

EJMH STYLE SHEET 1.3

(English – abridged)

A. Manuscript

- A.1. Submitted manuscripts shall satisfy the requirements specified in this **guide**. In the case of major discrepancies, the editors will return the manuscript to the author for reworking without substantive review.
- A.2. Manuscripts shall be submitted in **English**.
- A.3. The **size** of studies including notes and references should be 50–70,000 characters (more than 5000 words), short communications 30–40,000 (less than 4000 words), and reviews 10–15,000 characters (more than 1000 words).
- A.4. Submitted manuscripts shall include a **cover page** (see B) and be accompanied by an **abstract** covering the content (see D).
- A.5. Manuscripts shall be submitted in **electronic format** (.rtf/.doc/.docx) via e-mail.
 - A.5.1. In electronic format the cover page (see B), the abstract containing the keywords (see D) and the article itself shall be three separate files.
- A.6. The editors expect the submission of **completed manuscripts**.
- A.7. On all levels the **language used** shall avoid all forms conveying sexual, racial, etc. prejudice, or offending sensitivities.
- A.8. Concerning issues of **grammar and spelling**, the *Oxford English Dictionary* and the British practice shall be authoritative.
- A.9. **General formal requirements**
 - A.9.1. Page size A4, Times New Roman
 - A.9.1.1. main body of text: 12-point, 1.5 line spacing;
 - A.9.1.2. block quotes: 11-point, 1.5 line spacing, one inch indentation;
 - A.9.1.3. footnotes: 10-point, 1.5 line spacing;
 - A.9.1.4. references: 12-point, 1.5 line spacing, 6-point space preceding items, hanging indent for each item.
 - A.9.2. Underlining shall not be used.*
 - A.9.3. Punctuation, additional symbols
 - A.9.3.1. In the case of foreign names and words, diacritics and characters not appearing in the Latin alphabet shall be kept. When submitting manuscripts, the editors shall be notified of the occurrence of symbols not included in the Latin alphabet.
 - A.9.3.2. Em-dashes (—) shall not be used, only hyphens (-), and en-dashes (–).
 - A.9.3.3. To indicate primary quotes simple upper quotation marks (‘’) shall be used.
 - A.9.4. Three levels shall be used for the internal structuring of text, indicated by typographically clearly differentiated titles.

* In the following, with the exception of hyperlinks in blue, underlined text always indicates examples, never italic type: the underlined characters shall appear in the manuscript where appropriate, naturally without the underline (blue underlines remain!). Examples of solutions not used in the *EJMH* are indicated by text with strikethrough.

B. Cover page and author

- B.1. The exact title of the study shall appear on the **cover page** (see C for layout) without page number, followed on separate lines by the full name (with at least a first name specified), title, qualifications, position (in the language of the article), host institution (in the language of the institution, including faculty and department), seat (town, country), postal address in detail, e-mail address, and phone and fax number of the author or the reviewer. In the case of multiple authors, the cover page shall contain the details of all authors, and clearly indicate who the contact person is. When manuscripts are published, personal information shall also be printed in the list of contributors to the issue.
- B.2. The **name** of the author shall only appear on the title page, it shall not be mentioned in the manuscript proper. (Except for references when citing one's own earlier studies. Even in such cases, the author being identifiable from the references should be avoided.) Apart from page numbers pages of the manuscript shall only be marked by the short title (see **Hiba! A hivatkozási forrás nem található.**). (NB: In electronic format the filename also contains the name of the author, see **Hiba! A hivatkozási forrás nem található.**)
- B.3. The authors shall keep the form of their name as generally accepted in their mother tongue, with the **last name** in small caps. (In the case of multiple authors each last name shall be in small caps.) In order to facilitate multicultural communication, the name shall be followed by the form of address corresponding to the **gender** in brackets (Ms/Mr).
Martin MUSTERMANN (Mr)
NAGYNE KISS Ibolya (Ms)

