

# **Instructions to Authors**

Journal of Individual Differences

The *Journal of Individual Differences* publishes manuscripts dealing with individual differences in behavior, emotion, cognition, and their developmental aspects. This includes human as well as animal research.

The *Journal of Individual Differences* is conceptualized to bring together researchers working in different areas ranging from, for example, molecular genetics to theories of complex behavior. Moreover, it places emphasis on papers dealing with special methodological and conceptual issues in basic science as well as in their applied fields (assessment of personality and intelligence).

## ***Journal of Individual Differences* publishes the following types of articles**

Regular Research Articles, Extended Research Articles, Review Articles, Meta-Analyses

Please note that it is possible to submit electronic supplementary material (ESM). This material will not be printed and should only be submitted if this is strictly necessary. ESM is not included in the word count.

**Important:** An allowance for any tables and figures should be deducted from the total word count depending on their size. A typical table or figure takes up a quarter, half, or full page. Each quarter page equals about 200 words per quarter print page.

**Regular research articles** are papers reporting two or fewer experiments and may contain up to 5,000 words (including everything, i.e., text, references, notes, tables, figures, and appendices).

**Extended research articles** are papers reporting more than two studies with different samples and methods and may contain up to 10,000 words (including everything, i.e., text, references, notes, tables, figures, and appendices).

**Review articles** may contain up to 10,000 words (including everything, i.e., text, references, notes, tables, figures, and appendices).

**Meta-analyses** may contain up to 10,000 words (including everything, i.e., text, references, notes, tables, figures, and appendices).

## Manuscript Preparation

Manuscripts should be prepared according to the *Publication Manual of the American Psychological Association* (6th ed.). In particular, statistical and mathematical copy should conform to the Publication Manual, as well as the references. Please note that all journal articles in the reference list should be provided together with their DOIs (Digital Object Identifier).

## Manuscript Submission

Submissions are only accepted online at [www.editorialmanager.com/jindivdiff](http://www.editorialmanager.com/jindivdiff). Submissions may include electronic supplementary material (ESM) if this is strictly necessary. ESM should only be used if there are items that are not essential for inclusion in the full text but would nevertheless benefit the reader. Reviews are returned to the authors within 4 weeks of submission. Please follow the online instructions for submission.

Please direct any editorial questions to the editorial office:

**E-mail** [martin.voracek@univie.ac.at](mailto:martin.voracek@univie.ac.at)

Should you have any technical queries regarding this process, please contact Juliane Munson, Hogrefe Publishing:

**E-mail** [juliane.munson@hogrefe.com](mailto:juliane.munson@hogrefe.com)

**Tel.** +49 551 99950-422

**Fax** +49 551 99950-425

The following manuscript formats are accepted:

- rtf (rich text format)
- doc (Microsoft Word, version 6.0 and higher)

## 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 online submission via the 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.

## Electronic Supplementary Material

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).

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.

### 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.

### 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.

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 (utterancesparticipants.mp3). (= title and file name)

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

– ESM 1. Tables 1–3 (tables1–3.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

The corresponding author of each accepted paper will receive free online access to the published version of the paper when it is first released online. The author may download the PDF of the published version of record. It 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/jid](http://www.hogrefe.com/j/jid)).

## 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/jid](http://www.hogrefe.com/j/jid).

December 2017