Submission instructions

Dear authors,

We request that you follow the following instructions
when editing and compiling your textual contributions. Many thanks.

Manuscript submission: structure and length

1st page	Author name(s); title of the work; correspondence address (not published)
2nd page	Summary and keywords in the language of the article, abstract and keywords in English (length for each max. half a manuscript page)
3rd–5th pages	Title of the work, extended summary (1.5–2.5 manuscript pages)
6th page and ff.	Title of the work, text of the work (max. 35,000 characters including spaces)
last pages	Bibliography; tables; short professional CV with email address: (will be published)

Orthography
Swiss standard spelling is used.

Gender-inclusive language
We welcome the use of the gender-inclusive language conventions of your choice. If you decide to use gender-inclusive language, please make sure it is applied consistently throughout your entire text.

Figures and tables
Tables and figures should be numbered sequentially and separately. Every table or figure should be cited with its number in the text.

We need figures to be sent as separate files in a standard image format (e.g. jpg, tiff) at a resolution of 300 dpi at print size.

In the manuscript, all we then need is an indication of where the figure should be placed, supplemented by the caption: Fig. 1: abc.

We print in greyscale. When designing graphs, diagrams, charts etc. please use various different line styles, shapes or clearly darker/lighter areas instead of colours.

Please note that any rights to use figures must be obtained by you yourself!

Notes on text formatting
For the body text, please use no formatting or only use clear formatting, e.g. the standard formatting in Word. Your text will later be processed in a special typesetting program, meaning we will fully reformat it in accordance with our publishing layout.

Please do not use manual word breaks at the end of lines and do not insert empty lines between paragraphs. At paragraph breaks, please just press «Return» once.

For emphasis, please use italics, *not* bold or underlining.

A large number of footnotes gets in the reader's way and is not attractive on the page. Many footnotes are perfectly easy to integrate in the text. When giving sources, footnotes are also not required – here, please use the American style of in-line citation. (Please note the below citation guidelines here.) Please thus only use footnotes where absolutely necessary.

For clarity, we recommend you provide your text with *short* subtitles (max. 60 characters). Please avoid, if possible, numbering the subtitles.

Quotations and sources

Independent works such as books, poems, films, paintings, song titles etc. are written in italics in the body text; articles and sections of works, however, are given in double quotation marks:

>She looked at Picasso's *Guernica* and read the essay «On Art».

Verbatim quotes are marked by double quotation marks. Quotes within quotes use single quotation marks. Omissions within quotes are shown by an ellipsis in square brackets. Verbatim quotations must be given an exact page reference:

>«‹I am a quote›, says the quote […] from the book» (Müller, 2009, p. 30).

Longer quotes are indented as block quotes; shorter ones can remain within the body text. Please do *not* mark quotes in the body text with italics or similar.

If an author has published more than one title in a year, they are labelled with a, b, c etc. without a space between the year and the letter: (Müller, 2012b). If several authors have the same name, the initial is added: (E. Schneider, 2015; M. Schneider, 1999).

We use the citation style of the American Psychological Association (APA) or of the Deutsche Gesellschaft für Psychologie (DGP):

In-line sources are in brackets and contain the author's name, year of publication and page number(s):

>(Philippson, 2022, p. 35)
>(May & Weber, 2018, p. 410f.)
>(May et al., 2021, p. 21–24)

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>**Book:** May, D. & Weber, X. (2018). *Zielgerichtetes Projektmanagement*. Psychosozial-Verlag.
>**Journal contribution:** Philippson, P. (2021). In der Welt träumen. *Psychotherapie-Wissenschaft, 11*(2), 33–39.
>**Book chapter:** May, D., Müller, B. & Weigand, S. (2021). Studie zum Management. In D. May & X. Weber (Eds), *Managementstudien* (p. 18–28). Psychosozial-Verlag.

Internet sources often also have authors and titles. In all cases, please give the complete link without final full stop:

>May, D. (2010). Verstehen hilft. http://www.psychoanalyse-online.de/verstehen-hilft.html

DOIs can be inserted after the sources. In this case there is also no final full stop:

>Walter, O. (2008). Nichts gegen das grundlegende Verstehen. *Psychoanalyse heute, 11*(3), 35–90. https://doi.org/10.1103/0278-6133.11.3.35

If you have questions about citation or need more precise information, please contact the editor: *peter.schulthess@psychotherapie.ch*

We thank you for following our submission instructions.

Your team at the Psychosozial-Verlag and the editorship of *Psychotherapie-Wissenschaft*.
(As of: October 2022)