PsychOpen Style Guide

Content

In this guide, you will find all general information necessary for the preparation of your manuscript. Conforming to these requirements will help smoothing the editorial workflow and will make your research available to the scientific community faster. Please note that there is **no author fee** for papers published in PsychOpen Journals. As an open access platform free of charge for authors and readers PsychOpen provides its services to the scientific community to promote open science

standards and research accessibility. We explicitly want to ask **all authors to ensure that their submissions comply with the PsychOpen Style standards** to avoid blocking our complimentary services and limited recourses.

To enhance the reading comprehension of your article, PsychOpen journals require that all manuscripts comply with the PsychOpen Style Guide which is based on the standards of the American Psychological Association (APA). A uniform and consistent style allows readers to scan articles quickly for essential information such as key points and results. Generally, please ascertain that all citations and references are accurate and complete to allow readers to retrieve them quickly.

The following guideline covers the most common aspects authors have to deal with when publishing scientific manuscripts in PsychOpen journals. Authors who are not familiar with APA style are additionally recommended to watch this APA tutorial about the basics of APA style: http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx

For a more comprehensive description of APA style, consult the official APA publication manual: http://www.apastyle.org/manual/

A valuable free source for detailed information on specific APA style issues is the APA blog: http://blog.apastyle.org

Author Names (Byline)

In the byline, add your name in the form below:

First name, middle initials, surname

Omit all titles/degrees (e.g., PhD, Dr., Prof., etc.).

Author Affiliation and Correspondence

Provide author affiliation and correspondence address in a separate cover letter. Present your affiliation and corresponding information using the following pattern:

Name of Institution, City, Country

Link your and your coauthors' names to your institutional affiliations by using superscript letters after the surnames and before the institutions. Allow a single paragraph for each institution, e.g.:

Thomas M. Miller[a], Verena Thiel[b], Francesco S. Baldini[c]

[a]Harvard University, Cambridge, USA

[b]Trier University, Trier, Germany

[c]University of Bologna, Bologna, Italy

Link the name of the corresponding author to the correspondence information by placing an asterisk immediately behind his/her surname as shown in the following example:

Thomas Miller*[a]

*University Street 15, 54296 Trier, Germany, email: miller@trier-university.de

Abstract

Each abstract should comprise a single paragraph without a heading (the abstract heading will be automatically generated during the layout procedure). Avoid introductory words such as "Abstract:" as well.

Use plain text only (**no** italic, bold, sub/superscript, etc.; no links).

The abstract has to be a stand-alone entity:

1. Do not refer in it to tables or figures and do not use footnotes.

2. Citations should be generally avoided. If indispensable, they must be provided in a manner that they are understandable without consulting the reference list. Examples:

    With doi:

    > (Oppenheimer, 2005, https://doi.org/10.1002/acp.1178)

    Without doi:

    > (Galton, F. [1880]. Statistics of mental imagery. Mind, 5, 301-318)

Papers in a language other than English require an English-language and an original-language abstract.

Keywords

All keywords should be in lowercase letters, except proper nouns. Avoid introductory words such as "Keywords:" as they will be generated automatically during the layout process.

Use plain text only (**no** italic, bold, sup-/superscript, etc.).

The keywords should be separated by commas. Do not place a period after the keyword sequence. Example:

mathematics anxiety, children, Bulgarian schools

Keywords for articles in a language other than English require English and original-language keywords.

Title

The title of a manuscript should summarize the main idea of a contribution and should be self-explanatory. It should not be too long (the APA recommends a title length of no more than 12 words) and should allow for easy abbreviation to a running head.

Use plain text only (**no** italic, bold, sup-/superscript, etc.; no links).

Formatting Styles

Use only Word standard styles for formatting article elements such as paragraphs, words, characters, pages, sections, and tables (e.g., „Normal", „Heading 1", „Emphasis", "Bold"). Refrain from defining custom styles.

