



ANALYTICAL  
PSYCHOLOGY  
PRESS

Text Preparation Guidelines based on the *Chicago Manual of Style*

Set up your Word doc like this before you start:

Font: Times New Roman 12

Left Justify

Double space

Under Styles, choose No Styles

Themes: Reset to theme from template (no theme)

Layout

Margins: Normal

Orientation: Portrait

Size: US Letter

Columns: One

Line Numbers: None

Hyphenation: None THIS IS IMPORTANT!

Left, Right Indents: 0", Spacing Before & After: 0 pt

References:

Choose: Insert Endnote

Bibliography: Chicago (not APA)

References to Jung's Collected Works use volume and ¶ (e.g., CW 8, ¶124)

Review: Beware of automatic spell check. We recommend that you do a check after the manuscript is complete and check each change carefully.

Additional formatting requirements:

Use one space after a period or colon.

New Paragraph: Use a single return.

Block quote: If a quote is more than 100 words, use a block quote. Highlight the quote and Go to the Format Menu:Paragraph:and choose 0.5 left indent.

For an em dash—one that indicates a break in a sentence like this—either use the em dash character on your word processor or type two hyphens (leave no space on either side).