



**SINGLE CASE
ARCHIVE**

USER GUIDE

A simple documentation that will help you navigate
and use the Single Case Archive website.

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University of Essex



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INTRODUCTION

The basic idea behind the SCA is simple: providing a tool that allows the quick identification of specific sets of cases according to specific interests of researchers, clinicians, and students. The SCA realizes this by presenting an online archive, with an easy-to-use search engine operating on the basis of descriptive criteria, such as diagnosis of patient, type of therapy, theoretical orientation of therapist, etc. In this way, the researcher who wants to aggregate findings across a homogeneous set of cases, the clinician who wants to know about a treatment x with a patient with diagnosis y, or the student who wants to write a paper on a certain clinical subject, all benefit greatly from the SCA.

Our new website provides all the functionalities of the previous version as well as enhanced and additional features which include the following:

- Advanced search abilities
- Viewing and downloading case study abstracts
- User accounts
- Saving case studies
- Send case studies to be added to The Archive

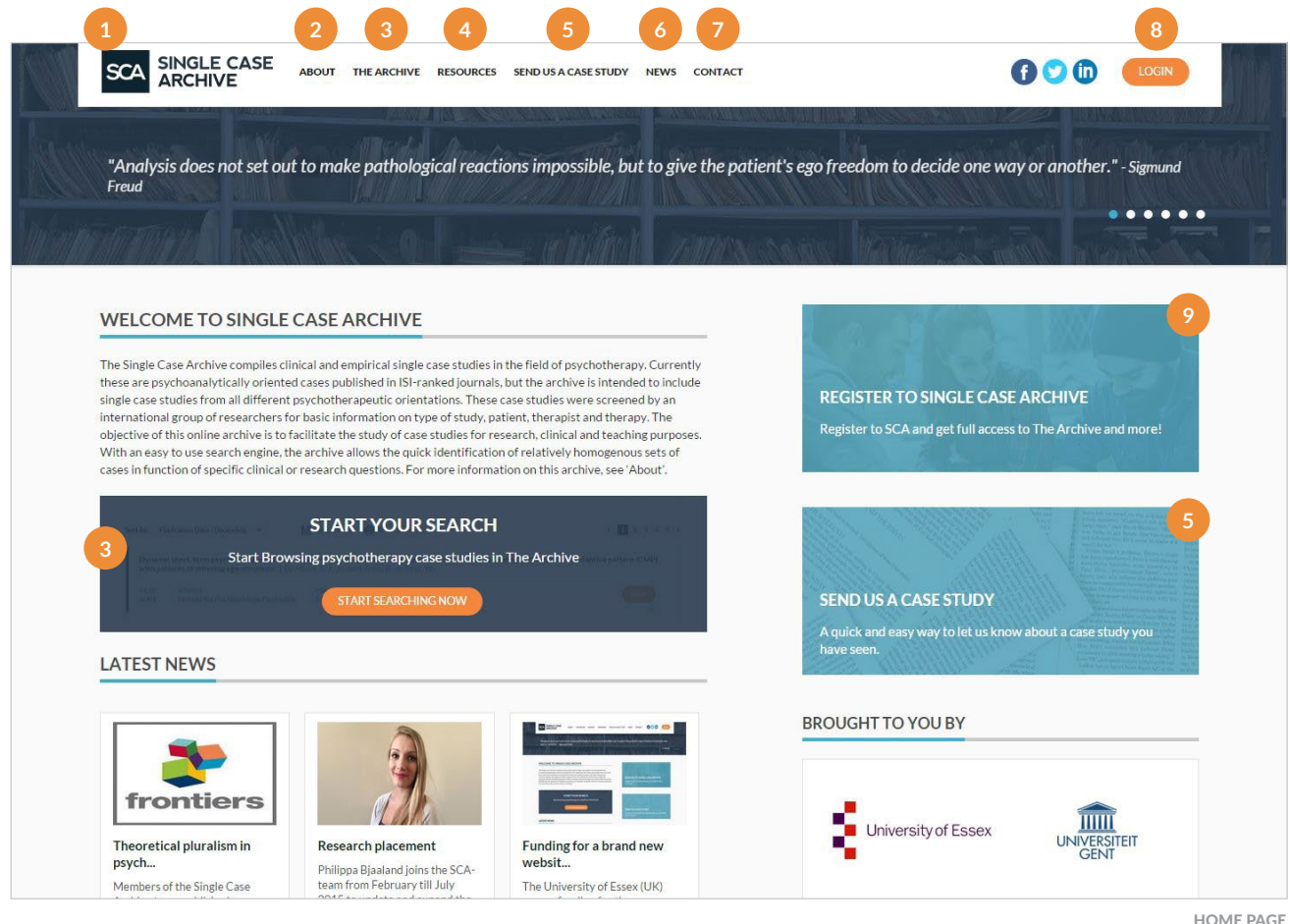
At this moment, an international research team, concentrated at the universities of Ghent and Essex, is working to progressively extend the archive beyond the initial set of 500 cases, beyond the psychoanalytic field, and ultimately beyond theoretical confinements in general. The human subject doesn't belong to any theory. It exists for anyone who wants listen to it and hear it. Clinicians, researchers, or any other person willing to do so can easily submit cases to the archive. After a review procedure, they will be added to the archive if they meet criteria pertaining to ethical issues (e.g. concerning anonymity of patients), quality of writing, minimal length, and focus (e.g. it must clearly concern a case on psychotherapeutic treatment). The user guide specifies these criteria and provides other relevant information on how to submit a case study and also in general on how to use the online archive.

