Instructions to authors on referencing, quotations, and permissions

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TEXT CITATIONS

Text citations should appear in the form of the surname of the author(s) and the year of first publication in parentheses. For example, Bion (1970) gives ….

If more than one work is cited, the works should be ordered alphabetically by the authors' surnames.

In text citations in parentheses, please use a comma to separate the surname and year (or years if more than one work by the same author is cited), and semi-colon to separate works by different authors, where necessary. For example, (Bion, 1970; Freud, 1931b, 1933a, 1937c; Sklar, 2019).

Text citations should be given in alphabetical order by author.

In text citations in parentheses, an ampersand should be used with two authors of one work. For three or more author names, abbreviate to first author's name followed by et al. (in roman, with no full point after "et" but a full point after "al"). For example, (Frey-Wehrlin & Bosnak, 1978; Frey-Wehrlin et al., 1978).

IMPORTANT INFORMATION

General

Text citations and reference list entries must agree, both in spelling and in date.

In the case of two or more authors with the same surname, initials should also be given in the text citation. (The exception being Freud, whereby Sigmund can remain as Freud but Anna (and other Freuds) should be given as A. Freud (etc.).)

If two or more works by the same author were published in the same year, the letters "a", "b", etc. must be appended to the date, both in the text citation and in the reference section. (Please note that if references are added later, identifying letters may have to be changed throughout the text.)

Historical dates should be cited in the text and listed in the References with the current edition information following. For example, citation: Bion (1970) / Reference: EITHER Bion, W. R. (1970). *Attention and Interpretation.* London: Tavistock [reprinted London: Karnac, 1984]. OR Bion, W. R. (1970). *Attention and Interpretation*. London: Karnac, 1984. [Depending on whether the original publication details are known.]

Sigmund Freud

In the case of Sigmund Freud references only, citations should follow the *Standard Edition* Freud Bibliography, in terms of both date and identifying letter (e.g. "The Unconscious" is always listed as 1915e, even if no other 1915 work is cited in the book). This means that Freud references can be added or removed without checking through the text for other references. Please note that where there is a discrepancy in the date in the *Standard Edition* between the alphabetical listing and the Freud Bibliography (for example, *Civilization and Its*

Discontents is 1930a [1929] in the alphabetical listing, but only 1930a in the Bibliography), we take the date from the Bibliography.

Translations

In the case of translations, if there are any direct quotes in the text, these *must be drawn from an English edition,* if one exists. In this case, the relevant page number should be given in the text reference. If no English version exists, please add [translated for this edition] to the text reference. For books and articles that appeared originally in English, the English edition only is listed. For those that have been translated from another language, both the edition in the original language and the English translation can be given in the references.

REFERENCES

References in the reference list should be ordered alphabetically by the authors' surnames. Please repeat authors' names for each reference; do not replace with em rules or ditto marks.

Correct example:

Freud, S. (1931b). Female sexuality. *S. E.*, *21*: 223–243. London: Hogarth.

Freud, S. (1933a). *New Introductory Lectures on Psycho-Analysis*. *S. E.*, *22*: 1–182. London:
   Hogarth.

Freud, S. (1937c). Analysis terminable and interminable. *S. E.*, *23*: 216–254. London:
   Hogarth.

Incorrect example:

Freud, S. (1931b). Female sexuality. *S. E.*, *21*: 223–243. London: Hogarth.

— (1933a). *New Introductory Lectures on Psycho-Analysis*. *S. E.*, *22*: 1–182. London: Hogarth.

" (1937c). Analysis terminable and interminable. *S. E.*, *23*: 216–254. London: Hogarth.

REFERENCING STYLE

Below is a detailed explanation of the style for each type of publication. Please ensure that your references are listed in this exact format before submission, including the use of commas, full stops, colons, and all other punctuation.

Authored book

Include in the reference the following information in this order:

Author's surname, followed by initial(s) separated by a single space if more than one initial [NB, all author names must be listed here; do not use et al.] (Year of publication – in parentheses). *Title of Work* [italicised]. City of publication [anglicised]: Publisher [main name only].