Organize your manuscript by headings into an unambiguous hierarchy with at least two headings at each level. (Attention: Do not use more than 4 levels!)

The abstract and introduction do **not** need headings ("Abstract" and "Introduction").

Avoid single-sentence paragraphs.

Convert all footnotes to endnotes. Use the Word endnote feature (via "References > Insert Endnote") to create endnotes (instead of inserting them manually).

Text

Take care that the grammar and spelling of your manuscript is accurate as grammar and spelling errors distract the reader and impede clear and efficient communication. Ask a colleague to proofread your paper to detect mistakes and contradictions. If you write the paper in a language other than your mother tongue, ask a native speaker to proofread it.

Capitalization

In titles (including table titles, headings, and subheadings), capitalize

- All words that have four or more letters.
- All major words. Major words are nouns, adjectives, verbs (including linking verbs), adverbs and pronouns.
- Both elements in a hyphenated compound (e.g., Teacher-Rated).
- The first word after a colon (:) or em dash (–).

Example:

School Anxiety: Teacher-Rated Stress Factors in Bulgarian School Children

Use lower-case letters for non-major words (conjunctions, articles, and short prepositions). To table and figure footnotes apply the capitalization rules for references (see below).

In the reference list, capitalize

- Article, book chapter, and book title:
  - The first word of article, book chapter and book title.
  - Proper nouns (and words used as those).
  - The first word after a colon or em dash.
  - Note: For hyphenated compounds at the beginning of a title or subtitle, or after a colon or em dash only the first constituent is capitalized (e.g., Teacher-rated).
- Journal names: Retain the capitalization and punctuation that is used by a journal in its title.

Example:

Richards, M. (2005). School anxiety: Teacher-rated stress factors in Bulgarian school children. *SchoolPSYCHOLOGY Journal*, *7*(1), 81-97.

<u>In the text body, capitalize</u>

- nouns followed by numerals in a numbered series (e.g. Table 4 shows that on Day 3 in Experiment 6).
- Titles of books and articles mentioned in the text (e.g. In his book, *The Psychology of Everyday Things* the author clarifies that).
- Titles of tests (e.g. Advanced Memory Test (AMT)).

For more detailed information regarding capitalization visit:

http://blog.apastyle.org/apastyle/2012/03/title-case-and-sentence-case-capitalization-in-apa-style.html

Decimal Fractions

The decimal point should be preceded by a zero with numbers less than 1 when the statistic can exceed 1. (e.g., 0.81 cm).

Omit the zero before a decimal fraction, when the statistic cannot exceed 1 (for example, levels of significance, correlations, proportions; e.g.: $p = .028$).

Statistical Symbols

APA uses three different typefaces for preparing statistical symbols and mathematical copy in manuscripts: standard, **boldface**, and *italic*. These rules also apply to the contents of tables and figures.

Use a standard typeface for Greek letters, subscripts, superscripts, and abbreviations that are not variables, e.g.:

α, β_i, log, LSD, MSE, μ_{boys}

Set in boldface symbols for vectors and matrices, e.g.:

$\mathbf{V}$, $\sum$

Use italic typeface for all other statistical symbols, e.g.:

p, N, M, d, df, t, F, SD

In equations, always leave a space before and after the equal sign, the greater-than sign, the greater-than-or-equal sign, the less-than sign, and the less-than-or-equal sign, e.g.

$t(75) = 2.14$, $n = 9$, $p < .001$

Note: Never insert statistical symbols or other special characters as images as this would cause processing errors during the copyediting and layout procedure.

For more detailed information on statistical symbols see this APA blog entry:

http://blog.apastyle.org/apastyle/2011/08/the-grammar-of-mathematics-writing-about-variables-.html

Presenting Statistics

Report degrees of freedom (*df*) for all test statistics. For *t*, χ², *F* values use the format as in the examples below:

t(23) = 3.51, *p* = .002
χ²(2, *N* = 50) = 3.45, *p* = .18
F(3, 48) = 6.43, *p* < .001

Note: Use commas (not semicolons!) between test statistics and *p* values, e.g.

t(23) = 3.51, *p* = .002, (**not:** *t*(23) = 3.51; *p* = .002).

