

Inventory of Basic Information in Single Cases (IBISC): Manual

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This rating scale was developed in order to inventory basic information from published single case studies in the field of psychotherapy research. Below we display the key characteristics of psychotherapy, based on the most influential and internationally accepted definitions for psychotherapy.

American Psychological Association (2012): "Psychotherapy (individual, group and couple/family) is a practice designed **varyingly** to provide symptom relief and personality change, reduce future symptomatic episodes, enhance quality of life, promote adaptive functioning in work/school and relationships, increase the likelihood of making healthy life choices, and offer other **benefits** established by the **collaboration** between client/patient and psychologist. It is rooted in and enhanced by a therapeutic alliance between therapist and client/patient that involves a bond between the psychologist and the client/patient as well as **agreement** about the goals and tasks of the treatment." [1]

Norcross (1990): "A working definition for psychotherapy is as follows: "Psychotherapy is the **informed and intentional** application of clinical methods and **interpersonal** stances derived from **established psychological principles** for the purpose of assisting people to modify their behaviors, cognitions, emotions, and/or other personal characteristics in directions that the participants deem **desirable.**" [2]

Strupp (1978): "Psychotherapy is an **interpersonal** process developed to **initiate** change in feelings, thoughts, attitudes and behaviours that the person seeking help from a **qualified** professional finds **problematic.** [3]

Wampold (2001): "Psychotherapy is a primarily **interpersonal** treatment that is based on **psychological principles** and involves a **trained** therapist and a client who has a mental **disorder, problem, or complaint**; it is **intended** by the therapist to be remedial for the client's disorder, problem or complaint; and it is **adapted** or individualized for the particular client and his or her disorder, problem or complaint." [4]

Hence, psychotherapy necessary includes the following five elements:

1. Interpersonal process
2. A person seeking help for problems, complaints, disorder.
3. A (trained) therapist/ qualified professional
4. Adapted to the particular client
5. Psychological principles as basis.

[1] APA (2012). *Recognition of Psychotherapy Effectiveness*. Resolution online available at <http://www.apa.org/about/policy/resolution-psychotherapy.aspx>

[2] Norcross, J.C. (1990). An eclectic definition of psychotherapy. In J.K. Zeig & W.M. Munion (Eds.), *What is psychotherapy? Contemporary perspectives* (218-220). San Francisco, CA: Jossey-Bass.

[3] Strupp, H. (1978). *Psychotherapy: Clinical, Research and Theoretical Issues*. New York: Jason Aronson, p. 3.

[4] Wampold, B. (2001). *The great psychotherapy debate: Models, methods and findings*. Mahwah: Lawrence Erlbaum, p.3.

This rating scale is developed with the intention to both describe the characteristics of the person under study (diagnostic information, gender, ...), the therapist, the therapy and the formal characteristics of the study. The scale should be filled out in English. If a paper presents more than one case, the scale is filled out separately for each case. In the case of multiple cases within one manuscript, start by rating the first case. At the end of the rating scale, you can click to go to a new form to rate the next case.

In this manual we explain how to score and fill out all parts of the scale.

A. Publication data

1	Author(s)*	Example: Freud S, Beck A T
2	E-mail Corresponding Author	Example: name@institute.com
3	Title*	Example: Sibling loss, guilt and reparation: a case study
4	Publication Year*	Example: 1995
5	Language*	English, French, German, Dutch, Spanish, Italian, Portuguese, Other
6	Keywords	
7	Publication Type*	Journal, Book, Unpublished manuscript

* Mandatory

If journal

6a1	Name Journal*	Example: Journal of Clinical Psychology
6a2	ISSN	
6a3	Volume	Example: 54; 25(3)
6a4	Pages	Example: 34-67
6a5	Peer reviewed?	Yes, No
6a6	DOI	Example: 10.1111/1745-8315.12179

