

# Instructions to Authors

## European Journal of Psychology Open

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## Aims and Scope

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The **European Journal of Psychology Open (EJPO)** is the official **open access** empirical journal of the [European Federation of Psychologists' Associations \(EFPA\)](#).

EJPO invites all authors to publish their empirical work. At the same time, the editors want to encourage and mentor young talents: Associate and action editors are early career researchers who, under the expert guidance of the senior editors, will further develop their scientific journal editing skills; alongside experienced reviewers, early career reviewers will gain experience in the peer review process; and early career researchers submitting papers will be guided through the process of publishing good scientific articles and open science practices.

Manuscripts that go into the review process will be subject to masked peer review. Accepted manuscripts will be published online only in final form as advance articles.

## Publication ethics

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It is important to the Hogrefe Publishing Group that our scientific journals and all the people involved adhere to the highest ethical standards. Please take a moment to review our guidelines on what this means for authors, editors, reviewers, and us as a publisher. More information:

<https://www.hogrefe.com/eu/service/for-journal-authors/publication-ethics>

## Article types

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EJPO publishes full-length original articles, brief reports describing single studies, as well as meta-analyses.

## Types and length of manuscripts

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**Original Articles** published in EJPO will be original empirical papers. They should not be longer than 6,000 words (including main text plus notes, acknowledgments, and appendices but excluding cover page, references, tables, and figures). The difference to Brief Reports (see below) is that Original Articles provide a more comprehensive picture of the research question.

**Brief Reports** should be no longer than 3,000 words (including main text plus notes, acknowledgments, and appendices but excluding cover page, references, tables, and figures).

**Meta-Analyses** should be no longer than 10,000 words (including main text plus notes, acknowledgments, and appendices but excluding cover page, references, tables, and figures).

All paper types should normally be structured according to the following sections: Abstract (not exceeding 200 words), Keywords (up to five), Methods, Results, Discussion, Acknowledgments (optional), References, Open Science. Papers exceeding the limits will be rejected. Please note that Open Data, Open Materials, and other electronic supplementary materials (see below) are not included in the word count.

## **Manuscript Preparation**

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### **Language**

All contributions must be in English. It is recommended that authors who are not native speakers of English have their manuscripts checked by a native-speaker colleague or a professional language editing service\* before submission.

\*Hogrefe has negotiated a 20% discount for authors who wish to have their manuscript professionally edited or translated into English by the experts at [Enago](#) before submission. Please note that the service is independent of Hogrefe and use of it has no bearing on acceptance decisions made by individual journals.

### **Manuscripts**

Please note that your submission will undergo a plagiarism check during the peer review process. Authors should follow the Publication Manual of the American Psychological Association (7th ed.) for general style and layout. Please arrange and type manuscripts accordingly. Nonstandard abbreviations should be defined in the text upon first use. Footnotes should generally be avoided.

The cover page should, in addition to the title, contain the name and complete address of the corresponding author and names and affiliations of all authors as well as a running title exceeding no more than 48 letters and spaces. Moreover, and in general, personal data such as acknowledgments, declaration of conflicts of interest and any other disclosures must be included in the cover page (see also Blinding submissions below). The text should be written double-spaced with a margin of 2.5 cm (1 inch) on all sides.

All manuscripts should be submitted online at <https://www.editorialmanager.com/ejpo>. Please follow the online instructions for submission. Should you have any technical queries regarding this

process, and for any editorial questions, please contact the editorial office at [ejpoeditor@ucy.ac.cy](mailto:ejpoeditor@ucy.ac.cy).

### Statistical and Mathematical Copy

Abbreviations and styling of statistical and mathematical symbols, Greek letters, etc., as well as spacing, alignment, punctuation, equations in text, displayed equations, and tabular presentation or mathematical copy, should follow the Publication Manual of the APA (7th ed., Chapter 6, pp. 153–191).

