

PCCS Books

Style guide

Abbreviations

Abbreviations take a full stop at the end (cf. *ie.* *eg.* *etc.*). Abbreviated titles take a full stop if the last letter is not the final letter of the full title (eg. *Prof.*, *Snr*), but otherwise, not (eg. *Dr*).

Precede *cf.*, *eg.* and *ie.* with a colon (but not *etc.*).

But try to avoid *eg.*; use *for example* or *such as*, preceded by a colon and followed by a comma – although *eg.* can be used inside brackets.

Talking treatments are often preferred: for example, 83 per cent of people in a recent survey said their cats preferred CBT.

Only a number of cats (eg. those with acute mouse phobia) preferred CBT.

Acronyms

Acronyms should be written first in full, followed by the acronym in brackets; thereafter use the acronym. Exceptions to this rule are frequently used acronyms such as NHS, IAPT, and CBT, which are commonly understood and do not need to be spelled out in full. Do not use full stops:

Janis Jones, Chief Executive Officer (CEO)

She used dynamic interpersonal therapy (DIT)

Capitalisation

As a general rule, use of initial capitals should be kept to a minimum.

■ Job titles

Job (including religious) titles are capped up:

God (and He and Him thereafter)

Prime Minister David Cameron/the Prime Minister

The Minister for Children and Young People

Mark Hudson is Programme Leader for the MA in Clinical Counselling at Nowhere University

Mary Smith is Chief Executive of...

But not when they are being used to describe a role:

He is a god among men.

She is a qualified psychodynamic psychotherapist.

He has worked as an engineer for most of his life.
He is a clinical counselling programme lead at a major UK university.

Do not use caps when job titles are used generically:

human resources professionals, person-centred counsellors, independent practitioners

■ **Acts of Parliament and parliamentary Bills**

Titles of Acts and Bills are always capped up (and 'the Act', 'the Bill' thereafter):

The Health and Social Care Act 2012

The Health and Social Care Bill

Early Day Motion

Private Members' Bill

■ **Organisations/corporate entities**

Organisations/corporate entities take initial caps where the name is a proper noun (and are singular):

The Government has published...

The UK Parliament has backed...

The Royal Navy, Royal Air Force

The Board of Governors has decided....

The Executive Committee has voted...

But not when a common noun:

When in government, a political party will...

After a long career in parliament...

Following a long career in higher and further education...

She joined the army/British army/armed forces/navy... (they are not proper nouns)

■ **Government departments**

Capped up (note that some Departments are **of** and others are **for**):

Department of Health (DH)

Department for Education (DfE)

Department for Work and Pensions (DWP)

the Cabinet Office (the Cabinet)

the Home Office

MPS debated the bill in Parliament.

■ **Committees/conferences**

Capped up if it is a formal title of the committee or event:

The Committee on Climate Change

The committee meets thrice yearly.

The 2015 BACP Annual Research Conference

It was BACP's 23rd annual research conference.

■ **Drugs (medication)**

Generic drug names should be in lower case; trade names initial caps.

He was prescribed olanzapine (Zyprexa).

■ Geographical locations

Use capitals when it's a distinct area defined by a name:

The Black Country, East Anglia, the Lake District, the West Midlands

Use lower case when it's a geographical location:

the north-east of England, south-west France, eastern Europe, south Hertfordshire, the north, the south-east

The wind is in the east/west/north/south.

He drove north.

Compass points are capped when referring to cultural distinctions:

In the West/in the East

Western cultures/Eastern religions

Compass points should be hyphenated

In the south-east, north-west

■ Minority and ethnic groups

Use lower case for **black**, **white** when referring to race/ethnicity, except when using the formal Census definitions **Black British**; **Black Caribbean** etc. If a contributor explicitly wishes **Black** to be capitalised, cap it up and explain why in an endnote.

Use lower case for **deaf** unless specifically referring to people from the **Deaf community** (profoundly deaf, BSL-using, identifying as culturally deaf).

Gypsy and **Irish Travellers** are capitalised (they are formally recognised as an ethnic group under the Race Relations Act) – but not **travellers** (generic).

