Instructions to authors
on the
preparation of manuscripts

Karnac

CONTENTS

PREPARING YOUR MANUSCRIPT

Please read these instructions before submitting your manuscript

It is essential for the smooth running of the production process that authors prepare their manuscript files and artwork in accordance with their contractual obligations as contained in this set of instructions. Failure to submit your material in the correct manner may result in the return of material for amendment and the subsequent delay of publication.

Footnotes and endnotes

Footnotes and endnotes are accepted under exceptional circumstances only.

(See page 7 of these instructions for further information.)

Translations

Translations are acceptable, subject to the following conditions:

(a) a professionally qualified and accredited translator is used;
(b) the translator's first language (mother tongue) must be British English.

Manuscript format

The entire manuscript (including title page with full title and author name, contents, acknowledgements, excerpted quotations, and references) should be supplied on disc or by e-mail. Files should be created and saved as Word documents. They should be identified by content, e.g., main text, biographical file, preface etc.

A list of contents identifying all the files should also be provided for checking purposes. Please supply only the final files. Please be sure to keep an exact backup of your work.

A hard copy print out is not required, as long as this complete list is submitted.

Artwork

Form: Artwork should be provided in digital form, sized approximately as it will appear in the book.

Colour: Unless otherwise agreed in advance, all artwork must be submitted in black and white.

Resolution: black and white artwork (bitmap): 600 dpi. Photographs or any shaded matter (greyscale): 300 dpi.

Format: the preferred format is tif, we will also accept jpeg or eps.

IMPORTANT: If graphics are embedded in Word files, these graphics must also be supplied separately as tif, jpeg, or eps files, as specified above.

STYLE

1. Karnac books are edited according to the *Oxford English Dictionary* and Oxford editorial style with the exception of the use of "s" spelling, e.g., realise not realize / organisation not organization.

2. serial comma ("Where more than two words or phrases or groupings occur together in a sequence a comma should precede the *and*: A great, wise, and beneficent measure." See *New Hart's Rules,* pp. 71-72).

3. *that* is used in restrictive constructions and *which* in unrestrictive ones (see *Fowler's Modern English Usage,* pp. 625–630, 699–702).

4. Double quotation marks should be used throughout.

5. Any abbreviations (acronyms) used should be explained the first time they occur. (For further information on abbreviations see below)

6. Please avoid terminology that might be construed as being sexist, racist, or discriminatory.

7. Numbers are spelled out in full up to one hundred, and from 100 onwards are given in numeric form, except when they begin a sentence (i.e., 'The study comprised 200 people', but 'Two hundred people took part in the study').

ABBREVIATIONS

1. i.e. and e.g. (always followed by a comma) can be used within parentheses. Otherwise, they are given in full, again always followed by a comma. The punctuation that comes before "that is", and "for example" varies according to the context and grammatical sense of the sentence; sometimes a comma is enough, but sometimes a semi-colon is more appropriate.

2. Etc. is always abbreviated and followed by a full point, even if it occurs in mid-sentence.

3. Use *vs*. for versus.

4. Symbols as abbreviations. Use symbols for things such as –K (Bion), but otherwise do not use mathematical symbols in the text (for instance, use "minus a leg" in a description of an amputee, and "plus all their luggage", and not "–a leg" and "+all their luggage".

5. The per cent symbol can be used when the percentage is in numbers (e.g., "A significant proportion of the population (75%) . . ."), but should not be used when the percentage is in words (e.g., at the beginning of a sentence: "Seventy-five per cent of the population . . .").

6. The ampersand can be used between authors' names in citations provided these are in parentheses (e.g., "In *The Correspondence of Sigmund Freud and Sandor Ferenczi* (Falzeder & Brabant, 1996), it is stated that . . ."). If the citation is not in parentheses, "and" must be spelt out (e.g., "In Falzeder and Brabant's book, *The Correspondence of Sigmund Freud and Sandor Ferenczi* (1996), ...").

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		

TYPING / WORD PROCESSING

Please note the following with respect to the typing and organisation of the material:

1. All pages should be numbered consecutively, beginning with the title page, to enable us to check for the correct ordering of elements.

2. Headings should reflect the organisation of the chapter in which they occur. Please try to keep to a maximum of three levels; main heading, sub-heading, and sub-sub-heading. All headings of the same level should be typed in the same format.

3. If a gap is to be left between paragraphs to indicate a change in subject, three asterisks should be inserted on a separate line.

