Author’s Guidelines:

Submission Style Guide and Formatting Requirements

**General information**

The *Journal of Analytical Psychology (JAP)* is a blind peer-reviewed journal that focuses on clinical and theoretical issues associated with Analytical Psychology. The Journal was founded by Michael Fordham who established *The Society of Analytical Psychology* (SAP). The *Journal* has an international readership that welcomes submissions in English from all over the world.

Articles should be original contributions and should not be submitted to another publication simultaneously. *JAP* requests that authors submit only one article at any one time unless there is an unusual circumstance, e.g., two linked articles. It generally takes 4-6 weeks before the author will receive an initial response from the editors. If an article is sent for peer review the process takes around three to four months including a full response from the editors. Should the author have any questions regarding the timing of their submission please contact the managing editor: [journal.jap@thesap.org.uk](mailto:journal.jap@thesap.org.uk).

If English is not your first language, please feel free to contact the Editors for advice on how best to proceed should you feel the need to do so. Authors of articles already published in foreign languages or journals should contact the Editors before submitting manuscripts to clarify any questions or concerns related to editing or translation. The *JAP* does not offer a translation service however a translation service can be accessed through our publishers, Wiley. http://wileyeditingservices.com/en/translation-service.

**For all your queries on how to submit an APA formatted paper, including how to reference difficult sources such as ebooks, websites, movies, artwork, films, archival material, and beyond, please refer to the *APA 7th Edition Handbook* or the following Website links:**

<https://apastyle.apa.org/?_ga=2.156230779.1762152948.1670904963-789589468.1670904952>. Click on Style and Grammar Guidelines and you will see a drop-down page with various topics.

The following page clarifies how to format your paper in APA style:

<https://apastyle.apa.org/style-grammar-guidelines/paper-format>

You can also use the following global resource: <https://owl.purdue.edu>

Answers to your questions can also be found by searching online: “How do I cite an edited book in APA 7th edition?” or “How do I cite a book with no author in APA 7th edition?”

**Format and layout of paper: if you wish you can use the following template:**

In the Microsoft Word Programme, go to File Tab at the top left-hand corner, then “New from Template.” Once you see various templates, you can search specifically for an APA formatted paper. The template will appear, and you can then begin to insert your paper into this template. For the most part it will be accurate with some small *JAP* House Style preferences:

**Exceptions to APA 7th edition style:**

* The heading “Abstract” is centred above the abstract and in bold – but unlike APA 7 does not have a colon at the end.
* Keywords – the word *“Keywords”* (one word) is left justified (not indented) and in italics
* Line spacing is 1.5, not double-spaced.
* References: In a multi-author reference, do not list more than six authors: put “et al.” after the sixth author
* The first sentence of a new paragraph after a heading, indented quote, graph, table, illustration, photograph is *not* idented
* References for Jung’s *Collected works* (see ‘References at the end’, page 9)

Submission Guidelines are also available from the Managing Editor: [journal.jap@thesap.org.uk](mailto:journal.jap@thesap.org.uk).

**Submission Procedures:**

Once your paper is set for submission with the presentation and formatting of manuscripts conforming to the Journal’s requests and guidelines, please submit to *JAP* online using **ScholarOne** Manuscripts. To make a submission, please read the guidelines below and then see the step-by-step guide:

<https://thejap.org/resources/submit-an-article> and <https://thejap.org/resources/step-by-step-guide>

**Submissions:**

Please submit your paper in the APA style and format detailed below. Your attention to these details will speed the process of your submission through our application, review and editorial process and would be greatly appreciated by the editors. With the April 2023 issue, the Journal began to use the APA format. Authors are encouraged to consult recent issues of the *Journal* as a guide to style, depth and breadth of publishable material. For any queries regarding submission and house style not answered below, please contact the Managing Editor of the *Journal* at [journal.jap@thesap.org.uk](mailto:journal.jap@thesap.org.uk). Below are a few general guidelines.

