

Submission Checklist for Authors

European Journal of Psychological Assessment

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The checklist below provides a summary of the most important checks authors should perform before submitting their work to *EJPA*. Authors are referred to our author guidelines for a comprehensive overview of the submission requirements.

1. Checklist for all submissions

Submission Requirement	✓
<p>The manuscript fits within the scope of EJPA.</p> <ul style="list-style-type: none"> • Important: If the manuscript concerns a translation of existing measures, it includes indications of equivalence with the original language version of the scale or strong additional insights of interest to readers of all languages. 	□
<p>The manuscript is written in good and proper English and has been spell-checked.</p>	□
<p>The manuscript adheres to the word limits for its submission type.</p> <ul style="list-style-type: none"> • The word count includes the abstract, text, references, notes, appendices, as well as figures and tables. <ul style="list-style-type: none"> ○ Brief Report: 11 pages; 2,500 words. ○ Original Article: 22 pages; 5,000 words. ○ Multistudy Report: 33 pages; 7,500 words. • The word count excludes Open Data, Open Materials, and other electronic supplementary material. 	□
<p>The manuscript includes all relevant sections.</p> <ul style="list-style-type: none"> • The manuscript contains: Abstract (not exceeding 200 words), Keywords (up to five), Materials and Methods, Results, Discussion, Acknowledgments (optional), References, and Open Science. • The Abstract is included in the main manuscript (not only in the Editorial Manager information table). • The title page includes Title, Name, Complete address of corresponding author, and Names and affiliations of all authors (and has been uploaded separately in the Editorial Manager). 	□
<p>The manuscript adheres to the style and layout guidelines of <i>Publication Manual of the American Psychological Association</i> (7th ed.).</p>	□
<p>The Figures and Tables adhere to EJPA and APA (7th ed.) guidelines.</p>	□
<p>The manuscript and, if applicable, Open Data, Open Materials, and other electronic supplementary material have been properly blinded for peer-review.</p> <ul style="list-style-type: none"> • References to the authors' own work is made in the third person. • None of the documents uploaded (.docx/.pdf) contain author names in the file name (e.g., do not use EJPA_Manuscript_JohnDoe.docx). • The letter to the editor is not included in the main manuscript but uploaded as a separate file. • The response to the reviewers does not contain any author names and is not included in the main manuscript. • Links to public access repositories have been anonymized before going into peer-review. • Other ESM files do not contain author names (e.g., in R script file extensions, tables, instruments). 	□
<p>Any conflict of interest or previous use of data has been highlighted in the Editorial Manager submission questions and in the letter to the editor.</p>	□

<p>Open Data, Open Materials, and other ESM has been uploaded in a public, open-access repository.</p> <ul style="list-style-type: none"> • The sharing of data and/or materials is strongly recommended, but not obligatory. • Interested authors have applied for an Open Data and/or Open Materials badge in the Editorial Manager. • The data, materials, or any other supplementary tables or figures have a URL, DOI, or other permanent path for accessing the specified information in a public, open-access repository (such as PsychArchives or any option from the list of repositories at http://www.re3data.org/). • If data is shared, it is at least as open as CC BY. • For peer review, anonymous view-only links have been provided for the data, materials, or any supplementary tables or figures. • The data, materials, and other electronic supplement material have been submitted before the manuscript is accepted for publication. • If interested in an Open Data badge: <ul style="list-style-type: none"> ○ The complete set of digitally shareable raw (and processed) data (including a codebook if relevant) that is necessary to reproduce the reported results has been made publicly available. ○ The manuscript contains a statement (in the section headed <i>Open Science</i> at the end of the article): <i>Open Data: I confirm that there is sufficient information for an independent researcher to reproduce all of the reported results, including codebook if relevant (Author, Year).</i> • If interested in an Open Materials badge: <ul style="list-style-type: none"> ○ The <i>complete set</i> of components of the research methodology needs to reproduce the reported procedure and analysis that is necessary to reproduce the reported results has been made publicly available. ○ The manuscript contains a statement (in the section headed <i>Open Science</i> at the end of the article): <i>Open Materials: I confirm that there is sufficient information for an independent researcher to reproduce all of the reported methodology (Author, Year).</i> • If data or materials will not be shared, the manuscript contains a statement (in the section headed <i>Open Science</i> at the end of the article): <ul style="list-style-type: none"> ○ <i>Open Data: The information needed to reproduce all of the reported results are not openly accessible. [Optional extra: The data is available on request from the author(s)].</i> ○ <i>Open Materials: The information needed to reproduce all of the reported methodology is not openly accessible. [Optional extra: The material is available on request from the author(s)].</i> 	□
<p>The TOP guidelines have been adhered to.</p> <p>Adherence to TOP guidelines is mandatory after the first review (i.e., below needs to be included only with the first revision).</p> <ul style="list-style-type: none"> • The manuscript includes a statement in the <i>Open Science</i> section stating whether the study data is available and, if so, where to find it. • The manuscript includes a statement in the <i>Open Science</i> section stating whether the study materials (e.g., questionnaires, statistical inputs and outputs, etc.) are available and, if so, where to find it. • The manuscript includes a statement in the <i>Open Science</i> section stating whether preregistration of the study exists, and, if so, where to find it. <ul style="list-style-type: none"> ○ <i>Preregistration of Studies and Analysis Plans: This study [was / was not] preregistered [with / without] an analysis plan (Name, Year).</i> • If data and materials are shared via an open access repository, the appropriate citation for the data and/or materials is provided / If authors use existing data or materials, the appropriate citation must be provided. • The manuscript includes the mandatory Design and Analysis Transparency statement (see author guidelines) in the methods section: <p style="margin-left: 40px;"><i>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</i></p> 	□

<i>including all tested models. If we use inferential tests, we report exact p values, effect sizes, and 95% confidence or credible intervals.</i>	
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2. Checklist for Revisions/Resubmissions

<p>The revision is accompanied by a detailed response to the reviewers (unless specified otherwise by the handling editor).</p> <ul style="list-style-type: none"> • The letter addresses all points raised by the reviewers and the editor. • The letter outlines changes made to the manuscript. • The letter indicates where changes can be found (for example, page 4, paragraph 2). 	<input type="checkbox"/>
<p>Changes have preferably been marked in manuscript.</p> <ul style="list-style-type: none"> • Changes/new insertions have been indicated (e.g., by highlighting text or using a different color text). 	<input type="checkbox"/>
<p>The revised submission is anonymized.</p> <ul style="list-style-type: none"> • The letter to reviewers has been signed “The Author(s)” and do not contain any author name. • The letter to reviewers is not written on an official template from the authors’ institution. 	<input type="checkbox"/>
<p>The revised submission adheres to the word limit of the article type.</p> <ul style="list-style-type: none"> • The word limit has been adhered to (up to an additional 10% is allowed in the word count). • The journal office has been contacted in cases where an even higher word count is required. • The word count has been updated accordingly in the Editorial Manager submission questions. 	<input type="checkbox"/>