* Mandatory

If book

6b1	Title Book*	Example: Studies on Hysteria
6b2	Publisher*	Example: Sage
6b3	Pages (if chapter in book)	Example: 564-623
6b4	Editors (if edited book)	Example: Hill C E
6b5	Peer reviewed?	Yes, No
6b6	ISBN	Example: 978-3-16-14810-0

* Mandatory

If unpublished manuscript

6c1	Type*	(Clinical) training related, (Part of) dissertation, Clinical context (multiple options possible)
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* Mandatory

1. Provide the name and first initial of the authors. Separate authors by a comma.
2. Provide the email address of the corresponding author if known. In journal articles, this often is indicated in a footer on the first page of the manuscript.
3. Provide the title of the manuscript (article, book, chapter in a book, unpublished manuscript) that contains the case study.
4. Provide the year the manuscript was published. If it concerns an unpublished manuscript, please use /.
5. Select the language the manuscript is written in.
6. Select the type of manuscript you want to submit to the archive. Does it concern a journal article (all types of journals are possible), select 'journal'; does it concern a book or a chapter in an (edited) book, select 'book'; does it concern any type of unpublished manuscript (e.g., dissertation, paper in the context of clinical training), select 'unpublished manuscript'.

6a1. Provide the name of the journal where the article is published.

6a2. Provide the ISSN number of the journal where the article is published.

6a2. Provide the volume (and if possible/applicable the issue) of the journal where the article is published.

6a3. Provide the pages in the journal where the article can be found.

6a4. Indicate whether the article went through a process of peer review before publication or not.

6a5. Provide the DOI (Digital Object Identifier) if the article has such a number and you know the number (it is often displayed on the first page).

6b1. Provide the title of the book that contains the case study. In some cases this might be the same as the title of the case study.

6b2. Provide the publisher of the book.

6b3. If the case study is a chapter in a book, provide the page numbers of that chapter.

6b4. If the case study is a chapter in an edited book, provide the last name and initials of editor(s) of the book. Separate different editors using a comma.

6b5. Indicate whether the book went through a process of peer review before publication or not.

6b6. Provide the ISBN number of the book if known.

6c1. Indicate what kind of paper the unpublished manuscript is. Can it mainly be situated within the context of (clinical) training, in the context of a dissertation (unpublished part) or in a clinical context? More than one option can be selected.

B. Characteristics of the study

1	Number of Cases	
2	Case n°	
3	Length of Case Report	<input type="checkbox"/> < 2 pages <input type="checkbox"/> 2-5 pages <input type="checkbox"/> 6-10 pages <input type="checkbox"/> > 10 pages
4	Type of Study	<input type="checkbox"/> Clinical case study <input type="checkbox"/> Systematic case study <input type="checkbox"/> Single-case experiment
5	Type of Data	<input type="checkbox"/> None <input type="checkbox"/> Therapist notes <input type="checkbox"/> Researcher notes <input type="checkbox"/> Notes from patient or other relatives <input type="checkbox"/> Audiotapes <input type="checkbox"/> Transcriptions of audiotapes <input type="checkbox"/> (Coded) Videotapes <input type="checkbox"/> Diary Data <input type="checkbox"/> Self-report or observer rated questionnaires <input type="checkbox"/> Interviews (structured/unstructured) <input type="checkbox"/> Biological or psychophysiological measures <input type="checkbox"/> Behavioral measures <input type="checkbox"/> Other: <input type="checkbox"/> Not mentioned
6	Did the Therapist or Researcher receive the Patient's Informed Consent?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not mentioned

1. If the manuscript contains more than one case, please select the number of cases discussed in the manuscript.
2. Indicate the case coded in this form.
3. Indicate how many pages of the manuscript are dedicated to the case. If the case is reconsidered in a theoretical elaboration, please give a fair estimation of the total amount of pages dedicated to the case.

