



Update 2021 –Publication Guidelines

Psicothema publishes empirical work in English which is done with methodological rigor and which contributes to the progress of any field of scientific psychology. As an exception, the Editorial Board may accept publication of work in Spanish if the content justifies such a decision. Theoretical work may also be accepted, if requested by the Editorial Board, with preference given to articles that engage with critical research issues or which discuss controversial approaches.

Submission of articles

1. Articles should be submitted via the journal's web page: www.psicothema.com (Authors section – submission of articles): <http://www.psicothema.es/submit>
2. Studies must be unpublished. Articles which have been fully or partially published elsewhere will not be accepted, nor will articles that are in the process of publication or which have been submitted to other journals for review. It will be assumed that all those who appear as authors have agreed to do so, and all those cited for personal correspondence have consented.
3. The journal has a policy of "double blind" reviews, meaning that both authors and reviewers are anonymous during the review process. To that end, manuscripts must not contain information that would allow the authors to be identified. The Editorial Board will perform an initial review of manuscripts to ensure that they fit the journal's objectives. If that is the case, each manuscript will be sent to at least two independent reviewers who will assess its scientific quality. The Editorial Board is responsible for the final decision to accept the article for publication or not.
4. Authors should suggest three people who they believe would be suitable reviewers for the article, clearly indicating their institutional affiliation and email address. Authors may also indicate people who, for whatever reason, they do not wish to be involved in the review process for their work.
5. Manuscripts will be screened by the Editorial Board to assess their relevance. Articles must adhere to the journal's writing rules and editorial scope. Receipt of manuscripts will be acknowledged immediately and within 10 working days the sender will be notified if the Editorial Board decides to begin the review process.
6. The original work may be submitted in Spanish initially. If so, and if it is accepted, the authors will be responsible for translating it into English for publication.
7. The authors are responsible for obtaining the relevant permissions to reproduce copyright-protected material. The authors must also declare possible conflicts of interest.
8. If an article is accepted for publication, the authors must sign an agreement assigning copyright rights to the journal, thus the rights for printing or reproduction in any form or medium belong to **Psicothema**, which will not reject any reasonable request from the authors for permission to reproduce their contributions.
9. The opinions expressed in the articles are the sole responsibility of the authors and do not express the journal's scientific policies or opinions.
10. The activities described in published articles must comply with generally accepted standards of ethics, both in reference to studies with human beings and animal experimentation, as well as all aspects of professional ethics. The authors will be responsible for being able to provide interested readers with copies of raw data, procedural manuals, scores, and generally relevant experimental material.
11. For any questions or clarifications, the journal can be contacted via the email address psicothema@cop.es



Manuscript preparation

1. The maximum length for articles is **6,000 words** (including the title, abstracts, key words, in-text references, acknowledgements, author contributions, figures, and tables). The 6,000 word limit **does not include the list of references**.

2. The articles must be in Microsoft Word format, using **12-point Times New Roman**, in a single column with 3 cm margins, paragraphs left-aligned, page numbered in the upper right, and double spaced (except for tables and figures which may use single spacing).

3. Remember to add your **name and surname** on the platform as you wish to be cited (one surname, two separate surnames, hyphenated surnames, etc.), be aware of the importance of this issue for future citations of the article.

4. In order to maintain anonymity, on the first page of the manuscript there should only be the **title of the article in English and Spanish, the short title, and the number of words in the manuscript**. The names of the authors must not appear. The **APA 7th edition rules for capitalization in titles** must be followed. This means that all nouns, verbs, adjectives, adverbs, pronouns, and any word with four or more letters must be capitalized.

5. The second page of the manuscript will include the abstracts (in Spanish and English) and 3-5 key words or phrases. **Abstracts must be no longer than 200 words and must be structured with the following sections:** Background, Method, Results, and Conclusions. The key words should cover the essential elements of the article such as the research topic, the population, the method, or the application of the results. Avoid general terms or empty words (pronouns, adverbs, etc.) and avoid redundant words such as analysis, description, research, etc. It is better to use nouns. The key words are used for indexing the article.

6. On the second page, begin the Introduction for the article. This introductory section **must not include the subheading "Introduction"** or subsections.

Following that, the **"Method"** section should contain the following subsections **"Participants"**, **"Instruments"**, **"Procedure"**, and **"Data analysis"**, and no others, in no other order, and with no other titles. Pay particular attention to the **APA rules about the presentation of statistical and mathematical results** in the text.

At the end, there should be a single **"Discussion"** section which includes both discussion of and conclusions from the work.

