

# Instructions to Authors

European Journal of Psychological Assessment

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The *European Journal of Psychological Assessment (EJPA)* 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. *EJPA* does not consider papers on translated measures that do not give sufficient additional insights, in particular, with respect to the comparability of the translated scale to the original scale. Studies that employ translations of existing measures are required to provide some indication of equivalence to the original version or, at the very least, strong additional insights that would be of interest to readers of all languages. Otherwise such papers will most likely be rejected without external peer review. Manuscripts that go into the review process will be subject to masked peer review. *EJPA* publishes six issues per year. Accepted manuscripts may be published online in final form as advance articles before being assigned to an issue.

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

Original Articles, Brief Reports, Multistudy Reports, and Registered Reports. Replications must be submitted as Registered Reports.

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

**Original Articles** refer to papers that are in line with the goals mentioned above. 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. The difference to Brief Reports (see below) is that Original Articles provide a more comprehensive picture of the research question.

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

**All paper types** should normally be divided into the following sections: Abstract (not exceeding 200 words), Keywords (up to five), Materials and Methods, Results, Discussion, Acknowledgments (optional), References, Open Science. Papers exceeding the limits will be rejected. Please note that Open Data, Open Materials, and other supplementary materials (see below) are 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. *EJPA* particularly welcomes submission of the multistudy reports that are common in psychological assessment research as Registered Reports. 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, in each case for the final version of the manuscript). Replication studies should always be submitted as Registered Reports. The Registered Report format is not well-suited to purely exploratory research and is a mechanism for confirming/disconfirming predictions. 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 Stage-1 submission should detail previous related work. Completed pilot studies may be included to demonstrate the effectiveness of the proposed methodology. 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 *Materials and Methods* 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 (see below for more information on how to include it) that will help 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 must confirm that the proposed research has not been conducted at the time of the Stage-1 submission.*

- The Stage-1 submission must include a *data analysis* section within the Materials and Methods section 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. 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 that the proposal will be published alongside the full report as electronic supplementary material (see more below on how to include this) 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 then conducted according to the protocol. The Stage-2 revision should contain essentially the same introduction and Materials and Methods 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 should be reported to the handling editor and the journal as soon as the authors become aware of their necessity and editorial approval must be sought. Deviations that have not been approved by the handling editor and the journal will lead to rejection as a Registered Report.
- Stage-2 submissions will also 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 may wish to withdraw their manuscript following or during data collection. However, the journal will publish basic information about *withdrawn registered reports*, including author names, 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* (7th ed.) for general style and layout. Please arrange and type manuscripts accordingly. Make sure that the complete manuscript contains page numbers. 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>. Please follow the online instructions for submission. Should you have any technical queries regarding this process, please contact Juliane Munson, Hogrefe Publishing ([production@hogrefe.com](mailto:production@hogrefe.com), +49 551 99950-422). **Please direct any editorial questions to the editorial office ([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 (7th ed., Chapter 6, pp. 153–191).

## 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 the journal's online submission portal 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 may 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 (published or unpublished, Conference presentations etc.)	<ul style="list-style-type: none"> <li>author name</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</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>
Open Data, Open Materials, and other Supplementary Material (uploaded in public, open-access repository)	<ul style="list-style-type: none"> <li>author name</li> <li>article title</li> <li>article DOI</li> </ul>	Please use an anonymous view-only link for the peer-review
Preregistration + Analysis Plan link	<ul style="list-style-type: none"> <li>author name</li> </ul>	Please use an anonymous view-only link for the peer-review
Editorial Manager – names of uploaded files	<ul style="list-style-type: none"> <li>author name</li> </ul>	<ul style="list-style-type: none"> <li>Please ensure none of the uploaded documents (.docx/.pdf) contain author names in the file name (e.g., do not use EJPA_Manuscript_JohnDoe.docx)</li> </ul>
Online repository (e.g., OSF, PsychArchives, SFX)	<ul style="list-style-type: none"> <li>author name</li> </ul>	<ul style="list-style-type: none"> <li>[BRIEF ARTICLE TITLE]</li> <li>[FILE CONTENT]</li> </ul> Please use an anonymous view-only link for the peer-review
Funding information	<ul style="list-style-type: none"> <li>author name</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

Revised manuscripts should be accompanied by a detailed response to the reviewers (unless stated otherwise by the handling editor) which addresses all points raised by the reviewers and editor. This letter should also outline major 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, which helps 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 word limits as far as possible (see section “Types and Length of Manuscripts”) and update the word count in the submission portal when submitting a revised manuscript. While word count limits should normally still apply for revised versions and resubmissions, we acknowledge that it can sometimes be difficult to adhere to them and address all reviewer comments, and so if appropriate and necessary we allow up to an additional 10%. Authors are advised to contact the journal office prior to submission if they think even higher word count is required.

