	Organs	<p>Capitalize in Chinese medicine context. Ex: The Liver meridian</p> <p>Use lowercase in Western medicine context. Ex: The liver is an organ.</p>
1.2	Antique Points / Spirit of Organs	<p>Use lowercase. Ex: yuan source, hun, yi, zhi</p>
1.3	Channels / Meridians	<p>Capitalize the name of the channel itself. Use lowercase for the word “meridian” or “channel”. Ex: Spleen channel, Stomach Luo meridian, Stomach meridian, Ren, Du, Chong</p>
1.4	Elements	<p>Capitalize. Ex: the Water element</p>
1.5	Jiao	<p>Use lowercase. Ex: upper jiao, ministerial fire, ming men</p>
1.6	Syndromes	<p>Capitalize. Ex: The patient is experiencing symptoms of Damp Heat. The patient is experiencing Running Piglet Qi.</p>
1.7	Humors	<p>Use lowercase. Ex: tonify qi, nourish yin</p>
1.8	Diagnoses	<p>Capitalize. Ex: Lung Qi Deficiency</p>
1.9	Acupuncture	<p>Capitalize when used in a title. Ex: Master of Acupuncture degree</p> <p>Use lowercase when using as an adjective or common noun. Ex: Consumers are now considering non-allopathic modalities, such as acupuncture.</p>
1.10	Chinese / Oriental Medicine	<p>Capitalize both Chinese and Medicine when part of a school or organization name. Ex: Daoist Traditions College of Chinese Medical Arts</p> <p>Capitalize “Chinese” when using to refer to a proper noun. Do not capitalize “medicine”. Ex: The practice of Chinese medicine includes acupuncture. Chinese medicine colleges are accredited by ACAOM. Oriental medicine practitioner</p>

	Text Format	Standards and Examples
1.11	Acupuncture Point Names	Use lowercase if written in pinyin. Ex: shen men Capitalize the first letters if written in English. Ex: shen men (Spirit Gate)
1.12	Pinyin Person Names	All words should be capitalized. Ex: Sun Simiao
1.13	Latin Herb Names	The first word (genus) is capitalized and italicized. The second word (species) is lowercase and italicized. The third word (variety) is capitalized, not italicized, and in single quotation marks. Ex: <i>Salvia officinalis</i> 'Tricolor'
1.14	Western Herbs/Common Name	Do not capitalize, unless there is a proper noun. Ex: Queen Anne's lace, black eyed Susan
1.15	Essential Oils (As a Group)	Use lowercase. Ex: Incorporate the use of essential oils in your practice.
1.16	Specific Essential Oils	Use upper case – following the same rules for Latin herb names. Ex: Lavender, <i>Lavandula angustifolia</i>
1.17	Religions	Capitalize. Ex: Confucianism, Daoism, Buddhism, Christianity
1.18	Jeffrey Yuen	Mister Yuen or Master Yuen (not Jeffrey when writing)

2. Daoist Traditions Terminology Requirements

	Terminology	Standards and Examples
2.1	College Name	Daoist Traditions College of Chinese Medical Arts
2.2	Page number Abbreviations	pp. 4 – 7, p. 18
2.5	Degrees granted by DT	Masters of Acupuncture and Oriental Medicine (MAOM) Doctor of Acupuncture and Chinese Medicine (DACM)
2.6	Acupuncture License in NC	L.Ac. or Lic.Ac.
2.7	Seasons	Fall 2018 semester summer clinic shifts In the fall, leaves change.
2.8	Years	Use four-digit format. Ex: 2013 – 2014

3. Standards for Written Assignments (not Research Papers)

	Text Format	Standards and Examples
3.1	Font	Times New Roman; Arial
3.2	Font Size	12pt
3.3	Spacing	Double space: all text, between text and lists, and between headings and text. Single space between title of a figure and the figure itself
3.4	Margins	One-inch margin top, bottom, right, and left.
3.5	Page Numbers	Number pages in lower right-hand corner (if more than 1 page)
3.6	Title Page	Centered on page and double-spaced. Ex: Title of Paper Name of Student Daoist Traditions College of Chinese Medical Arts
3.7	Alignment	Align the body of the paper left. Do not justify full or right, auto-hyphenate lines, indent first lines of paragraphs.
3.8	Spacing	Double space: all text, between text and lists, and between headings and text. Single space between title of a figure and the figure itself.
3.9	Indenting	Indent one-half inch from the left margin as needed, except for block quotes: indent them one inch. Indent first lines of paragraphs.
3.10	Underlining	Do not underline.
3.11	Italics Use	Follow APA guidelines for use of italics: <ul style="list-style-type: none"> • Italicize titles of long works • Use italics, not bold, to emphasize text (other than section titles, headings, and such, for which the format requirements mandate bold).
3.12	Bolding	Bold headings and section titles. Bold figure titles. Do not use bold to emphasize any other text.
3.13	Citing Sources	Follow APA guidelines for Citing Sources. Use APA Formatting Tool for References developed in CS501 Library and Research Skills.
3.14	Gendered Language	Use the plural pronoun to avoid gendered language. Do not use gender-specific language for any generic group of people. Ex: Students can access their final grades online. Employees may request their records at any time.

4. APA At-A-Glance for Research Papers

	Text Format	Standards and Examples
4.1	Font	Arial or Times New Roman – 12pt
4.2	Title Page	Centered on page and double-spaced. Ex: Title of Paper Name of Student Daoist Traditions College of Chinese Medical Arts
4.3	Running Head	Significant elements: <ul style="list-style-type: none"> • Begins on Title Page, ½ inch down. • Running head title is flush left, and page number is flush right. • Only the first page has words “Running head”, then the shortened title of the paper in all caps. • Subsequent page has just the shortened title of the paper in all caps. • Page numbers begin on first page (i.e. the title page is page 1). • Title of paper is shortened to a maximum of 50 characters, including spaces.
4.4	Alignment	Align the body of the paper left. Left justify the abstract. Do not justify full or right, auto-hyphenate lines, indent first lines of paragraphs.
4.5	Margins	One-inch margin top, bottom, right, and left.
4.6	Spacing	Double space: all text, between text and lists, and between headings and text. Single space between title of a figure and the figure itself.
4.7	Paragraphs	Double space all text within paragraphs.
4.8	Indenting	Indent one-half inch from the left margin as needed, except for block quotes: indent them one inch. Indent first lines of paragraphs.
4.9	Abstract	The word “Abstract” is centered one inch from the top of the page. The content is left-justified and not indented.
4.10	Quotations	If a quotation is fewer than three typed lines, incorporate the quotation into the text, using quotation marks. If a quotation is three or more typed lines long, use a block quote, indented one inch, single-spaced, with double spacing before and after, and no quotation marks.
4.11	In-Text Citations	When paraphrasing, place author’s last name and year of publication in parentheses. When using a direct quote less than 40 words, place author’s last name, year of publication, and page or paragraph number where quote is found in parentheses.

* Daoist Traditions College adheres to APA formatting guidelines as provided by [OWL](#). Please use this resource for other questions about formatting and writing.