

12. MBTI STYLE REQUIREMENTS

What follows are guidelines for punctuation and terminology specific to texts about the MBTI instrument and type-related subjects.

12.1 JUNG'S THEORY

When referring to Jung's theory, use the terms, spelling, and capitalization style used in his original works.

Examples of Terms

sensation (not Sensing)

judgment (not Judging)

perception (not Perceiving)

Use Lowercase Cap Style

extraversion and introversion

extraverted thinking

the judging functions

12.2 MBTI STYLE

When referring to the adaptation of psychological type theory by Myers and Briggs and to specific discussion of the MBTI instrument, use the MBTI capitalization style (see section 12.5). You may need to clarify for the reader when you are making the transition from one style to the next, for example when moving from a discussion of what Jung called *sensation* to a discussion of the MBTI preference term *Sensing*.

12.3 MBTI MANUAL

CAPT requires that you cite the most current version of the *MBTI Manual* unless you have a *specific* reason to cite previous versions. (If you are uncertain about the most recent edition, please call your CAPT editor.) If you need other current bibliographic references or research and statistical data regarding the MBTI assessment tool and its uses, please contact CAPT Research Services. Some of these services, especially custom searches and copying, have a fee associated with them; however you can access the CAPT Bibliography at www.capt.org.

12.4 THE TERMS *DICHOTOMY* AND *SCALE*

Use *dichotomy* when referring to the four units of the MBTI assessment tool that we call Extraversion–Introversion, Sensing–Intuition, Thinking–Feeling, and Judging–Perceiving. *Dichotomy* takes the place of the previous term *dimension*.

Example: The MBTI describes four dichotomies, each made up of a pair of opposite preferences.

Reserve the use of the term *scale* for discussing the psychometrics of the instrument as opposed to the theory or interpretation.

Example: The T–F scale correlated significantly with. . .

Do not use the term *index* in either of the above contexts.

12.5 THE PREFERENCES

The preferences are the following (note these terms are always capitalized when used to denote the name of the preference):

Extraversion (<i>never</i> Extroversion)	Introversion
Sensing	Intuition
Thinking	Feeling
Judging	Perceiving

- Rarely use *Judgment* and *Perception*, as in “the exercise of Judgment or Perception.”
- According to usage, the cap style for MBTI terms will vary.
 - She extraverts her Thinking.
 - She prefers Extraverted Thinking.
 - The judging functions are Thinking and Feeling.
 - She prefers Judging to Perceiving.
- *Preference* refers to *one of the choices* of the dichotomy.
 - Correct: . . . preference for Thinking or Feeling.
 - Incorrect: The T–F preference. . . .
- Avoid contradictory and ambiguous uses of the term *preference* by using existing terminology more precisely and offering generic explanations.

Meaning A: *The act of preferring or state of being preferred.*

Example: She has a *preference* for Introversion. She has an Introversion *preference*.

Meaning B: *The opposites of the dichotomy* (use generic, common sense descriptions such as *alternative*, *opposite*, or *option* to indicate a choice that exists before a preference has been exercised).

Example: The MBTI items require forced choices between the *alternatives* of the dichotomy at issue.

Meaning C: *The underlying construct of an alternative of a dichotomy, i.e., the functions or attitudes that make up the dichotomy.*

Example: Every person is assumed to use both alternatives of each of the four dichotomies but to respond first, most often, and most comfortably with the *preferred* functions or attitudes.

- In specific situations where the multifaceted aspects of a preference need to be conveyed, generic words such as *domain*, *sphere*, or *category* can be used.

Example: Each alternative of the dichotomy represents a multifaceted *domain* of psychological functioning.

- Note that *domain*, in discussing measurement, *also* refers to a large area or population from which to sample facets.

Example: To maintain the essence of the preference constructs, it was essential to engage in representative sampling of the construct *domains*.

12.6 PUNCTUATION WITH THE PREFERENCES

- Plurals
Add *s* alone, not *'s*. (ISTPs, ENs, STJs, Is)
- Possessive
Singular: Add *'s* (An ISTP's habit of . . .)
Plural: Add *'s* (Those ISTJs' droll sense of humor . . .)
- Use an *en* dash with the abbreviated version of the dichotomies: E–I, S–N, T–F, J–P. Never E/I, S/N, T/F, and J/P.
- Use an *en* dash when the two preferences of a dichotomy are spelled out (the Thinking–Feeling dichotomy). Use an open compound when preferences from different dichotomies are combined as adjectives (an Introverted Thinking type).

12.7 THE USE OF MBTI NAMES AND LETTERS

It is not always necessary to write out the long names of the types.

