

Contemporary Psychoanalytic Studies

JON MILLS ©
Editor

Guidelines for Authors

Full Style Sheet for Submitting PDF and Hard Copy Camera-Ready Volumes

Preliminary Considerations

* All manuscripts accepted for the series must conform to this style sheet. This set of guidelines is designed as a user-friendly guide in the preparation of your manuscript for final production.

* Authors must submit a formatted, camera-ready text of the book saved in PDF-format on a disk or sent via email to the Managing Editor of the press. This is the most important part of the preparation of the manuscript for production. The Managing Editor at the press, Eric van Broekhuizen, will send you instructions for saving camera-ready texts in PDF format using FinePrint PDF Factory or Adobe Acrobat. It is important that you use the right program settings.

* Authors must also submit a camera-ready copy of the book printed from a quality laser printer on clear, smooth extra-white paper especially designed for laser printers. This means that the submission of the manuscript must be prepared just as it will appear in final form. As a result, the author(s) or editor(s) of the volume is responsible for all formatting, copy-editing, and preparation of the *complete* manuscript. Submission of the final PDF-disk and hard copy will not be altered in anyway during production, therefore, it is incumbent upon the author/editor to produce a perfectly formatted book.

House Style for Text Preparation

The series follows APA style as outlined in the *Publication Manual of the American Psychological Association, Fourth Edition* (Washington, DC: APA, 1994). Authors who wish to use another format style, e.g., MLA or the *Chicago Manual of Style*, must have prior approval from the Editor.

WordPerfect and Microsoft Word are the recommended word processing programs to use for preparing your book for final production.

Part One: Page Set-Up

1. Page Set Up:

- Paper size should be standard letter size (8.5 x 11)

- Left Margin = 2.05" Right Margin = 2.05" Gives a line length of 11.2 cms.
- Top Margin = 1.87" Bottom Margin = 1.87" Gives a page length of 17.5 cms.
(This equals about 4.5 inches wide and 7.5 inches long, for all text, inclusive)

2. Type:

- Font: Times New Roman or Garamond is recommended as the standard fonts, but you may use any font that is aesthetically pleasing upon permission from the Editor. Whatever font you use, it must be used consistently throughout the entire book.
- Size 10 point for the main text. Size 9 point for footnotes, extracts (block or indented quotations), the Bibliography, and the Index.
- Italics: use *italics* to indicate titles of works, foreign or technical terms, or for emphasis. Do not use **bold** or underlining.

3. Spacing:

- Single line spacing is to be used throughout.
- Do not double space between paragraphs.
- Quotations - place a single line space before and after quoted material.
- Quotations should have double indentations (i.e. indented on each side) in 9 point.

4. Justification:

- Justification of main body of text - Full. This means that text must be aligned at both the left and right margins.
- Justification of titles - Left. Flush all titles including Half Title page, Full Title page, Contents, Acknowledgments, Foreword, Preface, Introduction, Chapter Titles, About the Author, Bibliography/References, and Index to the Left. The rest of the text should all be in full justification.
- This applies to *all* text, footnotes, index, and the bibliography.
- Spacing in each line of text should be consistent and even throughout entire book. (There should be no uneven gaps in any line of text)

5. Pagination:

- Left-hand pages are always even numbered pages; right-hand pages are always odd numbered pages.
- Page numbering should be flushed left for even number pages, and flushed right for odd numbered pages.
- Preliminary material must be in lowercase roman numerals - ii, iii, iv, v etc.
- Main text and end materials (index, bibliography) must be in arabic numerals.
- blank pages should not display page numbers.
- Each chapter should start on a right hand page.
- Chapter beginnings should not display page numbers.

6. Front Matter Pagination:

- i half-title page (just main title, no subtitle or author name, font-flush left)
- ii leave blank (this will be the series and copyright page; Rodopi will typeset)
- iii title page (title, subtitle, author/editor name; font-flush left)
- iv blank
- v dedication (if you have one; font-centered)
- vi blank
- vii contents (font-left; text should be in full justification)
- viii contents continued or blank

The following items, all of which are optional except the editorial Foreword and the Preface, go in the following order.

