

Style and edit guide – EPF Bulletin

Font: Arial size 10, single spaced.

Abbreviations and contractions

- Full points should be used in abbreviations.

i.e.
e.g.
Esq.
etc.
co.
no.
ibid.
et al.

- Use two-letter abbreviations for US states in references and bibliography (i.e. Cambridge, MA *not* Cambridge Mass.).
- No points after Mr or Dr
- No full points in upper-case abbreviations such as 'US' or 'UK' .
- People's initials have a point if two of them, not spaced, e.g. A.A. Milne. Patients etc. don't have a point after one initial, e.g. Mr M
- Abbreviated units of measurement do not have full points and do not take a final 's' in the plural, e.g. km
- Those ending with the same letter as the original word do not take a full stop, for example Mr (not Mr.)/Ltd/1st/eds/edn/vols/cwt/Dr/Mrs and so on.

Capitalisation

- Use full caps for acronyms, e.g. NATO, USA, TV.
- Use a capital for 'Chapter' for internal cross references.
- Use to distinguish specific from general, for example 'He is a professor at Edinburgh University ...' but 'He is Professor of literature at ...'.
- Always capitalise initials of key words in English-language titles of books (titles are italicised); see *References*.
- Symposia etc, use quotation marks and lower case: 'Psychoanalysis in the year 2012'
- Lower case for congress, conference
- Upper case for Panel, Plenary

Dates

- 26th March 2015
- 1930s (not 1930's)
- in the twentieth century (but twentieth-century literature)
- 1899–1901, 1900–1, 1900–10, 1910–18, 1923–4, 1989–91

Definite article

Normally use lower-case 't' before names of associations, companies and other bodies but, for newspapers and periodicals, follow the use of 'the' in the title. Use the following: the *Daily Telegraph*, the *Daily Express*, *The Times*, *The Guardian*, *The Independent*, *The Scotsman*, *The Economist*.

Drama references

'Act III, scene ii, line 297' should be written as 'III, ii, 297'.

Ellipsis

Show ellipses by three evenly spaced dots on the same line, preceded by a character space and followed by a character space or by a closing quotation mark (or a closing parenthesis). Avoid following ellipses with a full stop or a comma.

I was ... going ... to

Emphasis

Avoid underlining and use of bold for emphasis. Italics are better

En rules

- Use spaced en rules (–).
- Unspaced en rules are used between dates (14–17 July) and wherever the dash can be interpreted as 'to'.
- Spaced en rules are used for parenthetical dashes (... asides in the text – authorial remarks and the like – are an example).

Headings

Headings in text are bold:

First heading has caps for important words

2nd heading is lower case

3rd heading is in italics

Hyphenation

Hyphenation is normally used adjectivally, e.g. 'nineteenth-century building' but 'a building of the nineteenth century'.

re-establish

de-centering

Italics

Italics should be used for foreign words except

- when part of a foreign-language quotation
- when the word has been assimilated into the English language.

Italics should also be used for titles of newspapers, journals, plays, books, films, works of art, names of ships, but *not* for the names of institutions or associations.

Surrounding punctuation should not be italicised.

Dreams are given in italics.

Quotations are NOT in italics.

Numbers

- Spell out numbers up to but not including 10 for technical texts. Spell out words up to but not including 100 for more literary texts.
- 6,000, 10,000 *not* 6 000, 10 000.

Paragraph indentation

Do not indent the first paragraph of a section, but do indent all others. Don't leave spaces between paragraphs.

Quotation marks

- Single quotation marks throughout, with double quotes for an inner quote: 'xxxx "yyyy" xxxxx'
- Displayed quotations have no quotation marks: any quotes within a displayed quote will have single quotation marks.

Quotations

- Quotations of more than 40 words should be displayed. Indent them or type as a separate paragraph with a line space above and below. Para after should not be indented as usual new para

- Introductory ellipses should be avoided but concluding ellipses are acceptable.
- Original spellings should be used. Add [sic] if necessary.
- Capitalising quotations: Please capitalise quotations on an *ad hoc* basis according to sense. If a quotation starts a new sentence, then use a capital. If it continues as part of a sentence, use lower case.
- Sources should be indicated outside full stops. The source itself should then be given in a numbered note at the end of the chapter.
- Alternatively, if the source of the quote is given at the end of the quote under the author–date system, the positioning of the source details should be immediately after the quote. If the quote is in verse form, the source details should be on the line below the quote, ranged right.

References

Given within the text, in footnotes, and at end of articles.

Within the text

(Klein, 1952, p. 110) or We have here what Freud described as the ‘false connections’ of the *Studies on Hysteria* (1895);

Books are given in text as italics; papers are ordinary text within quotation marks

(Suttie & Suttie, 1932, pp. 212–13; Kuhn, 1970 [1962], p. 197, n.3)
 (Stephenson, 1986, 1987a, 1987b)
 (Zangwill *et al.*, 1972, pp. xx–xxi, my emphasis)
 (Freud, cited in Cheshire, 1996, pp. 1131, 1130)

References to Freud essays within the text: in quotation marks with no capitalisation after first word, e.g. ‘The “uncanny”’ or ‘The psychogenesis of a case of homosexuality in a woman’.

