

# Instructions to Authors

Journal of Psychophysiology

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The *Journal of Psychophysiology* is an international periodical that presents original research, in all fields employing psychophysiological measures on human subjects. Contributions are published from psychology, physiology, clinical psychology, psychiatry, neurosciences, and pharmacology. Editorials and communications on new psychophysiological methods are presented as well. Space is also allocated for letters to the editor concerning papers already published in *JoP*, book reviews, research spotlights (presenting details of individual studies or summaries of particularly interesting work in progress), pre-registered reports, congress announcements, and opinion pieces that provide a platform for both established and alternative views on an emergent topic in psychophysiology, or on current limitations and/or particular future potential of an already existing field in psychophysiology. Opinion papers are prospective papers: they critically examine current status and where the field will move in the next years. Occasional special issues are devoted to important current issues in psychophysiology.

## ***Journal of Psychophysiology* publishes the following types of articles**

Original Articles, Research Spotlights, Opinions, Book Reviews, Congress Abstracts, and Registered Reports.

**Original Articles:** no word limit

**Research Spotlights:** maximum length of approx. 2,800 words including everything

**Opinions / Book Reviews:** maximum length of approx. 1,200 words including everything; no Abstract, no Keywords, 20 references or less

**Congress Abstracts:** no more than 50

**Registered Reports:** maximum length of approx. 4,500 words in stage-2 manuscript, including everything

**Registered Reports** are submitted and evaluated in a two-stage process. The Stage-1 manuscript contains the theoretical background, method, and proposed data analysis for a planned but not yet conducted study. If the Stage-1 manuscript receives an in-principle acceptance, the author(s) must preregister it in an independent institutional repository (e.g., <https://osf.io>) before proceeding with data collection and analysis in accordance with the accepted protocol. The Stage-2 manuscript contains the sections from the Stage-1 manuscript with the addition of the results and discussion sections. Stage-2 manuscripts are automatically accepted, irrespective of the directionality of the results, unless the study has diverged from what was originally proposed. The word limit for Stage-1 manuscripts is approx. 3,500 and for Stage-2 manuscripts it is approx. 4,500, including abstract, text, references, notes, appendices, as well as figures and tables. The contents of Registered Reports should be structured as described in the Preregistration Standards for Psychology – the Psychological Research Preregistration-Quantitative (PRP-QUANT) Template which is publicly available at <http://dx.doi.org/10.23668/psycharchives.4584>.

### *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 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. 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.

### 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. It should also include a reference to the Stage-1 manuscript. 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.

## Manuscript Submission

Manuscripts should be submitted to the Editor-in-Chief in electronic form (preferably in MS Word) by e-mail to

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Hard copy submissions cannot be handled. Papers should be kept as concise as possible. Manuscripts that have been published in the same form in another language or are under consideration for publication elsewhere may not be submitted. Receipt of manuscripts will be acknowledged.

## Publication Ethics

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## Manuscript Preparation

Manuscripts should be prepared in accordance with conventions listed in the *Publication Manual of the American Psychological Association* (7th ed.).

The first page should contain the title of the article, names of authors and affiliation(s), a running title, and an address for correspondence, including telephone and fax numbers and e-mail address. A template for the title page is available on the journal's website at [Journal of Psychophysiology \(hogrefe.com\)](#). We encourage the inclusion of a section headed Authorship which outlines the contributions of the individual authors to the paper using relevant CRediT roles, formatted as in the following example with author order as on the article:

*Philipp Yang, conceptualization, methodology; Ina Smith, funding acquisition; Sun Cheung, writing – review & editing.*

Please refer to <https://credit.niso.org/> for the contributor roles. The second page should contain an abstract (not exceeding 300 words) which should be intelligible without recourse to the main text, and up to five keywords.

The rest of the manuscript should then follow in the order:

Introduction, Methods, Results, Discussion, References, Tables, Figures, and Legends.

**Tables** should be numbered using Arabic numerals and be given a brief descriptive title. Tables must be cited in the text (e.g., “As shown in Table 1, ...”). It is recommended that each table should also include a brief explanatory legend.

**Figures** should be numbered using Arabic numerals and be given a brief descriptive title and an explanatory legend, if required. Figures must be cited in the text. Care should be taken to ensure that lettering and detail will be legible after any size reduction necessary for publication. Figures must be supplied in a form suitable for reproduction: preferably high resolution bitmaps (e.g., jpg, 300 dpi). If these are not submitted together with the manuscript, they need to be supplied upon its acceptance. At first submission, figures and tables should be inserted in the text at appropriate places.

**References:** Authors are responsible for checking the accuracy of all references. Reference citations in the text and in the reference list proper should conform to the APA Manual. All references listed have to be cited in the text.

## Review Process

Authors send their manuscript to the Editor-in-Chief. Authors are requested to suggest five potential reviewers for their submission, providing detailed information including e-mail address wherever

possible. Authors should also identify anyone who they prefer not to review the submission. The suggested reviewers should be independent (i.e., not colleagues from the same institution or prior collaboration partners).

A preliminary initial evaluation of the quality and topic of each manuscript is carried out by the Editor-in-Chief to determine whether it is potentially suitable for the journal. If it is, the Editor-in-Chief sends the manuscript to the Action Editor whose expertise best fits the topic of the manuscript.

The Action Editor sends the manuscript to two or three experts in the field covered by the manuscript. It should be noted that the Editorial Office may not use the author's suggestions, but help is appreciated and may speed up the selection of appropriate reviewers. The Action Editor is also free to determine reviewers. The Action Editor organizes the peer review process and decides about acceptance, revision, or rejection. The Editor-in-Chief intervenes in critical cases.

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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. 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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### **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 5. 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.

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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.

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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:

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

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