

# *The Alexander Journal*

## Author Style Guide

### **Editors**

UK: Jamie McDowell and Paul Marsh

US: Genoa Davidson and Joe Alberti

### **Alexander's Books:**

Papers frequently refer to Alexander's four books and *Articles and Lectures*. *The Alexander Journal* uses a standard set of abbreviations in the text after the first use of the complete title.

*Man's Supreme Inheritance: MSI*

*Constructive Conscious Control of the Individual: CCCI*

*The Use of the Self: UoS*

*The Universal Constant in Living: UCL*

*Articles and Lectures: A&L*

**Alexander Technique** is never abbreviated to A.T. The full title may be shortened to the Technique. In some instances, technique is lower cased.

Examples of usages:

The Alexander Technique is a tool for living.

The Technique is a tool for living.

This technique is a tool for living. Alexander countered that his detractors did not have a technique. ...when Alexander was developing and teaching his technique. [When speaking about "this technique" as compared to other techniques, keep them all lower case.

### **Spelling:**

UK and US spellings are acceptable, but they must remain consistent throughout the manuscript. For UK spelling, please consult the OED online. For US spelling, please follow Merriam-Webster.

### **Block Quotations:**

- Use block quotations for quotations of over 100 words. Do not use beginning or ending quotation marks.
- Multiple Paragraphs: Indent new paragraphs; do not add a blank line between them.

**Capitalization:** Definite article (*the*) inline

See Chicago 8.170. Don't capitalize inline *the* as in:

AmSAT *Journal* is published by the American Society for the Alexander Technique

The Alexander Technique is rarely discussed in the *New York Times* [not *The New York Times* (even though “The” appears on the NYT masthead)].

This will come up in numerous contexts, including the names of many training courses, for example:

For many years, John Nicholls assisted Walter Carrington at the Constructive Teaching Centre in London.

A book title would be different:

Alexander's third book is titled The *Use of the Self*.

Even here, though, it is good style to omit the definite article if it suits the surrounding syntax:

In the first chapter of his *Use of the Self*, Alexander explains the experiments that led him to his discoveries.

The rules for capitalization are complex; Please check Chicago 8.157 while copy-editing titles.

As an example, compare these two titles:

An Essay on the Primary Control

Conscious Control—What Exactly Is Going On?

In the first title, *on* is a preposition, and it is not capitalized; in the second title, *on* is capitalized because it is used adverbially.

### **Dashes:**

There are various types of dash: choosing the correct one may fall to the layout team. But here are the most common distinctions:

The visuals:

- Hyphen [-]
- En-dash [–]
- Em-dash [—]
- Note that the em dash is slightly longer than the en dash

In ranges of numbers and dates, use an en-dash to separate, with no spaces:

FM Alexander (1869–1955) [not 1869-1955]

*Use of the Self*, pp. 55–76

However, if the range is a phrase, use prose:

The workshop dates are December 15 to January 6 [not December 15–January 6].

Use the slightly longer em-dash with no spaces to separate elements in a sentence:

Rudolf Magnus—despite Alexander’s claims—never proved the existence of the Primary Control.

### **Ellipsis (begins at CMS 13.50):**

Chicago 13.55: Ellipses are normally not used (1) before the first word of a quotation, even if the beginning of the original sentence has been omitted; or (2) after the last word of a quotation, even if the end of the original sentence has been omitted, unless the sentence as quoted is deliberately incomplete.

### **Generic Nouns**

*CMS* prefers lowercase when a generic noun is removed from a proper-noun context:

The latest issue of the *Alexander Journal* is almost ready.

This latest issue of the journal is almost ready.

*The Alexander Journal* would like to welcome a new member to the team.

We have a new member on our journal team.

### **Hyphens:**

In this regard, both the UK and USA editors follow [Merriam Webster](#) (which is recommended by *CMS*).

In *MW*, common compounds often appear without a hyphen, as in *psychophysical*. Quotations from older sources, such as Dewey or Alexander, may use hyphens for these words. When using a direct quotation, keep the hyphenation as it appears.

Some common examples that may differ are:

- coordination
- ideomotor
- psychophysical

When a compound is frequently used adjectivally (and is thus hyphenated), it is often hyphenated incorrectly in other contexts:

This is a nineteenth-century problem [hyphen correct].

This problem would not arise until the nineteenth century [a hyphen would be incorrect].

This is a well-known problem [hyphen correct].

This problem is well known [a hyphen would be incorrect].

