

Instructions to Authors

Aviation Psychology and Applied Human Factors

Official Organ of the European Association for Aviation Psychology (EAAP)
and the Australian Aviation Psychology Association (AAvPA)

Hogrefe Publishing GmbH Tel. +49 551 999 50 0
Merkelstr. 3 Fax +49 551 999 50 111
37085 Göttingen publishing@hogrefe.com
Germany www.hogrefe.com

Aims and scope

Aviation Psychology and Applied Human Factors (APAHF) publishes innovative, original, high-quality applied research covering all aspects of the aerospace domain. In order to make the journal accessible to both practitioners and scientific researchers, the contents are broadly divided into original scientific research articles and papers for practitioners.

Aviation Psychology and Applied Human Factors publishes the following types of articles

Original Articles, Review Articles, APAHF in Practice, Research Notes, Book Reviews, News and Announcements.

The fully peer-reviewed **Original Articles** cover a variety of methodological approaches, ranging from experimental surveys to ethnographic and observational research, from those psychological and human factors disciplines relevant to the field, including social psychology, cognitive psychology, and ergonomics.

Shorter studies are published as **Research Notes**.

Review Articles are also fully peer-reviewed and describe the current state of scientific knowledge of a defined topic by summarizing relevant theories, findings, and areas of application.

APAHF in Practice consists of shorter, less technical, but still fully peer-reviewed articles covering a wide range of topics, such as comments on incidents and accidents, innovative applications of aviation psychology, and reviews of best practices in industry.

Book Reviews present recently published books of particular interest.

Finally, the journal's **News and Announcements** section features information about past and upcoming events around the world, association news, interviews, and similar.

Manuscript submission

Submission of manuscripts is taken to imply that neither the manuscript nor any component of it has already been published or is currently under consideration by another journal.

All manuscripts should be submitted online at <http://www.editorialmanager.com/apahf>

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).

Informal enquiries concerning the content and format of papers should be addressed to

Dr. Harald Kolrep (Editor-in-Chief)

University of Applied Sciences for Media, Communication, and Management

Ackerstraße 76

13355 Berlin

Germany

journal@eaap.net

Manuscript preparation

Types and lengths of manuscripts

Original Articles are scientific papers reporting original empirical research based on any methodological approach (e.g., experimental surveys; ethnographic research; observational research) and from any psychological/human factors discipline (e.g., social psychology; cognitive psychology; ergonomics). Original articles have a maximum of 6,000 words (including abstract, text, references, notes, appendices, as well as figures and tables),

Review Articles are syntheses or meta-analyses of research findings and/or theories on particular topics of current scientific interest with aviation psychology and human factors. Reviews describe the current state of scientific knowledge of a defined topic by summarizing relevant theories, findings, and areas of application. Relevance of the reviewed references should be more important than “completeness” of the bibliography. Review articles have a maximum of 8,000 words (including abstract, text, references, notes, appendices, as well as figures and tables).

Research Notes are brief scientific progress reports of recent and ongoing research with a maximum of 3,000 words (including abstract, text, references, notes, appendices, as well as figures and tables), and no more than 1 figure, 2 tables, and 12 references.

APAHF in Practice papers are focused on the applications of aviation psychology to operational contexts and may cover a range of topics, including (but not limited to): comment on incidents and accidents; innovative applications of aviation psychology; reviews of best practice in industry. They should be written in a more accessible (less technical) style and may be more liberally illustrated with diagrams and pictures. APAHF in Practice papers have a maximum of 4,000 words including abstract, text, references, notes, appendices, as well as figures and tables)

News and Announcements pieces are brief and informal.

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

General

All manuscripts should be prepared in accordance with the *Publication Manual of the American Psychological Association*, 7th ed. (APA Manual). A free tutorial about APA style is available at <https://apastyle.apa.org/blog/basics-7e-tutorial>.

Anonymization

Original Articles, Research Notes, and APAHF in Practice papers 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.

Title Page

The title page of the submitted manuscript should include the title; author name(s); affiliation(s); an address for correspondence (including the name of the corresponding author with e-mail and phone numbers); and an author note with acknowledgments and disclosures.

Abstract / Keywords

An abstract (maximum length 120 words) should be provided for Original Articles, Research Notes, and APAHF in Practice papers, including a maximum of 5 keywords.

References

Citations in the text and in the reference list should follow conventions listed in the APA Manual. In the reference list make sure to provide the DOIs (Digital Object Identifier) of the cited journal articles.

Author biographies

After acceptance, authors will be asked to provide a brief biography (up to 50 words) and a portrait photo of each author. Author pictures must be submitted in minimum size 5 x 5 cm and in high resolution (300 dpi).