**Format and Layout:**

Please use Microsoft Word:

1. Word length: 8,000 words max. including footnotes and references.
2. Times New Roman, 12pt for all body text.
3. Align text left –please do not justify text into block format
4. Line spacing: 1.5
5. Number all pages consecutively in top righthand corner.
6. Use italics for emphasis (do not underline).
7. Ensure that there is one space between words and sentences. One space is also used in the references.
8. Indent margin should be 1cm.
9. Do not use coloured fonts.
10. Paragraphs: Break your text into paragraphs for clarity of ideas and ease of reading.
    * Indent the first line of each paragraph using the tab button except after a heading, sub-heading, indented block quotation, diagram, illustration, photograph or table.
    * No line space between paragraphs.
    * Use headings to organize your ideas.

**Title, headings and sub-headings**

* 1. **Titles: 18 pt Bold, Centred with Upper Case for First Letter of Words** i.e., Title Case.
  2. Author’s name and location: 14 pt plain text, with upper case for the first letter only, a comma after the name, and *the location in italics*.
  3. **Level 1 heading: 12 pt Bold, Centred, Title Case**
  4. Further sub-headings are needed in the text to indicate particular themes or points within a main sub-heading:

**Level 2 sub-heading: 12pt Bold, Aligned Left, Title Case**

***Level 3 sub-heading: 12pt Bold, Italics, Aligned Left, Title Case***

If further subheadings are needed follow Level 2 style, then Level 3, but indent both, add a full stop at the end, and begin text on same line.

* 1. Please be consistent, and preferably use no more than three levels of heading.

**Abstract:** Provide a short summary of your paper which outlines its thesis, purpose, direction and its significance as a contribution to existing knowledge. The abstract should be a single paragraph.

1. Use 10pt Times New Roman.
2. Length 200 words max.
3. Centre the heading “Abstract” in bold; the body of the Abstract is in plain text and is flushed left.

**Keywords:** Provide approximately 6–8 keywords. Use 10 pt. Times New Roman. For the heading “*Keywords*” (one word) use italics, followed by colon, justified left. The words themselves are not italicized and first letters of words are lower case unless a proper noun.

**It is very important for optimizing online search and retrieval that there is consistency between title, abstract and keywords to support the search engine optimization (SEO)**, which ensures the broadest possible referencing. In turn this helps maintain the Impact Factor rating of the *Journal.* Guidance on the optimization of titles and abstracts for online searching can be found at <https://authorservices.wiley.com/author-resources/Journal-Authors/Prepare/writing-for-seo.html>

**Autobiographical note:** Please separately provide a short autobiographical note of around 75–100 words providing relevant details including an email address which you are happy to have published in our List of Contributors section. Commence with your name in capital letters in bold, followed by letters of qualification if desired, your country of residence in parentheses, and then add biographical details in narrative form. End with your email address.

**Running title:** If possible, please provide a short running title of no more than 55 characters: this is a version of the title compact enough to appear at the top of each odd page when published, and which complements the name of the author on the even pages. See recent *JAP* issues for examples.

**Footnotes**

1. Footnotes, in 10pt Times New Roman, may be used to provide additional information. They should be numbered consecutively and placed at the end of each page in strict chronological order.
2. Footnote citations should be included in the paper’s list of references.
3. Do not use Endnotes.

**Spelling and Punctuation**

1. Follow the *Oxford English Dictionary (OED),* e.g. *centre, behaviour*, *endeavour*, *practice* (for noun), *practise* (verb). In Word you can highlight your document, go to the Tools tab, language, and choose English (UK) to provide spelling highlights.
2. For the suffix –*ize*, use the first spelling in the *OED*: thus *organization*, *privatize*, *recognizable* (and not *organisation*, *privatise*, *recognisable)*. Please note that a number of verbs use –*yse*, as in *analyse*, *paralyse*.
3. *Countertransference* is written as one word.
4. Do not use the oblique (/).
5. People and organizations must be fully identified by first and last name when first mentioned in the text.
6. Acronyms: should only be used after the full name has been spelt out, e.g The Society of Analytical Psychology (SAP).
7. Square brackets should only be used:
   1. to indicate incomplete data, as in C[arl] G[ustav] Jung;
   2. for parenthesis within parenthesis, thus: (Agathe [Jung’s daughter] was born in 1904), or (something which Fordham interpreted to him [Astor, 2007, p. 192]),
   3. for interpolations such as [my italics], except when such interpolations fall within parentheses e.g., (p. 94, my italics).
8. Italics:
   1. should be used for book, journal, film and TV titles.
   2. should also be used for short foreign phrases which do not have common usage in the English language.
9. Common Latin abbreviations such as e.g., i.e., viz., and et al., are not italicized but are followed by a comma; “et al.” only has a comma when in parentheses and before a date, e.g., (Smith et al., 1972), but not Smith et al. (1972); etc. is not followed by a comma. Use ‘v’ not ‘vs’, e.g., Wade v Roe.
10. Ibid. is not used in APA formatting. The reference is always repeated.
11. Sic (*sic*) is used to denote that “this is really how it was written in the original document” such as a misspelling.
12. Place commas, full stops, exclamation marks, and question marks inside quotation marks; all other punctuation marks are placed outside quotation marks.
13. To highlight a key term or phrase (e.g., around a term for which you are going to provide a definition), [use italics](https://apastyle.apa.org/style-grammar-guidelines/italics-quotations/italics), not quotation marks, e.g., Mindfulness is defined as “the act of noticing new things, a process that promotes flexible responding to the demands of the environment” (Pagnini et al., 2016, p. 91).
14. To link phrases in a sentence, use an emdash with no spaces either side: “the unconscious infection brings with it the therapeutic possibility⎯which should not be underestimated⎯of the illness being transferred to the doctor.”
15. First letter after colons in a sentence: Capitalise the first word after a colon only if it begins a complete sentence, e.g.:

