

Selected Facts Newsletter Style Sheet

Revised January 2021

Format

Clear all formatting (under Edit) or leave as default, except to indicate italics or lists or in cases of complex or hierarchical formats.

Otherwise, all materials should be left justified, with one line space between paragraphs and no (paragraph) indentations.

Remove numbers and bullets as long as a list still appears as a list. Or indicate preference in brackets. The tendency is to use bullets rather than numbers in *Selected Facts* and Constant Contact has its own bulleting function.

Use default font and pitch after clearing format. Constant Contact has its own default font and pitch. It's best to go with the default flow in order to eliminate any troublesome underlying script.

Titles

Italicized major or full-length work titles (books, magazines, journals, newspapers, newsletters, etc.).

The Interpretations of Dreams
International Journal of Psychoanalysis
Selected Facts

Use quotation marks around all minor or short work titles (papers, articles, poems, etc.).

“The Love Song of J. Alfred Prufrock”
“Creative Writers and Daydreaming”
“Three Kinds of Reading”

Credentials

- comma after name
- no abbreviation periods
- comma between multiple credentials
- comma after credential if sentence continues
- period at end if credential ends sentence
- if included in list or as signature, no punctuation following credential/s

Caron Harrang, LICSW, FIPA, is *Selected Facts* Website & Media Editor.
Send queries to David Jachim, PhD, FIPA.
Lynn Cunningham, LICSW [list or closing signature]

Capitalization

Capitalize only established proper nouns, names, and titles. However, some psychoanalytic terms have traditionally come to be capitalized.

Punctuation with Quotation Marks:

Use a comma after signal phrase verbs like “said,” “states,” or “writes” to present direct speech or a quote but not when presenting quotes as nouns:

He said, “Go home,” and the dog hung its head.
His words “go home” hurt the dog’s feelings.

Place a comma between the end of a spoken or written quote and the closing quotation marks:

- Place a comma or period inside the closing quotation marks.
- Place a semicolon and colon outside the closing quotation marks.
- Place a question mark inside the closing quotation marks if the quote is the question and outside if the whole sentence is the question. This also applies to exclamation marks.

Citations

Selected Facts looks to the most recent edition of the APA Style Manual as its baseline for style and citations. Most answers to questions about style can be found online, so only the basic outline for a book citation is provided here. Include as many of the items below as are applicable or available. Assemble the source information, check the citation format in a style manual, preferably APA, and locate it as References (centered, bold) as show below. First line is left justified with subsequent lines using a hanging indent (5 spaces).

References

The [APA in-text citation](#) for a book includes the author’s last name, the year, and (if relevant) a page number.

In the [reference list](#), start with the author’s last name and initials, followed by the year. The book title is written in sentence case (only capitalize the first word and any [proper nouns](#)). Include any other contributors (e.g. editors and translators) and the edition if specified (e.g. “2nd ed.”).

Format Last name, Initials. (Year). *Book title*. (Editor/translator initials, Last name, Ed. or Trans.) (Edition). Publisher.

Reference entry Anderson, B. (1983). *Imagined communities: Reflections on the origins and spread of nationalism*. Verso.

In-text citation (Anderson, 1983, p. 23)

Phone Numbers

Use parenthesis for area code and dash between number groupings: (206) 920-8599.

Time

- 8:00 am, not 8AM
- 1:23 pm, not 1323

Indications from Copy Editor to Managing Editor (Administrator)

Use [square brackets] to indicate formatting, insertion of hyperlinks or photos, or missing information.