4. Indicate what type of case is presented in the manuscript a clinical case study, an experimental case study or a systematic/naturalistic case study. For judging this, please start from the following definitions and choose the category it fits closest to:
 - a. 'Clinical case study': this is essentially a narrative report by the therapist of what happened during a therapy together with his interpretations of what happened. It is not impossible that certain methods (like a questionnaire, a diagnostic test...) are used in such a case, yet it is still the therapist that uses these, interprets and discusses them.
 - b. Systematic case study': This actually is a systematized alternative to the classical case study with two important differences. First, the material (data) is gathered from different sources (e.g. questionnaires, observations by the therapist, interviews, ratings by researchers...) and it can be considered whether the information obtained from different sources converges. Secondly, there is a research team involved in the analyses of the material, rather than merely the therapist.
 - c. 'Single case experiment': other terms for such designs are N=1 (clinical) trial, single subject design or N= 1 subject experiment. They are rigorous methods to test hypotheses about effects of treatment. The goal of these experimental single cases is to measure specific changes that can be ascribed to the use of specific interventions. Changes are compared to baseline scores of the target behaviour. These baseline scores include multiple time points; one pre-treatment score is not considered as a baseline. In general, there should be a comparison between at least two conditions in an experiment.

5. Type of data: Select the types of data used in the case study. More than one type of data can be selected here. E.g., self-report questionnaires, behavioral measures, diary data.

6. Indicate here whether or not the therapist/researcher received, in one way or another, an informed consent from the patient. This is, did the therapist/researcher ask for permission to write a case about the patient? If there is no reference to this issue, circle 'not mentioned'.

C. Client system and characteristics patient(s) involved in psychological treatment

1	Client System involved in Therapy	<ol style="list-style-type: none"> 1. Individual 2. Couple 3. Family 4. Group
2	Identified Patient	<ol style="list-style-type: none"> 1. Yes 2. No

If identified patient

2a1	Gender	<ol style="list-style-type: none"> 1. Male 2. Female 3. Other 4. Not mentioned
2a2	Age	<ol style="list-style-type: none"> 1. 0-1 (Infant) 2. 2-11 (Child) 3. 12-17 (Adolescent) 4. 18-24 (Young adult) 5. 25-65 (Adult) 6. > 65 (Elderly) 7. Not mentioned
2a3	Ethnicity	Drop down <ol style="list-style-type: none"> 1. Arab 2. Asian 3. Black/African 4. Hispanic 5. White/Caucasian 6. Mixed/Other: 7. Not mentioned
2a4	Complaints/Diagnosis: descriptive terms (as provided in the manuscript)	Autocomplete
2a5	Diagnostic System:	drop down list: DSM (Diagnostic and Statistical Manual of Mental Disorders), ICD (International Classification of Diseases), PDM (Psychodynamic Diagnostic Manual), OPD (Operationalized Psychodynamic Diagnostics), other, not mentioned
2a6	Diagnosis: DSM-category	drop down menu (see below)

If no identified patient

2b1	Age	1. 0-1 (Infant) 2. 2-11 (Child) 3. 12-17 (Adolescent) 4. 18-24 (Young adult) 5. 25-65 (Adult) 6. > 65 (Elderly) 7. Not mentioned
2b2	Complaints/Diagnosis: descriptive terms (as provided in the manuscript)	Autocomplete
2b3	Diagnostic System:	drop down list: DSM (Diagnostic and Statistical Manual of Mental Disorders), ICD (International Classification of Diseases), PDM (psychodynamic diagnostic manual), OPD (operationalized psychodynamic diagnostics), other, not mentioned
2b4	Diagnosis: DSM-category	drop down menu (see below)

In part C the client system and the characteristics of the patient are described. In this section you can first indicate which client system is involved in therapy.

1. Indicate the client system that is involved in the therapy. This can be an individual, a couple, a family (parent-child, a whole family, ...), or any other type of group.
2. Indicate whether there is an identified patient. If it is clear which patient forms the focus of the case report, select yes. If there is an identified patient, please fill out items 2a1-2a6. If there is no identified patient, select no and please fill out items 2b1-2b4.

