

# ***PREVENTING CHRONIC DISEASE***

*www.cdc.gov/pcd*

## **Special Instructions**

### **Use of First Person**

We encourage authors to use the pronouns *I* and *we* as well as the active voice.

### **Verb Tense**

The past tense is typically used to narrate past events, such as the procedures used to carry out a study. The present tense is used for generally accepted facts, authors' conclusions, and the conclusions of previous researchers. Generally, most of the abstract, methods and results are in past tense, and most of the introduction and some of the discussion are in present tense. For a discussion of the proper use of verb tense in scientific publications, please refer to the AMA style guide.

### **Footnotes and Endnotes**

Avoid footnotes except in tables and figures. Indicate footnotes by the following symbols in this order:

- \* (asterisk)
- † (dagger)
- ‡ (double dagger)
- § (section mark)
- || (parallel mark)
- ¶ (paragraph symbol)
- \*\* (two asterisks)
- †† (two daggers)
- Etc.

### **Race, National Origin, and Ethnicity**

*Preventing Chronic Disease* follows the guidelines of the Office of Management and Budget (OMB), which published standards (October 30, 1997) for collecting data on race and ethnicity. Five races and two categories of ethnicity are listed.

#### **Races:**

- American Indian or Alaska Native
- Asian
- Black or African American

Native Hawaiian or Other Pacific Islander  
White

**Ethnicities:**

Hispanic or Latino  
Not Hispanic or Latino

**Alaska Native, Alaskan**

*Alaska Native* is a person whose origins are in any of the original peoples of Alaska and who maintains cultural identification through tribal affiliation or community attachment. Alaskan is anyone who was born in Alaska or who is a long-term resident of Alaska.

**American Indian**

A person whose origins are in any of the original people of North, Central, or South America (except Alaska) and who maintains cultural identification through tribal affiliation or community attachment. Whenever possible, specify the nation or peoples (e.g., Navajo, Nez Perce, Inuit) rather than use the more general term.

**Asian**

A person whose origins are in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, The Philippines, Thailand, and Vietnam.

**black, African American**

A person whose origins are in any of the black racial groups of Africa. If appropriate, specific terms such as *Haitian* or *Bahamian* may also be used. When discussing scientific data, use the term that was used when the research (the source of the data) was being conducted. Note lower case *black*.

**Hispanic, Latino**

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term *Spanish origin* may also be used.

**Pacific Islander**

A person whose origins are in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands. Other terms such as *Native Hawaiian* may also be used when appropriate.

**white**

A person whose origins are in any of the original peoples of Europe, the Middle East, or North Africa. Note lower case *white*.