## 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*, 7th ed.). In the reference list make sure to provide the DOIs (digital object identifier) of the cited journal articles.

## Transparency and Openness Requirements

*EJPA* 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 *EJPA* 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) and Open Materials (OM) 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 *EJPA*.

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 *EJPA*'s TOP Requirements**

	Level Adopted by EJPA	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	<i>EJPA</i> encourages replication studies and offers Registered Reports for replications as a regular submission option
Open Science Badges	Level 1	<i>EJPA</i> awards Open Data and Open Materials science badges

### Citation Standards

If authors rely on existing data, materials, program code, and other methods, these should be recognized as original intellectual contributions by being cited appropriately in the text and listed in the Reference section. Furthermore, when authors submit data sets or materials, references for data sets and program code must include a persistent identifier such as a DOI. Please see the instructions below concerning the *Open Science* section of the manuscript for details.

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

*EJPA* 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, and

Preregistration + Analysis plan badges are awarded to manuscripts that meet the relevant requirements.

### **Design and Analysis Transparency**

The policy of *EJPA* 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 coefficients. When models are estimated, authors should specify which estimation method was used, the model fit obtained, and correlations between residuals (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., <http://openscienceframework.org/>, <http://egap.org/designregistration/>, <http://ridie.3ieimpact.org/>). Including an analysis plan involves specification of sequence of analyses or the statistical model that will be reported. *EJPA* 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 *EJPA*, 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.

### **Replications**

*EJPA* encourages the submission of replication studies, particularly of research published in this journal. Replication studies should be submitted using the Registered Report format (see above) and are thus reviewed in two stages.

## **Open Science: Open Data, Open Materials, Other Supplementary Material, and Preregistration + Analysis Plan**

### **What Are Open Data, Open Materials and Preregistration + Analysis Plan Badges?**

In accordance with open scientific practices, *EJPA* encourages authors to make data, materials, and other relevant supplementary files available to the public and awards badges to manuscripts adopting Open Data (OD) and Open Materials (OM) practices.

- 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 and analysis. OM thus pertains to all relevant and core materials such as the questionnaires used in the study (if not copyright protected); the scripts, code, and outputs associated with the statistical analyses; any additional explanations or analyses; and any other outputs. See criteria for Open Materials at <https://osf.io/gc2g8/>
- 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, and Other Supplementary Material?**

In support of open scientific practices, *EJPA* requires all Open Data, Open Materials, and other supplementary files to be uploaded to a public repository. That is, *EJPA* no longer publishes such files online as electronic supplementary material (ESM) alongside the article. When submitting data, materials, or any supplementary tables or figures, 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, and/or registered analysis plans and to keeping them publicly accessible via the web in perpetuity. A preferred repository for *EJPA* is PsychArchives (run by the Leibniz Institute for Psychology – ZPID – <https://www.psycharchives.org/>; for instructions see <https://www.psycharchives.org/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, 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, Preregistration + Analysis Plan information and/or other supplementary material provide the data and material during the initial manuscript submission stage. To ensure anonymity, authors are advised to submit anonymous view-only links if they decide to provide this information before acceptance of the paper. 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, and other electronic supplements, these must be submitted at the very latest when the manuscript is accepted for publication.

## **How Do Authors Apply for an Open Data, Open Materials Badge or Preregistration + Analysis Plan information?**

During submission via *EJPA*'s submission portal, authors may indicate under the section "Additional Information" that they are interested in applying for an Open Data, Open Materials or Preregistration + Analysis Plan badges. 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) and/or all of the reported methodology (OM) 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 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 and/or Preregistration + Analysis Plan badge. To qualify for an OD/OM 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, and Other Supplementary Material**

Hogrefe Publishing does not provide technical support for the creation or viewing of the OD, OM, preregistration links and supplementary files. If necessary, authors should seek the assistance of their local IT department. Like the manuscript, OD, OM, and supplementary material should be original and not previously published. If previously published, please submit the necessary permissions with your manuscript. Note that the OD, OM, preregistration links and supplementary files, just like the article itself, are permanent records and may not be altered once they have been published online. The authors are fully responsible for the content of the OD, OM, preregistration links, and supplementary files. Please ensure that any OD, OM, preregistration information and the analysis plan, and supplementary material submitted with the article is in compliance with the EU General Data Protection Regulation (GDPR) or other relevant data protection guidelines that may apply.

## **Data and/or Material Placed in a Repository: Submission Process, Public Disclosure, and Citation in Manuscript**

Authors who are interested in submitting OD, OM, 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, 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 badge should include a public disclosure statement that there is sufficient information for an independent researcher to reproduce all of the reported results (OD) and/or all of the reported methodology (OM). The following wording should be used:

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

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