### **Names:**

First usage: Title (if applicable), First and Last Names

All ongoing usages of name: Last name only

The first keynote speech was given by Dr. Elspeth Smith, Professor of Neuroscience at the Institute of Interdisciplinary Studies.... When asked about inhibition, Smith explained that...

Apostrophe after name in possessive case:

Use an “s” after a name ending in “s” or “z” rather than an apostrophe alone.

Marquez’s principles

Magnus’s theories

Initials in names:

Don’t add spaces between initials:

T.D.M. Roberts, Jean M.O. Fischer

Note that there are no spaces between FM in FM Alexander.

### **Names and Organizations in the Alexander Community to Add to Your Spell-Check:**

Eugen Herrigel (author of *Zen in the Art of Archery*)

Frederick Matthias Alexander or FM Alexander or Alexander (never just the letters FM)

François Delsarte [note ç]

Genoa Davidson

Giora Pinkas

Jamie McDowell

Joe Alberti

John Nicholls

Marjory Barlow

Marjorie Barstow

Nelly Ben-Or

Noam Renen

Patrick Macdonald

Paul Marsh

Rivka Cohen [not Rika, as it is pronounced]

Shaike Hermelin

Shoshana Kaminitz

*STATnews*

Yehuda Kuperman

Zeev Tadmor

**Numerals:**

*CMS* 9.2 recommends spelling out all numerals from zero to one hundred (except in a technical context, such as a table, calculation, etc.) and thereafter using Arabic numbers, except in the cases of round numbers, i.e., one thousand years, or when a numeral begins a sentence (see the fourth example).

There were nine attendees at the Alexander Technique demonstration.

Last year, there were 1,201 attendees.

One hundred ten participants experienced an improvement.

**Page Number Ranges:**

| <i>First number</i>                       | <i>Second number</i>                                                     | <i>Examples</i>                                                     |
|-------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------|
| Less than 100                             | Use all digits                                                           | 3–10<br>71–72<br>96–117                                             |
| 100 or multiples of 100                   | Use all digits                                                           | 100–104<br>1100–1113                                                |
| 101 through 109,<br>201 through 209, etc. | Use changed part only                                                    | 101–8<br>808–33<br>1103–4                                           |
| 110 through 199,<br>210 through 299, etc. | Use two digits unless more<br>are needed to include all<br>changed parts | 321–28<br>498–532<br>1087–89<br>1496–500<br>11564–615<br>12991–3001 |

Note that when the first word of an adjectival compound ends in -ly, no hyphen is used:

A much-needed solution

A greatly needed solution

## References

### **Reference Sources for all *Alexander Journal* articles**

- Citations: *The Alexander Journal* uses the most recent edition of the *Chicago Manual of Style (CMS)* guidelines for “Author-Date References,” also commonly referred to as in-text citations, with a Reference Section given at the end of the paper. Please refer to *CMS* for more information. (All CMS reference numbers in this style guide refer to the 17<sup>th</sup> edition.) **Papers submitted without correct citations will be returned to the author to be corrected before submission to a peer reviewer.**
- Dictionaries: *The Alexander Journal, US Edition* uses Merriam-Webster.com. *The Alexander Journal, UK Edition* uses the Oxford English Dictionary.

### **General Guidelines:**

*Multiple books by the same author* (often the case with FM Alexander’s books):

Use the 3-em dash followed by a period as shown below. To create this dash, you must be in Times New Roman 12. Press CTRL+ALT+minus key on the numeric keypad, three times. Be sure to leave a space between the period after the three dashes and the year.

*Multiple lines in a Reference list entry:*

The second and subsequent lines (if any) should be indented one tab to the right:

Macdonald, Peter. “Instinct and Functioning.” In *A Means to an End: Articles and Lectures on the Alexander Technique 1909–1955*. Edited by Jean M.O. Fischer. London: Mouritz, 2015.

*Names of Publishers:*

When stating the name of the publisher, remove the extraneous:

London: Methuen. ~~& Co.~~

London: Faber. ~~& Faber Ltd.~~

Dewey, John. 1958. *Experience and Nature*. New York: Dover Publications., ~~Inc.~~

*URLs:*

Always test out the URL after you paste it into your article to ensure that it is functioning correctly.

While *CMS* does not advise including *lengthy* URLs in a reference list, the guide does not support using TinyURL or similar resources. Instead, it recommends giving the site's name or database and letting readers search for themselves. The Google Books URL originally given by the contributor was in its complete form, which was very long. The edited version shows only the Google Books homepage:

Institute of Medicine. 2014. *The Health of Lesbian, Gay, Bisexual, and Transgender People: Building a Foundation for Better Understanding*. Washington: National Academies Press. <https://books.google.com>.