7. If acknowledgements are to be made, they should be added in a separate section at the end of the manuscript before the "References" section, with the title **"Acknowledgements"**.

8. List the **sources of funding** in a section titled **"Funding"**, before the list of references, clearly specifying the funding body and in brackets, the funding code. If no funding was received, add the following: "This study did not receive specific funding from public sector agencies, the commercial sector, or non-profit bodies".

9. Psicothema **does not accept footnotes, annexes, or appendices**. Please add this content to the text as appropriate and provide a web link if providing access to additional information.

10. Articles must be written following the guidelines in the **7th edition of the Publication Manual of the American Psychological Association**. Manuscripts that do not comply with these rules will be returned to the authors.

Some of the requirements are summarized below.

Bibliographical references in the text should include the author's surname and year of publication (in brackets, separated by a comma). If the author's name forms part of the narrative, it should be followed by the year in brackets. If there are more than two authors, only the first author's surname is given, followed by "et al." and the year; if there is confusion, add subsequent authors until the work is clearly identified. In every case, the references in the bibliography must be complete (up to 20 authors). When citing different articles in the same brackets, order them alphabetically. To cite more than one study from the same author or authors from the same year, add the letters a, b, c, as necessary, repeating the year (e.g., 2021a, 2021b).

The list of references at the end of the article must be alphabetical and comply with the following rules:

a) Books: Author (surname, comma, initials of first name(s) and a full stop); if there are various authors, separate them with a comma; before the final author use a comma and "&"; year (in brackets) and full stop, The full title in italics and full stop; finally, the publisher. For example:

Lezak, M., Howieson, D. B., & Loring, D. W. (2004). *Neuropsychological assessment* (4th ed.). Oxford University Press.

b) Chapters of books with various authors, reports from conferences or similar: Author(s); year; title of the work being cited, followed by "In", the director(s), editor(s), or compiler(s) and in brackets Ed., adding an s if plural; the title of the book in italics and in brackets the page numbers of the cited chapter; the publisher. For example:

de Wit, H., & Mitchell, S. H. (2009). Drug effects on delay discounting. In G. J. Madden & W. K. Bickel (Eds.), *Impulsivity: The behavioral and neurological science of discounting* (pp. 213-241). American Psychological Association.

c) Journal articles: Author(s); year; article title; full name of the journal in italics; volume number in italics; issue number in brackets with no space between it and the volume number; first and last page number. The doi should be included in URL format. For example:

Muñiz, J., & Fonseca-Pedrero, E. (2019). Diez pasos para la construcción de un test. *Psicothema*, *31*(1), 7-16. <https://doi.org/10.7334/psicothema2018.291>

For documents that do not have a doi, it is no longer necessary to use "Retrieved from", instead give the URL directly. For example:

Walker, A. (2019, November 14). *Germany avoids recession but growth remains weak*. BBC News. <https://www.bbc.com/news/business-50419127>

d) Pay particular attention to the rules in the 7th edition of the APA manual for citing work presented in **conferences, doctoral theses, and software**, as well as the rules for the **use of acronyms in text** and in the references section.

e) When the original version of the **cited work** (book, chapter, or article) **is not in English**, cite the original title and give the English translation in square brackets (with no separation from the original, without using italics).

For further information and other cases, consult the **7th edition of the APA publication manual** or the following page: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>

11. Figures and tables should be included at the end of the manuscript, one per page. They should also follow the APA 7th edition guidelines, be appropriately numbered and cited in the text, indicating approximately where they should be placed. They should be 7 or 14 cm wide and have clear, legible lettering and symbols. Avoid wasted space and make best use of the space available.

Figures must be submitted in editable formats, consistent with the format of the rest of the article. If that is not possible, they must have a minimum resolution of 300ppp.



12. We encourage authors to consult the following standard guidelines when preparing their manuscripts (although due to the multidisciplinary nature of the journal, this is not obligatory):

- Case Reports - **CARE**
- Diagnostic accuracy - **STARD**
- Observational studies - **STROBE, MQCOM (Chacón et al., 2019) o GREOM (Portell et al., 2015)**
- Randomized controlled trial - **CONSORT**
- Systematic reviews, meta-analyses – **PRISMA (Page et al, 2020)**
- Test adaptation - **International Test Commission Guidelines**
- Test development - **Ten steps for test development (Muñiz & Fonseca, 2019)**

Publication of articles

1. Psicothema is an “**open access**” journal. All of the articles will always be free to those who want to read or download them. In order to provide this open access, Psicothema charges a publication fee which the authors or their funders must pay. The price depends on the length of the manuscript. In general, the average price per article is between €180 and €210, based on a mean of 6-7 pages per article, at €30 per laid-out page.