If identified patient:

2a1. Indicate whether the patient is a man or a woman, whether explicitly or implicitly mentioned. 'Other' can be selected in case of explicit references to gender incongruence, gender nonconformity, transgender persons, or other. Select 'not mentioned' when gender cannot be determined based on the information in the case report.

2a2. Select the age range in which the patient falls (at the start of therapy). If no age indication is provided, choose 'not mentioned'.

2a3. Select the appropriate ethnographic background of the patient whether explicitly or implicitly mentioned. If there is a mixed ethnographic background, indicate 'mixed' and specify. If there's no mentioning of ethnicity or cultural issues, indicate 'not mentioned'. Even if you think based on the country of the author that for example the patient is white, if there is absolutely no mentioning of ethnicity or cultural background in the manuscript, indicate 'not mentioned'.

2a4. Provide the most important diagnostic terms as they are provided in the manuscript. These descriptors can be both admission complaints, specific diagnoses, but also additional diagnostic terms or symptoms, relational or educational problems.... Also, if in the case study medical diagnoses are provided that are relevant for the therapy, these should be mentioned here.

2a5. Select the diagnostic system that was used in the case report as a basis for diagnosing (e.g. DSM, PDM). If the use of a specific diagnostic system is not explicitly mentioned, select 'not mentioned'.

2a6. Select the broad DSM-IV category under which the described pathology fits best or if a DSM diagnosis is provided, the broader category to which it belongs. More than one term can be selected here. These are the possible categories:

- a. Disorders usually first diagnosed in infancy, childhood, or adolescence
- b. Delirium, dementia, and amnesic and other cognitive disorders
- c. Mental disorders due to a general medical condition not elsewhere specified
- d. Substance-related disorders
- e. Schizophrenia and other psychotic disorders
- f. Mood disorders
- g. Anxiety disorders
- h. Somatoform disorders
- i. Factitious disorders
- j. Dissociative disorders
- k. Sexual and gender identity disorders
- l. Eating disorders
- m. Sleep disorders
- n. Impulse-control disorders not elsewhere specified
- o. Adjustment disorders
- p. Personality disorders
- q. Other conditions that may be a focus of clinical attention: psychological factors affecting medical condition
- r. Other conditions that may be a focus of clinical attention: medication-induced movement disorders
- s. Other conditions that may be a focus of clinical attention: relational problems
- t. Other conditions that may be a focus of clinical attention: problems related to abuse or neglect
- u. Additional conditions that may be focus of clinical attention (e.g. bereavement, academic problem, occupational problem)

If no identified patient:

2b1. Select the age range in which the patient falls (at the start of therapy). If no age indication is provided, choose 'not mentioned'.

2b2. Provide the most important diagnostic terms as they are provided in the manuscript. These descriptors can be both admission complaints, specific diagnoses, but also additional diagnostic terms or symptoms, relational or educational problems.... Also, if in the case study medical diagnoses are provided that are relevant for the therapy, these should be mentioned here.

2b3. Select the diagnostic system that was used in the case report as a basis for diagnosing (e.g. DSM, PDM). If there is no diagnostic system explicitly used or mentioned, select 'not mentioned'.