Example:

Sklar, J. (2019). *Dark Times: Psychoanalytic Perspectives on Politics, History and Mourning.* Bicester, UK: Phoenix. [not Phoenix Publishing House]

Note: when an entire edited book is cited, the names of the book's editor(s) should be in the author position, but with the abbreviation Ed. or Eds. in parentheses immediately after the last author's name, e.g.

Samuels, A. (Ed.) (1989). *Psychopathology: Contemporary Jungian Perspectives.* London: Karnac.

Detail for each element of the reference:

Book authors (or editors, in the case of an edited book): Sklar, J.
1. All authors' names should be surname followed by initials with a single space between initials if more than one; give surnames and initials for all authors, regardless of the number of authors. List all authors; do not use "et al." irrespective of number.

2. Use commas to separate authors and to separate surnames and initials; with two or more authors, use an ampersand (&) before the last author. This means that there is always a comma before the ampersand.

3. Spell out the full name of a corporate author. For example: World Health Organization not WHO.

Date of publication: (2019).
1. Give the year the work was copyrighted (for unpublished works, this is the year the work was produced). For magazines and newspapers, give the year followed by the month and day, if any.

2. Enclose the date in parentheses.

3. Finish the element with a full stop after the closing parenthesis.

Book title: *Dark Times: Psychoanalytic Perspectives on Politics, History, and Mourning.*

1. Capitalise all main words.

2. Italicise the title. If the reference is to a volume (e.g. Volume 1), that should be placed in parentheses after the title, also in italics.

3. Enclose additional information necessary for identification and retrieval (e.g. 3rd edn) in parentheses in roman font immediately after the title. Do not use a full stop between the title and the parenthetical information.

4. In two-part titles, use Arabic numerals, not Roman numerals, unless the Roman numeral is part of the published title.

5. Finish the element with a full stop.

Publication information: Bicester, UK: Phoenix.

1. Give the city or town and, if it is not well known for publishing or could be confused with another location, the country (or US state) where the publisher is located. For US publishers, use US Postal Service abbreviations for states (see list on p. 11). Use a colon after the location.

2. Give the name of the publisher in as brief a form as is intelligible. Spell out the names of associations and university presses, but omit any superfluous terms such as Publishers, Co., Inc., or Ltd that are not required for easy identification of the publisher.

3. If two or more publisher locations are given, give the location listed first in the book or, if specified, the location of the publisher's home office.

4. Finish the element with a full stop.

Chapter in an edited book

Include in the reference the following information in this order:

Author's surname, initials. (Year of publication). Title of article or chapter (in roman and essential capitals only). In: Initial(s) and name(s) of editor(s) followed by (Ed.) or (Eds.), *Title of Work* [italicised] (pp. 00−00). City of publication [and state, if an American publication]: Publisher.

Example:

Frey-Wehrlin, C. T., Bosnak, R., Langegger, F., & Robinson, C. (1978). The treatment of chronic psychoses. In: A. Samuels (Ed.), *Psychopathology: Contemporary Jungian Perspectives* (pp. 205−212). London: Karnac, 1989.

Detail for each element of the reference:

Chapter authors: Frey-Wehrlin, C. T., Bosnak, R., Langegger, F., & Robinson, C.
1. All authors' names should be surname followed by initials with a single space between initials if more than one; give surnames and initials for all authors, regardless of the number of authors. List all authors; do not use "et al." irrespective of number.

2. Use commas to separate authors and to separate surnames and initials; with two or more authors, use an ampersand (&) before the last author. This means that there is always a comma before the ampersand.

3. Spell out the full name of a corporate author. For example: World Health Organization not WHO.

4. If a reference is to an entire edited book, see "Note" under "Example" in "Authored book", p. 9.

Date of publication: (1978).
1. Give the year the work was copyrighted (for unpublished works, this is the year the work was produced). (For magazines and newspapers, give the year, with the day and month at the end of the entry, after the title of the publication.)

