

# Instructions to Authors

German Journal of Work and  
Organizational Psychology

Zeitschrift für Arbeits- und  
Organisationspsychologie A&O

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## 1. Aims and Scope

The journal **German Journal of Work and Organizational Psychology (ZAO)** presents superior/high-quality and innovative research on topics in the area of work science and organizational science. A major focus is on reporting the current trends in the development of methods and instruments in the field of aptitude testing/organizational diagnostics and work analysis and offers diverse solutions to questions raised within industrial psychology. The journal aims to promote scientific collaboration and exchange and provides interesting organizational and intervention concepts. It is an important source of information for psychologists working in companies, administration, and associations as well as for personnel in executive positions.

The journal's editors adhere to, and expect authors to adhere to, the Committee on Publication Ethics (COPE) standards (<http://publicationethics.org>).

## 2. Manuscript Submission

All manuscripts and electronic supplementary material (ESM) should be submitted electronically at <http://www.editorialmanager.com/zao>. Please follow the online instructions for submission.

## 3. Manuscripts

The **German Journal of Work and Organizational Psychology (ZAO)** publishes the following types of articles:

- **Original Articles** presenting empirical results in the areas mentioned above, methodological developments, and theoretical articles, with a maximum of 63,000 characters including abstract, text, references, notes, appendices, as well as figures and tables (about 35 manuscript pages);
- **Research Notes** about pilot studies, replications, etc., with a maximum of 42,000 characters including abstract, text, references, notes, appendices, as well as figures and tables (about 23 manuscript pages);
- **Book Reviews:** with a maximum of 9,000 characters including spaces (about 5 manuscript pages);
- **Recent Literature in Work and Organizational Psychology;**
- **News and Announcements;**
- **Conference Reports:** with a maximum of 6,600 characters including spaces (about 4 manuscript pages);
- **Meeting Calendar.**

Tables and figures reduce the maximum available total number of characters per item as follows:

Pages	Characters
1/1	4,400
3/4	3,300
1/2	2,200
1/4	1,100

The **Electronic Supplementary Material (ESM)** will not be printed and is not included in the word count.

## 4. Manuscript Format

Please use the format templates on the journal website under "[For authors](#)" to prepare your manuscript. All manuscripts should be prepared according to the Publication Manual of the American Psychological Association (7th ed.) as regards both style and presentation. In particular, statistical and mathematical copy should conform to the Publication Manual, as well as the references. Please note that all journal articles in the references should conform to the *Publication Manual*. An introduction to the basics of 7th edition APA style is available at <https://apastyle.apa.org/blog/basics-7e-tutorial>.

## 5. Declaration of Originality

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## 6. Anonymization

The submitted manuscript will undergo double-blind peer review. Authors should therefore remove all potentially identifying information from the submitted manuscript, replacing names and any indication of the institution where a study was conducted by neutral placeholders. Upon acceptance, this information must of course be reinstated.

## 7. Electronic Supplementary Material (ESM)

Authors may submit study data, analysis scripts, and other study materials for manuscripts that involve new data as **Electronic Supplementary Material (ESM)**. In general, ESM may include relevant items that cannot be reproduced in printed form and may consist of material used to carry out the research (e.g., data sets, participant instructions, audiovisual stimuli, video footage of the experimental setup) or additional items that are not essential for inclusion in the full text but would nevertheless benefit the reader. ESM will be published online as received from the author(s) without any conversion, testing, or reformatting. They will not be checked for typographical errors or functionality. The responsibility for the content and functionality remains entirely with the author(s). Hogrefe Verlag does not provide technical support for the creation or viewing of the supplementary files. If necessary, authors should seek the assistance of their local IT department. Like the manuscript, ESM should be original and not previously published. If previously published, it must be submitted with the necessary permissions. Note that the ESM files, just like the article itself, are permanent records and may not be altered once they have been published online. Please ensure that any ESM submitted with the article is in compliance with the EU General Data Protection Regulation (GDPR).