- Example for ESFJ
Short: Extraverted Feeling type with Sensing.
Long: Extraverted Feeling type with Introverted Sensing as auxiliary.
- Use the basic name or letter to mean all eight types.
Example: *Thinking types* or *Ts* refers to all the types with T. *Extraverts with Thinking* refers to the four ET types.

- Use the word *dominant* to identify only the types where the function is dominant. Add the letters if you think the reader will need clarification of which types you mean.

Examples:

Types with dominant Sensing or types with Sensing dominant

Types with dominant Sensing, e.g., ISJs and ESPs

Types with dominant Intuition or types with Intuition dominant

Types with dominant Intuition, e.g., INJs and ENPs

Types with dominant Thinking or types with Thinking dominant

Types with dominant Thinking, e.g., ETJs and ITPs

Types with dominant Feeling or types with Feeling dominant

Types with dominant Feeling, e.g., EFJs and IFPs

12.8 TYPE GROUPINGS

- Text will often read more smoothly if you add the word types to the letters. *IN types* reads better than INs. If listing several groups: *The types preferring IN, EF, and SJ*
- With groups of three letters: *The STJ types believe . . .* reads better than *STJs believe . . .*
- When omitting letters from a four-letter type formula, it is not necessary to use hyphens, dashes, or blank signs for the missing letters (EN-P, -S-J, EN_Js). Simply use *ENP types, SJ types, or ESJs*.
- An exception can be made for some tables and corresponding text; for example, in tables that show correlations of letters, the use of the blank sign is acceptable.
- Exceptions for special effect: In *People Types*, Gordon Lawrence wrote, “He guessed I N T P;” to emphasize that the person guessed each separately.
- When using the sixteen types in a format other than the MBTI grid, start with ISTJ and move across the rows: ISTJ, ISFJ, INFJ, INTJ, ISTP, ISFP, INFP, INTP, ESTP, ESFP, ENFP, ENTP, ESTJ, ESFJ, ENFJ, ENTJ. The order may be varied for specific purposes such as listing by quadrant, column, or temperament.
- When referring to the MBTI functions, please capitalize as noted here and avoid constructions of the functions as indicated.

E–I

Nouns: Extravert, Introvert, Extraverts, Introverts

Verbs: when we extravert, or when we are extraverting

Adjectives: Extraverted, Introverted

S–N

Nouns: Sensing types (not sensation types, sensors, sensates); Intuitive types (never iNtuitives)

Verbs: using sensing, using intuition

Adjectives: Sensing, Intuitive

T–F

Nouns: Thinking types (avoid thinkers); Feeling types (not feelers)

Verbs: think, feel

Adjectives: Thinking, Feeling

J–P

Nouns: Judging types (not judgers); Perceiving types (not perceivers or perceptive types)

Verbs: judging, perceiving

Adjectives: Judging (never judgmental); Perceiving

12.9 HOW TO AVOID MBTI JARGON AND MISREPRESENTING MBTI THEORY

- Always convey that *Preferences* are not hard-and-fast categories. (People who prefer Feeling. . . .)
- Refer to specific usage of terms based on Jungian/MBTI theory, as opposed to the common usage. For example, the term *Thinkers* may convey an impression that people with a Feeling preference do not also think.
- Do not use the terms *dominant*, *auxiliary*, *tertiary*, and *inferior* as nouns; use them as adjectives.
Example: The auxiliary function is helpful. Not: The auxiliary is helpful.
- As a general rule, avoid the use of a single letter in text to abbreviate a preference.
Examples: *Introverts like . . .* rather than *Is like . . .*
Intuitives say . . . rather than *Ns say . . .*
Be especially careful with the use of “*Ns say*,” as *N* is used in statistical terminology to mean the number of research subjects and may be confusing in text that contains the heavy use of statistical information.
- Do not begin a sentence with a single letter. It is acceptable to begin a sentence with two letters or a whole type, but please do not overuse this form, unless it fits the style of the manuscript.
- Use the phrase *clarity of preference* rather than *strength of preference*.
- Avoid all trait language, i.e., any language that implicitly or explicitly refers to an amount or degree of a preference, such as very intuitive.
- Do not refer to the MBTI instrument as a test. *Personality inventory*, *instrument*, or *assessment tool* are preferred.

12.10 FORM G TERMINOLOGY

- The score for an index is a preference score (E 19, N 27, etc)
- A type formula is the four letters in order (ESTJ, INFP, etc)
- Use *type* instead of *type formula* except when focusing on the scoring processor in an explanation of type dynamics
- Example: The J–P scale points to the second or third letter in the four-letter type formula.

