YT2
Writing and Publishing Your Hypnosis Articles in AJCH
(Stephen Lankton, MSW, FASCH, DAHB & David Reid, PsyD)
Using ScholarOne for AJCH

ScholarOne

• It is a subset of “ManuscriptCentral.com.”
• It has the alternate name of .../UJHY:
  – https://mc.manuscriptcentral.com/ujhy
  – https://mc.manuscriptcentral.com/AJCH
  – AJCH has used this Taylor & Francis preferred portal since July, 2011 (April, 2011 deadlines).
• The interface recently changed.

Log In Screen
The error messages come FIRST!

Step 1: Type, Title, & Abstract

Step 2: Keywords

The error messages come FIRST!
Step 3
Step 3: Authors & Institutions

Authors
* Selected Authors: [1]

Add Author
[even more...]

Step 4 – Errors before starting!

Step 4: Details & Comments

Write Cover Letter

Cover Letter text

Step 4 – Details & Comments - a
Step 4 – Details & Comments - e

Step 5 File Upload: Again with the alert-messages first

Step 5: File Upload
Step 5: File Upload

Step 5: File Upload

Step 5: Final Check
Step 6: Review & Submit

Once you have viewed the submission the "Submit" button will brighten up and you can submit the upload.

After submitting you see this...
Tips for Authors:
APA style, AJCH Upload
Requirements, Word Processing, and Case Reports

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AJCH Requirements
• original material
• has not been published elsewhere
• is not being considered for publication elsewhere
• authors need to be mindful of the Journal’s purpose to promote the use of hypnosis among its readers.

AJCH Process
• Patient/client anonymity and HIPAA laws
• Review process – 2 or more reviewers
• Submission –
  – https://mc.manuscriptcentral.com/AJCH
  – Double spaced
  – Follow APA style rules and AJCH guidelines
  – Camera ready images
AJCH Style Rules

- Papers will be returned if they vary radically
- https://owl.english.purdue.edu/owl/resource/560/06/
- Correct Word Processing is also essential to improve conversion and setup for printing

Length of Article

- Regular articles – 3000-7000 words
  - Research, theoretical papers
- Special articles – 7000-8500 words
  - Articles that bring together information on a topic related to hypnosis
- Case Reports – 2500-4000 words
- Multiple Case Reports – 4000-6000 words
- Models of Treatment – 5000-7000 words

Title Page - Not for review

1) The number of words in the text of the paper should be placed in the upper right hand corner.
2) Running head (abbreviated title of less than 50 characters, including spaces) in upper right.
3) Title of the article (ten to fourteen words), 12 point font.
4) Author(s) name(s), all titles and degrees omitted.
5) Affiliation (institution only). If the author(s) are not affiliated with an institution, list city and state.
6) Contact info for main author
7) A list of 3-10 keywords should before the abstract.
Title Page-Main Doc

1) The number of words in the text of the paper should be placed in the upper right hand corner.
2) Running head (abbreviated title of less than 50 characters, including spaces) in upper right.
3) Title of the article (ten to fourteen words), 12 point font.
4) NO Author(s) name(s).
5) NO Affiliation (institution only).
6) A list of 3-10 keywords should before the abstract.

Abstract
The abstract should appear on the second page and summarize the paper in 15-250 words. It is to be written in past tense verbs. Remember that more people will read the abstract than any other part of the paper and that it appear in PsychoInfo, and other indexing, to accurately identify your work. The use if citations is appropriate.
Text and Headings

All text on all pages should be 12 point font and double spaced.

<table>
<thead>
<tr>
<th>APA Headings</th>
<th>Example Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Uppercase and Lowercase Headings</td>
</tr>
<tr>
<td>2</td>
<td>Left-aligned, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>3</td>
<td>Indented, Boldface, Lowercase heading with a period. Begin body text after the period.</td>
</tr>
<tr>
<td>4</td>
<td>Indented, Boldface, Capitalized, Lowercase heading with a period. Begin body text after the period.</td>
</tr>
<tr>
<td>5</td>
<td>Indented, D讣ted, Lowercase heading with a period. Begin body text after the period.</td>
</tr>
</tbody>
</table>

Text Citations

According to Jones (1990), "Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that some students failed to purchase a style manual or to ask their teacher for help." (p. 18)
Despite data attesting to its clinical effectiveness (Kirsch, Montgomery, & Sapirstein, 1995; Montgomery, David, Winkel, Silverstein, & Bovbjerg, 2002), hypnosis has been, and remains, marginalized.


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**Reference List**

Citations should be listed in alphabetical order on a separate page titled *References*.