*Submission:* ESM files will be subjected to peer review along with the article itself. The number of ESM files you submit should be limited to 10. The file size should be kept as small as possible, not exceeding 10 MB in total. All file formats are accepted with the exception of executable files (e.g., .exe, .com, or .msi). Commonly used file formats that are accessible by most readers are preferred. Following the online instructions, submit the ESM files in a single zip file separate from the other files that are part of your submission.

*Citation in Manuscript:* All ESM files must be referred to with in-text citations (as for tables, figures, and appendices) and should be numbered in the order in which they are cited in the text. Follow the example:

For more information, listen to the audio file in Electronic Supplementary Material 1.

or: *(listen to the audio file in Electronic Supplementary Material 1)*

or: *(the audio file is provided in Electronic Supplementary Material 1)*

If appropriate, you may combine several ESM elements into a single file. For example:

*See Tables 1–3 in Electronic Supplementary Material 1.*

Include a section headed “Electronic Supplementary Material” at the end of your article before the reference section. List all files in the order in which they are cited in the text. Provide a title for each ESM file along with the file name. Optionally, you may also provide a short description for each file (max. 20 words). Follow the example:

**ESM 1.** Audio file (utterancesparticipants.mp3). (= title and filename)

This audio file contains utterances of the study participants. (= description of file)

**ESM 1.** Tables 1–3 (tables1–3.xlsx). (= title and file name)

The tables show additional p-values, weather variables, and demographic characteristics.

(= description of file)

Make sure that the file names listed here match the names of the submitted files. Please note that only the title and the description will appear in the article; the file name will not. It is for reference purposes only.

## 8. Publication Ethics

### a) Publication ethics issues

The publication of an article in ZAO contributes to the development of a coherent and respected network of knowledge. An article is a direct reflection of the quality of the work of the authors and the institutions that support them. Peer-reviewed articles support and embody the scientific method. It is therefore important to agree upon standards of expected ethical behavior for all parties involved in the act of publishing, especially the author, the peer reviewer, and the journal editor. ZAO and its editors will abide by the standards set by [COPE](#).

### b) Publication and authorship

An author is an individual who has made a significant intellectual contribution to the study. All persons designated as authors should qualify for authorship, and all those who qualify should be listed.

Three criteria must collectively be met to be credited as an author:

- Substantial contribution to the study’s conception and design, data acquisition, analysis, and interpretation.
- Drafting or revising the article for intellectual content.
- Approval of the final version.

Three types of authorship are considered unacceptable:

- "Ghost" authors who contribute substantially but are not acknowledged;

- "Guest" authors who have made no discernible contribution, but are listed to help increasing the chances of publication;
- "Gift" authors whose contribution is based solely on a tenuous affiliation with a study.

c) Author responsibilities

The author(s) of a submitted work has the responsibility to ensure that the manuscript presents a technically as well as grammatically correct copy. A well-prepared manuscript will help speeding up the peer-review process as less time will be spent by reviewers annotating technical inefficiencies of the paper and more time evaluating the intellectual content.

Authors are required to prepare their manuscripts according to the format given in the guidelines of ZAO ([www.hgf.io/zao](http://www.hgf.io/zao)). ZAO reserves the right to otherwise reject a manuscript. For general format and style, consult recent issues of the journal. Manuscripts in discordance with the journal format will be delayed during the production stage.

d) Peer review / responsibility of the reviewers

In addition to fairness in judgment and expertise in the field, peer reviewers have significant responsibilities toward authors, editors, and readers.

Peer reviewers' responsibilities toward authors:

- Providing written, unbiased feedback in a timely manner on the scholarly merits and the scientific value of the work, together with the documented basis for the reviewer's opinion.
- Indicating whether the writing is clear, concise, and relevant and rating the work's composition, scientific accuracy, originality, and interest to the readers of the journal.
- Avoiding personal comments or criticism.
- Maintaining the confidentiality of the review process: not sharing, discussing with third parties, or disclosing information from the reviewed paper.

