

Notes for contributors

Published yearly in English (Parts 1 and 4), Italian (Part 2), German (Part 3) Spanish (Part 5) and French (Part 6).

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General

Original contributions (that is to say not previously published in any language in a form designed for archival use, whether hard or soft copy) are welcomed from any expert (whether psychoanalyst or otherwise) covering any research or applied psychoanalytic topic.

Papers that have earlier appeared in a bulletin, review or other publication, produced by a society, federation, association or similar body that is circulated mainly to members of that body will not be considered as previously published. Provided that the copyright belongs to the author (or the author obtains permission from the other publication), these papers are eligible for submission to *IJP*.

Papers may be submitted in any of the main European languages. All papers must have an abstract in English written in the third person or using the passive voice. Authors are asked to pay particular attention to the abstract, as this must present the main argument and the way it is supported and will be used to help the process of evaluation. It is therefore important that it does justice to the paper and is translated to the highest possible standard using a professional translator if necessary. The abstract should be between 150 and 200 words and should be printed on a separate page at the beginning of the paper. Where papers not written in English are recommended for publication, the Editors will arrange for translation at *IJP*'s expense.

All papers received in any language will be sent for anonymous peer review. Assessment of a manuscript's merit will be undertaken independently, as far as possible, of political, ideological or similar considerations. The overriding emphasis in the peer review process is assessment of the quality of argumentation. Reviewers are expected to give clear reasons for their judgements and to support their views. Wherever possible, authors will receive detailed feedback, regardless of the decision reached. It is usual to ask for some revision of papers that will be accepted for publication.

Due to technical innovation, the publication of six issues a year and because nearly all authors supply their work electronically, most papers are now published within a few months after we have an accepted version in final form. We aim to complete the review process in 3–5 months, although this can sometimes take longer. Translation, where necessary, takes about 2 months. Papers are, therefore, published quite rapidly.

When submitting a paper, the author must confirm: a) that the paper or its main argument and content has not been published elsewhere and is not being considered for publication elsewhere, in whole or in part; b) that the various approaches available to protect the patient's privacy have been considered and that the one chosen is specified; c) that the

paper does not contain any potentially libellous matter; d) that the paper does not involve any breach of copyright; and e) that he/she agrees to sign a copyright transfer form should the paper be accepted.

It would help the evaluation process if an author can indicate the section of *IJP* the paper is aimed towards: psychoanalytic theory and technique; history of psychoanalysis; clinical communications; methodology; research; educational and professional issues; psychoanalytic psychotherapy; interdisciplinary studies. Articles for the analyst at work and psychoanalytic controversies features are normally invited. However, proposals from authors for new articles are welcome. Please contact the Editors before starting work on these articles.

The maximum length for English language manuscripts is 8,000 words, and for other European language papers, 8,500 words. The maximum length figures do *not* include the abstract and references; however, if your article contains figures or tables, please deduct 250 words from the totals for each item occupying a half-page, or 500 words for a full page.

Only in very exceptional circumstances will papers exceeding the limits be considered. Please include a word count with your submitted manuscript.

Abstracts of all papers will be published in French, German, Spanish and Italian at the end of the paper. The English version should be no less than 150 and no more than 200 words. Colleagues fluent in more than one language should provide abstracts in all those they can.

As a general rule, supporting clinical data should be drawn from psychoanalytic sessions with clear information given as to details of the setting, frequency of treatment sessions and other arrangements. As stated above, the Editors also need to be satisfied that the patient's privacy (and that of anyone else involved) has been properly protected. The most useful and compelling clinical data are likely to require an author to give some information drawn from the to-and-fro context of actual sessions and to distinguish and to give information at various levels: for example, what the patient said and did; what the analyst felt; how the analyst understood what the patient said and did in the context of what the analyst felt; what the analyst said or did; how the analyst understood what he/she said or did, what the patient then said or did, how it was understood etc. However, the Editors will always be willing to accept a paper by an author explicitly deciding against proceeding in this way.

