Instructions to Authors

Psychological Test Adaptation and Development (PTAD)

Psychological Test Adaptation and Development is the official open access journal of the European Association of Psychological Assessment. PTAD is the first open access, peer-reviewed journal publishing papers which present the adaptation of tests to specific (e.g., cultural) needs, test translations, or the further development of existing measures. Moreover, the focus is on the empirical testing of the psychometric quality of scores derived from these measures. The journal provides a paper template (https://econtent.hogrefe.com/doi/full/10.1027/2698-1866/a000002), and registered reports are strongly encouraged. **Manuscripts that go into the review process will be subject to double-blind peer review.**

PTAD publishes the following article types

Original Articles and Registered Reports

Please note that code, raw data, Open Data, Open Materials, Open Analytic Code, and other supplementary materials are not included in the word count. An allowance for any tables and figures should be deducted from the allowed word count depending on their size (approximately 200 words per quarter print page).
Papers exceeding the word limits will immediately be sent back to the authors.

Original Articles are papers that are in line with the goals mentioned above. They may exceed neither 22 manuscript pages nor **6,000 words**, including abstract, text, references, notes, appendices, as well as figures and tables. **Multi-study papers have a word limit of 10,000.** Please divide the text of the papers into the following sections: Introduction, Theoretical Background, Materials and Methods, Results, Discussion, References, Open Science. A detailed document on how papers should be structured and why is available here.

Registered Reports are research proposals detailing the theoretical background, method, and data analysis for a planned but not yet conducted study. Editorial decisions about *in-principle acceptance* are based on the (peer-reviewed and potentially revised) research proposal, and are therefore outcome-independent. The study is published regardless of the statistical significance of the results. PTAD welcomes and considers replications and novel studies (i.e., non-replications) as Registered Reports. Replications may be replications of research originally published in PTAD or elsewhere. The **word limit of the final, Stage 2 report** depends on the number of studies, i.e., reports with one study may be **up to 6,000 words** in length, reports with **two or more studies may be up to 10,000 words** in length, including abstract, text, references, notes, appendices, as well as figures and tables.

Registered Reports are reviewed in two stages:

Stage 1

At Stage 1, the manuscript must contain an *Introduction* section that provides background and the specific hypotheses to be tested (see [template](#)). Successful submissions will use established methods to test specific predictions. The Registered Report format is not well-suited to purely exploratory research and is a mechanism for confirming/disconfirming predictions.

- The Stage-1 submission should detail previous related work. Completed pilot studies may be included to demonstrate the effectiveness of the proposed methodology. The Registered Report category welcomes multi-study submissions that are common in psychological assessment research. A Stage-1 manuscript can report methods for a series of planned studies. Authors can also add studies to approved submissions. In such cases the approved Stage 2 manuscript will be accepted for publication, and authors can then propose additional research for Stage 1 consideration.

- The Stage-1 submission must contain a *Method* section that provides a detailed description of the proposed research (i.e., enough to allow for direct replication). In case word limits do not allow for a comprehensive description, authors can provide supplementary material in a public repository that helps reviewers scrutinize the study protocol. The research proposal must explicitly justify the targeted number of participants. Often this will be via statistical power analysis. To ensure that the results are informative regardless of outcome (i.e., keeping both Type-I and Type-II error probabilities low), high statistical power or precision will typically be required. Again, the template contains additional information. *Authors are required to confirm that the proposed research has not been conducted at the time of Stage-1 submission.*

- The Stage-1 submission must contain a *Data Analysis* section within the method that details the data analysis procedures that will be used. The manuscript must describe the measured variables, the statistical tests and procedures, as well as the anticipated patterns of results. In psychological assessment research there will not always be a dichotomous accept/reject of hypotheses, but criteria by which researchers are formulating conclusions must be stated a priori. For example, test-retest reliability of a questionnaire might include several distinct categories for judging a score's reliability (e.g., $r = 1.00$ for perfect reliability, $r \geq .90$ for excellent reliability, $r \geq .80, < .90$ for good reliability, $r \geq .70, < .80$ for acceptable reliability, $r \geq .60, < .70$ for questionable reliability, $r \geq .50, < .60$ for poor reliability, $r < .50$ for unacceptable reliability). Rules for data elimination (e.g., participant exclusion criteria, outlier trimming) must also be specified a priori.

- The Stage-1 submission should also include a predicted timeline for the research. The anticipated dates when ethical approval will be sought (if not already acquired), when the data collection will take place, and the anticipated date for the submission of the Stage 2 manuscript.

- Please consult the [template](#) for further details.

Stage 2

After a Registered Report submission is accepted at Stage 1, the accepted protocol must be registered by the authors in a recognized repository (either publicly or under embargo until Stage 2) and the research conducted according to the protocol. The Stage-2 revision should contain essentially the same Introduction and Method sections as the Stage-1 submission, plus the new Results and Discussion sections. Changes to the Introduction should be an exception and must be justified by the authors and approved by the handling editor. Additional post-hoc analyses can be included but must be clearly distinguishable from the registered analyses.

