American Board of Orthodontics (ABO) Style Guide

Essay Item Formatting (Clinical Exam)

- CRE cases may not have Opening Scenarios in Content Set Headers.
- In set headers, <u>Opening Scenario</u> is underlined.
- For stems, the preferred numbered list phrasing is: "Please respond in numbered list format below." The numbered list phrasing is preceded by a stem statement, such as: "Identify the actions…"
    - ✓ Do not use: "Please list in numbered format below."
    - ✓ Do not use: "In numbered format, list…" – instead use "Identify…" proceeded by "Please respond in numbered format below."

Rubric Guidelines (Clinical Exam)

- For the Fully Proficient response, the examinee's response must include "all of the following:", "both of the following:", or "n or more of the following:"
- For the Borderline proficient response, the examinee's response must include "both of the following:", "n of the following:", or "n/both of the following … and… n/both of the following" - put a space between this language in instances of tiered responses
- For the Not Proficient response, the examinee's response must include "n or fewer of the following:" or "fails to include both of the following:"
- For a compound rubric feature (where the candidate must include both elements to be correct), uppercase AND.
    - ✓ Extraction of maxillary first bicuspids AND mandibular second bicuspids
- For a compound rubric feature (where the candidate can include either element to be correct), place the optional correct answer(s) in parenthesis beginning with the term "accept."
    - ✓ Maxillary anterior crowding (accept overlapping maxillary central incisors).
- For a rubric rating that must be included in a candidate's response to be correct, place "MUST INCLUDE:" at the beginning of the rubric
    - ✓ MUST INCLUDE: Maxillary molars – vertical change greater than expected from normal growth

General Guidelines (Clinical Exam and BCE)

- Items/cases should not include ethnicity or race (both can be identified by the images).

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Foil Formatting (Written Exam and BCE)

- Foils should be randomized (not alphabetical or arranged by size)
- Foils that are numeric should be arranged in numeric order, and in the same increments when possible
- When a stem ends in a question mark or period, the foils should start with a capital letter, and <u>not</u> have a period at the end. Exception: If the foil is a complete sentence, it should have a period at the end.
- When a stem ends in a colon, the foils should start with a lower case letter, and have a period at the end (including "all of the above")
- When the stem has two statements that require identification as true/false, the foils should be in the following order
    - A) Both statements are true.
    - B) Both statements are false.
    - C) The first statement is true; the second statement is false.
    - D) The first statement is false; the second statement is true.

Emphasis for Important Words

- Keywords for the Clinical Exam should be CAPS but not bold, due to limitations of the software.
- Keywords for the Written Exam and BCE should be CAPS and BOLD.
- When an item is asking for the definition of a term, italicize the word being defined.

Commas

- Use serial (Oxford) commas.

Numbers

- Use numbers for 0 to 9 digits when used in measurements, including time measurements (e.g., 3 days).
- Use the word "to" and not a hyphen (e.g., 0 to 6, not 0-6).

Units of Measure

- Follow value with a unit (e.g., 10 mm).
- Use measurement abbreviations with no periods (e.g., mm, cm, g, oz) when preceded by a digit.
- Do not abbreviate the words day, month, or year (including on images or tables).

Graphics

- For photograph destinations, use "Final," "Initial," or "Progress." Do not use "Pre" or "Post."
- Do not abbreviate the words day, month, or year (including on images or tables).

Preferred Word Usage

- When using eponyms, capitalize the name (e.g., Tweed, Wits, Bolton).
- Patient age over 18 years old: write only year, with a hyphen when adjectival
  - ✓ 18-year-old male patient
- Patient age under 18 years old (up to 17 years, 11 months): write x-year, y-month old male/female patient
  - ✓ 12-year, 2-month-old female patient
- Do not use the abbreviations U, L, UL, UR, or the typical tooth numbering system.
- Use maxillary/mandibular left/right and the name of the tooth for identifying a single tooth; use maxillary/mandibular and the name of the tooth in plural form for identifying both (left and right) teeth.
  - ✓ Maxillary left canine (single tooth)
  - ✓ Mandibular right premolar (single tooth)
  - ✓ Maxillary canines (both canines)
  - ✓ Mandibular premolar (both premolars)
- Place directional terms before locations, not before teeth identifiers.
  - ✓ Maintain maxillary incisor vertical position.
- Descriptive terms precede the condition.
  - ✓ anterior open bite
  - ✓ buccal posterior crossbite