Tables / Figures

Table and figures should be numbered separately using Arabic numerals and must all be cited in the text (e.g., “As shown in Table 1, . . .” – “As can be seen in Figure 1, . . .”). Each table should have a brief descriptive title; this should then be followed by the body of the table. Longer explanations, if required, should be included in a footnote to the table. Figures must be supplied in a form suitable for reproduction: preferably high-resolution bitmaps (e.g., jpg, 300 dpi for color artwork, 150 dpi for grayscale artwork) and accompanied by a legend. Figures may be reproduced in color in the online journal, but will normally be reproduced in

black/white or grayscale only in the printed journal, which authors should take into consideration when designing figures.

Electronic Supplementary Materials

The Electronic Supplementary Material (ESM) will not be printed and is not included in the word count. Please follow the instructions below.

Scientific nomenclature and style

Authors should follow the guidelines of the APA Manual regarding style and nomenclature. Authors should avoid using masculine generic forms in their manuscripts. General statements about groups of people should be written in gender-neutral form (see APA Manual, pp. 73–74); when presenting examples, authors may alternate between female and male forms throughout their text.

Language

It is recommended that authors who are not native speakers of English have their papers checked and corrected by a native-speaker colleague before submission. Standard US American spelling and punctuation as given in *Webster's New Collegiate Dictionary* should be followed.

Open Data and Electronic Supplementary Materials (ESM)

Electronic supplementary material (ESM) contains additional items that are not essential for inclusion in the full text but would nevertheless benefit the reader. Being electronic, ESM can also include items that cannot, at this time, be produced in print form. Authors may submit study data, analysis scripts, and other study materials for manuscripts that involve new data as ESM. 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 Publishing 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 intext 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 1. Tables (.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.

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.

Offprints and free copies

The corresponding author of each accepted paper will receive free online access to the published version of the paper when it is first released online. The author may download the PDF of the published version of record. This PDF is provided for the author's personal use, including for sharing with coauthors (see also "Guidelines on sharing and use of articles in Hogrefe journals" on the journal's web page at www.hogrefe.com/j/apahf).

For each article, the corresponding author will receive a total of 5 free copies of the issue in which his/her article appears, to be shared with any coauthors. Additional copies may be requested against payment; such requests should be made, at the latest, when returning the corrected proofs.

Publication ethics

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

Copyright agreement

By submitting an article, the author confirms and guarantees on behalf of themselves and any co-authors that the manuscript has not been submitted or published elsewhere, and that they hold all copyright in and titles to the submitted contribution, including any figures, photographs, line drawings, plans, maps, sketches, and tables, and that the article and its contents do not infringe in any way on the rights of third parties. The author indemnifies and holds harmless the publisher from any third-party claims.

The author agrees, upon acceptance of the article for publication, to transfer to the publisher the exclusive right to reproduce and distribute the article and its contents, both physically and in nonphysical, electronic, or other form, in the journal to which it has been submitted and in other independent publications, with no limitations on the number of copies or on the form or the extent of distribution. These rights are transferred for the duration of copyright as defined by international law. Furthermore, the author transfers to the publisher the following exclusive rights to the article and its contents:

1. The rights to produce advance copies, reprints, or offprints of the article, in full or in part, to undertake or allow translations into other languages, to distribute other forms or modified versions of the article, and to produce and distribute summaries or abstracts.

2. The rights to microfilm and microfiche editions or similar, to the use of the article and its contents in videotext, teletext, and similar systems, to recordings or reproduction using other media, digital or analog, including electronic, magnetic, and optical media, and in multimedia form, as well as for public broadcasting in radio, television, or other forms of broadcast.
3. The rights to store the article and its content in machine-readable or electronic form on all media (such as computer disks, compact disks, magnetic tape), to store the article and its contents in online databases belonging to the publisher or third parties for viewing or downloading by third parties, and to present or reproduce the article or its contents on visual display screens, monitors, and similar devices, either directly or via data transmission.
4. The rights to reproduce and distribute the article and its contents by all other means, including photo-mechanical and similar processes (such as photocopying or facsimile), and as part of so-called document delivery services.
5. The right to transfer any or all rights mentioned in this agreement, as well as rights retained by the relevant copyright clearing centers, including royalty rights to third parties.

Hogrefe OpenMind

Information about the open access publishing program Hogrefe OpenMind, including the article processing fee and the Creative Commons license under which the article will then be published are given at www.hogrefe.com/j/apahf.

Online rights for journal articles

Guidelines on authors' rights to archive electronic versions of their manuscripts online are given in the document "Guidelines on sharing and use of articles in Hogrefe journals" on the journal's web page at www.hogrefe.com/j/apahf

June 2020