4. Cross-references to other specific pages of the book cannot be completed until the book has been paged and should, if possible, be avoided, in favour of reference by chapter or section. If cross-references are necessary, however, please be sure to insert the correct pages at the page-proof stage.

5. Any special symbols, accents, Greek letters, etc. should be clearly and unambiguously specified, on a separate list, giving page and paragraph numbers for their locations in the text.

6. If a chapter has been previously published elsewhere, please give full information regarding the previous publication history plus any necessary credit line. These can be found listed together either on the copyright page or in an Acknowledgement section immediately following the Contents page. Credit lines given by the copyright holders on the permission must be followed exactly.

7. Other previous history of a chapter (date of lecture, etc.) can be placed in a footnote at the beginning of the relevant chapter.

8. Explanatory notes should be avoided. Explanations should be given within the text, in parentheses.

9. Only acknowledgements of assistance or of information supplied for parts of chapters should appear as end-of-chapter notes; they are referred to with superscript numbers within the text, and the notes themselves listed at the end of the chapter.

Please also provide:

1. A biographical page, giving relevant biographical and professional data for each author and/or contributor.

2. A brief summary of the book, and its importance, relevance, and aims.

REFERENCES

Text citations

Text citations should appear in the form of the surname of the author(s) and the year of publication in parentheses.

If more than one work is cited, the works should be ordered alphabetically by author[s]'s surnames.

In text citations in parentheses, an ampersand should be used with two authors (and serial comma and ampersand with more than two). List all authors' names, unless they number three or more, in which case abbreviate to first author's name, followed by et al. (in roman, and with no full point after "et").

References

In the case of authored books, complete references should be given in a single reference section at the end of the manuscript.

In the case of edited books, where each chapter has been contributed by a different author, the references for each chapter should be placed at the end of the chapter.

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. For example:

Correct:

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:

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.

Important information

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.

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 given in the text, with the current edition in the Reference section, e.g., Bion, W. R. (1970). *Attention and Interpretation.* London: Tavistock [reprinted London: Karnac, 1984].

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 changed without checking through-out 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.

Bibliographies

Bibliographies containing uncited titles are not permitted. Only cited titles can be listed in a References section.

KARNAC REFERENCING STYLE

Karnac has a specific house style for references, that must be strictly followed. 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) – list all authors; do not use et al. (Year of publication--in parentheses). Title of Work (italicised). City of publication (anglicised): Publisher.]

Example:

Alexandris, A., & Vaslamatzis, G. (1993). *Countertransference: Theory, Technique, Teaching.* London: Karnac [not Karnac Books].

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): Alexandris, A., & Vaslamatzis, G.

1. All authors' names should be surname followed by initials as in the example above; 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 (e.g., World Health Organization not WHO).

Date of publication: (1993).

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: *Countertransference: Theory, Technique, Teaching.*

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 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: London: Karnac.

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). 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: Initial(s) and name(s) of editor(s), 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.

Chapter authors: Frey-Wehrlin, C. T., Bosnak, R., Langegger, F., & Robinson, C.

1. All authors' names should be surname followed by initials as in the example above; 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 (e.g., World Health Organization not WHO).

4. If a reference is to an entire edited book, see Note under "Example" in "Authored book", p. 8.

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 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). 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. Invert all authors' names; give surnames followed by initials for all authors, regardless of the number of authors.

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 (e.g., 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, in Capital and lower-case letters; 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.

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

4. Use commas to separate the parts of this element.

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

Permissions

Written permission must be obtained for the use of all previously published material that is in copyright but of which 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.

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.

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.

Verbal communications should also be acknowledged.

If you are the holder of the copyright, permission is usually not necessary, but credit to the original publication must nevertheless be given.

A letter similar to the one shown below (p. 18) should be sent to the copyright holders, with an additional copy for their files. The request should include future editions and revisions and should be for English-language rights throughout the world.

Permissions should be requested as soon as the book has been accepted for publication; publishers are often very slow to reply to permissions requests, and all permissions to use previously published text, tables, and figures and consent letters for unpublished material must be cleared before the book can be paged.

Sample permissions letter *[to be adapted as appropriate]*

[date]....................

[name and address
of copyright holder]

Dear ....

I would be grateful for your permission to use the material specified below in a book, to be entitled,

....................*[title of book]*....................

and in future editions or revisions thereof, to be published by Karnac Books.

....................*[cite author, title, page numbers, and exact opening....................*
....................*and closing sentences of material to be reprinted]*....................

