

SUBMISSION GUIDELINES

As of April 2007

CENTER FOR APPLICATIONS OF PSYCHOLOGICAL TYPE

*Please review Editorial Guidelines for details
about format and editorial style.*



CENTER FOR APPLICATIONS OF PSYCHOLOGICAL TYPE

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I INTRODUCTION

The Center for Applications of Psychological Type (CAPT) has created this document to assist you in preparing your work for publication. You will learn about the details of style and format necessary for CAPT to be able to produce your work, and you will be able to review the guidelines and requirements for writing about the Myers-Briggs Type Indicator (MBTI) instrument and other systems in an accurate and easy-to-understand manner.

Sections 1 through 3 refer to the process of publication at CAPT. Sections 4 through 11 explain the requirements for submission, editorial style, formatting, punctuation and grammar specific to CAPT, and the preparation of bibliographies and illustrations. Sections 12 and 13 detail guidelines for how to correctly use MBTI and archetype language and also explains trademark regulations specific to the MBTI and other instruments.

I.1 A BRIEF HISTORY OF CAPT

Swiss physician-psychologist Carl G. Jung believed people could be identified by their different—and equally valuable—preferences for understanding and viewing both the world and themselves. Isabel Briggs Myers had the vision to apply that knowledge in the creation of the Myers-Briggs Type Indicator instrument, to assess the different psychological types identified by Jung. An understanding of type fosters self-awareness and increases appreciation of others.

In 1975, Isabel Briggs Myers and Mary McCaulley, Ph.D., established the Center for Applications of Psychological Type. This not-for-profit organization is dedicated to promoting an accurate understanding of Jung's theory of psychological type and Myers' development and application of this theory. CAPT's work is focused primarily on the applications and use of psychological type and related theories through publishing, training, and research.

I.2 WHAT CAPT PUBLISHES

CAPT is interested in publishing and distributing books, workshops, handouts, video/audio tapes, software, and instruments relating to type theory and use, Jungian psychology and archetypes, and related subjects.

I.3 THE CAPT AUDIENCE AND CUSTOMERS

Our customers come from all over the world and are as varied as the materials we publish. Many are professionals in psychology, career counseling, education, and human resources, as well as a wide range of business professions. CAPT publications and materials are used in schools, from the elementary to university level; clinics and hospitals; government agencies; business and industrial organizations; private practice; and for personal enrichment.

I.4 HOW TO CONTACT CAPT

We invite you to submit proposals for development of new books, workshops, or other products. We also review published materials for possible distribution through CAPT.

Please follow the submission guidelines in section 4 and send requests to:

Naima Cortes, Submissions Editor
Product Development Team
CAPT
2815 NW 13th Street, Suite 401
Gainesville FL 32609

If you would like more information or have specific questions about CAPT's publishing process, please call or email the submissions editor at **352.375.0160** or **editor@capt.org**.

I.5 SUBMISSION CATEGORIES

We appreciate the opportunity to begin working with prospective authors early in the development process; we encourage you to contact us with ideas for products that might be appropriate for CAPT. We are always looking for fresh, interesting, informative works to add to our catalog.

Book concepts. If you have a concept for a book and would like to determine our interest in the project, please **write to us with a description** and outline for the book, your qualifications for writing it, your intended audience, and promotional ideas that you may have for marketing the book, including speaking engagements or workshops.

Manuscripts in process. If you have a partially completed manuscript, please submit enough of the material to enable us to evaluate your approach and scope as well as the book's potential market. A table of contents, detailed outline, and several chapters are usually sufficient. Include also your vita; a description of your intended audience; and promotional ideas; including speaking engagements or workshops, that you may have for marketing the book.

Completed manuscripts. If you have a completed manuscript, please submit it with your vita; a description of the potential audience; and promotional ideas that you may have for marketing the book, including speaking engagements or workshops.