2b4. Select the broad DSM-category under which the described pathology fits best or if a DSM diagnosis is provided, the broader category to which it belongs. More than one term can be selected here. These are the possible categories:

- a. Disorders usually first diagnosed in infancy, childhood, or adolescence
- b. Delirium, dementia, and amnesic and other cognitive disorders
- c. Mental disorders due to a general medical condition not elsewhere specified
- d. Substance-related disorders
- e. Schizophrenia and other psychotic disorders
- f. Mood disorders
- g. Anxiety disorders
- h. Somatoform disorders
- i. Factitious disorders
- j. Dissociative disorders
- k. Sexual and gender identity disorders
- l. Eating disorders
- m. Sleep disorders
- n. Impulse-control disorders not elsewhere specified
- o. Adjustment disorders
- p. Personality disorders
- q. Other conditions that may be a focus of clinical attention: psychological factors affecting medical condition
- r. Other conditions that may be a focus of clinical attention: medication-induced movement disorders
- s. Other conditions that may be a focus of clinical attention: relational problems
- t. Other conditions that may be a focus of clinical attention: problems related to abuse or neglect
- u. Additional conditions that may be focus of clinical attention (e.g. bereavement, academic problem, occupational problem)

D. Features of psychological treatment

1	Theoretical/ treatment Orientation (multiple options possible):	Psychodynamic/Psychoanalytic Behavioral Cognitive CBT Interpersonal Systemic Client-centered/Humanistic/Existential Gestalt Eclectic Other: Not mentioned
2	Describe the specific theoretical orientation, Treatment Model, Type of therapy (as described in the manuscript)	
3	Setting of therapy	1. Inpatient (residential) 2. Outpatient (ambulatory) 3. Not mentioned
5	Duration of therapy	1. 0-5 months 2. 6-11 months 3. 1-3 years 4. > 3 years 5. Not mentioned
6	Number of sessions	1. < 5 2. 5-10 3. 11-20 4. 21-50 5. 51-100 6. 101-200 7. > 200 8. Not mentioned
7	Frequency	1. < 1/week 2. 1/week 3. 2-3/week 4. 4-7/week 5. Not mentioned
8	Success or Failure?	1. Success 2. Failure 3. Mixed 4. Not mentioned
9	Therapy completed?	1. Completed 2. Not completed 3. Not mentioned

10	Follow Up	1. No 2. Yes 3. Not mentioned
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In part D the characteristics of the psychotherapeutic treatment are described. If other treatments are mentioned (like medication ...) these are left out of consideration. If these additional treatments are an important part of the case, please indicate as a remark at the end of the rating scale.

1. Select the (broad) theoretical orientation of the therapist (whether explicitly or implicitly mentioned). Select the main theoretical orientation. If more than one theoretical orientation is applicable, select all relevant options.
2. Describe the specific Treatment(Model)/Therapeutic Techniques (as described in the manuscript). E.g. Exposure, Transference focused therapy,...
3. Select the setting in which the therapy took place, whether explicitly or implicitly mentioned. All types of residential care are considered inpatient, all types of ambulatory care as outpatient. If there is no indication of the setting, select 'not mentioned'.
4. Select the range that describes the duration of the therapy. If there is no indication of the duration of therapy, select 'not mentioned'.
5. Select the number of sessions (range) that took place. If there is no indication of the number of sessions, select 'not mentioned'. If there is no indication of the duration of therapy, select 'not mentioned'.
6. Select the frequency with which the therapy (usually) took place. If the frequency changed throughout therapy, pick the most relevant option (e.g., the frequency of the longest part of therapy). If there is no indication of the frequency of sessions, select 'not mentioned'.
7. Indicate if the therapy is considered to be a success, a failure, or partly a success partly a failure, whether explicitly or implicitly mentioned. The 'mixed' option means that a number of problems/symptoms are resolved for the patient while others are not. Select not mentioned if there is no information on the outcome of the therapy.
8. Indicate if the therapy was completed at the moment of writing the case study or not, whether explicitly or implicitly mentioned. This is independent from success or failure of the therapy. The only thing that is asked here is whether the case described is about a finished or an on-going therapy. If there is no information on completion, select 'not mentioned'.
9. Indicate whether or not a follow-up took place, i.e., was the patient contacted again after termination of therapy to assess in any way the longer-term treatment effects? Only formal follow-up moments should be considered here. If the therapist incidentally had contact with the patient afterwards, this should not be considered as a follow-up. If there is no information on whether or not there was a follow-up, select 'not mentioned'.