Generally, report exact *p* values. However, for *p* values less than .001 report

p < .001 (**not** *p* = .000 and **not** *p* = 001).

Replace brackets by commas when presenting statistics in parentheses.

was statistically significant, F(1, 32) = 4.37, p = .045.

not: was statistically significant (*F*[1, 32] = 4.37, *p* = .045).

not: was statistically significant [*F*(1, 32) = 4.37, *p* = .045].)

In equations, always leave a space before and after = < > ≤≥ (the equal sign, the less-than sign, the greater-than sign, the less-than-or-equal sign, and the greater-than-or-equal sign), e.g.,

p = .002 (**not** *p*=.002).

Report confidence intervals in the format 95% CI [LL, UL], where LL is the lower and UL the upper limit of the confidence interval.

Do use "." as decimal mark and "," as thousands separator throughout your manuscript, e.g.,

SD = 1.23 (**not:** *SD* = 1,23); income > 25,000 (not**:** income > 25.000).

In-Text Citations

APA requires authors to use an author-date citation system. Insert the surname of the author and the publication year in the text in the form below:

Name of the author is part of the narrative (nonparenthetical format):

Jackson (2012) found out that humor prolongs life.

Name is not part of the narrative (parenthetical format):

Humor prolongs life as a recent study concluded (Jackson, 2012).

Often, a reference has more than one author. The following rules determine how many author names have to be listed in in-text citations:

1-2 authors: Authors are always named:

Jackson and Miller (2012) found out that humor prolongs life. *[nonparenthetical]*

Humor prolongs life as a recent study concluded (Jackson & Miller, 2012). *[parenthetical]*

3-5 authors: All author names are listed at the first occurrence in text. Afterwards, the list is shortened to et al.:

Jackson, Miller, and Stevens (2012) found out that humor prolongs life. *[1st citation, nonparenthetical]*

Jackson et al. (2012) found out that humor prolongs life. *[subsequent citations, nonparenthetical]*

Humor prolongs life as a recent study concluded (Jackson, Miller, & Stevens, 2012). *[1st citation, parenthetical]*

Humor prolongs life as a recent study concluded (Jackson et al., 2012). *[subsequent citations, parenthetical]*

Please note that in nonparenthetical format, the word "and" precedes the last author, while in parenthetical format, an ampersand (&) is used. A comma precedes "and"/"&" if an author list contains three or more names. Use a comma to set off the year in in-text citations in parenthetical format.

6 authors: et al. is used right from the beginning:

Jackson et al. (2012) found out that humor prolongs life. *[nonparenthetical]*

Humor prolongs life as a recent study concluded. (Jackson et al., 2012) *[parenthetical]*

If two or more reference entries with more than three surnames and the same publication year can be shortened to the same form, precede et al. with the number of names necessary to distinguish the ambiguous references, e.g., Jackson, Stevens, Miller, & Veith, 2012 and Jackson, Miller, Veith, & Armstrong, 2012 would both shorten to Jackson et al., 2012. To avoid ambiguity, cite:

Jackson, Stevens, et al. (2012) found out that humor prolongs life.

Jackson, Miller, et al. (2012) found out that humor prolongs life.

Please note that in this case, et al. is preceded by a comma.

If your reference list contains two or more publications authored by the same person(s) in the same order and the same year, use lowercase suffixes immediately after the year to distinguish them, e.g.:

Jackson & Miller (2012a, 2012b) found out that humor prolongs life.

Use the suffixes also in the respective reference entries. Order those types of entries alphabetically by title (excluding nonmajor words).