Jew/Jewish takes upper case.

■ Book/film titles etc

Capitalise (and italicise) titles of books, films, TV programmes etc in the body text. Sub-titles (ie following a colon) should be all lower case.

Book chapters are capped up and in inverted commas, except in **references** (see **Referencing** below).

■ Qualifications/courses

Use lower case for qualifications/courses unless it is the formal title of the course (or an abbreviation):

I took a postgraduate diploma in counselling and a doctorate in...

She has a master's in child and adolescent mental health, a diploma in... and a certificate in art therapy.

She has a BA in...

She completed her doctoral thesis in...

She completed an MSc in Creative Writing for Therapeutic Purposes in 2013.

■ **Counselling/psychotherapy modalities**

Use lower case for all modalities (and treat as acronyms – in full first with the acronym in brackets, then the acronym thereafter):

- ... person-centred approach (PCA)
- ... psychodynamic psychotherapy
- ... transactional analysis (TA)
- ... dynamic interpersonal therapy (DIT)
- ... cognitive behavioural therapy (CBT) (no hyphen)

But **Gestalt** is capped (it is a German noun, which are always capped).

■ **Mental health diagnoses**

Mental health (and other) diagnoses are always lower case (**schizophrenia, bipolar disorder, social anxiety disorder** etc). Subsequent abbreviations (**borderline personality disorder (BPD)**) are capitalised.

Post-traumatic stress disorder takes a hyphen (see hyphens below).

Colons and semi-colons

Colons are used to elaborate or explain a preceding clause:

She arrived with a huge amount of luggage: three suitcases, four large carrier bags and the complete works of Sigmund Freud.

Colons are also used to introduce bullet point lists (the bulleted lists are all lower case and no punctuation until the end of the list):

Volunteers can be of great benefit, helping with:

- making tea
- setting out chairs
- greeting visitors.

Semi-colons are used as a soft full stop to replace ‘and’ or ‘but’ between two clauses. The clause following the semi-colon should be complete (ie contain a noun, verb and object):

The road was very slippery; there was black ice everywhere.

Commas

Use commas judiciously: they can be irritating but they can also aid emphasis and clarity, and be a welcome breathing point in an interminable sentence.

Use commas when they join two main clauses in a sentence and both main clauses have a subject:

A third were offered psychotherapy, but most of them did not return after the first session.

Use commas after introductory words at the start of a sentence, such as ‘however’ and ‘nevertheless’:

However, when she began the course she found...

Do not use commas before the final 'and' in lists, unless to clarify ambiguity (the Oxford comma):

A quiet room, comfortable chairs and a box of tissues are all essential.

But:

I dedicate this book to my parents, John Bowlby, and Melanie Klein.

Do not use commas following a temporal clause:

After several weeks he decided to return to complete his course.

In February she intends to start a new job.

While I was waiting I read a book.

Dashes

Dashes should be n-dashes (—), not hyphens (-) or m-dashes (–). N-dashes should always be used in page numbers and dates (pages 33–36; 23–25 October).

Ellipses (three dots)

Insert a space after but not before an ellipsis:

She didn't want to go there... Nevertheless, that is where she went.

If the ellipsis occurs at the end of a sentence, there is no need for a further full stop after the three dots. If the sentence ends with a question mark or exclamation mark, this should follow the ellipsis.

Exclamation marks

Use exclamation marks sparingly. Ideally, the text should exclaim for itself!

Foreign/Latinate words and phrases

Italicise foreign words and phrases, with the translation in roman in brackets.

If the word/phrase has become anglicised (eg *laissez faire*; *et cetera*, *prima facie*, *exposé*, *vis-à-vis*, *status quo*), use roman.

Hyphens

Use hyphens sparingly.

Hyphenate words with the prefix/suffix **non-** and **adjectival phrases** that include a preposition:

non-recurring expense, **one-off event**, **run-in trial** etc.