C. Title

- C.1. The **main title and subtitle** shall appear centred and in bold type on the top of the first page of the manuscript. The main title shall be followed by a line break. The main title and subtitle shall only be followed by a punctuation mark if it is not a full stop.
- C.2. All significant words in the title should be **capitalised**.
- C.3. **Quotes in the title** should appear in quotation marks.
- C.4. In addition to the first (numbered) page of the manuscript the **complete main title and subtitle** shall appear on the top of the cover page and the (unnumbered) abstract page (see B and D).
- C.5. **Book reviews** published in the *EJMH* carry an individual title each, distinct from the title of the reviewed work.
- C.5.1. In a separate paragraph below the title, the usual information shall appear on the reviewed volume (author/editor, year, title, place of publication and publisher, if necessary the name of the translator and editor, the number of volumes, etc., see K.7–L), complemented by the physical characteristics of the volume (number of pages, size), ISBN-code and price.
WENNINGER, G., ed. (2000–2002) *Lexikon der Psychologie*, 5 vols. (Heidelberg & Berlin: Spektrum Akademischer) xiii, 457, xi, 477, xii, 438, xii, 468, xii, 487 pp., ill., 25 cm, ISBN 3-8274-0460-6 (set), €720.
- C.6. **For internal titles** decimal numbering shall indicate individual levels:
1. Introduction
1.1. Context
1.1.1. Background

D. Abstract

- D.1. The abstract should not exceed **1500 characters** in length and should not contain unidentified references or unresolved abbreviations.
- D.2. In addition to the textual abstract a list of 5–10 **keywords** or expressions shall also be provided (typographically separated).

E. Numbers

- E.1. Easy-to-graps sporadic numbers appearing in continuous text shall be **written out**.
- E.2. **Arabic numerals** should be used.
- E.3. Components of **from/to numbers** shall be joined by en-dashes.
- E.4. In the second half of from/to page numbers the **last two digits** shall be written out (if necessary repeating the tens), and as many additional digits as are necessary for clarity: 8–17, 25–28, 104–09, 143–76, 1234–356.

F. Tables, figures

- F.1. Figures (with a resolution of at least 300 dpi) and tables prepared in black and white shall be given separate titles and legends.
- F.2. In the case of tables appearing in continuous text the tables shall have a serial number in italic type (*Table 1*) and title in roman type (*Survey of Clinicians at Exemplar Clinics (N = 25)*). The serial number and title shall appear in separate lines below one another above the table.
- F.3. Figures appearing in continuous text shall have a serial number in italic type (*Figure 2*) and title in roman type (*Significant standardised beta weights from regression analyses predicting level of alcohol use intensity and consequences*). In the case of figures the title shall appear below the figure.
- F.4. Notes relating to tables shall appear directly below the table, while notes relating to figures shall appear between the title and the graphics that also contain the legend.
 - F.4.1. In the case of several notes the relevant points of reference in tables and figures should be identified by symbols (e.g. asterisks) different from those used in the main body of text for footnotes.

G. Abbreviations

- G.1. With the exception of the references and notes the use of abbreviations should be **avoided** if possible.
- G.2. Common **simple abbreviations** may be used in notes and references (see K.2): e.g., cf., i.e., viz., etc.
- G.3. The following abbreviations should **not be used at all**: *ibid.*, *op.cit.*, *loc.cit.*, £, ¤ and similar.

H. Quotes

- H.1. Verbatim quotes shall be put in **quotation marks**.
 - H.1.1. Study titles shall always appear between ‘ ’.
 - H.1.2. Quotes within quotes shall be indicated by double quotation marks (“ ”).
- H.2. Quotes **not longer than three lines** should appear continuously between quotation marks in the main body of text.
- H.3. Citations that are **at least four lines** should be set as block quotes in separate indented paragraphs, omitting quotation marks.

- H.4. Between quotation marks the source text shall be cited **verbatim**. With the exception of omissions modifications shall appear between square brackets.
- H.5. **Omissions** shall be indicated by an ellipsis (three dots separated from one another by nonbreaking spaces).
- H.6. The **capitalisation** of the quote – with the exception of poetic texts – shall follow the logic of the quoting sentence.
- H.7. Only **punctuation marks** included in the original text shall appear between the quotation marks.
- H.8. The translation of **foreign language quotes** shall be provided.
 - H.8.1. Exception: the translation of German texts may be omitted.
 - H.8.2. If the quoted work has an English translation published in print, the translation shall be taken from that source (and with the exception of justified cases only the translation shall be included in the references).
 - H.8.3. Should the source text have no publicly available translation, the main body of text shall contain the author’s translation (marked as such), with the original quote provided in a footnote.

I. Notes

- I.1. Notes shall appear at the bottom of the page (**footnotes**), not collected at the end of the study. (*EJMH* does not use endnotes.)
- I.2. Footnotes are principally for **explanations**.
- I.3. **References** or the identification of sources of quotes shall appear in footnotes only under exceptional circumstances, if the reference is so long and complex as to prevent the readability of the main body of text.

