

***Selected Facts* Style Sheet**

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 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: Italicize 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
- no commas 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

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Send queries to David Jachim, PhD FIPA.
Lynn Cunningham, LICSW [list or closing signature]

Capitalization: Capitalize only established proper nouns, names, and titles, as well as board and committee chairs. However, some psychoanalytic terms have traditionally come to be capitalized.

Space between Sentences: Just one space between period at end of sentence and beginning of new sentence.

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 *Chicago Manual of Style* as its baseline for style and citations. A new edition of this volume comes out every seven years or so. It’s available in book form, via online subscription, and in libraries. A sizable chunk of the manual is given to documentation and citations, 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 above, check the citation format in a style manual, preferably the *CMS*, and locate it as an endnote, properly but *not* digitally formatted.

- author
- title
- editor, compiler, translator
- edition
- volumes
- volume number
- title of volume
- series title
- publication facts
- page number/s

Phone Numbers : Use periods between number groupings: 206.920.8599

Time

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

Indications to Editor: Use [square brackets] to indicate formatting, insertion of links or photos, or missing information.