2. Enclose the date in parentheses.

3. Finish the element with a full stop after the closing parenthesis.

Chapter title: The treatment of chronic psychoses.
1. Capitalise only the first word of the title and any proper names; do not italicise the title or place quotation marks around it.

2. Use Arabic numerals, not Roman numerals, in two-part titles unless the roman numeral is part of the published title.

3. Enclose non-routine information that is important for identification and retrieval in square brackets immediately after the article title (e.g. [Letter to the editor]). Brackets indicate a description of form, not a title.

4. Finish the element with a full stop.

Book editor: In: A. Samuels (Ed.),

1. Do not invert the name: use initials followed by surname.

2. Give initials and surnames for *all* editors, regardless of the number of editors.

3. With two names, use an ampersand (&) before the last name and do not use commas to separate the names. With three or more names, use an ampersand before the last name and use commas to separate the names.

4. Identify the editor(s) by the abbreviation "Ed." or "Eds." in parentheses after the surname. To identify a translator, use "Trans." in parentheses after the surname.

5. Finish the element with a comma.

Book title and article or chapter page numbers: *Psychopathology: Contemporary Jungian Perspectives* (pp. 205–212).

1. Capitalise all main words.

2. Italicise the title. The volume number (e.g. Volume 16) follows the title and is also italicised.

3. Enclose additional information necessary for identification and retrieval (e.g. 3rd edn) in parentheses immediately after the title. Do not use a full stop between the title and the parenthetical information.

4. In two-part titles, use Arabic numerals, not Roman numerals, unless the Roman numeral is part of the published title.

5. Give inclusive page numbers of the article or chapter in parentheses after the title.

6. Finish the element with a full stop.

Publication information: London: Karnac, 1989.

1. Give the city and, if the city is not well known for publishing or could be confused with another location, the country (or US state) where the publisher is located. For US publishers, use US Postal Service abbreviations for states (see list on p. 11). Use a colon after the location.

2. Give the name of the publisher in as brief a form as is intelligible. Spell out the names of associations and university presses, but omit any superfluous terms such as Publishers, Co., Inc., or Ltd that are not required for easy identification of the publisher.

3. If two or more publisher locations are given, give the location listed first in the book or, if specified, the location of the publisher's home office.

4. Give date of publication of book in which chapter appears only if different from original publication date.

5. Finish the element with a full stop.

Periodical

Include in the reference the following information in this order:

Author's surname, followed by initials. (Year of publication). Title of article. *Name of Journal, vol. no.* [italicised], inclusive pages of article. [Journal titles in the reference list should be spelled out in full.]

Example:

Bernstein, I., & Glenn, J. (1988). The child and adolescent analyst's reaction to his patients and their parents. *International Review of Psycho-Analysis, 15*: 225–241.

Article authors: Bernstein, I., & Glenn, J.

1. All authors' names should be surname followed by initials with a single space between initials if more than one; give surnames and initials for all authors, regardless of the number of authors. List all authors; do not use "et al." irrespective of number.

2. Use commas to separate authors and to separate surnames and initials; with two or more authors, use an ampersand (&) before the last author.

3. Spell out the full name of a corporate author. For example: World Health Organization not WHO.

4. In a reference to a work with no author, move the title to the author position, before the date of publication, and treat the title like a book title (see elements of a reference to an entire book).

5. Finish the element with a full stop. In a reference to a work with a corporate author, the full stop follows the corporate author. In a reference to a work with no author, the full stop follows the title, which is moved to the author position. (If an author's initial with a full stop ends the element, do not add an extra full stop.)

Date of publication: (1988).

1. Give the year the work was copyrighted (for unpublished works, this is the year the work was produced). For magazines, give the year; for newspapers, give the year followed by the month and day.

2. Enclose the date in parentheses.

3. Write "in press" in parentheses for articles that have been accepted for publication but that have not yet been published. Do not give a date unless the article has actually been published.

4. Finish the element with a full stop after the closing parenthesis.

Article title: The child and adolescent analyst's reaction to his patients and their parents.