J. References

- J.1. **Author–year system** (with page number).
 - J.1.1. References shall follow the quote or allusion in parentheses: last name of author in small caps *space (no punctuation!)* year: (CUNNINGHAM 2004).
 - J.1.1.1. In the case of textual references the exact page number shall also be provided, separated from the year by *comma space*, with the relevant volume indicated in case of multi-volume works: (EVANS-CAMPBELL 2006, 42), (MEIER 1968–1977, 3:46).
 - J.1.2. Multi-author works (in parenthetical references):
 - J.1.2.1. In the case of two authors, the last name of the second author shall be joined to the first by **&** (ampersand) (no other punctuation marks used), followed by year, etc.: (STEELE & ROBERTS 2005), (LESESNE & KENNEDY 2005, 760)
 - J.1.2.2. In the case of three or more authors the name of the first author shall be followed by **et al.** and the year even when occurring for the first time. (CUNNINGHAM et al. 2005b), (SARGENT et al. 2001)
 - J.1.3. In the case of edited works the indication of editing (**ed./eds.**) shall be omitted in references from next to the names of authors. Edited volumes shall also be identified by the last name of the editor(s) and the date (supplemented by a letter if necessary): (FRIEDMAN 2001), (WITKO 2006a, 162), (WITKO 2006b).

K. References

- K.1. The complete bibliographic description of works referenced shall appear in the references found at the **end of the manuscript** (i.e. not in footnotes when occurring for the first time).

- K.1.1. The list shall include all works explicitly referenced in the manuscript, but only those.
- K.2. The references shall be in **English**. Publication data and abbreviations shall be used accordingly, regardless of the language of the work cited (the choice of language shall not affect the title, name of authors and publisher of the quoted article, but will affect the place of publication).
- K.3. Components of an item in the references shall usually be separated from one another by commas; with the last component being followed by a full stop.
- K.4. In the case of **identical authors and years** individual items shall be distinguished with lowercase letters of the alphabet, following the year without spaces and also appearing in references (e.g. J.1.3).
- K.5. **Works accepted for publication** shall be marked with the in press affix standing in place of the year of publication.
- K.6. **Alphabetisation**
- K.6.1. According to the last name of the (first) author:
AL-ISSA, I. (2000) 'The Mental ...
ARAGON, A.M. (2006) 'A Clinical ...
- K.6.2. In the case of identical authors the year of publication (supplemented by a letter) shall decide:
SCHNEIDER, K.J. (1999a) 'Clients ...
SCHNEIDER, K.J. (1999b) 'The Fluid ...
- K.6.3. In the case of identical last names the year of publication shall decide, followed by alphabetisation by the first names:
WINSTON, A.P. (2005a) 'Projection, ...
WINSTON, J. (2005b) 'Between ...
- K.6.4. In the case of identical first names single author works shall precede two or multi-author works:
CLARK, R.L. (2006) 'Healing ...
CLARK, R.L. & T.M. WITKO (2006) 'Growing ...
- K.6.5. In the case of identical first authors two-author works shall precede multi-author works:
CUNNINGHAM, J.A. & F.C. BRESLIN (2004) 'Only ...
CUNNINGHAM, J.A., J. BLOMQUIST & A. KOSKI-JÄNNES (2004a) 'Characteristics ...
- K.6.6. In the case of two-author works the last name of the second author shall decide (followed by the year):
HOGAN, R. & J. HOGAN (2001) 'Assessing ...
HOGAN, M. & R. MARTIN (2001) 'Introspective ...
- K.6.7. In the case of several multi-author works if they have a common *first* author the year of publication shall decide, followed by alphabetisation by the last name of further authors (replaced by et al. in references):
CUNNINGHAM, J.A., J. BLOMQUIST & A. KOSKI-JÄNNES (2004a) 'Characteristics ...
CUNNINGHAM, J.A., T.C. WILD & J. CORDINGLEY (2004b) 'Using ...
- K.7. **Names**
- K.7.1. The names of all authors of a work shall be listed in the references.
- K.7.2. The last name of all authors (editors etc.) shall be written in small caps.
- K.7.3. The first name of authors shall always be abbreviated with initials, followed by a full stop. In the case of multiple first and middle names, no spaces shall be used between the initials; however, hyphens, if any, shall be kept:

SCHNEIDER, K.J., J.F.T. BUGENTAL & J.F. PIERSON, eds. (2001) *The handbook*

...

SOSSOU, M.-A. (2006) 'Mental-Health ...