* They have agreed on the outcome: Informed participants perform better than do uninformed participants.
* Freud (1930/1961) wrote of two urges: an urge toward union with others and an egoistic urge toward happiness.

**Numerals**

1. In general, numbers up to and including ten should be expressed as words and in numerals thereafter. However, when numbers both above and below ten are used in the same sentence, numerals should be used throughout for consistency.
2. Sentences should not start with a numeral. Rearrange the sentence or give the number in words.
3. Inclusive numbers: in connecting consecutive numbers, give all the numbers in full using an endash to separate different numerical values, e.g., pp. 14–23, 265–270, 1920–1934.
4. Roman numerals: use capitals for book, volume division, or individual in a series (such as George III). Use lower case for preliminary pages of a book. (Chapter numbers are in ordinary numerals, i.e., Chapter 6.)
5. Dates: September 6 is preferable to 6 September or 6th September. Abbreviations may be used in tables (Jan, Feb, Mar etc.) without full stops. Do not use 6/9/63. For decades, use ‘in the 1960s’ or ‘in the ‘60s’ where there is no doubt about the century referred to. Dates should be expressed in full, as in 2010–2011; or, between 2012 and 2013.
6. Do not use ‘ff.’, i.e., (Lambert, 1981, pp. 150–52) rather than (Lambert, 1981, pp. 150ff.).

**Capitalization:** Capitalize a noun or abbreviated noun that is followed by a numeral indicating a place in a sequence, e.g., Vol. I, Ch. 3.

**Hyphenation**

1. For hyphenated words use a short dash without spaces either side, e.g contra-indicated, or anti-Darwinism.
2. When punctuating a clause use a long dash with a space on either side – like this.
3. A hyphen should not be used to divide a word at the end of a line.

**Possessives:** For proper names ending in *s* add both apostrophe and *s*, as in James’s writings, except for ancient classical names which end in *s* where no additional *s* is needed, e.g., Mars’ wrath or Ceres’ rites but Horace’s odes.

**Quotations:** Please note that authors are responsible for the accuracy of all quotations.

1. Quotations of more than 40 words, and case studies, are not enclosed in quotation marks, should be on a new line, indented using 12 pt font Times New Roman and 1.5 line spaced.
2. Quotations should be carefully checked for accuracy and should replicate the original wording, spelling, capitalization and punctuation. Exceptions (e.g., the italicizing of words for emphasis) should be explicitly indicated, e.g., [italics added].
3. Full stops and commas come *within the* quotation marks and brackets.
4. Double inverted commas are used for quotations within the main body of the text. Quotations within quotations are indicated by singe inverted commas.
5. Ellipsis: omissions *within* a sentence should be indicated by three ... non-spaced periods (leaving a space before the first and after the last). Four non-spaced periods with no space before the first (but a space after the last) should be used for omissions *between* sentences. Thus: “Thoreau notes: ‘I learned ... that if one advances confidently in the direction of his dreams, ... he will meet with ... success.... He will put some things behind.... In proportion as …”
6. Do not use spaced periods to open or close quotations that are syntactic fragments.
7. Indented quotations (text in 12 pt):
   1. Do not enclose in quotation marks and introduce with a colon, e.g., As Jung states:  
       The psyche is a self-regulating system ...
   2. Always insert the source of quoted work (author/editor, year of publication and page/paragraph number) immediately after the quotation in parenthesis, with a comma after the author, and the year.
   3. No full stop after the bracketed reference to the source, thus:

As Jung states:

The psyche is a self-regulating system ... (Solomon, 2007, p. 3)

1. Quotes within the body of the text should be treated as part of the running text within the sentence.
   1. The immediately preceding punctuation should be exactly as it would have been were the following text not a quote but instead the author’s own words.
   2. There is a comma between the author’s name and the date of publication following a quote, as in (Bion, 1962).
2. Quotations from Jung’s *Collected Works:* specify the original date of publication of the paper in question along with a paragraph reference (do not use page reference), e.g. (Jung, 1946, para. 353).

**Copyright and permissions:** Copyright to all material published in the *Journal* is held by the *Journal*. It is the author’s responsibility to obtain clearance for use of any material requiring copyright permission including **poetry, prose, song lyrics, photographs and illustrations,** and to pay any fee that may be due. This applies to all prose quotations that exceed the ‘fair dealings’ limit – i.e., more than 300 words for any one extract and more than 800 words for extracts from any one source. The generally accepted limit for all verse quotations is up to a quarter of the whole poem. Please note that it can often take six weeks or more to secure permissions.

**Referencing**

**References in the text**

1. Use author’s name followed by year of publication without a comma as in: “Gabbard (1997), in an excellent paper, ...” or, conclude the citation or quotation thus: (Gabbard 1997).
2. If two co-authors are cited, include both names as in: “Davies and Frawley (1992) found that ...” (when cited in the text), or (Davies & Frawley, 1992) (when cited in brackets for reference).
3. Where there are more than two co-authors use either Smith et al. (1972) or (Smith et al., 1972).
4. Where an author’s assertion is supported by more than one citation in parentheses, list the citations alphabetically, e.g., (Boysen, 2015; Dewar, 2011; Smith et al., 1972).
5. Authors with multiple works: If the works have the same publication year, add the suffixes “a,” “b,” “c,” etc. after the year and include those suffixes in the reference list (which will be ordered alphabetically), e.g., Several studies corroborate this finding (Arseneau, 2015a, 2015b).
6. With an indented quote of 40 or more words, the author, date and page number can immediately follow the quote in parentheses with the full stop after the quote (not after the citation), e.g., …minds. (Smith, 1975, p. 183)
7. When the author and date are cited before the quote, the citation should end in the following way with no full-stop at after the page number: e.g., ...minds. (p. 183)
8. It is also acceptable to have the author followed by the date in parentheses with the page number to follow the quotation.
9. Wherever possible avoid the inclusion of other elements in the reference, include only author, date and page numbers. Further details (article, journal or book title) should be confined to the reference list at the end.
10. When quoting from a later edition of a book, specify the original date of the work if possible as well as the date of the edition from which the quote is taken, e.g., (Foucault, 1976/1990). In the references at the end, the work should be listed as in the following example: Foucault, M. (1990). *The history of sexuality*. *Vol. I*. Random House. (Original work published 1976).
11. Book titles, periodicals reports, brochures, webpages, and other stand-alone works should be in *italics* and in Title Case, ie, all main words (four or more letters), capitalized, and first letters after a colon or emdash capitalized.
12. Article or chapter titles should be in plain type, sentence case, within double quotation marks.

**References at the end**

Full reference to all works cited in the text should begin a new page and be listed alphabetically by author at the end of the paper. (Note: this is not a general Bibliography and only works referred to in text should be listed.)

Authors’ works should be listed chronologically, the author’s name being replaced by three linked dashes for subsequent entries. Where more than one work is cited in the same year the date (in round brackets) should be followed by a, b, c, etc. Thus:

Schore, A. N. (2003a). *Affect dysregulation and disorders of the self ...*

——— (2003b). *Affect dysregulation and the repair of the self ...*

Use DOIs whenever given but aim to be be consistent: if you give a DOI for one journal article, do this for all.