Previously published books. If you are the author of an out-of-print book and would like us to consider reprinting your work, please send us **two copies** of the book and comments on the following: why you feel this book should be re-published, if you are willing to revise or otherwise update the material, and if you are able to obtain permission to reprint from the original publisher. In addition, please describe the intended audience and promotional ideas that you may have for marketing the book, including speaking engagements or workshops.

Books for distribution. If you would like us to consider distributing a book currently in print, please send us **two copies** of the work and the name, address, and phone number of a contact at the publishing house. In addition, please describe the intended audience and promotional ideas that you may have for marketing the book, including speaking engagements or workshops.

Workshops. If you have an idea for a workshop, please submit a written proposal so that we can determine if the workshop fulfills CAPT's mission. If you have a partially or fully developed workshop, we would like to see a proposal that includes an outline with a proposed workshop schedule, sample handouts, a brief ad/brochure description of the workshop, your intended audience, and a copy of your vita.

Other products. If you have an idea for a DVD, CD ROM, software, or other product please submit a written proposal so that we can determine whether it is appropriate to add to the products that CAPT offers. If you have a partially or fully developed product, send a written proposal that includes a description of the product or the product itself, your intended audience, a brief ad/brochure description of the product, and a copy of your vita.

2. CAPT'S REVIEW PROCESS

What follows is a summary of the review, publication, and marketing process for books. The procedure for workshops, tapes, and software is similar.

Acknowledgement. You will receive a letter or email confirming receipt of your materials. The review process, depending on the type and scope of your work, may take 6 months or more to complete. You will be informed of the status of your work as soon as a determination is made.

Review. Your work will be reviewed first by the Product Development Team to determine whether it is appropriate for CAPT's audience. If the team feels it has potential for CAPT, it may be reviewed by a professional in the field to evaluate its merits. This evaluation will focus on several parameters, including the amount and accuracy of type concepts, theory, and dynamics; the author's knowledge of the application area; whether the work would add to, rather than duplicate, what is already in the literature; customer appeal for the intended market; and the amount of editing required to bring the manuscript into publishable form. The final decision regarding publication of your work will be made by the Product Development Team.

If CAPT decides to publish your work, you will receive confirmation and a Publication Agreement.

Protection. All materials submitted to CAPT are your exclusive property. Editorial review is conducted in a confidential manner involving select members of the CAPT staff and well-known external consultants. No one else is informed that you have submitted material for CAPT review, and your work is accessible only on a need-to-know basis.

Publication agreement. A Publication Agreement will be prepared and forwarded to you after we have discussed time frames and contractual needs unique to your work. The language of this standard agreement is as simple and straightforward as possible and will include a due date for completing the final draft, as well as clauses dealing with copyright, royalties, and other pertinent matters as required.

You will receive duplicate copies of the agreement; one signed copy should be returned to CAPT so that we can begin work on the project.

Content edit. After submission, your final draft will go through two editorial stages. A content editor—usually a professional knowledgeable in a related field—will review your work and provide feedback about its content. You and the editor will work together to shape the manuscript to a professional standard consistent with CAPT’s mission. (Please consult the section “Preparing Your Manuscript” to be sure that the completed work is consistent with CAPT’s requirements.)

Copy edit. Once the content edit is complete, it will go to a copy editor to ensure it conforms to standards of style, punctuation, spelling, capitalization, and usage. CAPT’s Style Guidelines are included in this document (sections 5–11).

Proofing. After each stage of the editorial process, we ask that you make only necessary changes and proof your work carefully. You will be asked to sign off on the final manuscript before production. All content and copy edits must be incorporated into the final sign-off draft, which will be approved by all parties.

When the author corrects, approves, and returns the edited manuscript, it moves to the design and production department, where a production schedule is prepared. Once your work goes into production, changes are costly, time-consuming, and may delay publication. It is very important at this point to adhere to established timelines, as our marketing efforts on your behalf are geared to publication dates.

