

The Book of Style Workbook

Clarifications & Corrections

The following is a list of copyediting errors that occurred in the earliest print runs of this text. The corrected term or item is listed in the last column. Depending on when you purchased your book, your copy may contain all, some, or none of these errors. ****Items in yellow are acceptable alternate answers and/or provide further guidance.***

WORKBOOK

| Chapter | Page | Question | Error | Correction |
|---------|------|-------------------|---|--|
| 1 | 1 | Last line on page | Missing word “in” | ...outlined [in] this chapter... |
| 3 | 18 | 1 | Answer A is incorrect | Correct answer is D: Health Insurance Portability and Accountability Act |
| 6 | 39 | 12, D | Misspelled word “severly” | Correct spelling is “severely” |
| 7 | 46 | 10 | | Answer D listed as correct but Answer C is also correct with regard to medals and honors (BOS3e p 162) |
| 8 | 54 | 11, B | Nuclei polposi | Correct spelling is “nuclei pulposi” |
| 8 | 55 | 12, B | Misspelled word “stretococci” | Correct spelling is “streptococci” |
| 14 | 99 | 2 | Braunwauld | Correct spelling is “Braunwald” |
| 14 | 101 | 13 | Answer B is incorrect | Answer A is correct |
| 14 | 102 | 5 | Answer B is incorrect | Answer D is correct |
| 14 | 102 | | Answer Key for Exam Prep Assessment section shows numbering out of sequence | Correction made to layout of numbered answers in master file for next print run |
| 14 | 103 | 1 | Missing hyphen “ST segment depression” | Correct answer: “ST-segment depression” |
| 16 | 116 | 8 | CIN-I | CIN 1 (use arabic, not roman) |
| 16 | 117 | 8 | CIN-I | CIN-1 (use arabic, not roman; hyphen needed) |
| 19 | 140 | 1 | ab 2 | BOS3e, p 403, 19.1.2 shows “A” or “Ab” |
| 19 | 140 | 3 | “Apgars” | BOS3e, p 409, 19.2.1, “Apgar score” is preferred; though “Apgars” acceptable in verbatim environment. |
| 20 | 145 | 7 | +2.50, +5.00, axis 90 | +2.50 +5.00 axis 90 (no commas) |
| 20 | 147 | 2 | +2.00, +2.50, axis 90 | +2.00 +2.50 axis 90 (no commas) |
| 23 | 165 | 1 | | “PO2” and “PCO2” (uppercase) also acceptable answers. BOS3e, p 443. |
| 23 | 165 | 2 | 22/min | Additional guidance: BOS p 139 shows rules for use of “per.” <i>Minutes</i> is not a metric unit of measure. P 444 shows a specific instance of use of a colon after |

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| | | | | "Respirations" with no use of a prepositional phrase intervening. |
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CD-ROM WORKBOOK EXERCISES

| Chapter | Clip | Error | Correction |
|---------|--------|--|---|
| 7 | 2 | Answer key shows incorrect answer for this voice clip: "She does not report any recent change in mood (her husband seemed to concur)." | "The specimen was sent for culture and Gram stain." |
| 7 | 3 | Answer key shows incorrect answer for this voice clip: "The specimen was sent for culture and Gram stain." | "She does not report any recent change in mood (her husband seemed to concur)." |
| 8 | 5 | "...bilateral reduction mammoplasty." | "....bilateral reduction mammoplasties." |
| 8 | 10 | weeks' pregnant | weeks pregnant |
| 9 | 10 | Answer key shows incorrect answer for this voice clip: "INTRAVENOUS FLUIDS: Lactated Ringer solution, 500 mL." | "The patient has been advised to increase her Advair to 50/500 one puff p.o. b.i.d." |
| 12 | 9 | | "30-35 g" also an acceptable way to transcribe ("30 to 35 g" is the other way). BOS3e section 6.5.7. |
| 13 | 5 | TC 99m | Tc 99m. BOS3e, p 312. |
| 14 | 1 | "second" is spelled out | Use "2 nd " or 2nd." As noted on page 230 in the BOS3e, use ordinals in the health record. |
| 14 | 8 | "ST-T changes" | BOS3e, page 326 says "ST-T" is not valid and should be changed to "ST and T changes" |
| 15 | 2 | 47,XX+21 | 47,XX,+21 (no spaces; according to AMA – incorrect on Workbook CD and in BOS3e) |
| 19 | 3 | "apgars" | BOS3e, p 409, 19.2.1, "Apgar score" is preferred; though "Apgars" acceptable in verbatim environment. |
| 20 | 5 | | "both eyes" and "each eye" both acceptable answers. BOS3e, p 419. |
| 22 | 1 | | coworker vs co-worker – either way is acceptable; however, BOS3e, p 134, section 6.5.8, notes use of hyphens with prefixes. |
| 23 | 5 & 10 | | "PCO2" and "PO2" (uppercase) also acceptable (BOS3e, p 443. |
| 23 | 10 | | It is noted that this clip is a duplicate of Ch 14, Clip 2. |
| 23 | 7 | FEF25-75% | FEF25%-75% (percent sign after each number) BOS3e, p 263, section 11.1.3. |

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| 24 | 4 | mm ² | Change to "sq mm" NOTE: The answer key provides two correct answers. The first one using superscript is correct, but the second one showing "mm ² " is incorrect and should be "sq mm." |
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