Instructions to Authors
Journal of Personnel Psychology
Aims and Scope of Journal of Personnel Psychology

The journal welcomes excellent empirical and theoretical contributions to basic and applied research in personnel psychology and related methodology. Reviews are also welcome, as are replications of previous research. Articles deal with all fields in personnel psychology, such as personnel selection, performance measurement, motivation, leadership, organizational commitment, personnel development and training, new test developments, and job analysis. As many topics in personnel psychology are closely related to issues in other branches of psychology or, more generally, the social sciences and human resource management, the journal is open to contributions of an interdisciplinary nature.

Journal of Personnel Psychology publishes the following types of articles

There are five categories of submission:

Original Articles

present novel empirical results to make theoretical, methodological, and/or applied advances (with a maximum length of 6,000 words, including references but excluding tables and figures)

Research Notes

are similar to original articles but shorter (with a maximum length of 2,500 words, including references but excluding tables and figures)

Review Articles

summarize (preferably via meta-analysis) and integrate a clearly defined literature and make theoretical advances in this area (with a maximum length of 8,000 words, including references but excluding tables and figures)

Registered Reports and Hybrid Registered Reports

present empirical data similar to Original Articles or Research Notes, but are evaluated in a two-stage review process. In both variants, authors initially submit detailed Introduction and Method sections but present and discuss results only after positive evaluation at the first stage. Registered Reports are detailed proposals for empirical research that is conducted only after approval at the first stage. Hybrid Registered Reports are submitted and evaluated in similar ways but cover research already completed prior to Stage 1 submission. Both Registered Reports and Hybrid Registered Reports can have the usual length of either Original Articles (6,000 words) or Research Notes (2,500 words) at the second stage of the review process but should be approximately one third shorter at first-stage submission (i.e., about 4,000 or 1,700 words, respectively). Replication studies must be submitted as a Registered Report or as a Hybrid Registered Report and should normally not exceed the length of Research Notes unless multiple replications are reported in one article. Replication studies may be based either on the exact same methods as the original research (direct replications) or on advanced methodology (e.g., richer designs, more adequate sampling, etc.), or present a combination of these types of replications. In addition to what is outlined in these Instructions to Authors, specific requirements apply to Registered Reports and Hybrid Registered Reports – please see the specific guidelines for these submission types in the Advice for Authors on the journal’s web page at www.hogrefe.com

Manuscript Format

All manuscripts should be prepared according to the Publication Manual of the American Psychological Association (6th ed.) as regards both style and presentation. In particular, statistical and mathematical
copy as well as citations and references should conform to the Publication Manual. All manuscripts must be typed in double line spacing, and include an abstract (max. 120 words). Instructions for preparing tables, figures, references, and abstracts are detailed in the Publication Manual.

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; but descriptive statistics (M, SD) and intercorrelations of all study variables must be reported in one table. 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 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.

Authors should avoid the use of sexist language. 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.

The review process for publication in the Journal of Personnel Psychology is blind. Authors should remove all potentially identifying information from the title page and the manuscript, replacing names and any indication of the university where a study was conducted by neutral place-holders. Submissions are sent out for masked review to two or three independent referees.

**Manuscript Submission**

Submissions are only accepted online at www.editorialmanager.com/jpppsy. Please follow the online instructions for submission. Should you have any technical queries regarding this process, please contact:

Juliane Munson  
Hogrefe Publishing  
Tel.: +49 551 99950-422  
Fax: +49 551 99950-425  
 juliane.munson@hogrefe.com

Submission of manuscripts is taken to imply that neither the manuscript nor any component of it has already been published or is currently under consideration by another journal.

**Review Process**

Based on the title and abstract, two or more reviewers will be requested to review the manuscript. The editor in chief makes an editorial decision and notifies the corresponding author of the result, usually within two working days of receiving the reviewers’ feedback. There are four kinds of decisions: accept, minor revision, major revision, and reject. Rejected manuscripts can be resubmitted after substantial revision, but they will be treated as new manuscripts. The entire review process is completely reliant on electronic communication in order to ensure speedy processing.

**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 the document “Guidelines on sharing and use of articles in Hogrefe journals” on the journal’s web page at www.hogrefe.com/j/jpp).

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/jpp.

September 15, 2016