- Figures
- Tables
- Abbreviations
- Foreword (written by the series Editor, Associate Editor, or member of the Advisory Board)
- Preface (written by the author/editor)
- Acknowledgments (or it can be worked into the end of the Preface)
- Introduction (or if really lengthy or substantial, you can start with Chapter One)

Part Two: The Main Body of the Text

7. Titles:

(for Foreword, Preface, Introduction, Chapters, Bibliography, Index)

- 16 point, Flushed Left. Not upper case. Not **Bold**

This is a Title

- If an Introduction or Chapter, the number of the chapter should appear over the title, Not in CAPS, flushed left, in 12 point, separated by two spaces like this:

One

This is a Title

- If there is a subtitle to your title, it should appear in 12 point directly under the title

like this:

One

This is a Title

This is a Subtitle

- The first line of text after the title or subtitle should begin after three spaces.
- The first sentence of the first paragraph of a chapter and the first sentence after each new subheading in the text should not be indented. After that, each new paragraph should be indented one standard tab.

8. Author:

(For edited books with different contributors)

- Name: 12pt, Italics, flushed left.
- A blank line space separates the title and the name of the author

Author Name

- If an edited book with different contributors, each chapter must start with a short abstract as if it would appear in a journal or professional periodical. The abstract should be treated like a block quote, indented on the right side only (flushed to the left but in full-justification), in 9 point, and separated by two lines of text before the beginning of the first paragraph. It should appear like:

ABSTRACT: This chapter explores the . . .

9. Author Biography/Notes on Contributors

- 10pt (normal). Final page of the document, before Bibliography and Index.

10. Headers/Running Heads:

- A running head appears at the top of every page except for:
 - the first page of any chapter
 - the first page of any section or Part including the Foreword, Preface, Contents, Bibliography, Index, etc.
- Headers should be 10pt, 1.5 line spacing, and comprise these elements;

- (a) page numbering - top outside alternating (i.e., aligned with the margins of the text)
- (b) Name of book (abbreviated if necessary, on even pages only (left) - centered, in CAPS); and chapter name (on odd pages only (right) - centered, in *italics*)
- (c) For Edited Volumes: chapter name (even pages only (left) - centered, in CAPS); author name (odd pages only (right) - centered, in *italics*)
- (d) then hit return/enter (two line spaces) before the text starts below

11. Sub-Sections/Subheadings:

- are to be in 10 pt, in CAPS, and Centered (not in **bold** or numbered, i.e. 1., 2., etc.), separated by one line space before and after text

THIS IS A SUBHEADING

- Sub-Subheadings will be in 10 pt, flushed left, in *italics*, with no tab (indent) separated by one line space before and after text:

This is a Sub-Subheading

12. Quotations:

- longer quotations (three lines plus) should be double-indented (single tab) on both sides; single line spacing in 9 point. Do not use quotation marks at beginning or end.

This is an example of longer quotations (three lines plus) that should be indented (single tab) on both sides and using single line spacing. There is also a blank single line space separating the quotation from the text.

- Quotations in the text (less than three lines) should use “double” quotation marks; quotations within quotations should use ‘single’ quotation marks. Double and single quotations should look like “inverted comma’s,” not straight.

13. Paragraphs:

- All new paragraphs are to be indented, wherever they appear, by one standard tab, except for after the start of each new chapter or at the start after each new subheading within the chapter.

14. Footnotes:

A Footnote method is used. Endnotes are not.

In the Text: a footnote (automatic numbering) is a superscript number, always to

appear at the end of sentences or clauses. The footnote to which the superscript relates is to be placed at the bottom of the main body of the text, justification - full, in 9 point.