Multi-author books. *Contributors* to multi-author books have the opportunity to proof and correct their individual chapters after the final copy edit. After that, *editors* of multi-author books are responsible for reading and approving the proofs, cover and inside design, and marketing materials.

Design and production. After the final copy is approved, the book goes through a design and production process. We request that authors load a current version of Adobe Acrobat Reader from the Adobe website (www.adobe.com) so that CAPT can send a proof of the cover design electronically.

Final proof. Page proofs are sent to the author. The author checks the proof carefully with the caveat that changes at this point should be limited to corrections of typographical and factual errors. *Corrections to factual errors made by the author and/or author's rewrites (if extensive) at this stage may be charged against royalties.*

Indexing. CAPT provides the author with a computerized index, which must then be finalized by the author. Guidelines for creating the index are found in section 11.

Printing. Once the index and a signed proof are returned, the production department prepares the book for the printer. Printing and binding can take up to two months.

Time frame. The entire editorial, production, and printing process usually takes a year, but this schedule varies depending upon the complexity of the book, the author's availability for proofing, and whether or not the manuscript and accompanying materials including illustrations and graphics are complete and prepared to CAPT standards when they are submitted.

3. CAPT'S MARKETING APPROACH

CAPT's marketing efforts begin before your book is published. After your contract is signed, our marketing staff will contact you to begin developing appropriate marketing strategies and promotional materials.

In addition to inclusion in the CAPT catalog and on the CAPT website, marketing strategies may include internet marketing, direct mail brochures, ads in professional publications, and promotion at selected conferences. Promotional materials are sometimes available to our authors for use at conferences, workshops, and speaking engagements (please inquire). We also look to our authors for insights about possible avenues for marketing their products.

CAPT's marketing program is designed for the long term, anticipating that products will be viable for many years. We pride ourselves on the quality of our customer service, providing prompt, efficient, and courteous assistance at all times. The strength of CAPT's marketing and customer service policies are evidenced by a large number of repeat customers and steadily increasing sales.

4. HOW TO SUBMIT A MANUSCRIPT

The manuscript package you submit to CAPT should include

- an electronic copy (zip, floppy disk, CD-Rom, or e-mail file) containing the manuscript and one double-spaced copy of the printout (which should match the electronic version exactly);
- all permissions for textual and photographic materials;
- photocopies of lengthy quotations from other sources that are used in the work;

- all illustrations; and
- your biography and a recent photograph (color preferred).

Please consult the individual sections of this guide to determine exactly how these materials should be formatted and prepared.

4.1 MANUSCRIPT PREPARATION

In this section you will find guidelines for preparing your manuscript, which include general preparation and style notes. See section 12 for instructions specific to the MBTI instrument.

4.2 PARTS OF YOUR MANUSCRIPT

Front Matter

- Title Page: The title and subtitle of the book plus the author(s) name exactly as it should appear.
- Permissions (see section 13 for trademark/copyright page)
- Dedication (optional)
- Epigraph (optional)
- Table of Contents
- List of tables, figures (illustrations), and charts (optional)
- Foreword: a brief comment usually written by someone well known in the field
- Preface: by the author
- Acknowledgements: people or organizations the author wishes to thank or recognize
- Chronology if applicable
- List of abbreviations if applicable

Text

The text consists of the body of the book divided into chapters and possibly sections.

Epigraphs are often included at the beginning of each chapter.

Illustrations (see section 10.1)

Tables, graphs and charts (see section 10.2)

Back Matter

- Appendix(es)
- Endnotes (see section 8.1)
- Bibliography (see section 8)
- Brief biographies of contributors when appropriate
- Index (see section 11)
- Biography of author(s)
- Endorsements

Notes about Specific Parts

Foreword. An author is encouraged to request someone to write a foreword. This should be done when the manuscript is completed and before it is sent to CAPT or during the initial stages of editing. Forewords are usually written by someone prominent in the field or by someone who is a mentor or close professional friend of the author.

