

Instruction For Authors

General Policies

Manuscripts submitted to the *American Journal of Clinical Hypnosis* are accepted for consideration with the understanding that they represent original material, have not been published elsewhere, and are not being considered for publication elsewhere.

Copyright Information

A transmittal letter must accompany the manuscript and must be signed by all authors. The letter should contain the following: "In consideration of the American Society of Clinical Hypnosis (ASCH) taking action in reviewing and editing my submission, the undersigned author(s) hereby transfers, assigns, or otherwise conveys to ASCH all copyright ownership rights in the manuscript, and all rights subsumed thereunder under the copyright laws of the United States and all foreign countries, in the event the manuscript is published by the *American Journal of Clinical Hypnosis* (Journal). Author(s) represents and warrants that Author(s) is/are the sole author(s) of the manuscript, that the manuscript is original except for necessary quotations or paraphrases for which the source has been credited, and that the manuscript does not infringe upon the copyright or other ownership rights of any other person or entity, or contain any matter that may be libelous or otherwise actionable, and Author(s) agrees to defend, save harmless and indemnify ASCH and its Journal Editor, officers, directors, agents and employees, and each of them, from and against any and all claims, losses, liability, damages, and expenses for breach of these warranties. The author also warrants that this submission is not being considered elsewhere and understands that if published in this Journal, it cannot be published elsewhere without the explicit, written permission of the copyright holder, the American Society of Clinical Hypnosis."

If there are extensive quotations (over 500 words) in the manuscript, authors must obtain letters of permission for their use. A copy of the permission-granting letter should accompany the manuscript.

Patient Anonymity

Both ethical and legal (HIPPA) considerations make it necessary to protect a patient's anonymity in a case report. Identifying information, including initials, should be avoided, and any identifying information in the discussion of the personal

history should be adequately disguised.

Review Process

All papers submitted will be reviewed by two or more peers. Reviewers' comments will be sent to the author when they will be useful to them. Both authors and reviewers will remain anonymous to one another.

Submission of Manuscripts

The entire manuscript should be double-spaced with separate pages for each of the following: title page, abstract, references, footnotes, tables, figures, and figure captions. All information identifying the author must be on the title page only.

Electronic submissions should be made to ajch-ms@asch.net. The document should be sent as an attachment formatted as described in the instructions for surface submissions below. The transmittal letter and camera-ready material such as illustrations must be sent by surface mail. It is only with the arrival of the transmittal letter that a submission becomes official. Both the transmittal letter and the cover page of the submission must include an accurate address for the corresponding author, a daytime telephone number, a fax number if available, and an e-mail address.

If the submission cannot be made electronically, we will accommodate submissions by mail. Please send four hard copies of your paper to be distributed to reviewers, and a 3 1/2" floppy disk or CD copy of the manuscript, including any tables, charts or graphics. The document format should be in Word for Windows, version 2000 or later. WordPerfect versions and RTF files will also be accepted. All manuscripts must have numbered pages in the header. If bibliographic software such as End Notes or Procite has been used, it is essential that the references be unlinked from the text (this is also called "removing field codes"). If you do not have access to a computer with word processing software, the manuscript must be typed with pica type on white bond paper so that it can be scanned. There will be a \$20 charge for this scanning service.

Style Specifications

The *American Journal of Clinical Hypnosis* uses the Publication Manual of the American Psychological Association, Fifth Edition. Please refer to the manual for specific requirements for questions not covered by this brief guideline. Papers that vary radically from this format style will be returned to authors for proper revision before they are sent for editorial review.

Title Page

The title page must include the following information on a separate page:

- 1) The number of words in the text of the paper should be placed in the upper right hand corner.
- 2) Title of the article (10 to 14 words), 12 point font.
- 3) Author(s) name(s), all titles and degrees omitted.
- 4) Affiliation (institution only). If the author(s) are not affiliated with an institution, list city and state.
- 5) Running head (abbreviated title of less than 50 characters, including spaces).
- 6) A list of 3-10 keywords should follow the abstract.