In the Footnote. Footnotes will appear at the bottom page of the main body of the text. They will be separated from the main body of the text in 9 point, justification - full. Footnotes may be used for discussion purposes to provide further explanatory comment, and when possible, kept to a minimum. This is an example:¹

15. Bibliography/References:

References to author work in the text as well as the Bibliography take citation form from the *Publication Manual of the American Psychological Association*.

A Bibliography is placed toward the end of the book with full citations. Bibliographies may allow for expanded material (when deemed appropriate) to be added on a subject matter even if not directly referenced in the text. References used in the body of the text and footnotes (when applicable) should follow APA style. Here are a few examples:

Freud (1923) states . . . (when paraphrasing)

(Freud, 1923) (when used in the text or at the end of a sentence)

Freud (1923) tells us that “the repressed is the prototype of the unconscious” (p. 11).
(when quoting directly from texts; or listed as (Freud, 1923, p. 11) to be placed at the end of the quote.

16. Captions of Tables/Figures:

- Table captions should be placed directly *above* the table
- Figure captions should be placed directly *below* the figure.

17. Order:

- The order of sections in a book is as follows (when applicable):

1. Preliminary material

- (a.) Half-title page, Title page (including subtitles) with the name of author(s) and/or editor(s), etc.

- (b.) Dedication (if applicable)

2. Contents

¹ Footnotes do not necessarily have to refer to a specific author or quotation. In fact, they should not be primarily used to cite references to other authors unless it appears within an explanatory discussion.

3. Foreword (to be completed by the Series Editor)
4. Preface and/or Acknowledgments (if applicable)
5. Introduction and Chapters
 - (a.) Chapter Number
 - (b.) Chapter Title
 - (c.) Name(s) of Author(s) (for edited volumes only)
 - (d.) Body of text (including subheadings, sub-subheadings, footnotes)
6. Appendices
7. About the Author or About the Contributors
8. Bibliography
9. Index (both subjects and authors names should be combined under one index)

Part Three: For Edited Volumes

18. Introduction

- If you are the editor of a volume of chapters, you will need to write an Introduction.
- Ideally, the Introduction should make reference to in some fashion:
 - (a) the origins of the material - how and why this collection of materials came together
 - (b) the significance of the material
 - (c) the coherence of the topic(s) linked with relevant themes

19. Sections/Parts:

- If the book is comprised of Sections or Parts, no chapter numbers should be used. Instead, each Section should have an opening page in the following style:

Part I (or II, or III, or IV as appropriate). Centered. 16 point, in CAPS
Insert Line Space
Section Title (if any). Centered. 16 point

- No page numbering or headers/running headers should appear on Section or Part pages.

- Each Section or Part should have an opening page on the right hand side, followed by a blank reverse side left hand page, even numbered.

20. Contents:

- The Contents page will take the following format:
 - a) Heading: Contents, 16 point, flushed Left (everything else in full

- justification).
- b) Listing of any preliminary materials - Preface, Foreword, List of Abbreviations
 - c) Listing of Parts.
 - d) Listing of Chapters
 - e) Listing of end materials - About the Contributors, Index, etc.

This is an example:

Contents

Foreword		Page numbers (flushed right)
Preface		
Introduction		
PART I:	Title	
One	Title of First Chapter <i>Author or Subheadings</i> (Subheadings should be included only for non-edited books, in <i>italics</i>)	
Two	Title of Second Chapter <i>Author or Subheadings</i>	
PART II:	Title	
Three	Title of Third Chapter <i>Author or Subheadings</i>	
<i>etc.</i>		
About the Contributors		
Bibliography		
Index		

21. Artwork:

All artwork, including tables, line art, maps, charts, graphs, equations, and photographs must be provided in camera-ready form and embedded in the PDF file itself. If artwork is used from previously existing publications, you must get

permission for its use, and it must be clean and will reproduce well.

22. Photos:

The required resolution for photographs is 300 dpi. If necessary (to reduce the file size of the PDF), it is possible to embed illustrations such as photographs in low resolution, and supply the high-resolution images in separate files.