You can be part of this project in several ways. To start with, you can register on the Register page and we will keep you updated on any news related to the SCA. Also check out our social media pages. Second, you can let us know about case studies that are not included in the archive through our Send us a case study page. We will consider the case study for inclusion in the archive. Furthermore, you can provide us with patient, treatment, therapist, and publication information related to a case study on the Case study submission page. We will check your codings and the case study will be included in the archive shortly after. Finally, if you want to be further involved in the SCA project as a volunteer, for a research placement, or for collaboration, you should contact us on the Contact page.

GETTING AROUND

On navigation to the Single Case Archive website, the first page you will see is the home page, as below:

The navigation menu and logo is at top left of every page of the website to allow easy navigation across all pages.



1. **Logo** - Clicking the logo will take you back to the home page.
2. **About** - This takes you to a page giving you further information about Single Case Archive.
3. **The Archive** - This takes you to a page allowing you to start a search.
4. **Resources** - This will take you to a page where you will find useful links, downloadable PDFs and more.
5. **Send us a case study** - This will take you to a page where can send or submit a case study.
6. **News** - This will take you to a page where you will find all the latest Single Case Archive news.
7. **Contact** - This will take you to a page where you can find different methods of contacting us.
8. **Login** - Clicking this button will take you to the login page. If you are logged in, this will display [User Menu] and will take you to your User Area.
9. **Register** - This will take you to the registration process.

STARTING A NEW SEARCH

The screenshot shows the 'THE ARCHIVE' search interface. At the top, there's a header 'THE ARCHIVE' with a blue underline. Below it is a dark blue bar with the text 'START A NEW SEARCH'. The main search area has a light gray background. It contains a text input field with 'Depression' (callout 2), a dropdown menu with 'And' (callout 4), and another text input field with 'Freud S' (callout 3). To the right of these is a dropdown menu with 'Topic' (callout 1) and another dropdown menu with 'Author'. Below the 'And' dropdown is a link '+ Add Search Field | Reset Form'. To the right of the search fields is a 'SEARCH' button. On the far right, there's a section titled 'IS THIS YOUR FIRST SEARCH?' with a link to 'The tool tips linked to each search field will help you to select the appropriate search criteria.' and a link to 'For a general introduction to all search functionalities, please consult our User's Guide.'