Writing about patients is essential for the advancement of psychoanalytic knowledge. Yet the need to communicate our clinical experience places analysts squarely in the middle of a conflict between the needs of the profession and the privacy of the patient. There is no perfect solution to this dilemma. Nonetheless, there are several time-honoured approaches to achieving a balance of scientific integrity and patient anonymity. Authors may choose to disguise superficial details of the patient's external life so that the patient is essentially unrecognisable to a reader. Some analysts may ask for written consent from the patient in addition to disguise. If one is writing about a clinical syndrome involving a group of patients, it may be possible to use case material that is a composite of several patients. When an analyst wishes to make a point about psychoanalytic process, theory or technique, the 'process approach' may be useful, in which dialogue between analyst and patient is presented in play script fashion without biographical features of the patient. Finally, some analysts have conveyed clinical experience through a colleague as author, who often may be a consultant or supervisor for the case described, thus masking both the identity of the analyst and that of the patient. One variation of this last strategy is to publish clinical material from an ongoing study group composed of several colleagues, where specific authorship is unclear.

Each of these approaches is considered to be ethical, but each has its own set of problems (see Gabbard GO. *Int J Psychoanal* 2000;**81**:1071–86 for a discussion of the specifics). The method of preserving confidentiality must be chosen by the author on clinical considerations and therefore tailored to the individual case. Several guidelines should be kept in mind when the analyst makes such a choice. Many clinical summaries provide more information than necessary to make the major point of the paper. Vignettes, rather than extended case reports, are often sufficient. When analysts choose to use thick disguise without consent, they must thoughtfully consider the consequences to the field. Will the disguise lead to misleading information about a clinical entity, for example? Disguise can be minimised if the primary emphasis is on internal wishes, fantasies and conflicts rather than external details of the patient's life. If the patient's consent is sought (as an addition to disguise, not a substitute), the impact of asking the patient's consent must be rigorously analysed, especially if the patient promptly consents without discussion or exploration. Seeking consent after termination has some advantages in that it does not introduce the analyst's agenda of publication into the analytic process. However, a series of consultations may be necessary to process the meaning of the request, even years after the analysis has ended. Moreover, disguise is more difficult to penetrate if the patient is drawn from a large group of former patients. When clinical material is drawn from someone who is well known or who is in the mental health field, consent is strongly advised. In all cases of consent, the author should be prepared to revise portions of the manuscript to which the patient objects. Ethical concerns about the protection of the patient's privacy must take precedence over an analyst's need to publish or the profession's advancement. Written consent is preferred over verbal agreement.

As a policy of *IJP* we want to encourage authors to carefully consider these alternatives as they prepare their manuscripts. A judgement must be made about how likely it is that a particular patient, or family member in the case of child or adolescent patients, will read what has been written. In our current era of access to publications through cyberspace, the possibility of easy access to periodicals outside the patient's field must be taken into account. In all submissions we are asking authors to state in their cover letter that they have considered the options above and specify which method of protecting the patient's privacy they have chosen if clinical material is featured prominently in the manuscript. We recognise that such information must be kept out of the published paper itself to avoid undermining the disguise. When consent is obtained from the patient or patients, we are also requesting that authors indicate in the cover letter if the written consent has been saved and is available if necessary.

Preparation of the manuscript

A number of copies of the manuscript will be required, as indicated in 'Where to submit', below.

Either American or British English may be used, provided that spelling and punctuation styles are internally consistent, and in accord with any standard English dictionary, such as *Oxford* or the widely accepted editions of *Webster's*.

For electronic submissions (by email or floppy disk), the first page of each manuscript must show only the author's name and address and the title of the paper. The author's name should not appear on any subsequent page. The anonymity of the peer review process can be sustained only if the paper is written in such a way as not to disclose the author's identity. However, this option is at the discretion of the author. *Please note that for online submissions*, author details and the abstract are loaded separately from the paper itself, which must not include *any* references to the author(s).

Type on one side of the page, using double spacing throughout, including quotations, footnotes and references, with at least 25 mm margins all round. Page numbers should be included at the bottom right of each page.

Footnotes should be kept to the minimum strictly required and should not be used to show off erudition or for giving bibliographical references. They should be numbered consecutively. Where extended background is necessary, the information can be included as an appendix, with a reference to the appendix placed appropriately in the text.

