

European Journal of Clinical Hypnosis

Instructions to Authors

The European Journal of Clinical Hypnosis is the official Journal of the British Association of Medical Hypnosis. The Journal publishes papers on a broad range of topics of general interest to those working on all aspects of clinical hypnosis. All papers accepted for publication in The Journal may appear simultaneously in both the print and online versions.

Presentation

Manuscripts must be written in English. All contributions must be typed and should include references, tables, and figure legends. Footnotes are not permissible. On occasion an appendix may be used if approved by the Senior Editor. Authors should include their full name and title, complete address, phone number, and e-mail address on the title page.

Submitting your article

The submission should be supplied as a word document attachment and emailed to sjanie.hugo@lcch.co.uk

A hard copy of the submission should also be posted to:

Sjanie Hugo
The European Journal of Clinical Hypnosis
27 Gloucester Place,
London W1U 8HU,
United Kingdom

Organisation of the document

Title Page

The title page should contain:

1. The complete title
2. The names of all authors.
3. The complete affiliations of all authors.
4. An abbreviated title (should not exceed 50 characters and spaces).
5. The number of text pages (*including title page, references, figure legends, and tables*).
6. The name, complete address, telephone number, and e-mail address of the author to whom correspondence and proofs should be sent.
7. Acknowledgments (list of grant support and personal acknowledgments).

Abstract

The abstract should not exceed 300 words, and should provide a concise summary of the objectives, methodology, key results, and major conclusions of the study. It should be written in complete sentences, without explicit subheadings.

Main Body

The main body of the article should be a minimum of 1000 words, and should not exceed 5000 words. The article can contain sub-headings and should include any relevant diagrams or tables.

References

References should be cited in the text in either of the following ways:

- 1) "The procedure used has been described elsewhere (Green, 1978)," or "Our observations are in agreement with those of Brown and Black (1979) and of White et al. (1980)," or with multiple references, in chronological order: "Earlier reports (Brown and Black, 1979, 1981; White et al., 1980; Smith, 1982, 1984).... "
- 2) "The procedure used has been described elsewhere¹".

All references should be numbered according to the indexing within the text. In the list of references, papers should be given in alphabetical order according to the surname of the first author. In two-author papers with the same first author, the order is alphabetical by the second author's name. In three-or-more-author papers with the same first author, the order is chronological. The name of the author(s) should be followed by the date in parentheses, the full title of the paper as it appeared in the original together with the source of the reference, the volume number, and the first and last pages. The following illustrate the form to be used:

Journal article (examples)

1. Orne, M. The nature of hypnosis: artefact and essence. *The Journal of Abnormal and Social Psychology*, 1959, vol. 58, pp.277-299.
2. Sacerdote, P. An analysis of induction procedures in hypnosis. *American Journal of Clinical Hypnosis*, 1970, vol.12, pp.236-253.

Book (example)

3. Haley, J. *Conversations with Milton H. Erickson* (3 vols.) New York: Triangle Press. 1985

Chapter in a book (example)

4. Erickson, M. Deep hypnosis and its induction. Chapter in L. LeCron (Ed.), *Experimental hypnosis*. New York: Macmillan 1952 (pp.70-114).

General guidelines

Abbreviations

Abbreviate terms used three or more times. Spell out all abbreviations at first occurrence, and then introduce them by placing the abbreviation in parentheses after the term being abbreviated. The metric system should be used for all volumes, lengths, weights, etc. Temperatures should be expressed in degrees Celsius (centigrade).

Style

The paper must be written in good, clear English. Use of the active voice is preferred and the first person when referring to the author. Avoid the use of sexist language: do not refer to subjects or patients as “he” unless they are male, but rephrase the sentences using plurals (“they” and “them”). The form “he” or “she” is preferable to “he/she” or “s/he” .

Question-begging terminology

Avoid using the terms such as “hypnotised” and “hypnotic state” unless they are operationally defined in the paper. Give details of hypnotic procedures employed, rather than simply saying the subject was “hypnotised”.

Tables and figures

The tables and charts should be included in the word document, in the appropriate place. Each table must be clearly labeled so that they can be easily understood on their own.

Copyrights and Permissions

Submission of a paper implies that it has not been published elsewhere. The author is responsible for obtaining permission to publish any lengthy quotations or illustrations.