1. Identify relevant search field

In order to do a successful search, you should first identify the relevant search field. Are you looking for a particular author? Are you looking for case studies on patients with a specific diagnosis? Are you looking for experimental case studies? You will be able to select your search field from a long list on the Archive page.

2. Identify search term

Within the search field, you should identify an appropriate search term. Think carefully about what kind of case studies you are looking for. You have to find a balance between being specific and being general. Are you looking for case studies on the treatment of anxiety or phobia? Anxiety is a broad term and might generate too many case studies. Phobia is a very specific term and might exclude relevant case studies. It is advised to make a list of search terms and test each one according to a system of trial and error. Moreover, many terms in the field of psychotherapy have multiple meanings. The word 'psychotic' refers to a psychotic disorder, to a delusional state, and to a specific defence mechanism. Consider carefully what you are looking for and test alternative terms.

3. Type in search term

Some search categories have pre-specified search options, e.g. gender and age categories. Other search categories are open for you to type in any word you chose. An autocomplete list will appear automatically to assist you. There are several tools to help you specify the correct search term:

- **Capitalization:** the search engine doesn't differentiate between uppercase and lowercase letters: Freud and freud will give the same result.
- **Variations in search terms:** the search engine treats your search term as a stem and automatically looks for variations on your search term with different prefix or suffix. If you type in 'pathol' you will get any results with 'pathology,' and 'pathologic,' but also 'psychopathology,' and 'psychopathologic,'... This is particularly useful if you want to do a broad search or don't want to miss out on any relevant search result. In some cases however, it might be more interesting to use a specific search term, for instance 'psychopathy'.

- **Phrase searching:** to search for combination of terms, you can enter any word of the phrase. For instance, if you are looking for case studies on negative therapeutic reaction, you can use the search term 'negative therapeutic reaction,' or just 'negative,' or even 'react.'
- **Hyphens:** searching with hyphenated words will only generate results with hyphen. For instance, 'post-traumatic' will generate case studies that contain 'post-traumatic' but not 'post traumatic,' or 'posttraumatic.' In this case, it is advised to try all different options or to use a partial search term (e.g.'traumatic,' 'trauma').

4. Boolean Operators

In most situations, one search term will not be enough to specify what you are looking for. The Archive page offers the possibility to combine search fields. You can combine search fields by using the Boolean operators. There are three Boolean operators: AND, OR, NOT. Use AND to find case studies that contain both search terms. Use OR to find case studies that contain either search term. Use NOT to find case studies that contain the former but not the latter search term. For instance, the search query TOPIC 'transference' AND TOPIC 'depression' will generate case studies that contain both search terms. The search query TOPIC 'depression' OR TOPIC 'dysthymia' will generate case studies that contain either the word depression or the word dysthymia. The search query TOPIC 'psychosis' NOT TOPIC 'schizophrenia' will generate case studies on psychosis that don't contain the word schizophrenia. If you are looking for naturalistic systematic case studies on long psychoanalytic therapy, you would have to specify TYPE OF STUDY 'Naturalistic systematic case study' AND DURATION OF THERAPY '> 3 Years' AND THEORETICAL ORIENTATION 'Psychodynamic/Psychoanalytic.'

SEARCH RESULTS

The screenshot shows the 'SEARCH RESULTS' page. At the top, a dark blue bar contains 'YOUR SEARCH TERMS' (1) and 'RESULTS FOUND: 29'. Below this, there are two input fields: 'TOPIC' with 'Depression' and 'AND AUTHOR' with 'Freud S'. To the right of these fields is a button labeled 'START A NEW SEARCH' (5). Below the input fields, there are three numbered callouts: (2) for 'Save Search', (3) for 'Print This Page', and (4) for a 'VIEW' button next to a search result. The search result shown is 'A case illustration of resistance from a psychodynamic perspective | By Satten W'. Below the title, there are four columns: 'YEAR' (2002), 'LANGUAGE' (English), 'PUBLICATION TYPE' (Journal article), and 'KEYWORDS' (Psychodynamic, Psychodrama, Depression, Therapeutic relationship). At the bottom right of the page, it says 'SEARCH RESULTS PAGE'.

