

# Instructions to Authors

Journal of Personnel Psychology

## ***Aims and Scope of Journal of Personnel Psychology***

The journal welcomes excellent empirical and theoretical contributions to basic and applied research in personnel psychology and related methodology. Reviews are also welcome, as are replications of previous research. Articles deal with all fields in personnel psychology, such as personnel selection, performance measurement, motivation, leadership, organizational commitment, personnel development and training, new test developments, and job analysis. As many topics in personnel psychology are closely related to issues in other branches of psychology or, more generally, the social sciences and human resource management, the journal is open to contributions of an interdisciplinary nature.

## ***Journal of Personnel Psychology publishes the following types of articles***

There are five categories of submission:

### **Original Articles**

present novel empirical results to make theoretical, methodological, and/or applied advances (with a maximum length of 6,000 words, including references but excluding tables and figures)

### **Research Notes**

are similar to original articles but shorter (with a maximum length of 2,500 words, including references but excluding tables and figures)

### **Review Articles**

summarize (preferably via meta-analysis) and integrate a clearly defined literature and make theoretical advances in this area (with a maximum length of 8,000 words, including references but excluding tables and figures)

### **Registered Reports and Hybrid Registered Reports**

present empirical data similar to Original Articles or Research Notes, but are evaluated in a two-stage review process. In both variants, authors initially submit detailed Introduction and Method sections but present and discuss results only after positive evaluation at the first stage. Registered Reports are detailed proposals for empirical research that is conducted only after approval at the first stage. Hybrid Registered Reports are submitted and evaluated in similar ways but cover research already completed prior to Stage 1 submission. Both Registered Reports and Hybrid Registered Reports can have the usual length of either Original Articles (6,000 words) or Research Notes (2,500 words) at the second stage of the review process but should be approximately one third shorter at first-stage submission (i.e., about 4,000 or 1,700 words, respectively). Replication studies *must* be submitted as a Registered Report or as a Hybrid Registered Report and should normally not exceed the length of Research Notes unless multiple replications are reported in one article. Replication studies may be based either on the exact same methods as the original research (direct replications) or on advanced methodology (e.g., richer designs, more adequate sampling, etc.), or present a combination of these types of replications. In addition to what is outlined in these Instructions to Authors, specific requirements apply to Registered Reports and Hybrid Registered Reports – please see the specific guidelines for these submission types in the Advice for Authors on the journal's web page at [www.hogrefe.com](http://www.hogrefe.com)

## **Manuscript Format and Style**

### **Blind Reviewing is Mandatory**

Authors should therefore remove all potentially identifying information from the manuscript, replacing names and any indication of the university where a study was conducted by neutral placeholders.

## Scientific Nomenclature and Style

All manuscripts should be prepared according to the *Publication Manual of the American Psychological Association* (7th ed.) as regards both style and presentation. In particular, statistical and mathematical copy as well as citations and references should conform to the *Publication Manual*. In the reference list, make sure to provide the DOIs (Digital Object Identifiers) of the cited journal articles. Footnotes should be avoided, please integrate into the running text wherever possible. All manuscripts must be typed in double line spacing, and include an abstract (max. 120 words). Please place the abstract on the first page of the manuscript file, not on the title page. Instructions for preparing tables, figures, references, and abstracts are detailed in the *Publication Manual*.

## Title Page

To facilitate blind reviewing, the title page of the submitted manuscript should include only the paper's title and running head. A second title page including all author information should be submitted as a separate document. This should include the following information: title of the article; given name and family name of author(s) with ORCID ID, name of the institute or clinic (if there is more than one author or institution, affiliations should be indicated using superscript Arabic numerals); contact information of corresponding author and coauthor(s) (including emails and phone numbers); and the author note (including acknowledgments, disclosures, and funding sources).

## 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; but descriptive statistics ( $M$ ,  $SD$ ) and intercorrelations of all study variables must be reported in one table. 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 place tables and figures on separate pages at the end of the reference list. In the text, indicate where the table or figure should ideally be inserted using a placeholder. Please note that online submission via Editorial Manager allows title page, 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.

## Language

Authors should avoid the use of sexist 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 Material (ESM)

Authors may submit study data, analysis scripts, and other study materials for manuscripts that involve new data as Electronic Supplementary Materials (ESM). In general, ESM may be files that were used to carry out the research (such as datasets) or additional items that are not essential for inclusion in the full text but would nevertheless benefit the reader. ESM is not included in the article word count. Being electronic, ESM can also include items that cannot, at this time, be produced in print form. 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 no more than 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.

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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 description for each ESM file (max. 20 words). Follow the example:

*ESM 1.* Audio file containing utterances of the study participants

*ESM 2.* Tables showing additional *p*-values, weather variables, and demographic characteristics

## **Manuscript Submission**

Submissions are only accepted online at [www.editorialmanager.com/jppsy](http://www.editorialmanager.com/jppsy), including any electronic supplementary material (ESM), if applicable. Please follow the online instructions for submission. Should you have any technical queries regarding this process, please contact:

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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.

## **Review Process**

Based on the title and abstract, two or more reviewers will be requested to review the manuscript. The editor in chief makes an editorial decision and notifies the corresponding author of the result, usually within two working days of receiving the reviewers’ feedback. There are four kinds of decisions: accept, minor revision, major revision, and reject. Rejected manuscripts can be resubmitted after substantial revision, but they will be treated as new manuscripts. The entire review process is completely reliant on electronic communication in order to ensure speedy processing.

## **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.

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