Use hyphens to form short compound adjectives when the adjective precedes the noun (ie it qualifies the noun):

19th-century origins, part-time job, inner-city lifestyle, three-year-old child, ever-forgiving family, much-loved character, well-established principle, ill-written report

But not where the compound adjective follows the noun (ie it modifies it) – it's no longer a compound adjective:

The worksheets are clear and well drawn.
The report was ill written.

Use hyphens in compound words where the prefix and suffix end and begin with the same letter:

co-operative, co-operate, co-ordinate, re-energise, re-educate, over-ride, over-react, over-rule

And to clarify potential ambiguity:

re-creation (recreation)

Never use hyphens after adverbs ending in -ly:

a hotly disputed penalty, a constantly evolving theory, genetically modified food

Do not use hyphens where the compound word is used as a noun or adverb:

The three year old burst into the room.
He worked part time (but He had a part-time job).

Common hyphenated words:

O-levels and A-levels
self-control, self-defence, self-esteem, self-respect
self-harm
in-house

Commonly-used words without hyphenation:

no one
twofold, threefold, fourfold etc
bipolar
countertransference
wellbeing
antidepressant
breastfeeding
groupwork
psychoeducational, psychoanalytic, psychosocial
side effects
inpatient, outpatient
antenatal, postnatal, postpartum
decision maker/decision making
policy maker/policy making
redistribute
deconstruct

cohabit
socioeconomic
multidisciplinary
multiagency

Inverted commas

PCCS Books uses single inverted commas for quotes and double inverted commas for quotes within quotes:

Minami writes: ‘Under this model, the clinical assumption is that survivors must “reach” forgiveness first.’

Use a colon to introduce quotes, unless they are part of the sentence, when no preceding punctuation is needed:

Rogers wrote: ‘It seems to me that anything that can be taught to another is relatively inconsequential.’

Rogers argued that anything that can be taught to another is ‘relatively inconsequential’.

Use either a comma or colon to introduce direct speech:

Rogers told him, ‘I kind of feel like saying if it would be of any help I’d like to come in.’

Rogers told him: ‘I kind of feel like saying if it would be of any help I’d like to come in.’

Avoid using inverted commas for irony or emphasis – ironically, it isn’t particularly effective. You could use *so-called* – but never in combination with inverted commas:

He ushered her into the so-called counselling room, which was a broom cupboard.

Do use inverted commas if you are coining a new word or phrase, but only on first use.

It was, he argued, a clear case of what he called ‘contratransference’.

Numbers

Use words from *one* to *nine*; figures from *10* up to *999,999*. Then *one million*, *two million* etc – but *£1 million*, *£2 million* etc.

The same applies to ordinals. *First*, *second...* *ninth*. Then *10th*, *11th* up to *999th*.

Never start a sentence with figures:

Twelve people attended the workshop.

Altogether, 12 people attended the workshop.

Numbers over 20 written in full are hyphenated:

Seventy-five, twenty-three etc

Use commas in numbers over 999:

The journal is read by 1,000/200,000 people.

Do not use inverted commas for ages and decades:

People in their 60s...

In the 1960s...

However:

He has 20 years' experience of working (the experience of 20 years).

■ Fractions

Fractions are hyphenated

Two-thirds, three-quarters

So too is two-and-a-half when used as an adjective in front of a noun, but not when it stands alone:

She had two-and-a-half hours to complete the test.

The number of hours spent on the test added up to two and a half.

Use figures ($\frac{1}{3}$, $\frac{3}{4}$) in tables.

Avoid mixing fractions and percentages in the same sentence (ie **Two-thirds of participants agreed but 20 per cent did not**). However you can write **Nearly two-thirds (63%) of participants agreed but 20 per cent did not**. (This can be useful if you need to start a sentence with a number.)

■ Percentages

Write **per cent** in full (two words) in the text, but abbreviate to % when used inside brackets.

Nearly two-thirds of people (65%) said they preferred face-to-face counselling.

The survey found that 33 per cent favoured working with their therapist online.

■ Dates and time

We use the format: day month year, without commas or th or st. Use the 12-hour clock and am and pm without punctuation:

21 July 2014

Monday 21 July 2014

9.00am; 12.00pm

Eras are:

1000BC

But AD1066

or the religiously neutral equivalents **Before Common Era (623BCE)** and **Common Era (2014CE)**.