Works with no author

If the author of a publication cannot be identified, use the first few words of the publication title instead of the author name for your citation. Enclose title words of articles, chapters, or Web pages with double quotation marks. Italicize title words of books, brochures, reports, or periodicals, e.g.:

An increase of older people is expected ("Europe's population ages", 2012)

An increase of older people is expected (*Europe's seniors*, 2012)

Citing page numbers

When providing page numbers – which is required for word-by-word citations, but also encouraged for paraphrased citations – insert them behind the year, set off by a comma. Do not use a colon for setting off the page numbers.

Humor prolongs life as a recent study concluded (Jackson & Miller, 2012, pp. 120-121).

If you are referring to a single page, add p. instead of pp. before the page number:

Humor prolongs life as a recent study concluded (Jackson & Miller, 2012, p. 120).

Multiple sources

List in-text citations in alphabetical order:

(Beck et al., 1979; Freud, 1901; Rogers, 1951; Shaver & Mikulincer, 2005)

Reference List

Take care that the reference list is accurate, valid, and complete. Each reference cited in the text must be contained in the reference list and vice versa. Make sure that the spelling of author names and the publication year are identical in both entries.

Author Names

Display all authors' names in an inverted format. Provide surnames and middle name initials for up to seven authors. Add an ampersand before the last author. Note: When referencing a book chapter, invert the chapter author's name but not the editor's name.

Jackson, A. J., Miller, J. T., Stevens G. K., Veith, S. L., Dexter, W. S., Hu, M.-L., & Gregory, K. A. (2012).

If a work has more than seven authors, list the first six authors' names, insert a comma followed by three ellipsis points, then add the last author's name:

Jackson, A. J., Miller, J. T., Stevens, G. K., Veith, S. L., Dexter, W. S., Hu, M.-L., … Gregory, K. A. (2012).

In case the author is not known, move the title of the work to the author position, followed by a period, e.g.:

Europe's seniors. (2012).

Titles

Italicize the names of periodicals (journals, newsletters, magazines), as well as the titles of books, reports, and other separate, nonperiodical literature.

Include additional information (e.g., report number, edition) in parentheses immediately after the title without setting it off with a period. Do not italicize the additional information:

Marsten, B. (2012). *Annual report on school psychology* (Report No. 12-2012). New York, NY, USA: American Association of School Psychologists.

Reference Format

In the following, the general reference format for the most common reference types is given along with examples:

Books

Author, A. A., Author, B. B., & Author, C. C. (year). *Title of book*. Location: Publisher.

Jackson, A. J., Miller, J. T., Stevens G. K., & Veith, S. L. (2012). *Psychology in universities*. Heidelberg, Germany: Springer.

When author and publisher are identical do not repeat the name; rather, add the word "Author" instead of the publisher name, e.g.

Leibniz Institute for Psychology Information. (2012). *The official PsychOpen handbook*. Trier, Germany: Author.

Book Chapters

Author, A. A., Author, B. B., & Author, C. C. (year). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

Depraz, N. (1999). The phenomenological reduction as praxis. In F. Varela & J. Shear (Eds.), *The view from within: First-person approaches to the study of consciousness* (pp. 95-110). Thorverton, United Kingdom: Imprint Academic.

If a book has a single editor, use (Ed.) instead of (Eds.). Place additional information (e.g., the page range, volume, or edition number) in parentheses immediately following the title.

Raaheim, K. (1988). Making intelligence relevant for task solution in a strange situation. In R. J. Sternberg (Ed.), *Advances in the psychology of human intelligence* (Vol. 4, pp. 84-86). Hillsdale, NJ, USA: Erlbaum.

Provide a DOI if one is assigned. If a DOI is available, omit the publishing information, e.g.:

Green, S. A. (2008). The psychiatrist and the pharmaceutical industry. In S. Bloch & S. A. Green (Eds.), *Psychiatric ethics* (4th ed., pp. 127-150). https://doi.org/10.1093/med/9780199234318.001.0001

For electronic books without a DOI add the exact landing page URL for the book on the publisher homepage. Use the format: Retrieved from http://xxxxxxxxxx

Vakoch, D. A. (2012). *Psychology of space exploration.* Retrieved from https://www.nasa.gov/pdf/607107main_PsychologySpaceExploration-ebook.pdf

Journal Articles

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of journal*, *volume number*(issue number), pp-pp.