### Figures and Tables

Figures and tables should be numbered using Arabic numerals. The number of figures and tables should be kept to a minimum and only be included to facilitate understanding of the text. The same information should not appear in both a figure and a table. Each table and figure must be cited in the text and should be accompanied by a legend. Please note that the journal's online submission portal allows text, figures, and tables to be submitted as separate files. Figures must be supplied in a form suitable for reproduction: preferably high-resolution bitmaps (e.g., jpg, tif, 300 dpi), as vector graphics files or in original file formats such as .ppt or .xls, but not as a Word file.

Note that an allowance for any tables and figures should be deducted from the total word count depending on their size (approximately 200 words per quarter print page).

### Blinding Submissions

Authors are responsible for masking information in their manuscript that could result in reviewers identifying the author(s). Errors related to anonymization often lead to delays in processing. Please follow the recommendations below:

	You should mask	Preferred method
Self-citations in manuscript	author name	use 3rd person: "Doe and Doe's (2015) work on the XYZ Questionnaire. . ."
Conference presentations, submitted work, or unpublished self-citations in-text	author name	[AUTHORS, {publication date}]

Published or unpublished self-citations in-text	author name	[AUTHORS, {publication date}]
Published or unpublished self-citations in reference list	author name article title article DOI	[AUTHORS, {publication date}] list under “A”, not under original position of author’s initial
Open Data, Open Materials, and other Electronic Supplementary Material (uploaded in public, open access repository)	author name article title article DOI	Please use an anonymous view-only link for the peer-review
Editorial Manager – names of uploaded files	author name	Please ensure none of the uploaded documents (.docx/.pdf) contain author names in the file name (e.g., do not use Manuscript_JohnDoe.docx)
Online repository (e.g., OSF, PsychArchives, SFX)	author name	[BRIEF ARTICLE TITLE] [FILE CONTENT] Please use an anonymous view-only link for the peer-review
Funding information	author name project-related website grant number	[PROJECT WEBSITE] [GRANT NUMBER]

## Revisions

Revised manuscripts should be accompanied by a detailed response to the reviewers (unless stated otherwise by the handling editor) which addresses all points raised by the reviewers and editor. This letter should also outline major changes made to the manuscript and indicate where these changes can be found. Ideally, the revised manuscript should clearly mark any changes/new insertions by, for example, highlighting text or using a different color, which helps reviewers to identify changes and speeds up the review process. Authors should also remember to anonymize revised submissions. Letters to the reviewers should be signed “The Author(s)” (and not, for example, “John Doe & Jane Doe”) and should not be written on official templates from their affiliate organization as this could reveal the authors’ identity.

Authors should adhere to word limits as far as possible (see section “Types and Length of Manuscripts”) and update the word count in the submission portal when submitting a revised manuscript. While word count limits should normally still apply for revised versions and resubmissions, we acknowledge that it can sometimes be difficult to adhere to them and address all reviewer comments, and so if appropriate and necessary we allow up to an additional 10%. Authors are advised to contact the journal office prior to submission if they think even higher word count is required.

## References

References must include all and only works cited in the text and are to be arranged alphabetically. Works cited in the text within the same parentheses should be listed alphabetically. APA style is to be used for text citations and the reference list throughout (for details, see Publication Manual of the APA, 7th ed.). In the reference list, make sure to provide the DOIs (digital object identifier) of the cited journal articles.

## Transparency and openness requirements

EJPO is a signatory of the Transparency and Openness Promotion (TOP) Guidelines (see <https://www.cos.io/our-services/top-guidelines>) and our author guidelines and submission process have been aligned accordingly. TOP guidelines describe standards that promote open science practices in publishing (including, but not limited to, citations and the availability of data, code, materials, and design), each with increasing levels of stringency (namely, Level 0 = not implemented; Level 1 = disclosure; Level 2 = requirement; Level 3 = verification of the mandate). The way EJPO implements the TOP guidelines allows authors to decide how they implement different TOP standards, but requires them to be transparent about their choices. We strongly encourage authors to implement open science practices and therefore award Open Data (OD) and Open Materials (OM) badges when authors and papers meet the appropriate criteria. We nevertheless acknowledge that there may be some instances in which authors cannot implement these practices (e.g., due to ethical, legal, or other limitations). Table 1 provides a summary of the transparency and openness standards adopted by the EJPO.

