

Spring Style Sheet
for books and the journal
September 2013

DOCUMENTATION

Spring follows a humanities style of documentation based on the *Chicago Manual of Style*, 16th edition, which uses endnotes to provide citation information rather than giving this information in parenthetical references in the text. This means that there are no author/date citations in the text and there is no References section at the end of the article or chapter containing a list of works cited. Instead, note numbers are inserted in superscript in the text, and the notes, containing the citation information, follow in a separate Notes section at the end of each article (in the journal) or at the end of each chapter (in a book with multiple authors) or in the back matter (in a single-author book).

The following are samples of notes from the most common types of sources. Please follow this format exactly, using the full note style for the first mention of the source and the shortened version for subsequent references to the same source.

Book (print)

1. William H. Rehnquist, *The Supreme Court: A History* (New York: Knopf, 2001), p. 204.

shortened form

2. Rehnquist, *Supreme Court*, p. 21.

Book with two or more authors

3. Michael D. Coe and Mark Van Stone, *Reading the Maya Glyphs* (London: Thames and Hudson, 2002), pp. 129–30.

shortened form

4. Coe and Van Stone, *Reading the Maya Glyphs*, p. 140.

Book with an editor and/or translator

5. Ted Poston, *A First Draft of History*, ed. Kathleen A. Hauke (Athens: University of Georgia Press, 2000), p. 46.

6. Tonino Guerra, *Abandoned Places*, trans. Adria Bernardi (Barcelona: Guernica, 1999), p. 71.

Book with editor as author

7. Jack Beatty, ed., *Colossus: How the Corporation Changed America* (New York: Broadway Books, 2001), p. 127.

Book in an edition other than the first

8. Andrew F. Rolle, *California: A History*, 5th ed. (Wheeling, IL: Harlan Davidson, 1998), p. 243.

Book from a multivolume work

9. James M. McPherson, *Ordeal by Fire*, vol. 2, *The Civil War* (New York: McGraw-Hill, 1993), p. 205.

Chapter in a book

10. P. Shaver and C. Hazan, "Adult Romantic Attachment: Theory and Evidence," in D. Perlman and W. Jones, eds., *Advances in Personal Relationships*, vol. 4 (London, PA: Jessica Kingsley, 1994), pp. 29–70.

Jung's Collected Works

Citations to Jung's *Collected Works* have their own style. Provide the title of the essay, the volume number and the paragraph number, along with the publication data. The original date of publication is optional but preferred (you will find it in the table of contents for the volume). Note that paragraph number, not page number, is used. The symbol for "paragraph" is §.

11. C. G. Jung, "The Psychology of the Transference" (1946), in *The Collected Works of C. G. Jung*, vol. 16, ed. and trans. Gerhard Adler and R. F. C. Hull (London: Routledge and Kegan Paul, 1966), § 399.

12. C. G. Jung, "On the Psychology of the Unconscious," in *The Collected Works of C. G. Jung*, vol. 7, ed. and trans. Gerhard Adler and R. F. C. Hull (Princeton, NJ: Princeton University Press, 1966), § 179.

13. C. G. Jung, *Mysterium Coniunctionis*, vol. 14, *The Collected Works of C. G. Jung*, ed. and trans. Gerhard Adler and R. F. C. Hull (Princeton, NJ: Princeton University Press, 1963), § 778.

shortened forms

14. Jung, CW 16, § 400.

15. Jung, CW 7, § 181.

16. Jung, CW 14, § 703.

Note that citations to Jung **not** from the *Collected Works* are treated like any other publication.

17. C. G. Jung, *Memories, Dreams, Reflections* (New York: Random House, 1961), p. 229.

Freud's Standard Edition

18. Sigmund Freud, *The Neuro-Psychoses of Defence* (1894), in *The Standard Edition of the Complete Psychological Works of Sigmund Freud*, vol. 3 (London: Hogarth Press, 1961).

19. Sigmund Freud, "On Beginning the Treatment" (1913), in *The Standard Edition of the Complete Psychological Works of Sigmund Freud*, vol. 12 (London: Hogarth Press, 1991), pp. 123–144.

shortened forms

20. Freud, *The Neuro-Psychoses of Defence*, p. 5.

21. Freud, "On Beginning the Treatment," p. 128.

Sacred texts

References to the Bible are an exception to the rule; they should be included in the text, in parentheses, using traditional abbreviations and citing chapter and verse:

Example:

The dream suggests that as we age, we must cultivate a more childlike approach to the divine, and here we are reminded of Jesus calling on people to become like little children if they wish to enter the kingdom of heaven (Matthew 18: 3, Mark 10: 15).

Article in a scholarly journal

22. Jonathan Zimmerman, "Ethnicity and the History Wars in the 1920s," *Journal of American History* 87 (1, 2000): 101.

Article in a magazine or newspaper

23. Joy Williams, "One Acre," *Harper's*, February 2001, p. 62.

24. Dan Barry, "A Mill Closes, and a Hamlet Fades to Black," *New York Times*, Feb. 16, 2001, A1.

shortened forms

25. Williams, "One Acre," p. 63.

26. Barry, "A Mill Closes."

Online sources

Provide as much information as possible, including a stable URL and the date accessed. Titles of online publications follow the same conventions as for print: quote marks for titles of articles, chapters, poems, etc.; italics for titles of magazines, newspapers, books, and journals. Titles of websites should be capitalized with no quote marks or italics.