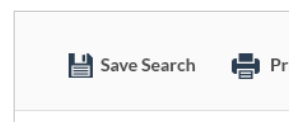
Once the search engine has checked the archive to find relevant case studies, you will be able to see the results found. There might be irrelevant case studies, there might be too many case studies, or there might be none at all. In those situations you should return to the first step and refine your search fields and search terms.

On this page, you are able to do the following:

1. Review your search terms
2. Save your search
3. Print your search results
4. View individual case studies
5. Start a new search

SAVING YOUR SEARCH

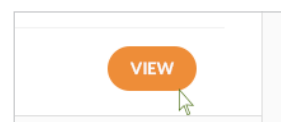
When you have created a new search and you are on the results page, you can save your search by clicking **[Save search]**. This will save your search terms so that you can easily access the results whenever necessary. You can find all your saved searches in your User Area under **[Saved Searches]**. *For more information on how to manage your saved searches, please see page 10.*



SAVE SEARCH BUTTON

VIEWING A CASE STUDY

To view a case study, click on the title of the case study or the **[View]** button on the search results page and this will take you to the individual case study page. On this page, you should find the following:



VIEW CASE STUDY BUTTON

1 CASE STUDY DETAILS

YEAR
2011

LANGUAGE
English

TYPE
Journal article

SHOW ALL ▶

2 Combat and human existence: toward an intersubjective approach to combat-related ptsd
By Carr R B

3 ABSTRACT

The author proposes a short-term, intersubjective model for treating combat related post-traumatic stress disorder (PTSD). Psychodynamic approaches to adult-onset PTSD lack the evidence and popularity of other approaches because adult-onset traumas are fundamentally distinct from the developmental, or childhood-based, traumas that psychoanalysis evolved to treat. An approach based in intersubjective systems theory can address this problem. The writings of Robert Stolorow (2007) in *Trauma and Human Existence*, which the author first read while deployed to Iraq as a psychiatrist, fundamentally changed his understanding of trauma and its treatment. The author gives an overview of Stolorow's ideas about trauma, and then describes his six-phase short-term intersubjective treatment approach. Extensive case material from a treatment that occurred in Iraq illustrates each of these phases. The author then compares his and Stolorow's views to those of other contemporary relational psychoanalytic writers. Future directions include the manualization and empirical testing of this approach in order to determine its replicability, its utility for therapists who lack extensive psychoanalytic training, and its generalizability to populations with adult-onset trauma outside the military.

4 KEYWORDS

Combat, PTSD, Short-term psychodynamic therapy, Intersubjectivity, Adult-onset trauma,

5 Save Case Study **6 Print This Page** **7 DOWNLOAD PDF** **8 BACK TO RESULTS**

CASE STUDY PAGE

1. Case study details

This is where you can see all of the case study details which are available for the chosen case study. At first, you can only see the default case study details however, if you click on the **[Show all]** button, this will expand to reveal all case study details.

2. Case study title & Authors

3. Abstract

4. Keywords

5. Save a case study

If you have found a case study which you would like to save, simply click on the **[Save Case**

Study] button and this will save the case study. You can find all your saved case studies in your User Area under **[Saved Case Studies]**. *For more information on how to manage your saved case studies, please see page 11.*

6. Print case study

7. PDF Download

If there is a PDF available, clicking the **[Download PDF]** button will start your download. If there is no PDF available, the button will be inactive.

8. Back to results

This button will take you back to your search results.