**Please note:** TOP compliance is required at the latest when the first revised manuscript is submitted. At this point, authors should ensure that their manuscript includes an appropriate statement in the Open Science section (see below) after the References.

**Table 1.** Summary of EJPO's TOP Requirements

	Level Adopted by EJPO	Requirement
Citation Standards	Level 2: Requirement	If authors use existing data or materials, the appropriate citation must be provided in a manner that is consistent with our author guidelines
Data Transparency	Level 1: Disclosure	Authors must state whether data are available, and, if so, where to access them
Analytic Methods (Code) Transparency	Level 1: Disclosure	Authors must state whether code is available, and, if so, where to access it
Research Materials Transparency	Level 1: Disclosure	Authors must state whether materials are available, and, if so, where to access them.
Design and Analysis Transparency	Level 2: Requirement	Authors must adhere to design transparency standards for review and publication
Study Preregistration	Level 1: Disclosure	Authors are required to state whether preregistration of study exists, and, if so, where to access it
Analysis Plan Preregistration	Level 1: Disclosure	Authors are required to state whether preregistration of study with analysis plan exists, and, if so, where to access it
Open Science Badges	Level 1	EJPO awards Open Data and Open Materials science badges

### Citation standards

If authors rely on existing data, materials, program code, and other methods, these should be recognized as original intellectual contributions by being cited appropriately in the text and listed in the reference section. Furthermore, when authors submit data sets or materials, references for data sets and program code must include a persistent identifier such as a DOI. Please see the instructions below concerning the Open Science section of the manuscript for details.

## **Data, analytic methods (code), and research materials transparency**

EJPO requires authors to indicate in the Open Science section at the end of their manuscript whether the data, analytic methods (code) used in the analysis, and materials used to conduct the research will be made available to any researcher for purposes of reproducing the results or replicating the procedure; and if so, where they are available. Please see the instructions concerning the Open Science section below for more details. Open Data and Open Materials badges are awarded to manuscripts that meet the relevant requirements.

## **Design and analysis transparency**

The policy of EJPO is to publish papers where authors follow accepted standards for disclosing key aspects of the research design and data analysis. Authors are expected to include the following text (an adaptation of the solution proposed by Simmons et al., 2012), with elaboration as appropriate, in the main body of the manuscript:

We report how we determined our sample size, all data exclusions (if any), all data inclusion/exclusion criteria, whether inclusion/exclusion criteria were established prior to data analysis, all measures in the study, and all analyses including all tested models. If we use inferential tests, we report exact p values, effect sizes, and 95% confidence or credible intervals.

In addition, authors are also required to report descriptives and reliability coefficients. When models are estimated, authors should specify which estimation method was used, the model fit obtained, and correlations between residuals (if applicable).

## **Open Science: Open Data, Open Materials, and other Electronic Supplementary Material**

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### **What are Open Data and Open Materials Badges?**

In accordance with open scientific practices, EJPO encourages authors to make data, materials, and other relevant supplementary files available to the public and awards badges to manuscripts adopting Open Data (OD) and Open Materials (OM) practices.

- The Open Data (OD) badge is earned by making publicly available the digitally Shareable raw (and processed) data (including codebook if relevant) necessary to reproduce the reported results. See criteria for Open Data at <https://osf.io/g6u5k/>
- The Open Materials (OM) badge is earned by making publicly available the



components of the research methodology needed to reproduce the reported procedure and analysis. OM thus pertains to all relevant and core materials such as the questionnaires used in the study (if not copyright protected); the scripts, code, and outputs associated with the statistical analyses; any additional explanations or analyses; and any other outputs. See criteria for Open Materials at <https://osf.io/gc2g8/>

- Other electronic supplementary material (ESM), such as additional tables and figures, may also be submitted and uploaded to a public repository but may not mean that a paper qualifies for a badge. Only submissions that make available the complete set of data and/or materials necessary to reproduce the reported results and/or reported procedure and analysis will qualify for the respective badge.

