

Manuscript Preparation Guide

Case Material

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The complete Manuscript Preparation Guide and many other resources are available at www.guilford.com/authors/manuscripts.

Ethical and legal considerations require careful attention to protection of patient/client or teacher/student anonymity in case material and elsewhere. If you plan to use any case material in your chapter/book, you must comply with the following stipulations:

Individuals should not be able to recognize themselves, nor should others be able to recognize the individuals presented in the cases. Avoid identifying information such as names, initials, cities, and dates. Also, disguise identifying information when discussing patient/client characteristics and personal history. If you need further guidance, download “Writing about Psychiatric Patients,” an article published in the *Bulletin of the Menninger Clinic*, Vol. 50, No. 6, 1986, from our website (www.guilford.com/authors/menninger.pdf).

If specificity of case material makes patient/client or teacher/student recognition likely despite efforts to disguise identifying information *or* if the chapter/book contains any verbatim patient/client or teacher/student material (e.g., transcripts of therapy sessions, direct quotes, poems, letters, stories), photographs of patients/clients or teachers/students, or artwork created by patients/clients or teachers/students, *a formal release is required*. Sample release forms for professional and trade publications are provided at the end of this booklet and can be downloaded from our website (www.guilford.com/authors/CaseRelease_Prof.rtf for professional publications; www.guilford.com/authors/CaseRelease_Trade.rtf for trade publications).

If you have already obtained releases from your patients/clients or teachers/students, you must send Guilford a blank copy of the form used, or a copy with the name blacked out (to maintain patient/client or teacher/student confidentiality), in order for us to determine if it meets the criteria included in our standard form.

If you are unable to obtain the necessary releases (e.g., from patients/clients or teachers/students with whom you are out of contact or who are unwilling to sign a release), you must paraphrase all verbatim material, with particular attention paid to potentially identifiable, idiosyncratic expressions (e.g., “My father always called me his little princess” could be changed to “My father always called me by a pet name”).

Consult the laws of your own jurisdictions and institutional ethical rules concerning implied contractual duties of confidentiality with those you have treated.

In sum, every chapter/book that contains case material *must* be accompanied by (1) a letter from its author(s) specifying the nature of the material presented: (a) disguised in compliance with Guilford's criteria; (b) generic/composite; or (2) a copy of the release form received by the author(s) from patients/clients or teachers/students authorizing publication of the material, with all identifying material (name, address, signature, etc.) blacked out before copying in order to maintain client confidentiality; attach a cover note for multiple cases (e.g., Release form on file for "Lucy," Chapter 1; "John and Ann," Chapter 5).

RETYPE ON YOUR OWN LETTERHEAD

**AUTHORIZATION TO USE CASE MATERIAL FOR PUBLICATION AND RESEARCH—
PROFESSIONAL BOOKS AND CHAPTERS**

THIS IS A CONSENT AND RELEASE—PLEASE READ CAREFULLY.

Thank you for allowing me to use case material from your psychological treatment in a publication intended primarily for the audience described below (hereinafter referred to as the Work). This letter serves as our complete agreement.

(brief characterization of the Work and intended target audience)

You consent to the possible use of transcripts of your sessions or other case material in the Work.

In no event will your name or address be used. If you so direct below, I will take reasonable and customary steps to change or remove data that in my judgment may be likely to enable you to be identified, but you understand that despite these efforts some detail may appear in the Work that could be considered to identify you. The use of this material is limited to clinical research and publication intended primarily for professionals in mental health and behavioral science.

Neither I, nor the Publisher of the Work, nor anyone engaged to perform services with respect to the Work shall be liable to you for any matter arising out of the participation described in this consent.

There are no agreements between us other than this one. This agreement can be changed only by a signed document. You understand that my publisher and I will be relying upon this release in proceeding to publication, and you should therefore consider it carefully.

Your signature below indicates your agreement to the above terms. Please sign both copies and return one to me, keeping the other for your records. Thank you for your participation in this project.

(Signature)

(Street Address)

(Name—please print clearly)

(City, State, ZIP)

(Name of Clinician)

(Signature of Clinician)

CHECK IF "YES"

() Detail deemed to be identifying to be changed or deleted

(Signature)

If under age 21, or otherwise deemed to be necessary or advisable:

(Name of Legal Guardian)

(Signature of Legal Guardian)

RETYPE ON YOUR OWN LETTERHEAD

**AUTHORIZATION TO USE CASE/INTERVIEW MATERIALS
FOR PUBLICATION AND RESEARCH—TRADE BOOKS**

THIS IS A CONSENT AND RELEASE—PLEASE READ CAREFULLY.

Thank you for allowing me to use case material from your psychological treatment/interviews in a general trade book tentatively titled _____ (hereinafter referred to as the Work). This letter serves as an agreement between us, according to the following terms:

You consent to the possible use of transcripts and summaries of your sessions, your interviews and commentaries upon them, or other case material in the Work. These consents extend to all formats, editions, media, and revisions, and derivative works prepared from the Work, and in the marketing and packaging of such works to the general public, in all languages, throughout the world.

I will, if you so designate below, take reasonable and customary steps to change or remove data that in my judgment may be likely to enable you to be identified, but you understand that some detail may appear in the Work that could be considered to identify you. In no event will your name or address be used. Neither I, nor the Publisher of the Work, nor anyone engaged to perform services with respect to the Work shall be liable to you for any matter arising out of the uses described in this consent.

In exchange for your consent, you will receive one free copy of the first English-language print edition of the Work.

There are no agreements between us other than this one, which can be changed only by a signed document.

Your signature below indicates your consent to the above terms. Please sign both copies and return one to me, keeping the other for your records. Thank you for your participation in this project.

(Signature)

(Street Address)

(Name—please print clearly)

(City, State, ZIP)

(Date)

(Phone number)

(Name of Clinician)

(Signature of Clinician)

CHECK IF “YES”

() Detail deemed to be identifying to be changed or deleted

(Signature)

If under age 21, or otherwise deemed to be necessary or advisable:

(Name of Legal Guardian)

(Signature of Legal Guardian)