

NGV STYLE GUIDE

When submitting written work for publication in the NGV journal, or for the blog, it would be very helpful if you could adhere to the following guidelines. These are designed to minimise the time it takes to lay out and proofread. Although it may look somewhat different once in the journal, or uploaded to the blog, having all submissions in the same format makes it rather easier to work through.

TEXT (see example on final page of this document)

- Font: Arial throughout, colour black
- Title of article: all capitals, size 20pt, bolded
- Author's name: size 14pt, bolded, uppercase for initial letters only
- Main headings: all capitals, size: 14pt, bolded
- Subheadings: all capitals, size 12pt, bolded and indented
- Body text: size 12pt, no bolding, *italics where appropriate* (see note below)
- Line spacing: use 1.15 throughout
- Insert only one space between full stops and new sentences
- Do not justify the text

Italicise any words or sentences that you want to particularly emphasise, or passages that are your personal reflections/narrative, or are otherwise required to stand out from the main text (*for example see edition 1, page 7, Experiences at the relational growing edge, by Dawn Gwilt, and other articles*).

Whenever possible, avoid very long paragraphs by splitting large blocks of text into shorter sections (this holds the reader's attention better and helps with layout).

When quoting someone's spoken or written words directly, please use *double* quotation marks. When mentioning the title of a book or film, etc, within your text, use *single* quotation marks or maybe italicise the title instead, depending on which style fits your format best. Also use *single* quotation marks when using 'special' words that are intended to convey a different meaning from that generally understood, or perhaps are being used facetiously - however, do consider if these marks are actually necessary at all, often they are not.

If you are including notes, please indicate with a number in superscript¹, if possible, and bold it. Otherwise just insert in the text as a normal sized number in brackets (2). Then add the content of the note at an appropriate point in the text below, which would usually be after that paragraph. Use font size 10pt for the note and separate with lines (*for example see edition 1, page 15, Metaphors in play, by John Verbos*).

Always spell check your work before submitting the piece, and ensure you use either British English or American English throughout, whichever you prefer, but please don't mix the two.

REFERENCING

We're not reference fascists, nor experts, but we do need to aim for a decent standard and consistency. Please refer to the NGV journal, edition 1, for examples, and ask if you're unsure. We are able to add hyperlinks to webpages you cite as end references or within your body text, so do include the full link to any you use.

GESTALT

We prefer that the word 'gestalt' has a leading capital letter only when used at the start of a sentence or when it appears as a title (for example, a book called *An Introduction to Gestalt*). Otherwise it should be written thus: *Gestalt is a way of life. John is a gestaltist, who practises gestalt therapy, and incorporates gestalt in his consultancy work.*

The rationale for not capitalising the 'g' is that doing so is a hangover from the importation of a German noun to the English language. All nouns are capitalised in German, whereas in English, only proper nouns are capitalised (eg New Gestalt Voices). Dave Mann discusses this in his book, *Gestalt therapy - 100 key points* ([see here](#)) and he uses gestalt throughout.

If you'd like to read further, there is some [discussion on the point here](#). Also this comment by Phil Brownell: *Following the German use the 'G' in gestalt used to be capitalized. Today, and in English, it probably should not be capitalized, and this follows more the usage in the field of psychotherapy. Cognitive behavioral, psychodynamic, and humanistic therapies are not capitalized. Gestalt therapy is one among them; more and more gestalt therapists are turning to the lower case 'g'. - see here.*

BIOGRAPHY

At the end of your article, please include a short biography, basically anything you want to say about yourself. Below is a minimal version. It's fine to write more than this - see the first edition for examples. If you are happy to be contacted by readers, please include an email address, and a link to your own website, if you'd like it included.

*John Gillespie is a gestalt trainee studying and practising in London.
john@newgestaltvoices.org | www.johngillespieconsulting.com*

PHOTOS

You don't have to include a photo of yourself but, if you're willing, it is much appreciated. A photo enhances interest and helps readers to identify with the writer. Also, from the design viewpoint, a photo adds colour and breaks up what would otherwise be pages and pages of text. Please supply a good quality picture of you, as a JPEG, attached with your final submission. Either portrait or landscape format is fine. Ensure it is as large as possible, both in physical size and in terms of file size / resolution / dpi – we can always shrink it to fit the space but cannot enlarge those that are too small or of poor quality. If you'd like to send a selection for us to choose one that fits the space best, that would be helpful.

If you have any photos or graphics you'd like to include to illustrate your article, please indicate where they should go in your piece (just insert a note in the text), and attach the images separately as JPEGs with your final submission.

TITLE OF ARTICLE

Author Name

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SUBHEADING

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- Ut sit amet ornare ex non elementum nunc
- Duis non lectus ultrices massa varius lacinia
- Quisque augue nunc scelerisque at semper

SECTION CONTAINING A NOTE

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**IF ANYTHING IS UNCLEAR, OR YOU NEED HELP, PLEASE ASK.
THANKS FOR READING!**