In footnotes

If reference is given at the end of article, use surname and year (Freud, 1919). If it isn’t, give initials, e.g. D.W. Winnicott (1919): *Childhood Trauma*

See Richards (2008, pp. 113–70); Gould (1977, pp. 76–85).

End of articles

Authors in caps

Dashes when author is repeated

Sole-authored book

BION, W.R. (1970): *Attention and Interpretation*. London: Tavistock Books.

Co-authored book: Laplanche, J. & Pontalis, J.-B. (1973): *The Language of Psychoanalysis*. London: Hogarth Press.

Chapter in author’s own collection: Winnicott, D.W. (1954): Withdrawal and regression. In D.W. Winnicott, *Through Paediatrics to Psychoanalysis*. New York: Basic Books, 1975, pp. 255–61.

Chapter in Freud S.E.: Freud, S. (1933): Inhibitions, symptoms and anxiety. *S.E.* 22, pp. 225–30, London: Hogarth Press.

Note: always use Arabic numerals for volume numbers of *S.E.*; always use italics for *S.E.* but not volume number (e.g. *S.E.* 22).

Chapter in edited collection: Vikar, G. (1996): The Budapest School of psychoanalysis. In P.L. Rudnytsky, A. Bokay & P. Giampieri-Deutsch (eds), *Ferenczi’s Turn in Psychoanalysis*. New York: New York University Press.

Journal article: Samson, A. (1988): Science, metaphor and meaning in *The Interpretation of Dreams*. *British Journal of Psychotherapy* 14(3): 327–36.

Internet source: Carpenter, A. (2001): Schoenberg's *Erwartung* and Freudian case histories: A preliminary investigation. *Discourses in Music* 3(2). Available at: <http://discourses.ca/v3n2a1.html> [Accessed 7 January 2010].

If a chapter in a book, use pp. 255–61

If an article in a journal, do not use pp.

Re Freud, important papers or books are in italics and upper case at beginning of important words. Essays etc. in lower case and quotation marks in the text.

Where the author is citing a modern version of an older text, give the original date of publication in square brackets, e.g.: Burke, Edmund [1790] (1910), *Reflections on the French Revolution*, ...

When the same author has several publications in the same year, use a, b, etc to distinguish them.

OK to use abbreviations for commonly-cited journals:

Int. J. Psychoanal., 44: 470–480.

Psychoanal. Q., 64: 68–73.

References to non-print media

Films and CDs should be referenced as follows:

[title in italic], [media], [director/ composer as appropriate]. [Place]: [producer], [date]
e.g. *Macbeth*, film, directed by Orson Welles. USA: Republic Pictures, 1948.

Scripture references

Use Arabic numerals, dividing chapter and verse by a colon followed by a space, e.g.: 2 Cor. 12: 4.

References to songs

Upper case for titles, quotation marks, e.g. The Smiths, 'Girlfriend in a Coma'

Spaces

Figures and abbreviated measurements should be closed up, for example: 20km, not 20 km. Please note that there should be **one character space between sentences** and not two.

Spelling

English spelling –ise, –our

emphasise
realise
virtualisation
standardise
favour
focused
focusing
mobilisation
intellectualisation
dramatise
organise
vitalize
signaled
radicalise

Commonly used words

a priori

alterity
anti-Semitism
breast-fed
coordinator
countertransference.
déjà vu
the dream work
ego (lower case)
ego ideal
elite
et al.
Fascist
fascism
Ferenczian
Foetus
Geber & Reusch
Haeckelian
insofar as
internet (lower case)
the long term
love-object
manœuvre
metapsychological
micro-organism
mid 1960s
Mr
Mrs
Muslim
naive, naivety
newborn
oedipal
Oedipus complex
object-relations
obsessive-compulsive disorder (not OCD)
post-traumatic
pre-empt
Prof.
psychohistory, psychotherapeutic, etc.
re-emerge, re-examine, etc.
re-employment
reinforce, reinsert, etc.
re-read, re-release, etc.
sadomasochism
[sic]
the self, not Self
self-esteem
socio-economic
sociocultural, sociopolitical, etc.
sister-in-law
superego
vs.
the West
western values
World War I, World War II

Titles

If discussion of someone else's paper, put name of author plus title as main title
Discussion of Ronald Britton's Paper 'The Oedipus Situation'
For running heads: Discussion of Ronald Britton's Paper
If second author has put in a title, put that at the beginning.

Web addresses

Do not underline these, they should appear in the form: www.eup.ed.ac.uk (no terminal punctuation either, as that could confuse someone typing it into their computer).