- Stage-2 submissions will be evaluated with regard to their adherence to the accepted Stage-1 protocol. Any deviations from the approved protocol must be reported to the handling editor and the journal as soon as the authors become aware of their necessity and must seek editorial approval. Deviations that have not been approved by the handling editor and the journal as compared to the approved protocol will lead to rejection as a Registered Report.
- Stage-2 submissions will be evaluated with regard to whether the conclusions follow from the results. The in-principle acceptance at Stage 1 guarantees the publication of some version of the manuscript, provided that the study and analyses are conducted as proposed. However, Stage-2 submissions may be subject to one or more rounds of revisions to ensure that the Results and Discussion sections provide adequate detail.

It is possible that authors might wish to withdraw their manuscript following or during data collection. However, the journal will publicly record each case in a section called *Withdrawn Registrations*. This will include the authors, proposed title, the abstract from the approved Stage 1 submission, and brief reasons for the failure to complete the study.

Manuscript Preparation

Please note that your submission will undergo a plagiarism check during the peer-review process.

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 before submission or a professional proofreading service. 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 (https://www.enago.com/pub/hogrefe) 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.

Authors should follow the *Publication Manual of the American Psychological Association* (7th ed.) for general style and layout. Nonstandard abbreviations should be defined in the text upon first use. Footnotes should generally be avoided.

Please provide a Structured Abstract (not exceeding 150 words) as well as up to five Keywords. The text should be written double-spaced with a margin of 2.5 cm (1 inch) on all sides. Please use font size 12.

Manuscript Structure

A detailed document on how papers should be structured and why is available [here](#).

Title Page

A template for the title page is available on the journal's web page at https://www.hogrefe.com/eu/journal/psychological-test-adaptation-and-development

On the title page please include: full title, structured abstract, keywords, name and complete address of the corresponding author and names and affiliations of all authors, acknowledgments, and disclosures. We encourage the inclusion of a section headed Authorship which outlines the contributions of the individual authors to the paper using relevant CRediT roles, formatted as in the following example with author order as on the article:

> Philipp Yang, conceptualization, methodology; Ina Smith, funding acquisition; Sun Cheung, writing – review & editing.

Please refer to https://credit.niso.org/ for the contributor roles.

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 7th edition of the *Publication Manual* of the APA.

References and In-Text Citations

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 edition). In the reference list make sure to provide the DOIs (Digital Object Identifier) of the cited journal articles.

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 online submission via

the Editorial Manager allows 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, 300 dpi) or as vector graphics files.

Transparency and Openness Requirements

PTAD 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 PTAD 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), Open Materials (OM), Open Analytic Code (OAC), and Preregistration & Analysis Plan 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 PTAD.

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 PTAD's TOP Requirements

	Adopted Level	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

Replication	Level 3	PTAD encourages replication studies and offers Registered Reports for replications as a regular submission option
Open Science Badges	Level 1	PTAD awards badges for Open Data, Open Materials, Open Analytic Code, and Preregistration & Analysis Plan

Data, Analytic Methods (Code), and Research Materials Transparency

PTAD 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, Open Materials, Open Analytic Code, and Preregistration + Analysis plan badges are awarded to manuscripts that meet the relevant requirements.

Design and Analysis Transparency

The policy of PTAD 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 estimates. When models are estimated, authors should explain the model in detail, specify which estimation method was used, the model fit obtained, and deviations from the originally specified model (if applicable).

Preregistration of Studies and Analysis Plans

Preregistration of studies involves registering the study design, variables, and treatment conditions in an independent institutional registry (e.g., https://openscienceframework.org/, https://egap.org/registry-0/, https://ridie.3ieimpact.org/). Including an analysis plan involves specification of sequence of analyses or the statistical model that will be reported. PTAD asks authors to include a statement in the *Open Science* section whether or not the conducted research was preregistered, with or without an analysis plan, and a citation if appropriate, in the following form:

Preregistration of Studies and Analysis Plans: This study [was / was not] preregistered [with / without] an analysis plan (Name, Year).

If the research was preregistered with an analysis plan, authors must:

a)   Confirm in the text that the study was registered prior to conducting the research, with links (blinded for peer review) to the time-stamped preregistration(s) at the institutional registry, and that the preregistration adheres to the disclosure requirements of the institutional registry or those required for the preregistered badge with analysis plans maintained by the Center for Open Science.

b)   Report all preregistered analyses in the text or, if there were changes in the analysis plan following preregistration, disclose those changes with an explanation for the changes.

c)   Clearly distinguish in the text the analyses that were preregistered from those that were not, such as having by separate sections in the results for confirmatory and exploratory analyses.

Please note that preregistration of a study does not necessarily imply that it will be published as a Registered Report. In both cases, a time-stamped non-modifiable public record of the study and analysis plan is created before the data are collected; in the case of Registered Reports published by PTAD, the study and analysis plan are peer reviewed and the paper is accepted in principle for publication before the study is carried out. Please see "Registered Reports" above for more information.

