

# **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><b>The manuscript fits within the scope of EJPA.</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	□
<p><b>The manuscript is written in good and proper English and has been spell-checked.</b></p>	□
<p><b>The manuscript adheres to the word limits for its submission type.</b></p> <ul style="list-style-type: none"> <li>• The word count includes the abstract, text, references, notes, appendices, as well as figures and tables. <ul style="list-style-type: none"> <li>○ Brief Report: 11 pages; 2,500 words.</li> <li>○ Original Article: 22 pages; 5,000 words.</li> <li>○ Multistudy Report: 33 pages; 7,500 words.</li> <li>○ Systematic Reviews / Meta-analyses: 44 pages, 10,000 words.</li> </ul> </li> <li>• The word count excludes Open Data, Open Materials, and other electronic supplementary material.</li> </ul>	□
<p><b>The manuscript includes all relevant sections.</b></p> <ul style="list-style-type: none"> <li>• The manuscript contains: Abstract (not exceeding 200 words), Keywords (up to five), Materials and Methods, Results, Discussion, Acknowledgments (optional), References, and Open Science.</li> <li>• The Abstract is included in the main manuscript (not only in the Editorial Manager information table).</li> <li>• 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).</li> </ul>	□
<p><b>The manuscript adheres to the style and layout guidelines of <i>Publication Manual of the American Psychological Association</i> (7th ed.).</b></p>	□
<p><b>The Figures and Tables adhere to EJPA and APA (7th ed.) guidelines.</b></p>	□
<p><b>The manuscript and, if applicable, Open Data, Open Materials, Open Analytic Code, and other electronic supplementary material have been properly blinded for peer-review.</b></p> <ul style="list-style-type: none"> <li>• References to the authors' own work is made in the third person.</li> <li>• None of the documents uploaded (.docx/.pdf) contain author names in the file name (e.g., do not use EJPA_Manuscript_JohnDoe.docx).</li> <li>• The letter to the editor is not included in the main manuscript but uploaded as a separate file.</li> <li>• The response to the reviewers does not contain any author names and is not included in the main manuscript.</li> <li>• Links to public access repositories have been anonymized before going into peer-review.</li> <li>• Other ESM files do not contain author names (e.g., in R script file extensions, tables, instruments).</li> </ul>	□

<p><b>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.</b></p>	<input type="checkbox"/>
<p><b>Open Data, Open Materials, Open Analytic Code, and other ESM has been uploaded in a public, open-access repository.</b></p> <ul style="list-style-type: none"> <li>• The sharing of data and/or materials is strongly recommended, but not obligatory.</li> <li>• Interested authors have applied for an Open Data, Open Materials, and/or Open Analytic Code badge in the Editorial Manager.</li> <li>• 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 <a href="http://www.re3data.org/">http://www.re3data.org/</a>).</li> <li>• If data is shared, it is at least as open as CC BY.</li> <li>• For peer review, anonymous view-only links have been provided for the data, materials, or any supplementary tables or figures.</li> <li>• The data, materials, and other electronic supplement material have been submitted before the manuscript is accepted for publication.</li> <li>• If interested in an Open Data badge: <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ 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></li> </ul> </li> <li>• If interested in an Open Materials badge: <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ 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></li> </ul> </li> <li>• If interested in an Open Analytics Code badge: <ul style="list-style-type: none"> <li>• The <i>complete set</i> of scripts, code, and outputs needed to reproduce the results has been made publicly available.</li> <li>• The manuscript contains a statement (in the section headed <i>Open Science</i> at the end of the article): <i>Open Analytic Code: I confirm that all the scripts, code, and outputs needed to reproduce the results are provided (Author, Year).</i></li> </ul> </li> <li>• 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"> <li>○ <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></li> <li>○ <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></li> <li>○ <i>Open Analytic Code: The code is not openly accessible. [Optional extra: The scripts, code, and outputs are available on request from the author(s)].</i></li> </ul> </li> </ul>	<input type="checkbox"/>
<p><b>The TOP guidelines have been adhered to.</b></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"> <li>• 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.</li> <li>• 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.</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• 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"> <li>○ <i>Preregistration of Studies and Analysis Plans: This study [was / was not] preregistered [with / without] an analysis plan (Name, Year).</i></li> </ul> </li> <li>• If data, materials, and code are shared via an open access repository, the appropriate citation for the data, and/or materials and code is provided / If authors use existing data, materials, or code, the appropriate citation must be provided.</li> <li>• 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 including all tested models. If we use inferential tests, we report exact p values, effect sizes, and 95% confidence or credible intervals.</i></p> </li> </ul>	
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## 2. Checklist for Revisions/Resubmissions

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