



An Association of Gestalt Practitioners

GANZ Journal Style Guide

Overview

The Journal requires the use of APA (6th Edition) formatting and referencing. It is the author's responsibility to meet these requirements in the event of a decision to publish.

A manuscript submitted for consideration should be double spaced throughout, with margins of at least 20mm all around.

Manuscripts that will be peer reviewed (see Writer's Guide) should be accompanied by a separate title page with author details, and authors should make every effort to mask their identity in the manuscript.

The preferred font size is 12 point, text justified, style in Times New Roman, Arial or Garamond. The Journal is printed in Times New Roman.

Please use a single space between sentences.

Tables and drawings should clearly be labelled to indicate their place in the text, and designed to hold their format.

A reference list must be provided at the end of the manuscript.

Please avoid using footnotes, and while limited end notes are acceptable, the editors may ask for the material to be included in another way within the writing.

Referencing and citing sources

The complete APA guidelines are extensive with information on punctuation, headings, in text referencing, and reference lists including how to cite sources across many kinds of media. Most Universities in Australia and New Zealand have comprehensive guides available for download, if authors have not had prior access to such information. It is impractical for the journal to provide detailed information, however examples of the most common combinations of referencing are shown below. The examples illustrate the punctuation patterns that must be followed.

Citing an author of a book (author, year) where the information is prominent. In this case the example shows that a ; is used to separate two or more authors, listed in alphabetical order.

The requirements for dialogue have been described as presence, genuine unreserved communication, inclusion and confirmation (Heard, 1993; Hycner, 1991).

An associated reference listing would be:

Heard, W. G. (1993). *The Healing Between*. San Francisco: Jossey-Bass.

Citing the author of a journal article where the information is prominent.

The 1980s saw a renewed interest in the theoretical and cognitive aspects of Gestalt, and a publication boom ensued, as did the interest in how training was conducted (Dawson, 2000).

An associated reference listing would be (no capitals in title of article):

Dawson, J. (2000). Training with a different lens. *British Gestalt Journal*, 9(2), 121 - 125.

Citation where the author is prominent – name outside parentheses, in this case of a chapter in a book.

Huckabay (1992) provides an excellent starting point for this review of systems theory, group dynamics and gestalt theories.

An associated reference listing would be (indented second line and further lines):

Huckabay, M. A. (1992). Overview of the theory and practice of Gestalt group process. In E. Nevis (Ed.), *Gestalt therapy: Perspectives and applications* (pp. 303-330). New York: Gardener Press.

Quoting text of an author, less than 40 words.

The evolution process requires the “creation of a series of increasingly conscious environments or fields of inquiry” (Isaacs,1993, p. 34).

An associated reference listing would be:

Isaacs, W. N. (1993). Taking flight: Dialogue, collective thinking, and organisational learning. *Organizational Dynamics*, Autumn, 24-39.

Quoting text of an author, more than 40 words. Indent, single spacing, no quote marks.

Rechter (2007) explicates:

My body is at the same time of the world and the perceiver of the world; body and world are of the same flesh and it is through this flesh that we know the world. The world seen is not ‘in’ my body and my body is not ‘in’ the visible world, but there is a reciprocal insertion, and intertwining in an ‘intercorporeity’. (p. 32)

An associated reference listing would be:

Rechter, S. (2007). The originating breaks up: Merleau-Ponty, ontology and culture. *Thesis Eleven* 90 27-43.

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It is the author’s responsibility to ensure the confidentiality of the client/s. Case material must have the details changed so that identification is not possible. A note to this effect must be included within the text or at the end of the article.

Plagiarism and paraphrasing

Care must be taken that all quotes are clearly marked in the submissions and the author holds responsibility for the awareness of what plagiarism, paraphrasing, common knowledge or public domain quoting is about. The following website gives a range of simple information and advice in regard to these matters: <http://www.unc.edu/depts/wcweb/handouts/plagiarism.html>.

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