Chalmers, D. J. (1995). Facing up to the problem of consciousness. *Journal of Consciousness Studies*, *2*(3), 200-219.

Provide a DOI if one is assigned:

Hardcastle, V. G., & Stewart, C. M. (2002). What do brain data really show? *Philosophy of Science*, *69*(S3), S72-S82. https://doi.org/10.1086/341769

In cases where no DOI is available, include the homepage URL for the periodical. Use the format: Retrieved from http://xxxxxxxxxx

Gigerenzer, G. (2004). Mindless statistics. *The Journal of Socio-Economics*, *33*, 587-606. Retrieved from http://library.mpib-berlin.mpg.de/ft/gg/GG_Mindless_2004.pdf

If a journal is paginated separately by issue (i.e., each issue begins with Page 1), provide the issue number in parentheses immediately after the volume number, without italicizing it, e.g.:

Psychology in Schools, *53*(4), 12-37.

Magazine Articles

Author, A. A., Author, B. B., & Author, C. C. (year, month). Title of article. *Title of Magazine*, *Volume number*, pp-pp.

Miller, T. M. (2012, September). Is college a lucrative investment? *College Magazine*, *58*(9), 64-78.

For an online magazine article provide the home page URL of the magazine by using the format: Retrieved from http://xxxxxxxxxx

Newspaper Articles

Author, A. A., Author, B. B., & Author, C. C. (year, month, day). Title of article. *Title of Newspaper*, pp. pp-pp.

Beckstein, D., & Mannbach, G. (2012, September 12). Increased air traffic backfires. *The Trier Express*, pp. A1, A3-4, A6.

Note that page numbers of newspaper articles are preceded with p. (for one-page articles) or pp. (for articles longer than one page).

Cite articles appearing on discontinuous pages by listing all page numbers (group continuous pages to page ranges, e.g. A3-4), set off by a comma.

Technical and Research Reports

Technical and research reports are formatted like books. If a report has a report number or other ID assigned by the publishing organization, add the number in parenthetical format immediately after the title, e.g.:

When referencing an electronically available report where publisher and author are different entities, include the publisher name in the retrieval information, e.g.,:

Proceedings

Paper presentations or contributions to meetings or symposia can be either formally or informally published.

Formally released proceedings are published in book or periodical format. In those cases, use the same format you would use for books, book chapters, or periodical contributions.

For informally published papers, provide the year and the month as well as the organization's name and the location of the conference. If available, add the URL:

For symposium contributions see also this APA blog post on citing materials from meetings and symposia: http://blog.apastyle.org/apastyle/2012/08/how-to-cite-materials-from-meetings-and-symposia.html

Doctoral Dissertations and Master's Theses

Doctoral dissertations and master's theses can be retrieved from institutional repositories, personal Websites, or subscription databases (such as ProQuest).

For freely available dissertations and theses name the institution where the work was submitted to, the city, and the country. For noncommercial electronic sources use "Retrieved from" instead of "Available from":

Cite an unpublished doctoral or master's thesis by using this format:

Author, A. A. (year). *Title of dissertation or thesis* (Unpublished doctoral dissertation or master's thesis). Name of Institution, Location.