1. **Where there are two co-authors** the reference at the end should take the form of, e.g., Davies, J. M., & Frawley, M. G. (1992) ...
2. **Where there are three or more co-authors** each author should be listed rather than listing the first author followed by ‘et al.’, and a comma is inserted before ‘&’, e.g.

Lichtenberg, J., Lachman, F., & Fosshage, J. (2002). *A spirit of inquiry: Communication in psychoanalysis.* The Analytic Press.

If there are more than six authors, state ‘et al.’ after the sixth author.

1. **Book titles** should be italicized in sentence case with the first word capitalized and the first word after a colon or emdash capitalized, e.g.:

Stein, M. (Ed.). (2010). *Jungian psychoanalysis: Working in the spirit of C. G. Jung*. Open Court Publishing.

1. **For the *Collected works* and other commonly quoted books by Jung:**

*Collected works:* use the date of the first publication of the specific paper, chapter or volume concerned. These are usually listed on the “Contents” page of each *CW*.

*For paper or chapter titles:* use sentence case (first letter of first word capitalized only) in plain type, followed by the volume of the *CWs* in which the paper or chapter is included (*CW* in italics, but Vol. no. in plain type), thus:

Jung, C. G. (1946). The psychology of the transference*. CW* 16.

*For volume titles:* use sentence case and italics:

Jung, C. G. (1953). *Psychology and alchemy*. *CW* 12.

*Other books by Jung:*

Jung, C. G. (2009). *The red book. Liber novus* (S. Shamdasani, Ed. & M. Kyburz, J. Peck & S. Shamdasani, Trans.). W. W. Norton.

Jung, C. G. (2009). *The red book. Liber novus*. *A reader’s edition* (S. Shamdasani, Ed. & M. Kyburz, J. Peck & S. Shamdasani, Trans.). W. W. Norton.

Jung, C. G. (2020). *The black books, 1913*–*1932: Notebooks of transformation*. (S. Shamdasani, Ed. &. M. Liebscher, J. Peck & S. Shamdasani, Trans.). W. W. Norton.

Jung, C. G. (1973). *Letters, Vol. 1: 1906–1950* (G. Adler & A. Jaffé, Eds. & R. F. C. Hull, Trans.). Princeton University Press.

Jung, C. G. (1976). *Letters, Vol. 2: 1951–1961* (G. Adler & A. Jaffé, Eds. & R. F. C. Hull & J. Hulen, Trans.). Princeton University Press.

1. **Freud’s works (*Standard Edition*)** are abbreviated to *SE* (italicized) followed by the number of the *SE* unitalicized, e.g., “*SE* 2”. The same principles apply as for referencing Jung’s *CW*, as outlined above.
2. **Publishers should be cited in full** (but without the addition of “& Co”, “Inc.”), e.g., W. W. Norton (not “Norton & Co.”); Harvard University Press (not “Harvard”), Chiron Publications (not “Chiron”) etc. The location of publishers is not given.
3. **Reference to a chapter in an edited work:**

Potash, J., & Garlock, L. (2016). Unconscious compensation and integration: Art making for wholeness and balance. In K. Madden (Ed.), *The unconscious roots of creativity*, (pp.189–216). Chiron Publications. (If there was an original earlier work add the published date here, as well as in the text citation).

In text: (Potash & Garlock, 2016) or Potash and Garlock (2016).

1. **Reference to an edited translated work:**

McGuire, W. (Ed.). (1974). *The Freud - Jung letters* (R. Mannheim & R. F. C. Hull, Trans). Princeton University Press.

Freud, S. (2010). The interpretation of dreams: The complete and definitive text(J. Strachey, Ed. & Trans.). Basic Books. (Original work published 1900).

In text: (Freud, 1900/2010) or Freud (1900/2010)

1. **Standard journal articles:**

Titles of journal articles in the reference list are not capitalized (unlike in the text) apart from the first letter of the first word, or the first letter of a word after a colon or emdash. Use plain text for the article title, and italics for the journal title.

Henderson, J. (1975). C. G. Jung: A reminiscent picture of his methods. *Journal of Analytical Psychology*, *20*(2), 114–121.

Astor, J. & Colman, W. (2013). James Astor in conversation with Warren Colman. *Journal of Analytical Psychology*, *58*(5), 677–697.

1. **Media and technology:**

A retrieval date is not required for online sources unless the content is likely to change over time (e.g., as with wikipages and social media). The URL is at the end and does not have a full stop after it.