Tables, figures, photographs and diagrams should also be kept to a minimum as demanded by the argument in the paper.

Quotations should be carefully checked for accuracy and page numbers must be given. All insertions into the original text should be displayed in square brackets, for example, 'he [Freud] regards ...' Italics in the original must be indicated. Any additional emphasis in quoted matter should be indicated in the typescript and by adding the phrase '(my italics)' in round brackets after the quotation. For quotations from Freud the *Standard Edition* version must generally be used, with the appropriate page number of the volume given in brackets in the text. Three dots should be used for indicating omissions in the quoted text, for example, 'This is ... always the case'. If editions other than the *Standard Edition* are used, authors should indicate why the alternative has been chosen.

References should only be made to works that are strictly relevant and necessary, and no attempt to compile an extensive 'bibliography' should be made.

References in the text are given by quoting the author's name followed by the year of publication in round brackets, for example, Freud (1918) or (Freud, 1918). If two co-authors are cited, both names should be given, for example, Marty and de M'Uzan (1963) or (Marty and de M'Uzan, 1963). If more than two co-authors are cited, the reference in the text should take the form of, for example, Smith et al. (1972) or (Smith et al., 1972). Wherever possible, please avoid repeating other elements of the reference, such as the article, journal or book title, within the main text. These details should be confined to the reference list.

Full reference to all works cited in the text should be given in the list of references at the end of the paper. The items in the list of references should correspond exactly to the works cited in the text and should not contain additional entries. Authors are listed in the references in alphabetical order, and their works in chronological order of the date of publication. (For Freud's works the relevant dates are given in round brackets in the *Standard Edition*.)

If more than one work published in the same year by an author is listed, these should be followed by a, b, c etc. When an author is listed both as a single and as a (first) co-author, references to single authorship should precede joint ones. Authors' names are repeated wherever necessary.

Titles and subtitles of books should be in italic, with initial caps, except for names, only, and the place of publication and name of publisher should be given. If a reference is made to an edition which is not the original, the date of the quoted edition should also be given at the end of the reference.

In the titles of papers only the first word is capitalised. The paper's title is followed by the abbreviated name of the journal (italic), volume number and the number of both the first and last page of the article. Preferably, use *Index Medicus* journal title abbreviations, see www.ncbi.nlm.nih.gov/entrez/query.fcgi. If in doubt, give the name of the journal in full.

In the following examples, please note the use of capital letters, punctuation, the items of information required and their sequence.

Journals

Standard article (list all authors up to a maximum of 6, if more than 6 add "et al."):

Rudden M, Busch FN, Milrod B, Singer M, Aronson A, Roiphe J, et al. (2003). Panic disorder and depression: A psychodynamic exploration of comorbidity. *Int J Psychoanal* **84**:997–1015.

Wallerstein RS (1972). The future of psychoanalytic education. *J Am Psychoanal Assoc* **21**:591–606.

Article in a language other than English for which no English version is known:

Jordan JF (1994). Bilógica da interpretação [Bi-logic of the interpretation]. *Rev Soc Psicanal Porto Alegre* **1**:45–567.

When local language versions are used as the principal sources, the standard English version should precede it, with the version referred to following it in square brackets:

Bion WR (1980). *Bion in New York and São Paulo*, Bion F, editor. Strath Tay: Clunie. [(1992). *Bion em Nova Iorque e em São Paulo*. In: *Conversando com Bion* [Conversing with Bion]. Rio de Janeiro: Imago.]

Lay publications, discontinuous page Nos:

Phillips DZ (1965). Meaning and belief. *Listener* 14 Oct;**74**:579,582.

Letters, reviews:

Bass A (1993). Casement P. *Learning from the patient* [Review]. *Psychoanal Dialog* **3**:151–67.

Internet information:

All about chocolate [Internet]. Vienna, VA: National Confectioners Association (NCA); ©1999–2004 [cited 2004 Mar 22]. Available from: <http://www.candyusa.org/>

Books

Original works (list all authors up to a maximum of 6, if more than 6 add "et al."):

Ohlsen MM, Horne AM, Lowe CF (1988). *Group counseling*. New York, NY: Holt, Rinehart & Winston. 416 p.