### **How should authors submit Open Data, Open Materials, and other Electronic Supplementary Material?**

In support of open scientific practices, EJPO requires all Open Data, Open Materials, and other electronic supplementary files to be uploaded to a public repository. When submitting data, materials, or any supplementary tables or figures, authors must provide a DOI or other persistent identifier for accessing them in a public, open-access repository. Qualifying public open-access repositories are committed to preserving data, materials, and/or registered analysis plans and to keeping them publicly accessible via the web in perpetuity. A preferred repository for EJPO is PsychArchives (run by the Leibniz Institute for Psychology – ZPID – <https://www.psycharchives.org/>; for instructions see <https://www.psycharchives.org/contribute> or <https://www.psycharchives.org/hogrefe/>). Other repositories are, of course, also acceptable as long as DOIs or accession numbers are provided and the data are at least as open as CC BY (for a list of repositories see <https://www.re3data.org/>). The content may be embargoed until the article is published.

### **When should authors submit Open Data, Open Materials, and other Electronic Supplementary Material?**

Although not obligatory at the point of submission, it is strongly recommended that authors who are interested in providing Open Data, Open Materials, and/or other electronic supplementary material provide the data and material during the initial manuscript submission stage. To ensure anonymity, authors are advised to submit anonymous view-only links if they decide to provide this information before acceptance of the paper. In this manner, editors and reviewers have the opportunity to view the relevant files during the peer review process. If authors choose to provide data, materials, and

other electronic supplements, these must be submitted at the very latest when the manuscript is accepted for publication.

### **How do authors apply for an Open Data or Open Materials Badge?**

During submission via EJPO's submission portal, authors may indicate under the section "Additional Information" that they are interested in applying for an Open Data or and Open Materials badge. Authors must include a public disclosure statement in the manuscript stating that there is sufficient information for an independent researcher to reproduce all of the reported results (OD) and/or all of the reported methodology (OM) – see below for details. Authors are accountable to the community for disclosure accuracy and are fully responsible for the content of the Open Data and Open Materials. Once the editorial office receives the request, checks are performed to ensure the provided links are working. Manuscripts that do not include working links to all relevant materials will not qualify for an OD and/or OM badge. To qualify for an OD/OM badge, the complete set of data and/or materials necessary to reproduce the reported results and/or reported procedure and analysis must be included in an online repository.

### **Other important information concerning Open Data, Open Materials, and other Electronic Supplementary Material**

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### **Data and/or material placed in a repository: Submission process, public disclosure, and citation in manuscript**

Authors who are interested in submitting OD, OM, and other electronic supplementary material should ideally make these available (via a public repository) during the initial submission of the manuscript. Commonly used file formats that are accessible by most readers are preferred. Following the online instructions, authors are required to submit the URL(s) to their files as part of

their submission.

If authors include OD, OM, and other electronic supplementary material, these must be referred to with in-text citations, like any other reference, in the form “(Author, year)”. To ensure the anonymity of the authors, references should only be added when the paper is accepted for publication. Authors are thus invited to submit anonymous view-only links in their initial and revised submissions (i.e., before acceptance) for the purpose of the peer-review process and to provide the proper references only upon the acceptance of their paper.

In the Open Science section at the end of the article, authors should describe the data/material and reference the data set in the form “(Author, year)”. Authors who are interested in the OD/OM badge should include a public disclosure statement that there is sufficient information for an independent researcher to reproduce all of the reported results (OD) and/or all of the reported methodology (OM). The following wording should be used:

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## **Open Access Publication**

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