23. Book Cover Design:

The series has a uniform type cover design, but any suggested or desired illustrations, pictures, photo, art, etc. can be provided by the author to be displayed on the front cover. The suggested illustrations, art, painting, photos, or images, etc. may be in full color or two-tone variations. It is the author's responsibility to find relevant cover illustrations, photo, or art and to deliver it to the press either as a glossy photo or slide, or as a high resolution TIF file/(CMYK) file. The illustrations should be free of copyrights. If not, it will be the author's responsibility to procure copyright permissions and pay for such expenses if applicable. If the author does not wish to provide any cover art, the press will decide for you from their stock illustrations.

24. Permissions:

Any permissions for copyright material is the sole responsibility of the author/editor. If you are reprinting any of your previously published works (e.g. from journal articles), the author/editor must secure such copyright permissions from all relevant parties and pay for any royalties or fees if they apply.

Part Four: Bibliography/Reference and Index Preparation

Journal Article

Hanretta, S. (1998). Women, marginality and the Zulu state: Women's institutions and power in the early nineteenth century. *Journal of African History*, 39, 389-415.

Magazine Article

Rogers, A. (1998). Thinking differently: Brain scans give new hope of diagnosing ADHD. *Newsweek*, 25 December, 60-62.

Newspaper Article

Tanya Kerstiens, T. (1999). Pick a color: Children of mixed race struggle to find identity.

Bellingham Herald, 10 January, sec. C, p. 1.

Authored Book

Herd, G. (1997). *Same Sex, Different Cultures: Exploring Gay and Lesbian Lives*. Boulder, CO: Westview Press.

Authored Book (three or more authors):

Jones, M., Smith, F., Jackson, K., & Pope, S. (2000). *A History of the World*. Bellingham: From the Beginning Press.

For works having more than three authors, a citation in the text should give the name of the first author followed by "et al." The bibliography citation should list all the authors.

Chapter or Article in an Edited Book or Anthology

Betts, H. (1998). The image of this queene so quaynt: The pornographic blazon 1588-1603. In *Dissing Elizabeth: Negative Representations of Gloriana*, Julia M. Walker (Ed.), 153-184. Durham: Duke University Press.

Electronic or Online Book

Gibbons, B.J.(1996). *Gender in Mystical and Occult Thought*. [book on line] New York: Cambridge University Press. Accessed 14 February 2000; available from NetLibrary: <http://www.netlibrary.com/>; Internet.

Government Document

U. S. Congress. Senate.(1977). Committee on Commerce, Science, and Transportation. *Oversight of the Professional Boxing Industry*. 105th Cong., 1st sess., 22 May.

Video Recording

DeMond, A. & Geraghty, G.(1991). *The Red Menace*. Los Angeles: Republic Pictures Home Video, Videorecording.

Web Site

Elton, H. (1999). Byzantine warfare. *Warfare in the Ancient World*. 4 April. <<http://shakti.trincoll.edu/~helton/army.html>> (23 April 1999).

Note: The first date is the day the Web site was created or last updated, the last date is the day you used the Web site.

Citations Taken from Secondary Sources

Moore, M.B. (1998). *The Geographical Reader for the Dixie Children*, 103. Raleigh, NC: Branson, Farrar and Company, 1863. Quoted in Emmy E. Werner, *Reluctant Witnesses: Children's Voices from the Civil War*. Boulder, CO: Westview Press, 53.

Please refer to the *Publication Manual of the American Psychological Association* when preparing your Bibliography.