E. Characteristics therapist

1	Number of therapists	<ol style="list-style-type: none"> 1. 1 2. > 1 3. Not mentioned
2	Main therapist	<ol style="list-style-type: none"> 1. Yes 2. No

If main therapist

2a1	Gender	<ol style="list-style-type: none"> 1. Male 2. Female 3. Other 4. Not mentioned
2a2	Age	<ol style="list-style-type: none"> 1. < 25 2. 25-35 3. 36-45 4. 46-55 5. 56-65 6. > 65 7. Not mentioned
2a3	Ethnicity	<ol style="list-style-type: none"> 1. Arab 2. Asian 3. Black/African 4. Hispanic 5. White/Caucasian 6. Mixed/Other: 7. Not mentioned
2a4	Education – training (multiple options possible)	<ol style="list-style-type: none"> 1. Master degree 2. PhD 3. M.D. 4. Psychiatrist 5. Psychologist 6. Social worker 7. Nurse therapist 8. Counselor 9. Psychotherapist 10. Other 11. Not mentioned
2a5	Experience	<ol style="list-style-type: none"> 1. Novice therapist (< 5 years) 2. Experienced therapist (6-15 years) 3. Senior therapist (> 15 years) 4. Not mentioned

In part E the characteristics of the therapist(s) are described. If there is a main therapist, please fill out items 2a1- 2a5. If there is no main therapist, leave 2a1-2a5 open.

1. Select the number of therapists involved in the treatment. If there is no indication whatsoever of the number of therapists involved, select 'not mentioned'.
2. Select whether there is a main therapist. If there is more than one therapist and it is not clear who is the main therapist, select 'No'.

If main therapist:

2a1. Indicate whether the therapist is a man or a woman, whether explicitly or implicitly mentioned. 'Other' can be selected in case of explicit references to gender incongruence, gender nonconformity, transgender persons, or other. Select 'not mentioned' when gender cannot be determined based on the information in the case report.

2a2. Select the age category to which the therapist belongs. If there is no indication of the age of the therapist, select 'not mentioned'.

2a3. Select the ethnographic background of the therapist whether explicitly or implicitly mentioned. If there is a mixed or other ethnographic background, select mixed/other and specify. If there's no mentioning of ethnicity or cultural issues, indicate not mentioned. Even if you think based on the country of the author that for example the therapist is white / Caucasian, if there is absolutely no mentioning of ethnicity or cultural background in the manuscript, select not mentioned.

2a4. Select the type of training or education the therapist received. More than one option can be selected. Information concerning training can sometimes be found in the author information (if the therapist is an identifiable author) or a degree indicated in the contact information when the first author is the therapist. Education can be specific therapeutic training or being a psychiatrist or clinical social worker, ... If there is no information on therapist training background, select 'not mentioned'.

2a5. Select the category that indicates the amount of clinical experience the therapist has. If there's no mentioning of experience at all, indicate 'not mentioned'.

F. Data (authors only)

1	The author(s) can be contacted with questions concerning the availability of data for future research.	<input type="radio"/> Yes <input type="radio"/> No
2	Language narrative data	
4	Contact person email	<input type="radio"/>
5	Relevant links	<input type="radio"/>

1. Can the author(s) be contacted with questions concerning the availability of data for future research (e.g. review studies, meta-analysis, meta-syntheses)?
2. Please select the language of the raw (narrative) data.
3. Please provide the email address of the person that can be contacted if a researcher wants to get information on the data or the possibility to conduct a further study.
4. If the author has a website or the journal website provides relevant information, provides the links here.

G. Remarks

Interesting specificities of the particular case can be mentioned here. Formulate succinctly and to-the-point; make use of relevant keywords in the formulation.

H. Abstract (not mandatory)

I. Upload files (not mandatory)