Referencing

We use Harvard referencing. Cite the author's surname, year of publication and page number immediately following the quoted material:

When some form of organization, other than authoritarian, flourishes and succeeds, it challenges a way of being that is deeply rooted in our society' (Rogers, 1983: 245).

The bibliography at the end of the volume must include every work cited in the text (including footnotes). Authors should be listed alphabetically. If more than one work by an author has been published in the same year, the works should be referenced a, b, c etc in the body text and bibliography:

Rogers (1983a: 245; 1983b: 137; 1983c: 106)

The bibliography should be presented as follows. Note the minimal punctuation:

■ **Books**

Cooper M, McLeod J (2010). *Pluralistic counselling and psychotherapy*. London: Sage.

■ **Chapter in book**

Kagan N. *Influencing human interaction: eighteen years with IPR*. In: Hess AK (ed) (1980). *Psychotherapy supervision: theory, research, and practice*. New York: Wiley (pp53–68).

The page numbers of the chapter must always be included. No stop after pp.

■ **Journal articles**

Goss K, Allan S (2010). *Compassion focused therapy for eating disorders*. *International Journal of Cognitive Therapy* 3(2): 141–158.

Note: there is no full stop before the year, and no space between volume number and issue. Use n dash (–) between page numbers (not hyphen).

■ **Online/electronic journal articles/text** (use only if the document/text is only published online. Otherwise use the print reference and include a weblink if wished). Always provide a date for your most recent access:

Wersebe H, Sijbrandij M, Cuijpers P (2013). *Psychological group treatments of social anxiety disorder: a meta-analysis*. [Online.] *PLOS ONE*; 8(11): e79034 (accessed 28 July 2014).

National Association of Deafened People (2014). *All about hearing loss: an information, support and rehabilitation resource*. [Online.] London: National Association for Deafened People. www.nadp.org.uk/what-we-do/information/ (accessed 3 May 2015).

■ **Newspaper articles**

Hildreth A (2014). *NHS faces £2 billion mental health funding cuts*. *The Guardian*; 13 July: 5.

■ **Television/radio programmes**

The secret you (2009). *Horizon* [television programme]. Dan Walker (dir). BBC2; 20 October.

■ **Films**

Fifty Shades of Grey (2015). Sam Taylor-Johnson (dir). Universal Pictures.

■ DVDs

Counselling DVDs (2014). Therapists and professional negligence: a duty of care? [DVD] Counselling DVDs.

■ Webpages

Mental Health Foundation. Anxiety. [Online] www.mentalhealth.org.uk/help-information/mental-health-a-z/A/anxiety/ (accessed 27 July 2014).

(There is no need for an http:// prefix if followed by www. But do include unusual prefixes eg <https://>)

Note: do not use the references to list websites. References are a way of acknowledging the books, papers and other published and unpublished materials on which the author has drawn when writing their article or book. If you need to supply the website details for an organisation, include them in brackets in the text, or list separately at the end of the article:

She belonged for many years to the Adlerian Society (www.adleriansociety.co.uk).

■ Blogs

Chloe J (2014). I swear to tell the truth, the whole truth and nothing but the truth... about depression. [Blog.] Time to Change; 25 July. www.time-to-change.org.uk/blog/i-swear-tell-truth-whole-truth-and-nothing-truthabout-depression [accessed 27 July 2014].

Footnotes/Endnotes

Footnotes/endnotes are used to develop an idea or expand a quotation where to do so within the main body text it would disturb the flow. They should be used minimally; wherever possible, the text should be rewritten to accommodate them. Use superscript numerals sequentially, and insert them following any punctuation.

Rogers' belief was that 'adherents of any clinically effective procedure tend to become dogmatic' (1949b:152).¹

He went on to point out, with barbed intent: 'If client-centered counseling does not provide sufficient examples, psychoanalysis or Rorschach will be glad to oblige'.

Footnotes/endnotes should be listed in numerical order at the foot of the relevant page. The numbering should start again from 1 in each new chapter.