Index Preparation

The Index should be prepared in standard two-column style and should combine both subjects and authors names. Use the following as a guide:

- a priori* mode of argument, 13
- Aaron, Richard Ithmar, 179
- Absolute, the, n 9, 219–220, 222, 237, 255
- absolutism, practical, xviii
- Academy, Plato's, 77
- Actes du Xe Congrès des Sociétés de Philosophie de langue française* (Association Guillaume Budé), 304
- Birth of Tragedy from the Spirit of Music, The* (Nietzsche, tr. Fadi-man), 99 nn 25 33, 100 n 47
- body, xix, 312, 348
 - b. a form of the activity of the Supreme Person, 190
 - b. a causal activity of mind, 190
 - b. a phenomenon, not a *Ding-an-sich*, 354
- British Empiricism, 164
- Cogito (ergo sum)*, 213–214, 295
- Cogito ergo devenio*, 295
- Cohen, Robert S., 126, 242 nn 4–16
- Cohen, Ted, 308
- coherence conception of truth, 179
- Collingwood, Charles, 238
- Columbia University (New York), 148
- Comenius, John, 99 n 23
- commodification of labour and workers, 134
- common sense, 56, 178, 2'3
 - realistic assumption of c., 80
- Communist Manifesto, The* (Marx and Engels), 132
- compassion (*Mahakaruna*), 241
- compound substance, 355
- Compton, John J., 369
- Comte, Auguste, 130, 150, 175
- concept of God, 178, 179–181
- Concept of Mind, The* (Ryle), 206
- Concepts of Space and Time* („ apek, ed.), 290
- Conception of God, The* (Royce), 255
- concomitance, 190, 193
- Condillac, Etienne Bonnot de, 292
- Conference of Philosophical Societies, 322
- Conflict and Conciliation of Cultures* (Flewelling), 67 nn 17 22
- cosmo-teleological argument, 39
- cosmos as Personal, 75
- Cosmos and Anthropolos* (Harris), 211
- Courage to Be, The* (Tillich), 67 n 19
- Crawford, Don, 308
- Cunningham, Gustavus Watts, 66 n 7
- Cybernetics, 269 n 2
- Czechoslovak Personalist argument, 77, 97
- Czechoslovakia, 289, 290
- D'Alfonso, Erma M., xxix
- D'Alfonso, Joseph, **186**, 187, 189–208, 368
- D'Alfonso, Raymond, xxix
- Dancy, Russell M., 308

Summary of Author/Editor Responsibilities

Procedure to Follow:

(a.) Once your book has been completely formatted and checked with extreme precision for correctness, save the book in PDF, print the entire manuscript from the PDF file (on plain copy paper is fine at this stage), and send the hard copy to the Editor. *DO NOT send a PDF file to the Editor via email at anytime in the process.*

(b.) If there are any mistakes in the hardcopy, the manuscript will be sent back to the author for revisions. This is why it is extremely important not to rush the formatting or proofreading process of the production of your camera-ready copy.

(c.) Once the Editor has approved of your printed hard copy, then send your PDF version and a hard copy of the book printed from a quality laser printer on fine quality paper especially designed for laser printing to the Managing Editor of Rodopi press.

Main Points:

1. A PDF file of the manuscript must be submitted along with a camera-ready printout to the Managing Editor upon final approval from the Editor or Associate Editor of the series. The PDF file may be included on a disk or submitted electronically to the press. If the file is too large (e.g., more than 10 MB), it should be submitted on CD-ROM or Zip drive.
2. The Editor, Associate Editor, or member of the Editorial Advisory Board will write an Editorial Foreword for your book to be added during the preparation of your manuscript.
3. Series material and an introductory blurb will be added to the text.
4. Authors who wish to solicit for professional endorsements are encouraged to do so for purposes of advertisement and to display on the back cover. These are solely the responsibility of the author. Endorsements should be submitted at the time of the submission of the PDF and final camera-ready manuscript.
5. Authors who wish to make artistic or aesthetic variations for their book format design need permission from the Editor. Authors are encouraged to provide suggestions and/or illustrations to be used on the front cover of your book so such information can be communicated to the design and marketing department of the press. The suggested illustrations, art, painting, photos, or images, etc. may be in full color or two-tone variations. Suggestions and the delivery of such illustrations should be communicated in a cover letter to the Managing Editor at the time of the delivery of the PDF file and the camera-ready

printout.

7. Procuring permissions for all copyright material is the sole responsibility of the author.