All authors’ names should be listed (up to 6). Names should be inverted, giving the surnames and initials for all authors. Use a comma and ampersand when there are two or more authors. Use ellipses for authors beyond the 6th author, and then the final name.

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**Article in Journal and Book**


Multiple Authors

Smets, M. M., Cornell, E. P., Van, C. R., Berry, A., Herion, T., &
Beek, J. S. (1990). There’s more to self-esteem than whether it is
high or low: The importance of stability of self-esteem. Journal of
Personality and Social Psychology, 69, 1100-1104.


Chapter in Edited Book

In E. L. Rossi (Ed.), The collected papers of
Milton H. Erickson on hypnosis: Vol. 4.
Innovative hypnotherapy (p. 35-48). New

Using a Word Processor

- Paragraph formatting
  - Indent with tab or use the margin ruler
  - Double space via the paragraph command
  - Left justify only (do not right justify)
  - Center with the center command
  - Force a new page with the hard page command
- No Headers/Footers
- No page numbering
- Font use 12 pt, Time New Roman
SUCCESSFUL BLEPHAROPLASTY

- Self-hoc, a Special "COACH" with
- Only Local - Anesthesia

Keywords: self-hoc, blepharoplasty, transecting, pre-op, outcomes

Contact information

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ABSTRACT

- Successful self-hoc, a Special "COACH" with
- Only Local - Anesthesia

Keywords: self-hoc, blepharoplasty, transecting, pre-op, outcomes
A highly hypotensive patient previously treated for psychological complaint related to "multiple chemical sensitivity" was examined in a new setting. She was found to have hypertension, pulmonary edema, and a history of smoking. Her symptoms were managed with medication. The procedure was complicated by the need to perform deeper intubation. Using the techniques described in the manuscript, the patient was successfully intubated.

Because of these medical conditions, the patient was told to "help herself." She was also taught to "help her husband." Although she had been taught to use hypnosis, she did so better when having someone else's voice. It was decided that her husband could be taught to serve as a "teacher." After the "teacher-coach" was used, the patient's symptoms improved. In the future, a "teacher-coach" might be useful in similar situations.

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The literature includes a wealth of information regarding the use of hypnosis for...
### Empirical Research

1. Abstract (with citations)
2. Introduction (literature review)
3. Method
   - a) Participants
   - b) Procedures
4. Results (discussing statistics)
5. Discussion (interpretation and doubts)
6. References
7. Tables
8. Avoid Footnotes

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### Guidelines for Writing Case Studies for the AJCH

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### Overview of Case Reports for Hypnosis Journals (Mott, 1986)

- Case reports are an important and useful segment of Clinical Hypnosis literature
- Case reports offer new insights if case is “unique”
- 1/3 of articles in AJCH are Case Studies
- 90% did not report objective measure of change
- 86% failed to clearly describe interventions
What Makes a Case “Reportable”

- Ultimately Case Studies illustrate new insights
- Unique case that cannot be accounted for by known diseases or syndromes
- Unexpected events arise during treatment that offer new insights
- A new treatment method is successful and offers significant benefit over previous methods
- Offers new hypothesis that can expand clinical theory

Organization of Case Study

- Introduction (Purpose of report and review of literature)
- Case History
- Description of Treatment
- Results with Follow-Up
- Discussion

Introduction

- Highlights previous reports of similar problems and/or similar treatments
- E.g., Cognitive Therapy, Medication, Mindfulness, Exposure Therapy, etc.
- Review of literature regarding condition/illness/presenting problem
- Review of literature regarding applicable Clinical Hypnosis research
| **Case History** |
| Protect Identify/Privacy |
| Modify personal history without compromising the study |
| History should be concise, reporting only pertinent and negative findings |
| Onset of illness/disorder, persistence, severity, impact on functioning |
| Generally: psychiatric history, medications, prior treatment (including unhelpful interventions), occupation (if relevant) |
| Information should support diagnosis (DSM-5) |
| e.g., Social Anxiety D/O vs. PTSD |

| **Description of Treatment** |
| Provide a lucid description of treatment interventions |
| Interventions should be sufficiently described so that readers can replicate them. |
| Offer verbatim interventions (partial transcripts of sessions) |
| Note number and length of sessions |
| Describe ALL interventions including non-hypnosis interventions and rationalization for interventions/treatment plan |

| **Discussion** |
| Begin with the relationship of the case presented to the existing literature. |
| If feasible, compare intervention to other treatments for same/similar condition |
| Discuss how various treatment interventions impacted outcome |
| Inductions, suggestions, metaphors, interspersal, etc. |
| Review limitations |
| Offer suggestions for further research / investigation of similar cases or other conditions |
References