27. Gina Kolata, "Scientists Debating Future of Hormone Replacement," *New York Times*, Oct. 23, 2002. Accessed Feb. 23, 2003, at <http://www.proquest.com>.

28. Sheila Connor, "Historical Background," *Garden and Forest*, Library of Congress. Accessed Mar. 13, 2007, at <http://lcweb.loc.gov/preserv/prd/gardfor/historygf.html>.

29. PBS Online, "Media Giants," *Frontline: The Merchants of Cool*. Accessed Oct. 12, 2007, at <http://www.pbs.org/wgbh/pages/frontline/shows/cool/giants>.

Archival material

30. Joseph Adkinson, letter to Irvin Adkinson, Feb. 10, 1863, folder 11, box 1, Adkinson Family Civil War Letters, Duggan Library, Hanover College (Hanover, IN).

Dissertation or lecture

31. Stephanie Lynn Budin, "The Origins of Aphrodite" (Ph.D. diss., University of Pennsylvania, 2000), pp. 301–2.

32. Cathryn Polonchak, "Play and Playfulness: Reclaiming the Self" (lecture, Jung Society of Washington, Washington, DC, Sept. 21, 2013).

Movie or TV show

33. Bill Idelson, "A Place of His Own," *Happy Days*, season 4, episode 70, directed by Jerry Paris, aired November 9, 1976 (ABC, 1974–1984; Paramount, 2008), DVD.

Personal communication

Indicate personal communications directly in the text. Include the date if possible.

Example:

Michael Conforti, a Jungian analyst and director of the Assisi Institute, sees a parallel role for those using Jungian-based ideas with aging adults, in effect becoming sympathetic, resourceful, and trusted guides who could help adults as they make their way into and through the transformations that lead to new ways of experiencing and living one's life (personal communication, April 23, 2007).

FORMATTING YOUR MANUSCRIPT

Format your article as follows: Times New Roman, 12 pt., double spaced throughout, with 1 inch margins.

Each article file should include title, subtitle (if applicable), author(s), permission statement (if applicable), text, and notes.

Subheads are flush left (not indented or centered). Level 1 heads (a heads) are bold. Level 2 heads (b heads) are bold italic. Level 3 heads are italic.

A Heads

B Heads

C Heads

Indent all paragraphs, including the first paragraph at the beginning and after every subhead. Use paragraph styles (not tabs) for indenting paragraphs, except in block quotes.

Block quotes do not have a paragraph indent at the beginning; if the block quote consists of two or more paragraphs, indent only the second and subsequent paragraphs with a tab.

Indent entire block quote .5 inch left and right with one line space above and below.

Format dreams like an block quotes, but in italics.

Block quotes do not have quotation marks at the beginning and end (they may have them in the middle, and they should be double unless there is a quote within a quote within the block quote).

Remove all double spaces (use global find and replace).

Use real em dashes.

Key ellipses as periods separated by spaces. Do not use ellipses at the beginning or end of quoted material.

Format verse (poems) as roman; if there is a title, make it italic (indented or centered, whichever is appropriate).

STYLE

Use American spelling and punctuation. Two things to note about American punctuation:
commas and periods go inside quotation marks; semicolons and colons go outside quotation marks
use double quotation marks instead of single quotation marks in all cases except for a quote within a quote.

Use the serial comma. *Example:* She took a photograph of her parents, the president, and the vice president.

Use periods in abbreviations for degrees and credentials (Ph.D., L.C.S.W., etc.)

Set quotes of three or more full lines as block quotes.

Use italics for words as words. *Example:* The word *transformation* is often used incorrectly.

Avoid putting words in quotation marks for emphasis. Use italics for emphasis sparingly.

Spell out numbers under one hundred, except with percent, degree, and in contexts where there are a lot of specific numbers and/or numbers with decimal points.

Book and film reviews

In book reviews, page number references to the book being reviewed are placed in parentheses in the text.

In book reviews, include the following information at the top: author, title, publication data (publisher, location, and year).

Style and format for notes

Notes can be automated or not as long as they are handled consistently.

Position note reference numbers at the ends of sentences, not in the middle (even if the quoted material ends mid-sentence). There is no space between the period ending the sentence and the note reference number.

Notes ending with a URL should end with a period.

Use p. or pp. for page numbers, except for journals. Separate page ranges with an en dash.

Use section symbol (§) for par., followed by a space.

Use two-letter state abbreviations. *Example:* NJ for New Jersey, IL for Illinois.

Italicize *Ibid.* or *ibid.*

WORDS TO WATCH OUT FOR

analytical psychology (not capped)

DSM-IV, DSM-5

ecopsychology

expressive sandwork (different from sandplay therapy)

Internet (cap)

Jungian analyst (not Jungian Analyst)

post-traumatic stress disorder (PTSD)

sandplay

sand tray