12.11 FORM M TERMINOLOGY

- Use the term *preference clarity index* in place of the previous term *preference score*.
Examples:
The preference clarity index for each of the preference scales will go from 0 to 30 in each direction.
The characteristics associated with a preference may be (but are not necessarily) less apparent when a low preference clarity index is associated with a preference.
- The terms *preference clarity index* and *preference score* are equivalent. Do not use the phrase *on the preference clarity index*, which implies that there is a score on the index. The index *is* the score.
Examples:
A person with a preference clarity index for Thinking of T 23 could be said to be clearer in this preference than a person with a preference clarity index for Thinking of T 9. (Not: A person with a T 23 on the preference clarity index . . .)
In the rare event that someone's preference clarity index was exactly 0, they would be assigned an I, N, F, or P. (Not: In the rare event that someone received an exact 0 on the preference clarity index. . .)
- The abbreviation *pci* may be used in place of *preference clarity index*, upon repetition. On first use, always use the full term and put the abbreviation in parentheses.
- The shortened form *index* may be used in some cases, usually where the term *score* was formerly used.
Examples:
The preference clarity index is a ratio showing how consistently the person answered the questions on a particular scale compared to the maximum possible index that would be achievable on that scale by answering all the items in the keyed direction.
The higher the index, the greater the clarity of preference that can be assumed.

- Do not use the abbreviation in the plural form; spell out the full term, for example:
This puts all of the preference clarity indexes on a 0 to 30 scale is correct.
This puts all the pcis on a 0 to 30 scale is incorrect.
- Use *indexes* for plural, not *indices*.

12.12 STEP II TERMINOLOGY

Use the following terminology when referring to Step II.

MBTI Step II, Form Q, *MBTI Step II Manual*

- The five components of each MBTI letter are called *facets* (previously called *subscales*).
- The dichotomies are termed *multifaceted*.
- Each far end of the scale is called a pole.
- The center area is called the *midzone* (previously called the *mid-score*.) Never refer to the center of the scale as neutral, midline, or any other terminology.
- The left or right side of the scale is called *out-of-preference* **or** *in-preference*. The sides will change depending upon the results, so carefully inspect charts before submitting final copy.
- The names of the twenty facets are capitalized and some are hyphenated:

Extraversion

Initiating, Expressive, Gregarious, Active (replaces Participative), Enthusiastic

Introversion

Receiving, Contained, Intimate, Reflective, Quiet

Sensing

Concrete, Realistic, Practical, Experiential, Traditional

Intuition

Abstract, Imaginative, Conceptual (replaces Inferential), Theoretical, Original

Thinking

Logical, Reasonable, Questioning, Critical, Tough

Feeling

Empathetic, Compassionate, Accommodating, Accepting, Tender

Judging

Systematic, Planful, Early Starting, Scheduled, Methodical

Perceiving

Casual, Open-Ended, Pressure-Prompted, Spontaneous, Emergent

When facets are used to describe both ends of the pole, such as Systematic–Casual, the two words are separated by an en dash. If you cannot make an en dash, please put an equal sign between the two words, without any spaces: Systematic=Casual.

The two hyphenated words will look like this:

Early Starting–Pressure-Prompted

Planful–Open-Ended

12.13 TRADEMARK REGULATIONS

Always use Myers-Briggs Type Indicator and MBTI as an adjective, per trademark/copyright rules. For example, “The Myers-Briggs Type Indicator personality inventory . . .” or “the MBTI personality inventory . . .”

Examples: MBTI results, MBTI questions. MBTI assessment tool, MBTI surveys.

In works of any length such as workbooks, booklets, and books, the registered trademark may be excluded in text so long as the trademark information is contained on the copyright page. (See section 14 for exact wording of trademark information.)

You do not need to use the trademark symbol in manuscripts. The correct trademark information will be printed by the publisher at the beginning of the book.

However if you are writing copy for a CAPT website, you must include the trademark symbol ® for every mention of MBTI® or Myers-Briggs Type Indicator®.

12.14 SPELLING/REFERENCES

Katharine Cook Briggs (INFJ)	January 3, 1875–July 10, 1968
Lyman James Briggs (INTP)	May 7, 1874–March 26, 1963
Carl Gustav Jung (INTP or INTJ)	July 26, 1875–June 6, 1961
Clarence “Chief” Gates Myers (ISTJ)	May 25, 1894–August 11, 1984
Isabel Briggs Myers (INFP)	October 18, 1897–May 5, 1980

Peter Briggs Myers (INTP) son of Isabel and Chief Myers; co-owner of the MBTI instrument

Katharine D. Myers (INFP) former wife of Peter Myers; co-owner of the MBTI instrument

Extraversion — Spelled with an “a” in typology

Judgment — Spelled without an “e” after the “g”

Katharine — Spelled with an “a” after the “h” for both Katharines above

Myers-Briggs Type Indicator — Spelled with a hyphen; Myers’ name first