Preface. We encourage an author to write a preface, which is a general introduction for the reader but less detailed than the introduction, more personal in nature, and often philosophical and historical in relationship to how the work came about. This is an important part of the manuscript as it creates an atmosphere that invites the reader into the work.

Endorsements. A collection of quotations about the author, previous works, and/or the current work should be collected by the author and sent to CAPT to use for the back cover or dust jacket. These quotations should be from other authors and people prominent in the field pertinent to the work. Please include complete contact information (name, title, address, phone number, and e-mail address) with all endorsements. Also include the name of the organization or work most associated with the person providing the endorsement.

5. GENERAL STYLE

Please use the following sources for general information concerning style, spelling, grammar, and punctuation.

- **Spelling:** *Merriam-Webster's Collegiate Dictionary*, 11th ed.
- **Editorial Style:** *The Chicago Manual of Style*, 15th ed. (Chicago: University of Chicago Press, 2003)
- **Grammar and punctuation:** *The Elements of Style*, by William Strunk Jr. and E. B. White; *Punctuate it Right!* by Harry Shaw; and *Woe is I* by Patricia T. O'Conner; or any other grammar and punctuation books on the market. These books should be consulted for the basics, but please note that in matters of specific style and spelling or when contradictions exist, CAPT defers to *The Chicago Manual of Style* for editorial style and the *Merriam-Webster's Collegiate Dictionary*, 11th ed. for spelling.

6. TEXT PREPARATION

All copy (including extracts, front matter, back matter, and quotes) must be printed out, double-spaced on good quality 8 1/2 by 11-inch (U.S.) white paper. The copy should be printed in one type style, preferably a simple serif typestyle such as 12-point Times or Times New Roman.

Please format your manuscript in **one continuous file**. Add **page breaks** at the end of each chapter, so that each chapter begins at the top of a new page.

Use the **Header and Footer function** of Microsoft Word to create continuous *headers* for your document. Headers should be formatted flush right and include the **name of the book or product, the date** (created so that it automatically updates) **and page number**. Be sure that the “different first page” option is **unchecked**. If you are not familiar with the Header and Footer tool, please consult your CAPT editor.

Please *do not* create **footers or footnotes** for your document. (See Preparing Reference Notes and Bibliographies for information about citations and footnotes.)

6.1 FORMAT

We understand that you want to present your manuscript to us in a pleasing and aesthetic format, but for the purposes of publishing, we require a clean, electronic version unfettered by formatting and graphics. This is the most expedient way for us to get your book into print.

Therefore, please do not use your software’s built-in styles feature, except as noted in this section. Use “normal” or “no style.” If you wish to submit a *formatted* manuscript to give us an idea of how you wish your book to look, that is fine. However, please be sure that you *also* submit a plain version, both hardcopy and electronic.

Place front matter, introduction, each chapter, bibliography, references, and index in *one* electronic document file.

Avoid the use of *any* formatting, except the bare essentials.

For example:

- **Avoid the use of tabs** in text (use your software program’s paragraph indent marker or tool instead).
- You may use tabs for charts and tables that are created in separate files from the main text.
- Please **do not put text in boxes**.
- **Do not place extra returns** between items on lists, at the end of lines, or between paragraphs.
- You *may* insert an extra paragraph return before but *not* after a head or subhead. You may add an extra paragraph return at the end of paragraphs that contain run-in heads.
- Do not use section breaks. Use page breaks only at the end of chapters.
- To indicate bullets, please use your software program’s bullet tool. Please do not insert dingbats or bullets in a separate typeface. If a bullet tool is not available, simply indent the bulleted items and mark the formatted copy so that we understand your intention, **or use asterisks to mark bullets**.
- And once again, please do not use your software’s built-in styles features. **Use “normal” or “no style.”**

6.2 HOW TO FORMAT CHAPTER TITLES AND SUBHEADS

The editor and designer will determine special treatments for your titles, heads, and subheads. You will have the opportunity to make sure these sections accurately reflect your intentions. In the meantime, please follow these guidelines in order to complete your manuscript in a form best for CAPT editors.