Peer reviewers' responsibilities toward editors:

- Notifying the editor immediately if unable to review in a timely manner and providing the names of potential other reviewers.
- Alerting the editor about any potential personal or financial conflict of interest and declining to review if the possibility of a conflict exists.
- Complying with the editor's written instructions on the journal's expectations for the scope, content, and quality of the review.
- Providing a thoughtful, fair, constructive, and informative critique of the submitted work, which may include supplementary material provided to the journal by the author.
- Determining scientific merit, originality, and scope of the work; indicating ways to improve the work; and recommending acceptance or rejection using whatever rating scale the editor deems most useful.
- Noting any ethical concerns, such as any violation of accepted norms of ethical treatment of animal or human subjects or substantial similarity between the reviewed manuscript and any published paper or any manuscript concurrently submitted to another journal which may be known to the reviewer.
- Refraining from direct author contact.

Peer reviewers' responsibilities toward readers:

- Ensuring that the methods are adequately detailed to allow the reader to judge the scientific merit of the study design and be able to replicate the study, if desired.
- Ensuring that the article cites all relevant work by other researchers.

## e) Editor responsibilities

Editor responsibilities toward authors:

- Providing guidelines to authors for preparing and submitting manuscripts.
- Providing a clear statement of ZAOs policies on authorship criteria.
- Treating all authors with fairness, courtesy, objectivity, honesty, and transparency.
- Protecting the confidentiality of every author's work.
- Establishing a system for effective and rapid peer review.
- Making editorial decisions with reasonable speed and communicating them in a clear and constructive manner.
- Being vigilant in avoiding the possibility of editors and/or referees delaying a manuscript for suspect reasons.
- Developing mechanisms, in cooperation with the publisher, to ensure timely publication of accepted manuscripts.
- Clearly communicating all other editorial policies and standards.

Editor responsibilities toward reviewers:

- Assigning papers for review appropriate to each reviewer's area of interest and expertise.
- Establishing a process for reviewers to ensure that they treat the manuscript as a confidential document and complete the review promptly.
- Informing reviewers that they are not allowed to make any use of the work described in the manuscript or to take advantage of the knowledge they gained by reviewing it before publication.
- Providing reviewers with written, explicit instructions on the journal's expectations for the scope, content, quality, and timeliness of their reviews to promote thoughtful, fair, constructive, and informative critique of the submitted work.
- Allowing reviewers appropriate time to complete their reviews.
- Requesting reviews at a reasonable frequency that does not overtax any one reviewer.
- Finding ways to recognize the contributions of reviewers, for example, by publicly thanking them in the journal; providing letters that might be used in applications for academic promotion; offering professional education credits; or inviting them to serve on the editorial board of the journal.

Editor responsibilities toward readers and the scientific community.

- Evaluating all manuscripts considered for publication to make certain that each manuscript provides the evidence readers need to evaluate the authors' conclusions and that authors' conclusions reflect the evidence provided in the manuscript.
- Providing literature references and author contact information so interested readers may pursue further discourse.
- Requiring all authors to review and accept responsibility for the content of the final draft of each paper or for those areas to which they have contributed; this involves the signature of the corresponding author on behalf of all authors.
- Maintaining the journal's internal integrity.
- Disclosing sources (e.g., authorship, journal ownership, and funding).
- Explicitly stating journal policies regarding ethics, embargo, submission and publication fees, and accessibility of content (freely available versus subscriber only).
- Working with the publisher to attract the best manuscripts and research that will be of interest to readers.

## 9. Proofs

PDF proofs will be sent to the corresponding author. Changes of content or stylistic changes may only be made in exceptional cases in the proofs. Corrections that exceed 5% of the typesetting costs may be invoiced to the authors.

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### *Submitted manuscript (before peer review)*

The manuscript of the article as originally submitted to the journal may be shared at any time. It should be labelled with the date the manuscript was prepared and should also include a statement that the manuscript in this form has not yet been accepted for publication.

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