K.7.4. In the case of multiple authors, list items shall be separated by commas, with the last of the names joined to the others by & (ampersand) (with no comma preceding it):

DEUTSCH, A. & H. FISHMAN (1963) ...

POST-WHITE, J., C. CERONSKY, M.J. KREITZER, K. NICKELSON, D. DREW,

K.W. MACKEY, L. KOOPMEINERS & S. GUTKNECHT (1996) 'Hope, ...

K.8. The **year of publication** shall follow the name of the author(s) in parentheses.

K.9. Titles

K.9.1. The title of independent publications shall be italicised; the title of smaller units published in larger works shall be delimited by ' ' (inverted commas).

K.9.2. The typography of the title of works cited shall be standardised as follows, without marking the changes (e.g. lower/uppercase, full stop/colon).

K.9.2.1. The main title shall be separated from the subtitle by a colon.

CLARK, R.L. (2006) 'Healing the Generations: Urban American ...

K.9.2.1.1. Exception: if the main title ends in a question mark or an exclamation mark.

SIMPSON, J.H. (2002) 'How Can I Help? Responding Effectively to the Mental Health Care Needs of Individuals with Intellectual Disability', *The Internet ...*

K.9.2.1.2. A colon shall be used even if for typographic reasons (e.g. new line) in the original it does not appear or a full stop is used instead (e.g. German texts).

K.9.2.2. The subtitle shall be capitalised.

K.10. Publisher

K.10.1. Data on the publisher of separate volumes shall be in parentheses, with a colon separating the seat and name of the publisher. If this is the last component of an item in the references, the parentheses shall be followed by a full stop.

PRIOR, P.M. (1999) *Gender and Mental Health* (New York: New York UP).

K.10.2. Regarding publication data for journals, the seat shall only be specified under exceptional circumstances (directly after the italicised title, in parentheses, and in roman type), if on its own the title (and subtitle) is insufficient to identify the journal.

K.10.3. The seat of the publisher

K.10.3.1. The name of the seat shall not be abbreviated (e.g. ~~Bp.~~, NYC, GÖ).

K.10.3.2. In the case of publishers with dual seats, the names of both cities shall be specified, joined by an ampersand (&). ... (Oxford & New York: Oxford UP).

K.10.3.3. In the case of publishers with more than two seats, only the name of the first city shall be specified, with the others being replaced by etc. ... (Düsseldorf etc.: Walter).

K.10.3.4. States or countries shall only be specified along the name of the city if the name of the city is clearly not obvious.

... (Cambridge, Mass.: Harvard UP).

K.10.4. Unimportant components in the names of publishers shall be omitted.

L. Rules according to the type of source

L.1. **Volume:** author, year, title, complementary data, if any, place of publication, and publisher.

L.1.1. Monographs

FREUD, S. (1989) *The Ego and the Id*, trans. J. RIVIERE, ed. J. STRACHEY (repr.: New York: Norton).

L.1.2. Edited volumes

BRUNO, F.J., ed. (1989) *The Family Mental Health Encyclopedia* (Oxford: Wiley).
FREY, D. & M. IRLE, eds. (1985–1993) *Theorien der Sozialpsychologie*, 2 vols. (Bern & Seattle: Huber).

L.2. **Article**

L.2.1. In a volume: no comma following the title of the study, in preceding the name of the editor of the containing volume, first and last pages of the study following data on the volume:

BILU, Y. & E. WITZTUM (1997) ‘The Mental Health of Jews Outside and Inside Israel’ in I. AL-ISSA & M. TOUSIGNANT, eds., *Ethnicity, Immigration, and Psychopathology* (New York: Plenum) 235–56.

L.2.2. In a journal: comma following the title of the study, no in, title of the journal (in italic type), volume (in roman type!), first and last pages of the study.

BREEMER TER STEGE, C.P. (1992) ‘Mental Health Care in Eastern Europe: The Eastern Block’, *International Journal of Mental Health* 20, 3–9.

L.2.3. In a magazine: similar to articles in a journal, but the issue shall be specified following the volume number (without spaces and separated by a colon), followed by a more precise date of publication in parentheses:

HURLEY, D. (1987) ‘A Sound Mind in an Unsound Body’, *Psychology Today* 21:8 (Aug) 34–38, 43.

L.2.4. In daily and weekly papers:

L.2.4.1. If the header or imprint of the paper contains the volume number: similar to articles in a journal, but the issue and the exact date of publication shall also be specified following the volume number.