Reference to a volume in multivolume works:

Bowlby J (1963). *Attachment and loss*. Vol. 1: *Attachment*. New York, NY: Basic Books.

Reference to an entire collected work (e.g. of original or republished papers; include details of books in series, where appropriate):

Hinshelwood RD, editor (2004). *Influential papers from the 1920s*. London: Karnac. 280 p. (Williams P, Gabbard GO, editors. *International Journal of Psychoanalysis Key Papers Series*.)

Reference to a contribution to a collected work:

Kernberg OF (1991). The moral dimensions of leadership. In: Tuttmann S, editor. *Psychoanalytic group theory and therapy: Essays in honor of Saul Scheidlinger*, p. 87–112. New York, NY: International Universities Press.

Freud Standard Edition – complete books:

Freud S (1923). *The ego and the id*. SE **19**.

Freud Standard Edition – articles:

Freud S (1926). Psycho-analysis. SE **20**, p. 263–70.

Other translation into English of an original book in another language:

Kraepelin E (1906). *Lectures on clinical psychiatry* [Einführung in die Psychiatrische Klinik]. Johnstone T, translator, 2nd ed. London: Baillière.

Generalities

1. Where no model appears in the list above, please refer to

<http://www.ncbi.nlm.nih.gov/staff/beck/citations/citations.html#Samplecitati>

for more guidance.

2. Reference should usually be made to works containing the first publication in English of an article or book, except when there is a particular reason for citing a later publication, e.g. republished work containing a new commentary.

We ask all authors to prepare papers for submission on an IBM PC-compatible word processing system or an Apple system. Papers prepared on Apple systems should use Word rich text format if possible. Disks should be clearly labelled with details of the word processing program and the operating system used.

If the paper has been prepared on a conventional typewriter, the final copy submitted must be of a quality that can be electronically scanned, i.e. typed on a good quality machine with a fresh or carbon ribbon. It must be a clean original copy, not a photocopy, and must have nothing written on it in ink or pencil.

Proof copies and changes

Page proofs will be sent out quickly after receipt of the final version of the paper and these will be required back very promptly. Authors should stay in contact with the production coordinator if planning to be away. A paper will normally appear in the issue or the next issue immediately following the return of the page proofs.

The Editors cannot guarantee that changes that an author may wish to make in the text of an accepted manuscript will be made after the paper has been accepted for publication. Changes at proof stage may not be accepted if, in the opinion of the editorial staff, they involve an unnecessary expenditure of time or money.

Where to submit

The preferred method of submission (also the easiest for authors) is via the internet. Please follow the on-screen instructions from the *IJP* website (www.ijpa.org).

Alternatively, authors may submit papers by e-mail.

For authors in North and Latin America submitting in English, please send an e-mail message to ggabbard12@aol.com (with copy to dtrees@bcm.tmc.edu) with your paper as an attachment, preferably in Word format (*.doc, *.rtf).

All other authors should ideally send their papers as Word attachments to williams@dial.pipex.com (with copy to edadmin@ijpa.org), giving the name of the Editorial Board that the paper is being submitted to in the subject line (e.g. Submission – Latin American Editorial Board). The message should also include the paper title and your address, phone, fax and e-mail details.

For those who do not submit electronically, the following procedures apply:

Authors resident in North and Latin America, writing in English, should send four copies of their manuscript to Glen O. Gabbard, and one copy to Paul Williams (addresses below).

Authors from the rest of the world, writing in English, should send four copies of their manuscript to Paul Williams and a further copy to Glen O. Gabbard (addresses below).

Authors from Latin America, writing in Spanish or Portuguese, should send four copies of their manuscript to the Editor for Latin America, Elias M. da Rocha Barros, Rua Tupi 579, Apto. 161, 01244-001 São Paulo, Brazil, erbarro@terra.com.br, and one copy to Glen O. Gabbard (address below).

Authors from the rest of the world, whose papers are written in a European language other than English, should send four copies of their manuscript to the Editor for Europe, Antonino Ferro, Via Cardano 77, I-27100 Pavia, Italy, hmdfe@tin.it, and one copy to Paul Williams (address below).

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