- Chapter titles and subheads should not be underlined or set in boldface or oversized type (except for marking purposes; see **Marking subheads**).
- Do not give chapter titles unique treatment; their placement is obvious indication of their function.
- The first line in a chapter *should not be a subhead*.

Chapter titles. Chapter titles should be set *flush left* in regular type with initial capitals only. Please do not type heads in all capital letters. Try to keep chapter titles short. Please add epigraphs if you choose, but set them in roman type, flush left, and below the chapter title.

Subheads. Add one extra return after the text *above* a subhead. Set subheads *flush left* on the page. Do not put an extra return before starting the text under the subhead. **Do not** put heads or subheads in all capital letters. Follow the normal rules for headlines, initial caps for all words, except conjunctions and prepositions.

CAPT prefers to use three levels of subheads: A, B, and run-in. Run-ins are placed at the beginning of paragraphs of the third level and closed with a period.

Run-in head. The third level subheads can be one word or several words. They need not be complete sentences. The sentence that follows a subhead is constructed as it would be under any other subhead. If you do not set your third level subheads in this fashion, please be sure that you clearly mark them (See **Marking subheads**).

If you find that you need additional levels of subheads, please consult your editor at CAPT.

Marking subheads. You have three options for marking subheads:

1. If you wish to mark the heads and subheads using the computer, you should format **A subheads in underline and boldface**, **B subheads in boldface**, and **run-in subheads in underline**. Please do this consistently.
2. You may mark with a pen all first-order subheads on your hardcopy with a circled *A* in the left margin next to the subhead, all second-order subheads with a circled *B*, and run-in heads with an *R*.
3. If you are familiar with the style tool in MS Word, you may mark your subheads with the default style markers of Heading 1, Heading 2, and Heading 3.

Heading 1 would be your chapter titles.

Heading 2 would be your subheads level 1.

Heading 3 would be your subheads, level 2.

Run-in heads would be set in text and underlined as previously described.

If you use this option, please do not use the Heading default for any other parts of the manuscript.

6.3 QUOTATIONS AND EXTRACTS

When quotations are brief (five lines or fewer), they can run with the regular text. Longer quotations (extracts) should be indented using the MS Word indent tool. All extracts should be doubled-spaced consistent with the rest of the text in the manuscript. Extracts of great length should be accompanied by a photocopy of the original so the proofreader may read against the source. (For marking citations, see **Preparing Notes and Bibliographies**.)

7. GRAMMAR, STYLE, AND PUNCTUATION NOTES

- Please *do not* put two spaces after periods. This technique is no longer useful when working with computers.
- Dashes should be typed as two hyphens with no space on either side of them.
- Use serial commas.
She has a preference for Extraversion, Intuition, and Feeling.
- Use capitalization and quotation marks sparingly, except where required by MBTI standards (see section 12). The overuse of these techniques is frustrating to readers. Capitalization should be reserved for words that are proper nouns or commonly capitalized by a specific field or industry. If you wish to coin a word or use a specific word with initial capitalization, please consult your editor.
- If you must emphasize the word, use italics. (You may underline the word to *indicate* to the editor that you *intend* italics).
- To emphasize a word or phrase, use *italics* **not boldface** or “quotation marks.” Do not use boldface type in text, other than in run-in subheads, without consulting your editor at CAPT. There may be appropriate uses for boldface, such as in workbooks, handouts, or teaching materials, but in most instances bold face in text is annoying to readers.
- Quotation marks are often used around words or phrases that are used out of their intended context. Please consult a standard dictionary (see section 5) before deciding to use words in this way. Many words have come into common usage with their less prominent definition, and the quotation marks become superfluous. Too many quotation marks in a manuscript can be annoying to the reader.
- Avoid the overuse of these words: *etc., really, simply, things, very*.
- Do not capitalize the words *chapter, figure, or table* in text.
- References to chapters and figures in text should be treated as follows.
In chapter 7, we will discuss ethical uses of the Myers-Briggs Type Indicator instrument.