For journal articles accessed online, use the DOI number whenever possible. The example below shows the required form:

Messman, J.B. & L.A. Leslie. 2018. "Transgender College Students: Academic Resilience and Striving to Cope in the Face of Marginalized Health." *Journal of American College Health* 67, no. 2: 161–173. <https://doi-org.du.idm.oclc.org/10.1080/07448481.2018.1465060>.

*Use of access dates:*

*CMS* does not recommend giving the date of access for a webpage, except in one case: where the material cited is undated.

*Wikipedia articles (CMS 15.50):*

Use access dates for websites and blogs only when no publication date is available. Use n.d. in place of the missing date of publication in the reference list entry and for the in-text reference as well:

Wikipedia. n.d. "Friedrich Nietzsche." Accessed August 29, 2020. [https://en.wikipedia.org/wiki/Friedrich\\_Nietzsche](https://en.wikipedia.org/wiki/Friedrich_Nietzsche).

## A Sample Reference List

The following is a Reference list sample from a recent article in the *AmSAT Journal* by Ruth Diamond. It contains an excellent mix of references to refer to. One often-used example that is not there is how to cite a chapter in a multi-author book:

Ellet, Elizabeth F.L. 2006. "By Rail and Stage to Galena." In *Prairie State: Impressions of Illinois, 1673 –1967, by Travelers and Other Observers*, edited by Paul M. Angle, 271–79. Chicago: University of Chicago Press, 1968.

From Ruth Diamond's *Connected Lives – Ethel Webb*:

### References

Alexander, F. Mathias. 1942. *The Universal Constant in Living*. London: Chaterson.

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- Bloch, Michael. 2004. *The Life of Frederick Matthias Alexander: Founder of the Alexander Technique*. London: Little Brown.
- Evans, Jackie . 2001. *Frederick Mathias Alexander: A Family History*. Chichester West Suffolk: Phillimore.
- Fertman, Bruce. "Conversations with Erika Whittaker." *Studying with Bruce Fertman* (blog). May 25, 2012. <https://peacefulbodyschool.com/2012/05/25/conversations-with-erika-whittaker/>.
- Fischer, Jean M.O. "Ethel Webb," December 30, 2017. <https://mouritz.org/?article=ethel-webb>.
- Hodge, Richard Morse. 1918. "What is Man's Supreme Inheritance?" *New York Times*, May 5, 1918. NOTE: Subscribers to *The New York Times* TimeMachine can view this article at <https://timesmachine.nytimes.com/timesmachine/1918/05/05/98263334.html>.
- Hutchinson, Elizabeth. (n.d.). "The Bush Collection." Columbia University in the City of New York (website). Accessed April 2, 2020. [https://edblogs.columbia.edu/AHISG4862\\_001\\_2015\\_1/sample-page/the-bush-collection/](https://edblogs.columbia.edu/AHISG4862_001_2015_1/sample-page/the-bush-collection/).
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- Hunter, John. "The First Training Course in 1931: A Different Perspective." *Upward Thought* (blog). <https://upward-thought.com/tag/irene-tasker/>.
- James, William, 1950. *The Principles or Psychology*. New York: Dover. <https://psychclassics.yorku.ca/James/emotion.htm>
- Jones, Frank Pierce. 1997. *Freedom to Change*. London: Mouritz.
- Montessori, Maria. 2013. *The 1913 Rome Lectures: First International Training Course*. Amsterdam: Montessori-Pierson.
- New York Times*. 1914. "Grace Dodge Dead." *New York Times*. December 28, 1914. Note: Subscribers to *The New York Times* TimeMachine can view this article at <https://timesmachine.nytimes.com/timesmachine/1914/12/28/100129483.html?pageNumber=9+>.
- Rootberg, Ruth. 2012. "The Alexander Foundation School." *AmSAT Journal*, no. 1, Spring 2012.
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- Twain, Mark. 1892. "The German Chicago." *Chicago Daily Tribune*, April 3, 1892.
- Westfeldt, Lulie. 1998. *The Man and His Work*. London: Mouritz.

Whittaker, Ethel. "Alexander Technique Talk by Erika Whittaker," 9:02. September 14, 2011. YouTube video. <https://www.youtube.com/watch?v=YQ8orz5h0lk>.

Williamson, Malcolm. 2017. "Dewey's Influence on Alexander." *The Alexander Journal*, no. 26, Spring 2017.