

# Instructions to Authors

European Journal of Psychological Assessment

The *European Journal of Psychological Assessment* publishes papers on all domains of psychological assessment as well as on the assessment process, provided they have not been submitted for publication elsewhere. Of special interest are papers reporting the construction of new measures or a considerable advancement of an existing measure. Papers published are original and preferably empirical studies. Review papers and case studies will also be considered if they result in innovative research questions in assessment and decision-making. The Journal especially welcomes papers in which the data have been sampled across two or more countries and – if applicable – with different methods (e.g., questionnaire, interview, observation, performance). Test reviews will not be considered. Papers that propose or discuss alternative measurement models for existing scales should also discuss and preferably demonstrate the consequences for the construct and criterion validity of the scales. Papers on psychometric methods will be considered only if they have a clear bearing on assessment research or practice. Papers presenting the psychometric properties of a translated measure need to add to the existing literature, preferably by providing new validity evidence. Otherwise such papers will most likely be rejected. Manuscripts that go into the review process will be subject to masked peer review.

The Journal appears six times a year (starting 2017).

## ***European Journal of Psychological Assessment* publishes the following types of articles**

Original Articles, Brief Reports, Multistudy Reports, and Registered Reports.

### **Types and Length of Manuscripts**

**Original Articles** refer to papers that are in line with the goals mentioned above. The difference to Brief Reports (see below) is that **Original Articles** provide a more comprehensive picture of the research question. They may exceed neither 22 manuscript pages (double-spaced, pitch 12) nor 5,000 words, including abstract, text, references, notes, appendices, as well as figures and tables.

**Brief Reports** have the function to communicate specific research findings that focus a specific aspect of a measure, e.g., factorial validity. They should not exceed 2,500 words (11 manuscript pages) including including abstract, text, references, notes, appendices, as well as figures and tables.

**Multistudy Reports** are similar to **Original Articles** but include more than one study. This means in order to investigate the research question more than one study using independent data sets was conducted and is reported. They should not exceed 7,500 words

(33 manuscript pages) including including abstract, text, references, notes, appendices, as well as figures and tables.

**All paper types** should normally be divided into Abstract (not exceeding 200 words), Keywords (up to five), Materials and Methods, Results, Discussion, Acknowledgments (optional), and References. Papers exceeding the limits will be rejected. Please note that electronic supplementary material (ESM) is not included in the word count.

**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 revised) research proposal, and are therefore outcome-independent. The study is published regardless of the statistical significance of the results. Word limits depend on the number of studies in a Registered Report (i.e., 2,500 words for Brief Reports; 5,000 words for Original Articles; 7,500 words for Multistudy Reports for the final version of the manuscript). Registered reports are open to original studies as well as replications. Manuscripts 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. 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 multistudy 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 experiments 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 electronic form (i.e., ESM) 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. *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 measure 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, when data will be analyzed, when the manuscript will be written up, and the anticipated date for the submission of the Stage 2 manuscript.

Please note the proposal will be published alongside the full report as Electronic Supplementary Material if the report is accepted for publication in the journal.

## **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. 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**

### **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 before submission.

### **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* (6th 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. All manuscripts should be submitted online at <http://www.editorialmanager.com/ejpa>, including electronic supplementary material (ESM). Please follow the online instructions for submission. Should you have any technical queries regarding this process, please contact

Juliane Munson

Hogrefe Publishing, E-mail [production@hogrefe.com](mailto:production@hogrefe.com), Tel. +49 551 99950-422

**Please direct any editorial questions to the editorial office:**

E-mail [ejpaeditor@gmail.com](mailto:ejpaeditor@gmail.com)

The title page should, in addition to the title, contain the name and complete address of the corresponding author and names and affiliations of all authors. The text should be written double-spaced with a margin of 2.5 cm (1 inch) on all sides.

### **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 (Sections 4.41–4.49).

## 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 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, 300 dpi) or as vector graphics files. Figures will normally be reproduced in black and white only. While it is possible to reproduce color illustrations, authors are reminded that they will be invoiced for the extra costs involved.

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	<ul style="list-style-type: none"> <li>author name / surname</li> </ul>	<ul style="list-style-type: none"> <li>use 3rd person: "Doe and Doe's (2015) work on the XYZ Questionnaire. . ."</li> </ul>
Published or unpublished self-citations in-text	<ul style="list-style-type: none"> <li>author name / surname</li> </ul>	<ul style="list-style-type: none"> <li>[AUTHORS, {publication date}]</li> </ul>
Published or unpublished self-citations in reference list	<ul style="list-style-type: none"> <li>author name / surname</li> <li>article title</li> <li>article doi</li> </ul>	<ul style="list-style-type: none"> <li>[AUTHORS, {publication date}]</li> <li>list under "A", not under original position of author's initial</li> </ul>
ESM – Text, Tables, References	<ul style="list-style-type: none"> <li>author name / surname</li> <li>article title</li> <li>article doi</li> </ul>	-> see above
Editorial Manager – names of uploaded files	<ul style="list-style-type: none"> <li>author name / surname</li> </ul>	<ul style="list-style-type: none"> <li>[MS NUMBER]</li> <li>[MS NUMBER – REVISION]</li> </ul>
Online Repository (e.g., OSF, SFX)	<ul style="list-style-type: none"> <li>author name / surname</li> </ul>	<ul style="list-style-type: none"> <li>[BRIEF ARTICLE TITLE]</li> <li>[FILE CONTENT]</li> </ul>
Funding information	<ul style="list-style-type: none"> <li>author name / surname</li> <li>project-related website</li> <li>grant number</li> </ul>	<ul style="list-style-type: none"> <li>[PROJECT WEBSITE]</li> <li>[GRANT NUMBER]</li> </ul>

## Revisions

Revisions should be accompanied by a detailed letter to the editor (unless stated otherwise by the handling editor) in which authors address all points raised by the reviewers and the editor. In addition, this letter should outline the 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 text in the manuscript. This helps the 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 the word limit as far as possible (see section “Types and length of manuscripts”) and update the word count in the Editorial Manager when submitting their revised submission. Authors can upload additional information (study data etc.) as Electronic Supplementary Material. See following section for more information.

### **Open Data and Electronic Supplementary Material (ESM)**

Authors should submit the following types of material: 1) Inputs & outputs from statistical software (e.g., Mplus, R, SAS, SPSS) and brief explanations, 2) scale items; 3) other as Electronic Supplementary Materials (ESM). In general, ESM may include items that cannot be produced in print 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 addition items that are not essential for inclusion in the full text but would nevertheless benefit the reader. ESM is not included in the word count. 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).

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Please ensure that any ESM submitted with the article is in compliance with the EU General Data Protection Regulation (GDPR).

Please note that Stage 1 proposals will be published alongside the Stage 2 full report if accepted for publication in the journal.

#### *Submission of ESM*

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 (.mp3). (= title and file name)

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

**ESM 2.** Tables 1–3 (.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.

### **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*, 6th edition). In the reference list make sure to provide the DOIs (Digital Object Identifier) of the cited journal articles.



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