Spelling & Grammar

- AP style guide

Approved Acronym List

Acronym	Term
3-D	
ANB	
ANOVA	
A-P	anterior-posterior
BSSO	bilateral sagittal split osteotomy
Ca(OH)$_2$	not calcium hydroxide
CAT scan	not computer-assisted tomography
CBCT	cone-beam computed tomography
C/C	primary canines
CDC	Center for Disease Control
CMF	Case management form
CO	centric occlusion
CPR	Cardiopulmonary resuscitation
CR	centric relation
CRE	Cast-radiograph evaluation
CR-CO	
CR-Eval	Includes the hyphen
CT	computed tomography
CVM	cervical vertebral maturation
CVMS	cervical vertebral development stage
ERM	Epithelial rests of Malazzez
FMA	
FMIA	
FMX	full mouth radiographs
gn	gnathion
HCV	Hepatitis C virus
IMPA	incisal mandibular plane angle
HPV	Human papillomavirus
IPR	
IVRO	internal vertical ramus osteotomy
LED	light emitting diode
MARA	
MARPE	Miniscrew assisted rapid palatal expansion
Me	menton
MEAW	Multiloop edgewise archwire
mg	
MI	Maximum intercuspation
MP	
MRI	magnetic resonance imaging

M-NiTi	
NA	
NB	
NHP	natural head position
NiTi	Nickel titanium
nm.	not nanometers
NSAID	Nonsteroidal anti-inflammatory drug
OH	oral hygiene
OHI	oral hygiene instructions
PA	posterior-anterior
PAOO	periodontally assisted osteogenic orthodontics
PDL	Periodontal ligament
PFE	primary failure of eruption
pH	
pog	Pogonion
RME	rapid palatal expansion
RNA	
RPE	rapid palatal expander
SARPE	surgically-assisted rapid palatal expansion
sIgA	
SMI	skeletal maturation indicator
SN	
SN-Ba	
SN-FH	
SN-GoGn	
SN-MP	
SNA	
SNB	
SMI	skeletal maturation indicator
SN-OP	
SS	
TAD	temporary anchorage device
TMA	
TMD	temporomandibular disorder
TMJ	Temporomandibular joint
TPA	Trans-Palatal arch
WITS	

Approved Word List

Term	Notes
African American	WRITTEN EXAM ONLY; refers to ethnicity
archwire	No space or hyphen
black	WRITTEN EXAM ONLY; refers to race
canine	not cuspid
Carriere® Motion™ Appliance	
cephalometric	
chief complaint	not CC or chief concern
chincup	One word, not hyphenated
Class I, Class II, or Class III	Always uppercase "Class"
congenitally-missing	Hyphenate
crossbite	not x-bite or cross-bite
crowding	
curve of Spee	not COS
deep overbite	Two words
dental caries	not dental decay
disclude, disclusion	
Division	Capitalize when used with Class
E-line	Hyphenate
edgewise	One word, not capitalized
facemask	One word, not hyphenated
Forsus™	not Fatigue Resistant Device
high-pull	Hyphenate
interproximal reduction	not IPR
Le Fort	Space
light-cured	Hyphenate
mandibular / mandible	Not lower
maxillary / maxilla	Not upper
maxillomandibular	One word
meta-analysis	Hyphenate
miniscrew	No hyphen
nonextraction	No hyphen
nonsurgical	No hyphen
occlude, occlusion	
open bite	Two words
overbite	One word
overjet	One word
palatally-impacted	Hyphenate

papillae (singular); papilla (plural)	
periodontally-assisted	Hyphenate
postsurgical	No hyphen
presurgical	No hyphen
posttreatment	No space; no hyphen
pretreatment	No space; no hyphen
premolar	No hyphen; not bicuspid
primary teeth	not deciduous; not baby teeth
surgically-assisted	Hyphenate
third molars	not permanent; not wisdom teeth
Twin-block	Hyphenate; block is not capitalized