USER REGISTRATION

REGISTERING AN ACCOUNT

To have full access to the website and its functionalities, you will need to register. To register, click on **[Register]** on the home page to start the process. This should take you to the following page:

The screenshot shows the 'REGISTER' page with three main sections:

- 1) ACCOUNT INFORMATION:** Fields for USERNAME* (John Doe), EMAIL ADDRESS* (johndoe@email.com), PASSWORD* (masked), and PASSWORD CONFIRMATION* (masked). A note states: "All emails from the system will be sent to this address. Your email address is not made public and will only be used if you wish to reset your password or wish to receive certain news or notifications by e-mail."
- 2) PERSONAL INFORMATION:** Fields for FIRST NAME* (John), LAST NAME* (Doe), INSTITUTION* (University of Essex), FOR WHICH PROFESSIONAL ROLE WILL YOU USE SCA?* (Research), and COUNTRY* (United Kingdom).
- 3) CAPTCHA & TERMS OF SERVICE:** A reCAPTCHA widget with the text "I'm not a robot" and a checkbox for "I agree to the Terms of Service".

A "CREATE NEW ACCOUNT" button is located at the bottom right of the form.

1. Complete all of the Account and Personal information fields
2. Tick the reCAPTCHA to confirm this is a genuine account
3. Click **[Create new account]** at the bottom of the page

Please note that all accounts must be approved before gaining access to the full website. You will receive an email once your account has been approved.

LOGIN

Once you have registered, you can now login to Single Case Archive by clicking the **[Login]** button at the top right of the page. This will take you to the login page below where you will be able to enter your email address and password.

LOGIN

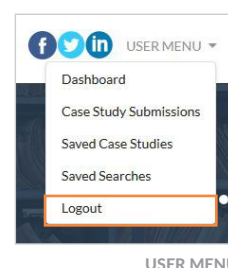
The screenshot shows the 'LOGIN' page with the following elements:

- Heading: **LOGIN**
- Sub-heading: Enter your email address and password to login to Single Case Archive
- Fields: EMAIL ADDRESS* and PASSWORD*
- Options: ☐ Remember me and [Forgot your password?](#)
- Button: **LOGIN**

LOGIN PAGE

LOGOUT

Once you are logged in, you can logout of Single Case Archive by clicking the **[Logout]** button in the **[User Menu]** drop down menu at the top right of the page. This will take you back to the home page.



USER MENU

SEND US A CASE STUDY

This is new feature of the website and allows you to send us a case study to be added to The Archive. There are two ways in which you can do this depending on the amount of information you have on the case study. Once logged in, you should see two options; Send us a case study and Submit a case study.

The screenshot shows the 'SEND US A CASE STUDY' page. It features two main sections. The first section, 'SEND US A CASE STUDY', asks if the user has a case study they would like to know about and provides a form with fields for Title, Author(s), Language, and Publication Year. The second section, 'SUBMIT A CASE STUDY', asks if the user wants to provide more detailed case study information and provides a form with fields for Title, Author(s), E-mail Corresponding Author, Publication Year, Language, and Keywords. Both sections include a 'SEND US A CASE STUDY' or 'SUBMIT A CASE STUDY' button.

SEND US A CASE STUDY PAGE

This screenshot shows the 'SEND US A CASE STUDY' form. It includes fields for Title, Author(s), Language, and Publication Year. There is also a section for 'E-MAIL CORRESPONDING AUTHOR' and a 'MAIN FILE' section with an 'UPLOAD FILE' button. The form is titled 'SEND US A CASE STUDY' and has a 'SEND US A CASE STUDY' button at the bottom right.

SEND US A CASE STUDY PAGE

SEND US A CASE STUDY

This type of submission is aimed at those who do not have all the relevant information related to the case study. Once submitted, your submission will be sent to the SCA team who will then check and complete the missing information ready to be added to The Archive. If you would be looking to get a case study added to the Archive quickly, please use the Submit a case study form to ensure quicker approval.

