

Instructions to Authors

Psychological Test Adaptation and Development (PTAD)

Psychological Test Adaptation and Development is the official open access journal of the European Association of Psychological Assessment. PTAD is the first open access, peer-reviewed journal publishing papers which present the adaptation of tests to specific (e.g., cultural) needs, test translations, or the further development of existing measures. Moreover, the focus will be on the empirical testing of the psychometric quality of these measures. The journal will provide a paper template, and registered reports are strongly encouraged. Manuscripts that go into the review process will be subject to masked peer review.

PTAD publishes the following article types

Original Articles and Registered Reports

Please note that code, raw data, and electronic supplementary material (ESM) are not included in the word count. An allowance for any tables and figures should be deducted from the allowed word count depending on their size (approximately 200 words per quarter print page).

Papers exceeding the word limits will immediately be rejected.

Original Articles are papers that are in line with the goals mentioned above. They may exceed neither 22 manuscript pages nor 5,000 words, including abstract, text, references, notes, appendices, as well as figures and tables. Multi-study papers have a word limit of 7,500.

Please divide the text of the papers into the following sections: Introduction, Theoretical Background, Materials and Methods, Results, Discussion, and References. A detailed document on how papers should be structured and why is available [here](#).

Registered Reports are research proposals detailing the theoretical background, method, and data analysis for a planned but not yet conducted study. 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. The word limits of the final, Stage 2 report depends on the number of studies, i.e., reports with one study may be up to 5,000 words in length, reports with two or more studies may be up to 7,500 in length, including abstract, text, references, notes, appendices, as well as figures and tables. 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 (see template). Successful submissions will use established methods to test specific predictions. The Registered Report format is not well-

suitable 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 multi-study 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 research 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. Again, the template contains additional information. *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 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. For example, test-retest reliability of a questionnaire might include several distinct categories for judging a score's reliability (e.g., $r = 1.00$ for perfect reliability, $r \geq .90$ for excellent reliability, $r \geq .80$, $< .90$ for good reliability, $r \geq .70$, $< .80$ for acceptable reliability, $r \geq .60$, $< .70$ for questionable reliability, $r \geq .50$, $< .60$ for poor reliability, $r < .50$ for unacceptable reliability). 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, and the anticipated date for the submission of the Stage 2 manuscript.
- Please consult the template for further details.

Please note the proposal will be published alongside the full report as Electronic Supplementary Material 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 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. 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.

It is possible that authors might wish to withdraw their manuscript following or during data collection. However, the journal will publicly record each case in a section called *Withdrawn Registrations*. This will include the authors, proposed title, the abstract from the approved Stage 1 submission, and brief reasons for the failure to complete the study.

Manuscript Preparation

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.

Authors should follow the *Publication Manual of the American Psychological Association* (7th ed.) for general style and layout. Nonstandard abbreviations should be defined in the text upon first use. Footnotes should generally be avoided.

Please provide a Structured Abstract (not exceeding 150 words) as well as up to five Keywords.

The text should be written double-spaced with a margin of 2.5 cm (1 inch) on all sides. Please use font size 12.

Manuscript Structure

A detailed document on how papers should be structured and why is available [here](#).

Title Page

On the title page please include: full title, structured abstract, keywords, name and complete address of the corresponding author and names and affiliations of all authors, acknowledgments and disclosures.

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 7th edition of the *Publication Manual* of the APA.

References and In-Text Citations

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 edition). In the reference list make sure to provide the DOIs (Digital Object Identifier) of the cited journal articles.

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 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.

Open Data

PTAD encourages authors to make the raw data and the code (e.g., R, Stata, or SPSS code with detailed explanations allowing it to be reviewed) or the converted score data underlying the main findings reported in the article available to the public (open data). Exceptions may be made (e.g., for reasons of data security or confidentiality) provided the reasons are set out during submission of the manuscript. It is recommended that authors place any open data and code in a repository and provide the URL(s) during manuscript submission in Editorial Manager. With the acceptance of a manuscript a permanent URL or DOI pointing to a file(s) located in a public repository should be provided. Preferred repositories for PTAD are PsychArchives (run by a public open science institute for psychology <https://www.psycharchives.org/>; for detailed instructions see <https://www.psycharchives.org/contribute>) and OSF. Other repositories may also be suitable

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/>).

Submission

Open data files will be subjected to peer review along with the article itself. During submission please provide a permanent URL or DOI pointing to the files in a repository.

Citation in Manuscript

The open data must be referred to with in-text citations, like any other reference, in the form “(Author, year)”.

Also, include a section headed “Open Data” at the end of your article, after the reference section, describing the data, and referencing the data set in the form “(Author, year)”.

The entry in the reference list should be as follows:

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

Electronic Supplementary Material (ESM)

Authors may submit the test/questionnaire (i.e., instructions, items, and scoring key) or other additional study materials as Electronic Supplementary Material (ESM). ESM may include relevant items that cannot be reproduced in printed form, such as audiovisual stimuli or video footage, or additional items that are not essential for inclusion in the full text but would nevertheless benefit the reader. ESM is not included in the article word count. ESM files 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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Please ensure that any ESM submitted with the article is in compliance with the EU General Data Protection Regulation (GDPR).

Please note that Stage 1 proposals of Registered Reports will be published alongside the Stage 2 full report if accepted for publication in the journal.

Submission of ESM

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

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

ESM 2. Tables 1–3 (.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 description will appear in the article; the file name will not. It is for reference purposes only.

Manuscript Submission

All manuscripts should be submitted online at <http://www.editorialmanager.com/ptad>, including electronic supplementary material (ESM). Please follow the online instructions for submission. Should you have any technical queries regarding this process, please contact Juliane Munson at Hogrefe Publishing (E-mail production@hogrefe.com, Tel. +49 551 99950-422). Please direct any editorial questions to the editorial office at epa.ptad@gmail.com.

Publication Ethics

The journal and its editors adhere to, and expect its authors to adhere to, the Committee on Publication Ethics (COPE) standards (<http://publicationethics.org>).

Open Access Publication

PTAD is a gold open access journal. All articles are made freely and permanently accessible online immediately upon publication as browsable full text and as a fully formatted PDF at <https://econtent.hogrefe.com/loi/pta>

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