I request permission for English-language rights throughout the world. Full credit will, of course, be given to your publication. I plan to acknowledge permission as follows:

....................*[Give full bibliographic citation;....................*
....................*end with: "Reprinted with permission "]*....................

Please retain a copy of this letter for your records.

Yours sincerely,

I hereby grant permission for use of the material requested above.

Credit should be given as indicated:

....
(signed)   (date)

Please provide with the manuscript:

1. A complete list of all permissions necessary, listing:

   - manuscript page on which each quote appears,

   - holder(s) of copyright,

   - credit line requested by copyright holder.

2. A photocopy of all permission requests and letters received.

3. In the case of contributed books, a copy of a release signed by each contributor.

When you receive your first proof pdfs you will be reminded of your responsibilities as follows:

Before you start checking the proofs, please read these comments. Then you may make any permissible amendments by one of the following means.

(1)   Mark your amendments directly on the pdf using either Adobe Acrobat, if you have it, or the free, downloadable software 'Nitro Reader'. Please type your responses to the queries raised in the copy-editor's report on the Word document, using Word.

(2)   If you prefer, you may submit a hard copy marked set, in which case you will need to print out the first proof pdfs, mark your amendments in red ink, including responses to the queries raised, and post the marked set back to the address given in the e-mail accompanying your first proofs.

Whichever method you choose, please use BSI Proof Correction Marks (see page 20) when amending your proofs.

This is the only opportunity you will have to check your book, and please remember that corrections should be minimal and limited to the textual content, not the Karnac style or anything that has been corrected/amended by the copy-editor, unless you feel the decisions are incorrect, in which case, please check first with us. Excessive changes (i.e., rewriting) may result in a financial penalty.

Please ensure that your manuscript follows these instructions

CHECKLIST

When you send your manuscript to the publisher, please be sure to include:

1. The complete manuscript, including title page, dedication, table of contents, acknowledgements, preface, main text, references/bibliography in Microsoft Word on disc or by e-mail.

2. A complete list of file names.

3. Biographical note(s) of author(s). In the case of edited collections, please include for all contributors.

4. A short summary of the book.

5. Permissions summary (if no permissions required, please state this).

6. Copies of all permissions (if relevant).

7. Releases from all contributors (if relevant).

BRITISH STANDARD INSTITUTION PROOF CORRECTION MARKS

Instruction	Textual mark	Marginal mark
Leave unchanged	——— under characters to remain	✓
Insert in text the matter indicated in the margin	⅄	New matter followed by ⅄
Substitute character(s) or word(s)	/ through character(s) or ⊢ through word(s)	New character(s) or word(s) followed by /
Delete	/ through character(s) or ⊢ through words to be deleted	♂
Delete and close up	⌃ through character(s) or ⊟ through words to be deleted	♂
Set in or change to italic	— under characters to be set or changed	⊔
Set in or change to even small caps	= under characters to be set or changed	=
Set in or change to capital letters	≡ under characters to be set or changed	≡
Change to lower case letters	Encircle characters to be changed	≢
Change to roman	Encircle characters to be changed	⊥
Change to bold type	∼∼∼ under characters to be set or changed	∼∼∼
Substitute or insert character in superior position	/ through character or ⅄ where required	⅄ under character e.g. ²⁄
Substitute or insert character in inferior position	/ through character or ⅄ where required	⅄ over character e.g. ⁄₂
Underline word(s)	— under word(s)	underline
Substitute or insert hyphen	/ through character or ⅄ where required	⊢

Instruction	Textual mark	Marginal mark
Substitute or insert semi-colon	/ through character or ⅄ where required	;
Substitute or insert full stop	/ through character or ⅄ where required	⊙
Substitute or insert apostrophe	/ through character or ⅄ where required	⁹
Substitute or insert colon	/ through character or ⅄ where required	⊙
Close up. Delete space between characters	linking characters	⌒
Insert space between characters or words	Y	Y
Insert space between lines or paragraphs	⊃—	Mark extends into margin
Transpose characters or words	⌐ between characters or words, numbered when necessary	⌐
Transpose lines	S	S
Move matter to right	⊏ at left side of group to be moved	⊏
Move matter to left	⊐ at right side of group to be moved	⊐
Take over character(s) or line to next line, column or page	⊏	Mark extends into margin
Take back character(s) or line to previous line, column or page	⊐	Mark extends into margin
Begin a new paragraph	⌐ before first word of new paragraph	⌐
No new paragraph here	⌒ between paragraphs	⌒