Split infinitives

To **boldly** go works just fine. **Boldly** go there.

(Some) common (mis)spellings

Use UK spellings: [counselling](#), [organisation](#) etc, other than in quotes, when you should always follow the original spellings. Be especially careful about US spellings – [counseling](#) and [counselor](#).

[Affect](#) (verb – although it can be a noun in [psychological affect](#))/[effect](#) (noun)

[Acknowledgment](#)

[Amid](#) (not amidst)

[Among](#) (not amongst)

[Asperger syndrome](#) or [Asperger's](#)

[Benefitted](#)

[Compare with](#) – used when contrasting two alternatives:

[Compared with CBT, person-centred therapy is more...](#)

[Compare to](#) – used when likening something to something else:

[Compared to a summer day, she was lovelier and more temperate...](#)

[Cyberbully](#), [cybercafe](#), [cybercrime](#), [cybernetics](#)... all one word

[Cull](#) – means pick or choose, not kill off

[Data](#) – are plural

[Different from](#) (not different to, or different than)

[Differs from](#), not differs to

[Disabled people](#) – not the disabled

[Dos and don'ts](#) (no inverted comma before the s)

[Down's syndrome](#) (not Down Syndrome, Downs syndrome, Down's etc)

[Elderly people](#) or [older people](#), not the elderly – and use only to describe people over 75

[Empathic](#) not empathetic

[Endnote](#) and [footnote](#) are both single words

[Etc](#) – should not be preceded by a comma. It is an abbreviation for et cetera, which means 'and other things', so you do not need the comma

[First World War](#), [Second World War](#), [World War I/2](#) (in full; never WWI/WW2)

[Focused](#) (one 's')

[Four letter words](#) – use sparingly. Consider avoiding or using f**k

[Fulfil/fulfilled](#) – one 'l' in the present tense

[Fulsome](#) means 'cloying, excessive, disgusting by excess' – use accordingly

[Healthcare](#) (one word)

[Homepage](#) (one word) – also [webpage](#), [website](#) etc

[Impact](#) – only use as a transitive verb (ie with a direct object) when accompanied by 'have' and 'on', unless you really do mean 'to press firmly' or 'to constipate'. Instead use [have an impact on](#), [affect](#), [influence](#).

[In-house](#) (hyphen)

[internet](#) takes lower case

[It's](#) – it is

[Its](#) – possessive pronoun

[Judgement](#) – (with an 'e')

[Myriad](#) is a large, unspecified number and can be used as an adjective or noun:

[Myriad species of bird are summertime visitors to the British Isles.](#)

[A myriad of people are waiting outside.](#)

[No one](#) – no hyphen

OK – is in capitals
One's (possessive pronoun)
Outpatient (and inpatient)
Practice (noun); practise (verb)
Principal – (adjective) first in importance; (noun) head or leader
Principle – (noun) standard, ethic
Schizophrenia, schizophrenic should only be used to refer to the psychiatric diagnosis.
Schizophrenic is never a noun
Sea change is a gradual transformation; a steep change is a sudden change
Side effects (two words)
Skype (initial cap)
Suicide – do not use 'commit suicide'; suicide is no longer a crime. Use 'killed himself', or 'took/ended her own life'
Supersede not supercede
Systematic – methodical; systemic – relating to a system
Toolkit – one word
Third world – avoid. Use developing countries or developing nations
Transgender – use in full at first mention, thereafter trans, and never as a noun.
Twitter takes an initial cap. Twitter users (or tweeters) send tweets (or tweet, or twitter) in lower case
Under and over prefixes are normally one word:
 undervalue, underweight, underestimate, understate, overact, overestimate etc
Uninterested means not interested; disinterested means unbiased, objective
Utilise – don't utilise; use instead.
Website, webpage and homepage
While, not whilst; among, not amongst; amid, not amidst; on, not upon
Who or whom? To work out which to use when, try replacing who (subject) with him, her or them (object)
Withhold takes two x 'h'
world wide web (three words, all lower case)
x-ray (hyphen and lower case)