**Newspaper article:**

Carey, B. (2019, March 22). Can we get better at forgetting? *The New York Times.* <https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html>

**Website article:**

Evans, D. (2020, January 16). Bushfires: Can ecosystems recover from such dramatic losses of biodiversity. *The Conversation.* <https://theconversation.com/bushfires-can-ecosystems-recover-from-such-dramatic-losses-of-biodiversity-129836>

**Blog post:**

Rutledge, P. (2019, March 11). The upside of social media. *The Media Psychology Blog.* <https://www.pamelarutledge.com/2019/03/11/the-upside-of-social-media/>

**Tweet:**

Obama, B. [@BarackObama]. (2020, April 7). *It’s World Health Day, and we owe a profound debt of gratitude to all our medical professionals. They’re still giving* [Tweet]. Twitter. <https://twitter.com/%20BarackObama/status/1247555328365023238>

**Conference session:**

Davidson, R. J. (2019, August 8–11). *Well-being is a skill* [Conference session]. APA 2019 Convention, Chicago, IL, United States. [https://irp-cdn.multiscreensite.com/a5ea5d51/files/uploaded/APA2019\_ Program\_190708.pdf](https://irp-cdn.multiscreensite.com/a5ea5d51/files/uploaded/APA2019_%20Program_190708.pdf)

Wahba, L (2022, August 28–September 2). Devouring and asphyxia: Symptoms of a cultural complex in present times*.* [Conference session]. XXII International Congress for Analytical Psychology,Buenos Aires. *Analytical Psychology Opening to the Changing World: Contemporary Perspectives on Clinical, Scientific, Social, Cultural and Environmental Issues.* Daimon Verlag.

**Online dictionary entry:**

American Psychological Association. (n.d.). Internet addiction. *In APA dictionary of psychology*. Retrieved April 24, 2022, from <https://dictionary.apa.org/internet-addiction>

**Film:**

Director, D. D. (Director). (Date of publication). Title of motion picture [Film]. Production company.

Loyd, P. (Director). (2008). Mamma mia! [Film]. Universal Pictures.

**TV series:**

Executive Producer, P. P. (Executive Producer). (Date range of release). Title of series [TV series]. Production company(s).

Sherman-Palladino, A., Palladino, D. (Executive Producers). (2017–present). The marvelous Mrs. Maisel [TV series]. Dorothy Parker Drank Here Productions; Picrow, Amazon Studios.

**TV series episode:**

Writer, W. W. (Writer), & Director, D. D. (Director). (Original air date). Title of episode (Season number, Episode number) [TV series episode]. In P. Executive Producer (Executive Producer), Series title. Production company(s).

Korsh, A. (Writer & Director). (2019, September 25). One last con (Season 9, Episode 10) [TV series episode]. In D. Liman & D. Bartis (Executive Producers), Suits. Untitled Korsh Company; Universal Content Productions; Open 4 Business Productions.

**Radio broadcast:**

Hersher, R. (2020, March 19). *Spring starts today all over America, which is weird* [Radio broadcast]. NPR. <https://www.npr.org/2020/03/19/817237429/spring-starts-today-all-over-america-which-is-weird>

**YouTube video:**

Freebird Meditations. (2012, June 17). *Progressive muscle relaxation guided meditation* [Video]. YouTube*.* <https://www.youtube.com/watch?v=fDZI-4udE_o>

**Music album:**

Recording artist. (Year of release). Title of album [Album]. Record label.

The National. (2019). I am easy to find [Album]. 4AD.

**Note:** if you are referencing a re-recorded version of a classical work, list that album title in brackets following the name of the album.

**Single song or track:**

Recording artist. (Year of release). Title of song [Song]. On Title of album [Album]. Record label.

Dacus, L. (2018). Night shift [Song]. On Historian [Album]. Matador Records.