This screenshot shows the 'SUBMIT A CASE STUDY' form. It is divided into three sections: A) PUBLICATION DATA, B) CHARACTERISTICS OF THE STUDY, and C) THERAPIST CHARACTERISTICS. Section A includes fields for Title, Author(s), E-mail Corresponding Author, Publication Year, Language, and Keywords. Section B includes fields for Number of Cases, Case No., Length of Case, Type of Study, and Did the Therapist or Researcher receive the patient's informed consent. Section C includes fields for Gender and Age. The form is titled 'CASE STUDY SUBMISSION' and has a 'SUBMIT A CASE STUDY' button at the bottom right.

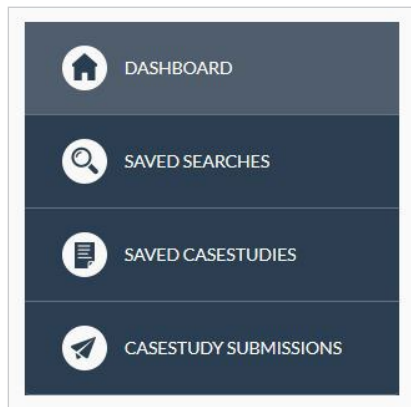
SUBMIT CASE STUDY PAGE

SUBMIT A CASE STUDY

This type of submission is aimed at those who have all or most of the relevant information related to the case study. This submission contains much more information including Publication Data, Characteristics of the study, Therapist Characteristics, Patient Characteristics, Features of psychological treatment, Author Data, Abstract and the ability to upload multiple files. This type of submission is recommended to those who are looking to get a case study added to The Archive quickly.

Once logged in, you can also access this page through the [User Menu] under [Case Study Submissions].

USER AREA



USER DASHBOARD MENU

USER DASHBOARD

Once you have logged in, you will be taken to your Dashboard. Here you will be able to view your latest saved case study, latest saved search and your account details.

You also have a new navigation menu on the left where you can access all of your saved case studies, saved searches and case study submissions.

A form titled 'MY ACCOUNT' with several input fields. Fields include: 'FIRST NAME' (John), 'LAST NAME' (Doe), 'EMAIL ADDRESS' (johndoe@gmail.com), 'INSTITUTION' (Essex of University), 'FOR WHICH PROFESSIONAL ROLE WILL YOU USE SCAT?' (Student), 'COUNTRY' (United Kingdom), 'Change Password' section with 'PASSWORD' and 'PASSWORD CONFIRMATION' fields. A 'SAVE' button is at the bottom right.

EDIT DETAILS PAGE

ACCOUNT DETAILS

On the Dashboard, you can also view and edit your account details by clicking on **[Edit Details]**. This will take you a new page where you can edit the following:

1. First name
2. Last name
3. Email address
4. Institution
5. Role
6. Country
7. Password

If you have made any changes to your details which you would like to save, make sure to click **[Save]** at the bottom of the page before navigating to another page.

A table titled 'SAVED SEARCHES' with columns for search details. It lists several saved searches with their topics, keywords, and dates. Each row has edit and delete icons. The searches include: 'Depression, Anxiety, Psycho', 'Psychoanalysis, Depression', 'Interpersonal Problem, Interpersonal, Problem', 'Case Study, Anxiety, Beck A T', and 'Psycho, Analysis'.

SAVED SEARCHES PAGE

MANAGING YOUR SAVED SEARCHES

To see all of your saved searches, click on **[Saved Searches]** on the navigation menu on the left. This will take you to a new page where you can see all your saved searches.

Viewing the saved search results:

If you would like to see the results of your saved search terms, simply click on eye icon of the individual saved search to open the results page.

Remove saved search:

If you would like to remove a saved search, simply click on cross icon of the individual saved search to remove it.