In figure 8, the success of students using their MBTI results to improve their grades can clearly be seen.

The success of students using their MBTI results to improve their grades can clearly be seen (figure 8).

7.1 ELECTRONIC DICTIONARY

If you use an electronic dictionary with your file, please make sure that it is set to English U.S. If you embed another dictionary in your text, it is difficult for CAPT to make spelling corrections later in the editorial process.

8. PREPARING NOTES AND BIBLIOGRAPHIES

8.1 NOTES

Footnotes. CAPT does not use bottom-of-the-page footnotes. We also discourage the use of lengthy cumbersome notes. Whenever possible, material that appears to require endnotes should be reviewed to see if it could be woven into the text. However if endnotes are necessary, they should be grouped together and placed at the end of appropriate chapters **or** at the end of the manuscript in a section directly preceding the bibliography. In books with separate contributors, endnotes *must* be placed at the end of each chapter.

In order to make sure that your manuscript's endnotes are compatible with CAPT's publishing program, please consult your CAPT editor before creating endnotes.

Endnote style. Endnotes should be numbered in text, as in footnotes, and these numbers should appear at the end of each chapter with the explanatory material. When endnotes are grouped together in a section that appears at the end of a manuscript, each group must be labeled with a subhead consisting of the chapter number and title.

Regardless of the style you use, you should type the number of the note (base-aligned, not superscript) then a period, then a space, then the note. Please do not set note numbers in parentheses or brackets. Double-space endnotes. Please do not put extra space between notes. Begin each chapter's notes with a new number 1.

8.2 IN-TEXT CITATIONS

Which system? CAPT prefers the author-date system for documentation. In this system you use the short form of the reference: the last name of the author and the date of the work, usually in parentheses (Last Name 2001), unless the sentence is constructed so that it makes more sense to put just the date in parentheses.

Examples:

Some researchers have wondered what it means when a classroom has four times as many ES as IN types (Lawrence 1993).

Lawrence (1993) wonders what it means when a classroom has four times as many ES as IN types.

In the case of different authors with the same last name, use an initial to distinguish them. The rules for multi-author works, works without authors, personal communications, and other sources are detailed in *The Chicago Manual of Style*, chapter 16.

8.3 DIRECT QUOTATIONS

If you cite a source for a direct quotation in text, please close the quote, place the citation in parentheses, and then add the period.

“Type has gained increasing acceptance and use at all levels of education”
(Lawrence and Martin 2001).

If you cite a source for a block quotation, please close the quote and end with the proper punctuation. Then place the citation in parentheses **after** the last quotation mark but without any closing punctuation of its own.

“Anyone who explains and interprets MBTI results will be asked questions about the instrument, and some of them will be tough questions that go right to the heart of construction issues.” (Lawrence and Martin 2001)

8.4 REFERENCES

The *references* that you list are *directly related* to the short in-text citations. Please refer to this section of your book as Works Cited, Literature Cited, or References. This is where you put the long forms of the citations, which should contain the complete bibliographic information in the following form:

Lawrence, G. and C. R. Martin. 2001. *Building people, building programs: a practitioners guide for introducing the MBTI to individuals and organizations*. Gainesville FL: CAPT.

Other reference list styles. There are many acceptable reference-list styles; however CAPT prefers the author-date style outlined in *The Chicago Manual of Style*. If you have a particular reference-list style that you prefer to use, please send an example of that style to your CAPT editor who will determine if this style is appropriate for the work that you are submitting. Otherwise, please use the author-date style.

Consistency. Whichever style you use, be consistent with format and punctuation. Do not use underlines.

