

# Best Assessment Practice in Clinical Psychology

Style Manual for Volumes



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# 1. Introduction

This style manual is to be used for all volumes in the series *Best Assessment Practices in Clinical Psychology* (<https://www.hogrefe.com/eu/bapcp>).

The basic objective of the volumes on a particular subject matter or a specific disorder (or group of disorders) in the context of assessment in clinical psychology is to provide therapists with practical, evidence- and research-based information on issues pertaining to assessment in a reader-friendly manner. The books in the series are intended to be reference and educational works for psychotherapists, clinical psychologists, social workers, and psychiatrists, as well as useful texts for students and trainees. These volumes are designed to be useful to these professionals in their daily practice and provide a basis for practice-oriented continuing education.

**It is important that all volumes in the series adhere to series guidelines on style and structure, so that when readers pick up a volume on a new topic they have the feeling that they already know where and how to find the information they are looking for. All manuscripts will normally be reviewed and critiqued by at least two experts in the field, so we trust you will be prepared, if necessary, to amend content or structure in light of their comments.**

**Chapter headings:** Please follow the chapter structure and numbering listed in Section 2: Structure of the Volume

**Display Elements:** Whenever possible, the text should be structured to include easy-to-read lists, “pearls,” or dialog that can be placed in highlighted boxes for clarity and emphasis. Examples of displayed boxes are: Clinical Pearl, Case Example (often includes dialog and differs from the chapter Assessment Vignette), Spotlight, and Key Takeaway. You can, of course, also include figures, tables, and boxes, which should be numbered and referred to in the running text. Please also see the Section 3.1: Length on how to calculate the length of your manuscript.

**Marginal Notes:** A keyword or phrase is added in the margin of the printed book to highlight each new or important topic. This marginal note should indicate the main conclusions/arguments and summarize or point readers to the most salient information. The marginal notes are designed to help readers quickly orient themselves within the text when they are scanning for information. Please see p. 6 for more details on how to prepare these.

## 2. Structure of the Volume

Each volume should be organized in the following chapters. Please number and word the headings in your manuscript as shown here.

### Chapter 1. Description and Definitions (10–20 print pages)

Length in manuscript: ca. 28,000–56,000 characters with spaces

In this section, authors should provide an overview of the assessment area, specific constructs that collectively make up that assessment domain, and unique professional terms.

If the book is focused on assessment of a particular disorder/condition or a group of disorders, the description and definition section should focus on describing the disorders. If the book is focused on an

assessment approach and not on a particular disorder (e.g., digital assessment, neuropsychological assessment, interview-based diagnostic assessments), then this section should provide a brief overview of the type of assessments available.

## Chapter 2. Theoretical Framework (8–12 print pages)

Length in manuscript: ca. 22,400–33,600 characters with spaces

The major theory or theories that apply to the assessment tools for the volume are summarized in this chapter. Marginal notes should be added to indicate the model(s) or condition(s) being discussed at that point (e.g., “idiographic,” “nomothetic,” “interview-based assessment,” and “ecological validity”).

## Chapter 3. Measurement Review (12–20 print pages)

Length in manuscript: ca. 33,600–56,000 characters with spaces

A review of the measures commonly used, and their psychometric properties, is given in this chapter. Specific attention should be paid to cultural factors influencing the utility of any specific measure, concurrent validity, and translations of measures to other languages. Key research findings can also be presented here.

## Chapter 4. Professional Issues and Evaluation and Assessment (50–70 print pages)

Length in manuscript: ca. 140,000–196,000 characters with spaces

This chapter discusses the specific situations and populations where the various measures are used, and what possible professional issues there are in their administration and interpretation, including challenges. The selection of specific measures for specific purposes should be addressed, and a decision tree, where relevant, may be presented.

## Chapter 5. Assessment Vignettes (0–6 print pages)

Length in manuscript: up to 16,800 characters with spaces

This chapter provides readers with illustrations of the assessment methods, instrument interpretation, and recommendations by means of a case example. If suitable, the utility of the assessment method in an intervention can be explored in the vignettes. Only include a case vignette chapter if the overall length of your volume falls within the page limits stipulated in this guide (i.e., manuscript pages).

## Chapter 6. Recent Developments and Areas of Emerging Research (0–6 print pages)

Length in manuscript: up to 16,800 characters with spaces

While the aforementioned chapters cover fundamentals of the assessment tools and their applications, this chapter highlights some new and developing areas of research that readers may consider in the future. This serves to inform readers of what to watch for in the assessment area being covered in the text.

## Chapter 7. Suggested Additional Readings (1 print page)

Length in manuscript: ca. 2,800 characters with spaces

This section should contain 2 to 6 references to literature describing how the practitioner can find further details or background information. Each reference should be followed by a brief (2–5 lines) annotation. Assuming your volume is the first book read about the method, what books or key articles should be read next? When choosing publications, please consider how readily available these items are for international readers.

## Chapter 8. References (4–6 print pages)

Length in manuscript: ca. 11,200–16,800 characters with spaces

Include references for the literature cited in the text, styled according to the Publication Manual of the American Psychological Association (APA), Seventh Edition. We prefer 50 references or less. Busy mental health professionals simply don't have the time to follow up by reading numerous additional articles when copious citations are provided. Please keep in mind that the voluminous citations associated with scholarly writing are simply not useful for practitioners.

## Chapter 9. Appendix: Tools and Resources (4–10 print pages)

Length in manuscript: ca. 11,200–28,000 characters with spaces

This section can include a list of the assessment tools with information on copyright, whether available freely or proprietary, and if proprietary, where to purchase it. Freely available tools can be reproduced here as long as there are no copyright issues (see Permissions section below).

# 3. Length, General Style, Manuscripts, and Marginal Notes

## 3.1 Length

The finished, printed book should be between 120 and 150 pages long, including tables, figures, references, and appendices. The book format is 7 × 10 inches. For the content excluding the appendices, this is equivalent to around 310,000–390,000 characters with spaces (ca. 2,800 characters with spaces per print page), including tables, boxes, and figures. You will see that the length of the chapters in print pages is listed in brackets behind the headings in Section 2: Structure of the Volume. For example:

Chapter 1 can be between 10 and 20 pages,  
which converts to between 28,000 and 56,000 characters with spaces.

An allowance for any table, box, and figure should be included in the totals depending on their size. A typical table or figure takes up a half or full page. Each half page display element in the manuscript equals about 1,400 characters with spaces. Please remember that the more display elements you insert the less space there is for running text.

The Appendices are usually less text heavy, so please try to calculate the length in terms of print pages, i.e., you have to guess from the book format, for example, on how many pages a questionnaire would fit.

### 3.1 General Style

The text and references should be prepared according to the Seventh Edition of the Publication Manual of the American Psychological Association (APA). An abbreviated version of the manual is available [online](#).

### 3.2 Manuscript Submission

Manuscripts should be submitted by e-mail. Illustrations should be supplied in digital form. Your manuscript will be reviewed by the Editors and possibly also by external reviewers for scholarship and its evidentiary base. The series editors will also review your manuscript for style, usage, and adherence to this style manual and APA style.

### 3.3 Marginal Notes

Marginal notes should be ideally no longer than 50 characters with spaces with an absolute maximum of 100 characters. Sometimes they will simply be the name of the topic being discussed, but please do not repeat section headings in the marginal notes. Think of the notes as a “refresher course” that the readers can review six months after reading your book.

Please place marginal notes directly in the running text, at the beginning of the paragraph next to which the note should appear, enclosing the marginal note in double hashes. For example:

##The marginal note text is placed at the beginning of the paragraph##The main text then follows after this...

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