

Instructions to Authors

European Psychologist

Aims and Scope of European Psychologist

European Psychologist is a multidisciplinary journal that serves as the voice of psychology in Europe, seeking to integrate across all specializations in psychology and to provide a general platform for communication and cooperation among psychologists throughout Europe and worldwide.

European Psychologist publishes the following types of articles

Original Articles and Reviews

Original articles and reviews constitute the core material published in the journal. These state-of-the-art papers cover research trends and developments within psychology, with possible reference to European perceptions or fields of specialization. Empirical articles will be considered only in rare circumstances when they present findings from major multinational, multidisciplinary or longitudinal studies, or present results with markedly wide relevance. Original articles should not exceed 7,500 words including abstract, references, figures, and tables but may be allowed more space on a case-by-case basis.

EFPA News and Views

These are a central source of information on important legal, regulatory, ethical, and administrative matters of interest to members of the European Federation of Psychologists' Associations (EFPA) and other psychologists working throughout Europe. Such items include: News, reports from congresses or EFPA task forces and member country organizations, policy statements, keynote and award addresses, archival or historical documents with relevance for all European psychologists, and calendars of forthcoming meetings.

Manuscript Submission

Original Articles and Reviews manuscripts should be submitted online at <http://www.editorialmanager.com/EP>. Please follow the online instructions for submission.

If you have any questions concerning editorial matters, please contact the Managing Editor of *European Psychologist*, Kristen Lavalley, at editorep-psych@hu-berlin.de. Should you have any technical queries regarding the submission portal, please contact production@hogrefe.com.

Only papers that have not previously appeared in or are currently under consideration for another publication can be considered for publication. Manuscripts are subject to peer review and may be returned to authors for revision.

Items for inclusion in the EFPA News and Views section should be submitted by email to the EFPA News and Views editor Eleni Karayianni (eleni.karayianni@efpa.eu).

Masked Review

The journal has adopted a policy of masked review for all submissions. The title page will be removed from each paper by the editor before submitting to reviewers. Authors are responsible for removing clues to the authors' identity from the rest of the manuscript and cover letter.

Manuscript Format

Manuscripts should be prepared according to the *Publication Manual of the American Psychological Association* (6th ed.). In particular, statistical and mathematical copy, as well as references and their text citations, should conform to the Publication Manual. In the reference list make sure to provide the DOIs (Digital Object Identifier) of the cited journal articles.

The Title Page of each paper or article should include, in the following order: Title of the article; Author name(s) (preceded by first names, but with no academic titles given); Name of the institute or clinic (if there is more than one author or institution, affiliations should be indicated using superscript Arabic numerals); an address for correspondence (including the name of the corresponding author); and the author note (including acknowledgments, disclosures, and funding sources).

An Abstract (maximum length 250 words) should be included on a separate page for original papers, reviews, and reports. A maximum of 5 key reference terms should be given after the abstract.

Figures and tables should be numbered using Arabic numerals. Each table and figure must be cited in the text and should be accompanied by a legend. Please note that online submission via Editorial Manager 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 will be invoiced for the extra costs involved.

Important: Tables and Figures are assigned a word count equivalent to their size: For each quarter page used by a Table or Figure, 200 words should be added to the total manuscript word count.

After acceptance, authors will be asked to upload a brief biography (up to 50 words) and a photo of each author (head shots, min. 5 x 5 cm, 300 dpi).

Authors should follow the guidelines of the APA Manual regarding style and nomenclature. 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

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 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).

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

Hogrefe will send the corresponding author of each accepted paper free of charge an e-offprint (PDF) of the published version of the paper when it is first released online. This e-offprint 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/ep).

Copyright Agreement

By submitting an article, the author confirms and guarantees on behalf of him-/herself and any co-authors that the manuscript has not been submitted or published elsewhere, and that he or she holds 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.

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/ep.

January 2019