8.5 AUTHOR-DATE STYLE SUMMARY (from *Chicago Manual of Style*)

- Use periods between appropriate parts of a reference: after the last author, after the publication date, after the name of the publication, and at the end of the reference.
- Use a colon after the state and before the publisher.
- The author's name is inverted and initials are used for first and middle names.
- For multi-author works, the *second* and subsequent names are *not* inverted.
- Use serial commas.
- Use *and* rather than an ampersand (&).
- The date immediately follows the name of the author(s).
- Titles of works are set in what is called “down” style: capitalize only the first word of the main title and the subtitle and all proper nouns and proper adjectives (See the example in 8.4).
- For books, titles are set in italics. For journal articles, titles are set in roman and the name of journal is set in italics. Do not use quotation marks.
- Abbreviate states using postal code designations: NY, NJ, FL, etc.
- Do not place a comma between the city and state, when the city of publication is mentioned: Gainesville FL: CAPT.
- Put references in alphabetical order by first author's last name.

For more detailed information on preparing a resource list in the author-date style, refer to *The Chicago Manual of Style*, (15th edition) chapter 16.

Selected bibliography. This section may contain works that you used to prepare the manuscript but that are not directly cited in the text. Here, you may also list books and materials that the reader can consult for further reading and information.

Other resources. If you prefer you may create a separate Further Reading section that will be placed after the bibliography. If you wish to include websites, resource addresses, and other contacts, you may prefer to call this section Additional Resources.

9. ELECTRONIC PREPARATION

Your manuscript must be submitted in electronic format. Please choose one of the following formats:

- E-mail (consult your CAPT editor before sending the files)
- CD-ROM (formatted for MS Word for Windows)
- Zip 100 disk

9.1 SOFTWARE APPLICATIONS

CAPT prefers manuscripts submitted in a current version of Microsoft Word for the PC. If you use another program, please be sure it is formatted as an ASCII file or in Rich Text Format and that it can be translated into MS Word. If you are not sure how to provide your electronic version, please call your CAPT editor and ask for further instructions.

- If you use another program, such as WordPerfect but provide it in an ASCII or Rich Text Format, be sure that quotation marks, apostrophes, and other symbols are not set in “symbol style.”
- If you are the editor of a multi-author work, *all materials* from *all contributors* must be submitted in the same electronic format.
- Submit your manuscript in one complete file except for tables, figures, and illustrations.
- Number and date the pages of your manuscript using the MS Word header tool.

10. PREPARATION OF GRAPHICS AND ILLUSTRATIONS

Please do not embed tables, charts, or illustrations into the text file. We require good quality electronic graphics, but they must be saved in *separate* files or on a separate disk or CD ROM. Each table, chart, or illustration must have a separate file. If you use works other than your own or works of your own that have been previously published, you must obtain permission in writing from the appropriate person and send that information to your CAPT editor.

All tables, charts, and illustrations must be labeled in this manner:

Figure 1–2 page # (or figure 1.2 page #). The first number represents the number of the chapter; the second number is the number of the illustration in that chapter, and the page # refers to the page that the illustration falls on *in the manuscript*.

10.1 ILLUSTRATIONS

In general, CAPT does not like for authors to submit their own illustrations. The use of photography or art to illustrate the ideas in the manuscript are the responsibility of the CAPT Graphic Design department. If the CAPT editor agrees in advance that author illustrations are acceptable, we prefer that you submit good quality *originals* to us. Photocopies of artwork, illustrations, and photographs *are not acceptable*.

If you decide to scan your illustrations and graphics, you must scan originals only and be able to save them as TIFF files at 300 DPI for photographs and 600 DPI for line art. Before you scan artwork, please consult with your CAPT editor for complete instructions.

Please be sure that you have written permission for every piece of artwork and graphics that you include in your manuscript that were not created by you. (See Permissions, section 13.)