**Note:** if the song is a piece of classical music, you can list the composer instead of the recording artist.

**Note:** if the song does not have an associated album, simply omit the section with the album.

**Podcast:**

Executive Producer, E. P. (Executive Producer). (Range of publication). Title of podcast [Audio podcast]. Production company. URL

Bae, P. (Executive Producer). (2017-present). The big loop [Audio podcast]. QRX. <https://www.thebiglooppodcast.com/>

**Note:** in place of the executive producer, you can also list the host of the podcast.

**Note:** if you did not access the podcast via an online source (e.g., if, you used a podcast app), omit the URL.

**Single podcast episode:**

Executive Producer, E. P. (Executive Producer). (Date of publication). Title of podcast episode (Episode number) [Audio podcast episode]. In Title of podcast. Production company. URL

Koenig, S. (Host). (2014, October 3). The alibi (No. 1) [Audio podcast episode]. In Serial. WBEZ Chicago. <https://serialpodcast.org/>

**Note:** in place of the executive producer, you can also list the host of the podcast.

**Note:** if you did not access the podcast via an online source (e.g., if you used a podcast app), omit the URL.

**Artwork in a museum or on a museum website:**

Artist, A. (Year of release). Title of artwork [medium]. Name of museum, City, State, Country. URL of museum

Hopper, E. (1942). Nighthawks [Painting]. Art Institute of Chicago, Chicago, IL, United States. <https://www.artic.edu/artworks/111628/nighthawks>

**Note:** if the artwork is available via a museum website, cite that website at the end of the citation. If there is no associated website, simply omit the URL.

**Note:** if the artwork does not have a title, briefly describe the work and put that description in square brackets.

**Photograph (not associated with a museum):**

Photographer, P. (Year of publication). Title of photograph [Photograph]. Source. URL

Ryan, S. (2019). Sea smoke on Lake Michigan [Photograph]. New York Times. <https://www.nytimes.com/interactive/2019/world/year-in-pictures.html>

**Note:** if the photograph does not have a title, describe the photograph and put that description in square brackets.

**Photograph or image on Wikicommons:**

Give image title or description, clearly indicate the source and provide any other credit as necessary, e.g., the photographer’s or owner’s name, followed by (Public domain)., and the url for the image on Wikicommons, e.g.:

Carl Jung, circa 1935. ETH-Bibliothek. (Public domain).

<https://commons.wikimedia.org/wiki/File:ETH-BIB-Jung,_Carl_Gustav_(1875-1961)-Portrait-Portr_14163_(cropped).tif>

**Tables, graphs, illustrations, art and photographs**

1. Tables should be identified by a number, e.g., Table 1., Table 2., etc. and descriptive title which is also used in the text. Write the title of the Table in *italic Title Case*. Clearly indicate the source. Clearly indicate where in the text each table should be placed (e.g., see Table 1., Table 2., etc.). Include all tables within the manuscript.
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**Archival material**

A few principles should be kept in mind when referencing archival documents and collections:

1. As with all references, the purpose is to direct readers to the source. Institutions that hold archival material often have their own citation requirements to follow so the author will need to enquire; the websites can offer citation examples. Example:

Femia, K.L. (2016). *Margaret Von Lüttichau Marbury papers: A finding aid to the collection in the Library of Congress,* Manuscript Division, Library of Congress, Washington, D.C. Retrieved from: <https://hdl.loc.gov/loc.mss/eadmss.ms016010>

1. If referencing the author of the archival material, include as much information as is needed for someone to locate the item. For items from collections with detailed finding aids, the name of the collection may be adequate; items from collections without finding aides will need additional information (e.g. call number, box number, file name or number along with dates) to locate the item. Sample reference:

Smith, C. (1920-1975). *Correspondence*. The Violet-Oak papers, boxes 1-5, Alchemical Tree Library, Anima Mundi University, City, State/Region, Country.

1. If several letters are cited from the same collection, list the collection reference and provide specific identifying information (author, recipient, and date with box or file number). In-text citation:

(Violet-Oak 1920-1975, Violet-Oak to Davis, 22 April, 1966 [Letter] box 1).

(Violet-Oak 1920-1975, Davis to Violet-Oak, 1 May, 1968 [Letter] box 2).

1. Archival material is often sorted by subject file, letters, journals, et al. Specifying the form of the reference in [ ] provides both clarification of reference and precise location for future research. For instance, the following would be another example of in text reference for a journal or diary. The reference remains the same, but the Box denotes a different source type.

(Violet-Oak 1920-1975, [Dream Journal] p. 1, box 3).

1. Titles of archival documents and collections should be in italics; if the work does not have a title, provide a description in square brackets without italics.
2. Use ca (circa) for estimated date and follow any misspellings with (sic).