Open Science: Open Data, Open Materials, Open Analytic Code, Other Supplementary Material, and Preregistration + Analysis Plan

What Are Open Data, Open Materials, Open Analytic Code, and Preregistration + Analysis Plan Badges?

In accordance with open scientific practices, PTAD encourages authors to make data, materials, code, and other relevant supplementary files available to the public and awards the following badges:

•   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. OM thus pertains to all relevant and core materials such as the questionnaires used in the study (if not copyright protected). See criteria for Open Materials at https://osf.io/gc2g8/

- The Open Analytic Code (OAC) badge is earned by making publicly available the code needed to reproduce the reported analyses, including the scripts and outputs associated with the statistical analyses; any additional explanations or analyses; and any other outputs. See criteria for Open Analytic Code at https://osf.io/fntgb

- Other supplementary material (SM), 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.

- The Preregistration + Analysis Plan Badge is earned by providing proof of a time-stamped registration in an institutional registration system (which predates the intervention); a correspondence between the registered design and analysis plan and the reported design and analysis; a full disclosure of results, according to the preregistration information, and by including an analysis plan which specifies the variables and analyses that will be conducted. See criteria for Preregistration + Analysis Plan at https://osf.io/6q7nm/

How Should Authors Submit Open Data, Open Materials, Open Analytic Code, and Other Supplementary Material?

In support of open scientific practices, PTAD requires all Open Data, Open Materials, Open Analytic Code, and other supplementary files to be uploaded to a public repository. That is, PTAD no longer publishes such files online as electronic supplementary material (ESM) alongside the article. When submitting data, materials, code, or any supplementary files, 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, code, and/or registered analysis plans and to keeping them publicly accessible via the web in perpetuity. A preferred repository for PTAD is PsychArchives (run by the Leibniz Institute for Psychology – ZPID – https://www.psycharchives.org/; for instructions see https://www.psycharchives.org/en/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 http://www.re3data.org/). The content may be embargoed until the article is published.

When Should Authors Submit Open Data, Open Materials, Open Analytic Code, Preregistration + Analysis Plan Information and Other 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, Open Analytic Code, Preregistration + Analysis Plan information, and/or other supplementary material provide the data and material during the initial manuscript submission stage. 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, code, and other electronic supplements, these must be submitted when the first revision of the manuscript is submitted.

To ensure anonymity during peer review, authors are advised to submit anonymous view-only links before acceptance of the paper. After acceptance please deanonymize and make the information public, providing the updated link(s).

How Do Authors Apply for an Open Data, Open Materials, Open Analytic Code, or Preregistration + Analysis Plan badges?

During submission via PTAD's submission portal, authors may indicate under the section "Additional Information" that they are interested in applying for an Open Data, Open Materials, Open Analytic Code, or Preregistration + Analysis Plan 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), all of the reported methodology (OM), all of the reported analyses (OAC), and/or the information regarding the preregistration of the study – see below for details. Authors are accountable to the community for disclosure accuracy and are fully responsible for the content of the Open Data, Open Materials, Open Analytic Code, and Preregistration + Analysis Plan links. 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, OM, OAC, and/or Preregistration + Analysis Plan badge. To qualify for an OD/OM/OAC 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. To qualify for a Preregistration + Analysis Plan badge proof of preregistration and an analysis plan has to be provided. Any changes to the initial preregistration information should be justified.

Other Important Information Concerning Open Data, Open Materials, Open Analytic Code, and Other 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, OAC, and other 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, OAC, and other 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/OAC badge should include a public disclosure statement that there is sufficient information for an independent researcher to reproduce all of the reported results (OD), all of the reported methodology (OM), and/or all the scripts, code and outputs needed to reproduce the analyses (OAC). The following wording should be used:

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> Open Analytic Code: I confirm that all the scripts, code, and outputs needed to reproduce the reported analyses are provided (Author, Year).

The entry in the reference list should be as follows:

> Author, A. A. (Year). Name of data set [Data Set]. [Doi/URL]

Importantly, authors who decide not to include Open Data, Open Materials, and/or Open Analytic Code as part of their submission must also include a disclosure statement in the *Open Science* section at the end of the article. If authors are unable to make the data/material openly accessible, they are encouraged to make the data/material available on request. (This is, however, not sufficient to qualify for an OM/OD/OAC badge). In addition, authors are encouraged to explain in the methods section of the manuscript why the data and/or materials are not made openly accessible. In instances where authors are unable to make the full dataset or all relevant and core materials openly accessible, they are encouraged to carefully consider whether it might

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Manuscript Submission

All manuscripts should be submitted online at https://www.editorialmanager.com/ptad. Please follow the online instructions for submission. Should you have any technical queries regarding this process, please contact Juliane Munson at Hogrefe Publishing (E-mail production@hogrefe.com, Tel. +49 551 99950-422). Please direct any editorial questions to the editorial office at eapa.ptad@gmail.com.

Publication Ethics

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.

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