‘Ehe verliert in Deutschland an Bedeutung: Ergebnisse der kleinen Volkszählung’ (2006) *Braunschweiger Zeitung* 61:131 (7 Jun) 1.

L.2.4.2. If the volume number is not specified in the publication: instead of the volume number Nr. followed by issue number of the paper, and the exact date of publication in parenthesis shall be specified.

‘Initiative für Familiensplitting’ (2006) *Frankfurter Allgemeine Zeitung* Nr.136 (14 Jun) 1–2.

L.2.5. In lexicons and encyclopaedias: similar to studies in volumes, but the name of the (chief) editor may be omitted if it cannot easily be identified in the lexicon. Data on the publisher shall be preceded by the total number of volumes and page numbers by the number of the quoted volume.

‘Geisteswissenschaftliche Psychologie’ (1978) *Der Große Brockhaus*, 12 vols. (18th, rev. ed.; Wiesbaden: Brockhaus) 4:397.

L.2.6. Review

L.2.6.1. Under a separate title: similar to articles in a journal, but following the title and between square brackets specifying details of the reviewed volume after Review of:

FOX, J. & B. DEMBLING (1997) ‘The High Cost of Neglecting Global Mental Health’ [Review of R. Desjarlais, L. Eisenberg, B. Good & A. Kleinman, eds., *World Mental Health: Problems and Priorities in Low-*

Income Countries (1995)] *Contemporary Psychology: APA Review of Books* 42, 48–49.

L.2.6.2. Only specifying details of the reviewed work: similar to articles in a journal, but specifying details of the reviewed volume as the title:

BUTTS, H.M. (2005) 'J.N. Nashville, In Recovery: The Making of Mental Health Policy (2004) [Review]', *Journal of Behavioral Health Services & Research* 32, 446–47.

L.2.7. In the case of internet-only journals: similar to journals in print, but in addition to the volume number also specifying the number of the individual 'booklet', and instead of page numbers specifying the date of download and the URL.

MCWILLIAMS, C. (2004) 'Healthcare Decision Making for Dementia Patients: Two Problem Cases', *The Internet Journal of Law, Healthcare and Ethics* 2:1, retrieved 15 Jun 2006 from <http://www.ispub.com/ostia/index.php?xmlFilePath=journals/ijlhc/vol2n1/decision.xml>.

L.3. **Dissertation (unpublished):** similar to separate volumes, but instead of data on the publisher the exact genre of the paper, the name and seat of the university (institution) shall be specified (in this order, separated by commas).

EDEN, J. (2004) *Körperliche Aktivität in Gruppen: Bedeutung für die subjektive Gesundheit älterer Menschen* (PhD diss., University of Bremen, Bremen).

L.4. **Internet sources:** with the exception of obvious cases, whether a text available on the internet counts as an independent publication or not can be determined similar to texts in print after evaluating the character, genre and length of the text.

L.4.1. Internet sources shall be described using data similar to corresponding print publications.

L.4.2. The description of internet sources in the references shall always be complemented by the exact date of download and the address of the homepage (URL).

European Values Study Group & World Values Survey Association (2006) *European and World Values Surveys Four-Wave Integrated Data File, 1981–2004*, v.20060423 (Madrid: Análisis Sociológicos Económicos y Políticos & JD Systems; Tilburg: Tilburg University; Cologne: Zentralarchiv für Empirische Sozialforschung) retrieved 15 May 2006 from <http://www.worldvaluessurvey.org>.

L.4.3. In the case of material downloaded from complex homepages that are difficult to overview, a textual identification of the homepage shall be included between the date of download and the homepage address.

ANTONOVSKY, A. (1990) 'Studying Health vs. Studying Disease: Lecture at the Congress for Clinical Psychology and Psychotherapy, Berlin, 19 February 1990', retrieved 10 Jun 2006 from Salutogenesis Project, Sense of Coherence website (old), <http://www.angelfire.com/ok/soc/aberlim.html>.

M. DOI (Digital Object Identifier)

M.1. If an article has a DOI, that DOI must be included in the citation for the article, like this:

ZUCKERMAN, M. & M. NEEB (1980) 'Demographic Influences in Sensation Seeking and Expressions of Sensation Seeking in Religion, Smoking and

Driving Habits, Personality and Individual Differences 1, 197–206
([https://doi.org/10.1016/0191-8869\(80\)90051-3](https://doi.org/10.1016/0191-8869(80)90051-3)).