2. Conditions for “**pre-print**” self-archiving: pre-publication of an article (before submission to a publication) may be shared at any time and place. Sharing a pre-published article in a preprint server, for example, is not considered prior publication. Because of that, before final publication, authors are recommended to store their preprint version on their personal or institutional websites, social networks, servers, reference manager, etc. Once published, if the preprint is still available in a repository, it should clarify: “This is the electronic version of an article published in Psicothema (year). The final version is available on the official website” and prominently display the full reference of the published article including its DOI.

3. Conditions for “**post-print**” self-archiving: The reviewed versions of accepted articles are available in PDF format on the Psicothema website in the “Articles in press” section.

4. Authors are encouraged to **share** the post-print version (cited properly) or the definitive version of the manuscript on social networks (Facebook, twitter, LinkedIn, etc.), university servers and public servers (Mendeley, Cosis, etc.), scientific social networks (ResearchGate, Academia.edu, Kudos, etc.), personal and institutional websites and blogs, Google Scholar, ORCID, Publons, ScopusID, etc.

5. Once a manuscript has been accepted for publication in Psicothema, the contact person will receive an email (at their contact address) containing **printing proofs** (normally in PDF format). These should be carefully reviewed to ensure that they match the original accepted article and returned with corrections within 72 hours of receiving them. Because the proofs are created from manuscripts already submitted electronically and accepted, substantial modifications or alterations will not be accepted at this point, solely correction of printing or translation errors, possible errors undetected during the review process, or the inclusion of suggestions made by the Editorial Board.

The journal reserves the right to modify the titles and abstracts of the articles to ensure better fit, impact, and dissemination.

7. Psicothema provides a **DOI**, the international code that allows reliable, consistent, access to content at all times.

8. Once the issue of Psicothema is published which contains the article, the author will receive a copy of their article in **PDF**.



Ethical standards

The editorial team at Psicothema is, along with the scientific community, committed to ensuring the ethical and quality standards of the articles they publish. The publication uses as references the “Code of conduct and good practice” defined by the **Committee on Publication Ethics** (COPE) for scientific journals, the Code of Conduct of the **American Psychological Association** (APA), and the Psychological Ethics Code [Código Deontológico de la Psicología] of the **General Council of Psychologists in Spain [Consejo General de la Psicología de España]**.

Language. Please ensure that you use good quality, correct English. Psicothema accepts both American and British English, but not a mix of the two. Once an article is accepted, it will be reviewed by a native translator who may suggest some changes and even a full revision of the article, which will be the responsibility of the authors.

Use of inclusive language. In Psicothema, we are firmly committed to equality and respect for all, we recognize and appreciate diversity. For this reason, authors must ensure that they use bias-free language, avoid stereotypes, and undertake to use inclusive language, albeit prioritizing correct grammar, economy of language, and precision, given the limitations of space.

Responsible authorship. All of the named authors must have made substantial contributions in each of the following respects: (1) study conception and design, or acquiring data, or analysis and interpretation of data, (2) drafting the article or critical review of intellectual content, and (3) approval of the definitive version that is submitted. The list of authors and the order in which they appear should be carefully reviewed before submitting the manuscript for the first time. Any addition, removal, or reordering of authors must be done before the manuscript is accepted, with the approval of the Psicothema Editorial Board and the consent of all the named authors. A standard form is available for this on request.

Scientific data. The journal recommends sharing scientific data (observations or experiments which validate findings) used in the study in a suitable repository and making it easy to link to published articles. When either of these sharing options is chosen, remember to include the corresponding references both in the article and in the list of references. In order to make it easier to reproduce research and re-use data, authors should share code, software types, models, algorithms, protocols, methods, and any other data related to the project.

Sources of funding. After the acknowledgements section, relevant data about the institution(s) that provided funding for the study or preparation of the article should be included, briefly describing the role(s) they played in study design, data collection, analysis and interpretation, drafting the article, or the decision to submit it for publication. If there was no participation by the funding body, please indicate that as suggested in the “Manuscript preparation” section.

The San Francisco Declaration on Research Assessment (DORA). Psicothema, committed to open knowledge, supports and follows this initiative eliminating the restrictions on the number of references one can include in a list of references, not counting them towards the maximum allowed number of words.

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