For commercial electronic sources use "Available from" instead of "Retrieved from":

For a dissertation available from a commercial database use the following scheme:

Author, A. A. (year). *Title of dissertation or thesis* (Doctoral dissertation or master's thesis). Available from Name of Database. (Accession or order number)

Finsley, M. A. (2012). *Open access in psychology: A user analysis with a special focus on European countries* (Doctoral dissertation). Available from ProQuest Dissertations and Theses database. (UMI No. 1234567)

Tables

Creating tables: Please use the Microsoft Word table editor exclusively to create tables. You will find it under "Insert > Table". Avoid any other means to define tables (e.g., by setting tab stops or spaces, or by importing Excel tables). Never use tables for other purposes than the intended one (e.g., by misusing them as mere layout tools). Table footnotes are required to be positioned below the table. Please consult our PsychOpen Table Template for (copyable) special table layouts.

Tables must be referred to in text but avoid redundancy by reporting the same numbers/statistics in text and in tables.

Table Title

Provide a concise and explanatory title for each table. Table titles should contain a table number and should be placed above the table.

Table Structure

To avoid any disorganization of content during the partially automatized copyediting procedure, provide **a cell for each content item** (instead of using tabs or returns within a cell).
The content of a table should be placed into a single Microsoft Word table. Do not split it into separate tables. Do not nest tables (i.e. use tables within tables).

Column Heads

The column heads should be as brief as possible – ideally they do not have more characters than the widest entry.

Give **every** table column, including the leftmost, a heading (in the singular).

Decimal Values

Whenever possible, use the same number of decimal places for decimal values.

Table Referencing

Reference every table in the text **before** the table is presented.

Table Borders and Shading

Only use horizontal borders at the top and the bottom of the whole table as well as the bottom of the header row. Eliminate all vertical borders. Do not use any shading.

Table Footnotes

APA style uses three different kinds of footnotes. All of them are placed below a table:

General Notes

General notes refer to the table as a whole (e.g. reproduction acknowledgements, explanations of abbreviations, symbols etc.). They are introduced with the italicized word "Note" followed by a period.

Note. CSESG = Children Self-Efficacy Scale – Girls; CSESB = Children Self-Efficacy Scale – Boys.

Specific Notes

Specific notes refer to a particular part of a table (column, row, cell). They are indicated by a superscript letter. Order specific footnotes from left to right and from top to bottom.

[a]The women sample was excluded from this measure. [b]*n* = 90. [c]*n* = 70.

Probability Notes

Probability notes are used to explain how asterisks and other symbols are used in a table to indicate *p* values.

*p < .05. **p < .01. ***p < .001.

Below the table, order the footnotes beginning with general notes followed by specific notes and ending with probability notes. End every footnote with a period. Begin each footnote type on a new line, e.g.:

Note. RO = recall-own task. GN = generate-new task.
[a]The women sample was excluded from this measure. [b]n = 90. [c]n = 70.
*p < .05. ** *p* < .01. *** *p* < .001.

Figures

Image format: All figures must be submitted as genuine images. Create figures with a graphics software (e.g., GIMP, Photoshop, Inkscape, CorelDraw) before you embed them into your Word manuscript. Do not use other means to create figures (e.g., Word text fields or embedded Excel diagrams).

Figures must have a white or transparent background and no image borders.

Additionally, submit all figures as separate image files along with your article.

File format: Please provide figures in .png format.

Resolution: The images should have a resolution of at least 300 ppi.

Size: All images should be prepared in a size large enough for readers to comfortably read all of its contents.

Similar figures should have the same size to allow readers to compare them.

Readability: Make sure that any figure elements are clearly readable, are sufficiently explained, and do not overlap each other. Text elements should be presented in a comfortably readable font size.

Describing Elements: Figure captions and footnotes should be included in the text body (placed directly below the figure), not displayed as part of the figure. In captions and footnotes, capitalize only the first word (exceptions: proper nouns and the first word after a colon or em dash).
In contrast, figure legends are an integral part of a figure and must be placed within it. Major words in legends should be capitalized. Text within figures must be in Arial font (except uncommon symbols), between 8 and 12 point.

Figure Referencing: All figures must be referred to in the text **before** a figure is presented.

Diagrams and Formulas

Kindly submit diagrams and formulas as images (instead of importing them from other software or by using the Word formula editor).