SAVED CASE STUDIES

Combat and human existence: toward an intersubjective approach to combat-related PTSD | By Carr R B

| YEAR | LANGUAGE | PUBLICATION TYPE | KEYWORDS |
|------|----------|------------------|---|
| 2011 | English | Journal article | Combat, PTSD, Short-term psychodynamic therapy, Intersubjectivity, Adult-onset trauma |

Murder and madness: a case study of the criminogenesis and psychodynamics of a dual murder | By Facchi L, Gattore T, Cenni C, Stratico E

| YEAR | LANGUAGE | PUBLICATION TYPE | KEYWORDS |
|------|----------|------------------|---|
| 2011 | English | Journal article | Personality disorders, Homicide, Child murder, Crime genesis and psychodynamics |

Three dimensional treatment: the interplay of patient, analyst and supervisors on an analytic training case | By Greenberg W

| YEAR | LANGUAGE | PUBLICATION TYPE | KEYWORDS |
|------|----------|------------------|---|
| 2011 | English | Journal article | Psychoanalysis, Supervision, Sadomasochism, Analytic participation, Identity, Countertransference |

Resistance | By Henningsen F

SAVED CASE STUDIES PAGE

MANAGING YOUR SAVED CASE STUDIES

To see all your saved case studies, click on **[Saved Case Studies]** on the navigation menu on the left. This will take you to a new page where you can see all your saved case studies.

Viewing your saved case studies:

If you would like to see your saved case study, simply click on eye icon of the individual saved case study to open the case study page.

Removing a saved case study:

If you would like to remove a saved case study, simply click on cross icon of the individual saved case study to remove it.

CASE STUDY SUBMISSIONS

Repression and splitting in the psychoanalytic process | By Dore J, Savvopoulos S, Maniopoulos S, Beratis S

| YEAR | LANGUAGE | PUBLICATION TYPE | KEYWORDS |
|------|----------|------------------|---|
| 2011 | English | Journal article | Borderline, Chiasmus, Hysteria, Repression, Splitting, Transformation |

The case of penelope | By Freud S, Jamil S, Conci M

| YEAR | LANGUAGE | PUBLICATION TYPE | KEYWORDS |
|------|----------|------------------|----------|
| 2010 | German | Journal article | |

Beyond the image | By John D, De Bilbao F

| YEAR | LANGUAGE | PUBLICATION | KEYWORDS |
|------|----------|-------------|----------|
| | | | |

CASE STUDY SUBMISSIONS PAGE

SUBMIT A CASE STUDY

If you have a case study which you would like us to know about, you can submit a case study to be added to The Archive.

To do this, go to **[Case Study Submissions]** on your User Dashboard or click on **[Case Study Submissions]** in your **[User Menu]**.

This will take you to the Case Study Submissions overview where you will be able to see all of the case studies which you have submitted in the past. You will be able to tell the status of your submitted case studies based on the icons displayed on the right:

Approved **Pending** **Not approved**

To submit new a case study, click on the **[Submit Case Study]** button on the right. This will take you to a new page where you can fill out the required details of the case study which you would like to upload. Not all fields are mandatory however, the more detailed the case, the better.

To read more about the differences between **[Send us a case study]** and **[Submit a case study]**, please see page 9.

CASE STUDY SUBMISSION

A) PUBLICATION DATA

TITLE * Example: Sibling loss, guilt and reparation: A case study

AUTHOR(S) * Example: Freud S, Beck A T

E-MAIL CORRESPONDING AUTHOR * Example: name@institute.com

PUBLICATION YEAR * Example: 2012

LANGUAGE * Please select

KEYWORD(S) *

PUBLICATION TYPE * Please select

B) CHARACTERISTICS OF THE STUDY

NUMBER OF CASES * [1] [5]

CASE N° *

LENGTH OF CASE * Please select

TYPE OF STUDY * Please select

DID THE THERAPIST OR RESEARCHER RECEIVE THE PATIENT'S INFORMED CONSENT * Please select

C) THERAPIST CHARACTERISTICS

SUBMIT CASE STUDY PAGE



SINGLE CASE ARCHIVE

HELP AND SUPPORT

If you have any questions at all about any of the content in this guide, please contact us at info@singlecasearchive.com and we will be happy to assist you.

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