1. Capitalise only the first word of the title and of the subtitle, if any, and any proper names; do not italicise the title or place quotation marks around it.

2. Use Arabic numerals, not roman numerals, in two-part titles unless the roman numeral is part of the published title.

3. Enclose non-routine information that is important for identification and retrieval in brackets immediately after the article title (e.g. [Letter to the editor]). Brackets indicate a description of form, not a title.

4. Finish the element with a full stop.

Journal title and publication information: *International Review of Psycho-Analysis*, *15*: 225–241.

1. Give the journal title in full; italicise the title.

2. Give the volume number and italicise it. Do not use Vol. before the number. If, and only if, each issue begins on page 1, give the issue number in parentheses immediately after the volume number, in italic, e.g. *International Review of Psycho-Analysis*, *15*(2): 225–241.

3. Separate the journal title and journal volume number with a comma.

4. Give inclusive page numbers. Use pp. before the page numbers in references to newspapers and magazines, but not in references to journal articles.

5. Finish the element with a full stop.

QUOTATIONS AND COPYRIGHT/PERMISSION TO REPRINT

Quotations

Quotations from other sources must be typed, precisely as the original, including any errors, typographical and otherwise. They should then be double-checked against the original to ensure that they are identical. For all quotations, the page numbers must be provided in parentheses immediately following the quotation.

Quotations of three or more lines should be typed as a separate indented paragraph, with a line space above and below. Deleted material is replaced with three points of ellipsis, with a space on either side.

Permissions and copyright

Written permission must be obtained for the use of all previously published material that is in copyright. Where you are not the copyright holder, as a general rule, permission must be obtained for the following:

1. more than 500 words (cumulative) from the same book, or
2. more than 300 words (cumulative) from the same article or paper;
3. significant material complete in itself (maps, charts, tables, figures);
4. more than one line of a short poem, or a few lines from a long one;
5. any words or music of a copyrighted song.

If you are the holder of the copyright, permission is usually not necessary for quoting material as listed above, but credit to the original publication must nevertheless be given.

If you wish to use a previously published paper where you are the copyright holder, permission must be sought from the original publisher to reproduce the article.

The term of copyright is the life of the author plus 70 years.

For any previously unpublished paper, lecture, etc., a written consent to publish must be obtained from each contributor or discussant.

Verbal communications should also be acknowledged.

Full credit must be given for each permission granted. If the holder of the copyright indicates a preferred form, this must be followed exactly. The credit line and acknowledgement should be given in an Acknowledgements section, either on the copyright page or on the page immediately following the Table of Contents.

Please note that any permissions costs are the responsibility of the author and must be paid by the author.

Abbreviations for US states and territories

AL	Alabama	KY	Kentucky	OH	Ohio
AK	Alaska	LA	Louisiana	OK	Oklahoma
AS	American Samoa	ME	Maine	OR	Oregon
AZ	Arizona	MD	Maryland	PW	Palau
AR	Arkansas	MH	Marshall Islands	PA	Pennsylvania
CA	California	MA	Massachusetts	PR	Puerto Rico
CO	Colorado	MI	Michigan	RI	Rhode Island
CT	Connecticut	MN	Minnesota	SC	South Carolina
DE	Delaware	MS	Mississippi	SD	South Dakota
DC	District of Columbia	MO	Missouri	TN	Tennessee
FM	Federated States of Micronesia	MT	Montana	TX	Texas
FL	Florida	NE	Nebraska	UT	Utah
GA	Georgia	NV	Nevada	VT	Vermont
GU	Guam	NH	New Hampshire	VA	Virginia
HI	Hawaii	NJ	New Jersey	VI	Virgin Islands
ID	Idaho	NM	New Mexico	WA	Washington
IL	Illinois	NY	New York	WV	West Virginia
IN	Indiana	NC	North Carolina	WI	Wisconsin
IA	Iowa	ND	North Dakota	WY	Wyoming
KS	Kansas	MP	Northern Mariana Islands		