



INSTRUCTIONS FOR PREPARATION OF MANUSCRIPTS

Text

Manuscripts must be printed, double-spaced, including references, footnotes, and extracts, on heavy bond paper, with at least 1.5-inch (4 cm) margins all around. It is also essential to provide us with the complete text on a floppy disk or CD-ROM. Keep copies of both the manuscript and the floppy/CD-ROM—don't send us your only copy of either. Double-space *everything* that will be set in type: the text, block quotations (indent them 5 spaces), the reference list (*each* individual reference should be double-spaced), and the list of figure legends. Number every page you send us consecutively, including the title page and the reference list.

All manuscripts should contain a title page with the title of work, authors' names, with degrees; senior author's full address, telephone, fax numbers, e-mail address; the text, and a complete list of references. All references listed must be cited in the text and vice versa. A book manuscript should also include a table of contents; an acknowledgment page, and a preface/foreword. In addition to the above, an edited volume should include an alphabetical list of contributors (double-spaced) with their degrees and affiliations (about three lines per contributor is sufficient).

Artwork,

Artwork, including tables, figures, charts, drawings, and photographs, must be submitted to the publisher as both a print and an electronic file. Line art and diagrams should be professionally drawn (freehand lettering is not acceptable). All artwork should measure 4.25 inches (11 cm) in width and a maximum of 7 inches (18 cm) in height. Table titles appear above their respective tables; all figure legends should be typed on a separate page. Tables and figures should be double numbered by chapter and figure number (Figure 1.1, 1.2, 1.3, etc.). If the material is not original, a credit line must be

included. The cost for preparation or alteration of any artwork will be borne by the author(s).

Text Documentation and References

Text

References in the text of the manuscript must include the author's name and, in parentheses, the year of publication of the original paper or book.

Example: Freud (1900) said . . .

Or, if the author's name does not naturally appear in the sentence of the text, the parentheses contain the author's name, followed by a comma, and the year of original publication. If references to more than one author are given, the references are separated by semicolons.

Example: It has been suggested (e.g., Freud, 1926; Bowlby, 1960a,b; Kaufman and Rosenblum, 1967a) that . . .

Whenever material is quoted directly, the quotation must be exact and must be followed by the inclusive page numbers for the quoted material.

References

References are listed alphabetically by authors. Do not number references. The author's name is followed by the year of original publication of the article or book. In the case of books, give the title, place of publication, name of publisher, and, if the year of original publication does not coincide with the edition referred to (as will always be the case with the *Standard Edition*), the year of publication of the edition referred to. In the case of journal articles, give the title of the article, the name of the journal, the volume number, and the inclusive page numbers. In the case of articles from edited books, give the name of the book, the name(s) of the editor(s), place of publication, name of publisher, and inclusive page numbers of the article. When several works by one author are referred to, place them in chronological sequence. When an author has published more than one work in the same year, the date is followed by a, b, c, etc. Single-authored works precede multiple-authored works with the same first author, regardless of date. If there is more than one reference for an author, the author's name is not repeated in the reference list, but is indicated by a line. The reference list should include *only* works cited in the text.

Examples:

Bowlby, J. (1960a), Separation anxiety. *Internat. J. Psycho-Anal.* 49:89–213.

_____ (1960b), Grief and mourning in infancy and early childhood. *The Psychoanalytic Study of the Child*, 15:9–52. New York: International Universities Press.

Ford, C., & Spaulding, R. (1973), The Pueblo incident. *Arch. Gen. Psychiat.*, 29:340–343.

Freud, S. (1926), Inhibitions, symptoms and anxiety. *Standard Edition*, 20:87-156. London: Hogarth Press, 1959.

Kaufman, I.C., & Rosenblum, L. A. (1967), Depression in infant monkeys separated from their mothers. *Science*, 155:1030-1031.

_____ (1969), The waning of the mother–infant bond in two species of macaque. In: *Determinants of Infant Behavior*, Vol. 4, ed. B.M. Foss. London: Methuen, pp. 41-59.

Sherwood, M. (1969), *The Logic of Explanation in Psychoanalysis*. New York: Academic Press.

If the following items, which typically cause problems, are all correct and complete when we receive a manuscript, it makes the production process faster and smoother for all of us, including you.

- Make sure the references are all cited in the text, and vice versa. Make sure they follow either the IUP style for an IUP book (see below), or APA (*Publication Manual of the American Psychological Association*, 5th edition) for a PSP book.
- Have you supplied inclusive page numbers for all journal references, all references to chapters in edited volumes?
- Are the spellings of author names and the reference date consistent between text reference and reference list?
- The page number of the original source follows every quotation, no matter how brief.
- If an author cites a different source, give a complete reference for each author.
- Be sure that every quotation follows the original in *every* respect: punctuation, spelling, and capitalization.
- If you wish to omit material within a sentence, indicate the break with three ellipsis (. . .) with space between them.
- If you omit material at the end of a sentence indicate the break with four ellipsis (. . . .).

- [Brackets] must be used to indicate material that you inset into a quotation.
- The quotation *must* come from the edition you list in the reference.
- All Freud quotations (whether in IUP or PSP works) must come from *The Standard Edition of the Complete Psychological Works of Sigmund Freud*, published in London by Hogarth Press.

Footnotes.

Footnotes are to be numbered consecutively and should appear at the bottom of the page on which the reference is made. Type footnote numbers, without periods or parentheses, one line above the text. Number them consecutively by chapter. Do *not* number them by page, do *not* number them throughout the manuscript.

Text heads.

The importance of the head to the text should be reflected by the style of type. Try to limit the different kinds of text heads to three:

FIRST TEXT HEAD

The first line of text after this head does not have a paragraph indent.

Second Text Head

The first line of text after this head does not have a paragraph indent.

Third Text Head. This one is run into the text. Start your text right after the Period

Miscellaneous suggestions

- Make sure that the entire manuscript is double-spaced. This includes each line within a reference, footnotes, and quotations.
- Wait until it is complete before sending you manuscript. Receiving it in pieces does not allow us to view it as a whole work. It also often leads to confusion and error.
- Restrict the use of rules within the tables. There should be three horizontal rules at most and no vertical ones.
- Make sure that every single quotation has the page number of the original included.

- Every time someone else's work is mentioned, it is necessary to supply a reference.
- Exotic fonts are often difficult to read. We prefer Times Roman, 12-point type.
- Use Boldface only for text heads.
- Use Italics very sparingly. They are not easy for the reader to read, only use them when there is no alternative such as in the reference list. Use the italic function of your word processor, do not underline.

Typing hints:

Hyphens – no space before or after; e.g., high-school library

Dashes—type two hyphens and the word processing program will make you a dash. There should be no space before or after a dash.

Minus signs - use a hyphen with space before and after, e.g., x – y.