Abstract

The abstract should appear on the second page and summarize the paper in 75 to 150 words. It is to be written in past tense verbs. Remember that more people will read the abstract than any other part of the paper and that it appear in PsychoInfo, and other indexing, to accurately identify your work.

Text and Headings

All text on all pages should be 12 point font and double spaced. First level headings should be centered with upper and lower case letters. Second level heading are to be centered, upper and lower case, and italicized. Third level headings should be at the left margin with upper and lower case letters and italicized. The fourth level of heading should he indented with upper and lower case letters, italicized and end in a period. Fifth level heading, are to be centered and upper case only. If fifth level headings are used subordinate the four above levels under it.

References and Citations

Text Citations

Use the author—date method of citation, inserting the surname of the author and the year of publication (e.g., Freud, 1896). If there is more than one author, use “and” in the text and an ampersand (&) in parenthetical citations (e.g., Woodward & Bernstein, 1972). When a work has five authors or less, cite all authors the first time the reference occurs; In subsequent citation, cite only the surname of the first author followed by an ‘et al.’ When a work has six or more authors, cite only the surname of the first author followed by ‘et al.’ for the first and subsequent authors.

Reference List

Citations should be listed in alphabetical order on a separate page titled References. All authors’ names should be listed. Names should be inverted, giving the surnames and initials for all authors. Use an ampersand when there are two or more authors. There have been many changes in acceptable style and it is advisable that authors consult the APA Publication Manual, Fifth Edition (published 2002), for specific details regarding citation styles for books, journals and other materials. The following examples illustrate the proper style for three of the most common references used. For more details and all other consult the current APA Publication Manual for style.

Articles in journals. The proper current format for articles is: Last name, First initial., & Last name, First initial. (Year). Article title in lower case. *Publication Name In Upper And Lower Case Italics*, number of volume, page numbers. Example: Eysenck, M. W. (1976). Extraversion, verbal learning, and memory. *Psychological Bulletin*, 83, 75-90.

Chapter in edited books. The proper current format for chapters in a book is: Last, Fist initial. (Year). Title of article in lower case. In First initial. Last name & First initial. Last name (Eds.), *Book title in lower case italics (pp. #-#)*. City, State: Publisher name. Example: Erickson, M. (1980). Hypnotic psychotherapy. In E. Rossi (Ed.), *The collected papers of Milton H.: Erickson on hypnosis: Vol. 4. Innovative hypnotherapy (pp. 35-48)*. New York, NY: Irvington Publishers.

Entire book. The proper current format for referencing books is: Last name, First initial. (Year). *Title of book in lower case*. City, State: Publisher name. Example: Bandura, A.

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(1969). *Principles of behavior modification*. New York, NY: Holt Rinehart and Winston.

Acceptable Length of Various Types of Articles

Manuscripts exceeding the prescribed length will be returned to the author without review unless the accompanying cover letter provides justification for the excess length.

Special Articles

These are overview articles that bring together information on a topic related to hypnosis. They should be no more than 7000 words in length (excluding tables and references). It is advisable to check with the Editor before submitting this type of article to be sure that a similar one is not being processed.

Regular Articles

Regular articles describing research, multiple case reports, theoretical papers, and so forth should contain no more than 4000 words (excluding tables and references).

Case Reports

Case reports should contain no more than 2000 words and should follow the guidelines presented by Thurman Mott, M.D., in the *American Journal of Clinical Hypnosis*, 29, 1986, 1-6 (available in PDF format at www.asch.net/ajch.htm).

Single Case Studies

Single Case Studies that contain a number of measurements of change in a single patient over a period of time should be no more than 4000 words.

Models of Treatment

Articles whose purpose is to describe and justify in detail a model of treatment may be demonstrated with material from a single case and should not exceed 4000 words.

Letters to the Editor

Letters to the Editor should include a notation that the letter is for publication. The letter must be signed by all authors. Any letters discussing an article in the Journal will automatically be sent to the author of the article for possible comment. All letters will be edited before publication.