10.2 TABLES, GRAPHS, AND CHARTS

Please do not embed tables, graphs, and charts into the text file. They must be saved in separate files or on a separate disk or CD ROM. Each table, graph, or chart must have a separate file. When you create your own tables, graphs, or charts, please use a simple format (one tab between items on a row). This will look terrible, but it allows CAPT to import the text easily. Submit an additional copy formatted the way you intend it.

Photocopies for charts or graphs are acceptable if CAPT has agreed in advance to build the charts and graphs for you.

II. PREPARING AN INDEX

CAPT does not employ an indexer on staff, nor do we hire professional indexers on the author's behalf. The responsibility of indexing rests with the author. The editorial and marketing staff at CAPT strongly believe that most all works of nonfiction, save short booklets where a table of contents can provide readers with adequate information, should be indexed.

The highest level of indexing is manual, but this is a highly skilled and time-consuming art. Computers make the task of indexing faster and more streamlined; however, computerized indexing cannot be successful without human intervention.

For an excellent reference on the mechanics of indexing see chapter 8 in *The Chicago Manual of Style*.

CAPT offers the following options for the creation of an index:

1. The author may hire at his or her own expense a professional. (When requested, CAPT can help the author locate a professional indexer and provide that indexer with guidelines specific to CAPT.)
2. The author may create his or her own index with guidelines specific to CAPT, which incorporate technical aspects outlined in *The Chicago Manual of Style*.
3. The author may assist CAPT in creating the index, which will be a hybrid of computerized and manual indexing.

Guidelines for Creating an Index with CAPT

1. Your first task is to create a list of key words and related words and phrases. An example follows:

Myers-Briggs Type Indicator instrument
administration
age and type development
conditions for using
development of

gender on responses
reliability
validity

organizational development
orientations to the outer world
factor analysis

This list need not be in alphabetical order. However, it is helpful if the author includes broad page ranges and/or chapters where the most typical entries occur. It is not necessary to find every reference, as this is what the computer will do.

2. Your list should be sent to your CAPT editor when you submit your final manuscript approval.
3. An electronic index will be created when the final page proofs are ready to be sent to you. The computerized program will identify and mark (electronically) every mention of the words and sub-categories that you have selected.
4. The result will be an index that is overly detailed, for example:

Myers-Briggs Type Indicator instrument 1, 2, 3, 4, 6, 7, 8, 9, 10, 32, 33, 34, 35, 36, 37, 40, 41, 42

You can see from this example that it is more than likely possible to combine some entries into ranges, for example, 1–4, 6–10, 32–37, and 40–42.

You need to be careful because often a mention is specific across several consecutive pages and creating a range may confuse the reader. It is a subjective decision that must be made by a person.

5. CAPT does not index bibliographic references. Other terms that are not generally indexed include the following:

- Proper names that have nothing to do with the theme of the book
- Glossaries
- Bibliographies
- Footnotes, unless they amplify discussion in text
- Reference notes, unless they document an otherwise unattributed statement in the text

Please note that endnotes ARE indexed, but the letter “n” should appear after the page number and the reference number (with no spaces) after that (334n14).

6. When you receive the computerized index, you will fine-tune the work, creating the page ranges, removing entries that are not related to the theme, and/or words that are used in a different context than intended by the index entry.

This process allows CAPT to create a professional index for you in an efficient and economical manner and affords the reader a useful and practical product.

If you have any questions regarding the creation of an index for your book, please contact the CAPT editorial director.

If you wish, you may at your own expense, hire an index compiler. Such experts can be located through the American Society of Indexers, www.asindexing.org.

I 2. MBTI STYLE REQUIREMENTS

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

I 2.1 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

I 2.2 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*.

I 2.3 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 SƳ*
- With groups of three letters: *The STƳ types believe . . .* reads better than *STƳs 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*, *SƳ types*, or *ESƳs*.
- 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.

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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
Mary H. McCaulley (INFP)	April 8, 1920–August 26, 2003
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

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