

## Manuscript preparation guidelines



Before writing and submitting a paper, please make sure that you have carefully read the **guidelines and regulations** of the journal Psychology, which can be found at <https://ejournals.epublishing.ekt.gr/index.php/psychology/about/submissions>.

Papers should be formatted to the **template** provided by the journal, which can be downloaded from the 'Submissions' webpage. Authors are requested not to modify the suggested formatting: margins, font size, spacing between lines or paragraphs.

Manuscripts submitted in English by non-native-level users of English should be **checked/proofread by a native speaker** prior to submission.

**Papers that are not submitted in the correct format/template or that violate the editorial or scientific ethics regulations will not proceed to the peer-review stage.**

### Title

The title of the paper must not exceed 20 words. It should state as accurately as possible the content of the paper. Very general titles should be avoided.

### Abstract

The abstract should briefly report on the topic and purpose of the research, the methods, results, and the main conclusions. It should not exceed **250 words**. Citations and abbreviations should be avoided.

### Structure of the manuscript

The manuscript, depending on its category (e.g., empirical study, theoretical review) should be divided in sections according to the guidelines of the American Psychological Association, Publication Manual, 7th edition, 2020.

### Tables

All tables should follow the standards outlined by the APA Publication Manual [American Psychological Association, Publication Manual, **7th edition**, 2020]. They should be consecutively numbered in Arabic (1,2,3...) and have a title inserted above the table, with left alignment. Tables **should be included in the main body of the paper** (see also in the template).

### Figures, diagrams & images

All figures, images or diagrams are included in the main body of the paper, follow consecutive Arabic numbering (1,2,3,...) and are centrally aligned. They must have the appropriate resolution to be clearly visible. Whenever possible, figures should be pasted in an editable format rather than as an image (e.g., graphs produced in Excel). The numbering and title should be placed above each figure or image, with central alignment (see, also, the template).

### Statistical indicators & decimals

In Greek papers, decimals should be displayed with two decimal places and a comma (,) (e.g.  $p = 0,03$ ).

In English papers, the decimal point is indicated by a period (.) and the 0 before the decimal point is omitted when the statistical indicator described can not exceed 1 (e.g.  $p$ -values, Cronbach's alpha, correlation coefficients). However, a zero should be put before the decimal point when a number is less than 1, but the statistic can exceed 1 (e.g. quantity measures, Cohen's  $d$ ,  $t$ ,  $F$ ,  $z$  values).

In tables and graphs, indicate the exact values of statistical significance  $p$  (e.g.,  $p = 0,025$  or  $p = .025$  in English), except when  $p$  is less than 0.001 in which case note  $p < 0,001$  or  $p < .001$  in English.

Use *italics* for letters used as statistical indicators or algebraic variables ( $t$ ,  $p$ ,  $R^2$ ). Exception: indicators in Greek letters are not italicized (e.g.,  $\alpha$ ,  $\chi^2$ ,  $\beta$ )

### Footnotes

Footnotes should be avoided. However, if they are deemed necessary, they should be inserted at the bottom of the page (not at the end of the document) and numbered consecutively.

### In-text citations

In-text citations should follow the standards outlined in the most recent edition of the APA Publication Manual [American Psychological Association, Publication Manual, **7th edition**, 2020] (<http://www.apastyle.org/>). Illustrative examples include: "White and Brown (2004) in their recent research paper found "or "...recent research (Green et al., 1969) showed" as appropriate.

In cases where more than one reference is cited in the same parentheses, these should be placed in alphabetical order and separated by a semi-colon in English texts (Brown, 1998; Green et al., 2013) or an «άνω τελεία» in Greek texts (Brown, 1998; Green et al., 2013).

### Acknowledgements - Funding

Acknowledgements and/or references to funding sources are listed before the References as separate sections.

### References

The sources used should be listed, in the form of references, at the end of the paper. References should include all the publications cited throughout the paper, and conversely, all references should appear as in-text citations. For in-text citations and references, follow the standards outlined in the APA Publication Manual [American Psychological Association, Publication Manual, **7th edition**] (<http://www.apastyle.org/>).

References are arranged alphabetically based on the Latin alphabet, including the Greek alphabet as follows: A, B, Γ, C, Δ, D, E, F, Z, G, H, Θ, I, J, K, Λ, L, M, N, Ξ, O, Π, P, Q, Ρ, R, Σ, S, T, Y, U, V, Φ, X, Ψ, Ω, W.

### Examples

**Articles:** Snyder, C. R., & Higgins, R. L. (1988). Excuses: The effective role in the negotiation of reality. *Psychological Bulletin*, 104(1), 23-35. <https://doi.org/10.1037/0033-2909.104.1.23>

**Books:** Rock, I. (1973). *Orientation and form*. Academic Press.

**Book chapters:** Neisser, U. (1976). General, academic and artificial intelligence. In L. Resnick (Ed.), *The nature of intelligence* (pp. 135-144). Erlbaum.

For other formats, please refer to the APA Publications Manual, 7<sup>th</sup> edition.



Citations of Greek-language publications (or other non-latin alphabet language publications) within an English-language paper, according to APA, should have the following form:

Kalantzi-Azizi, A., & Malikiosi-Loizos, M. (2021). I therapeutiki schesi stin kliniki kai symvouleutiki psychologia [The therapeutic relationship in clinical and counseling psychology]. *Psychology: the Journal of the Hellenic Psychological Society*, 26(2), 1–7. [https://doi.org/10.12681/psy\\_hps.26866](https://doi.org/10.12681/psy_hps.26866)

In brief, make sure that:

- Sources are arranged alphabetically by the last name of the authors.
- References are not numbered, nor are they listed in a bulleted list.
- No bold fonts, quotation marks, or underlining are used.
- Pay particular attention to punctuation.

- Works of the same author(s) are listed in chronological order, from the oldest to the most recent, based on the year of publication.
- When there is more than one source by the same author(s) and published in the same year, these are listed in alphabetical order of their title and one lowercase letter is added after the year of publication (2020a, 2020b, 2020c).
- Where a DOI code exists (in print and digital publications), it should be included in the form <https://doi.org/...> You can search for the DOIs of bibliographic references at the following link: <http://www.crossref.org/SimpleTextQuery/>

## Submission

The submission of the paper is exclusively carried out online, according to the relevant instructions given on the journal's website: <https://ejournals.epublishing.ekt.gr/index.php/psychology/about/submissions>

Files should be submitted in **MS Word** format (.doc or .docx). Please name your file in Roman characters, choosing a short title of the paper, as follows: Short title\_01.

### Steps to ensure a "blind" review

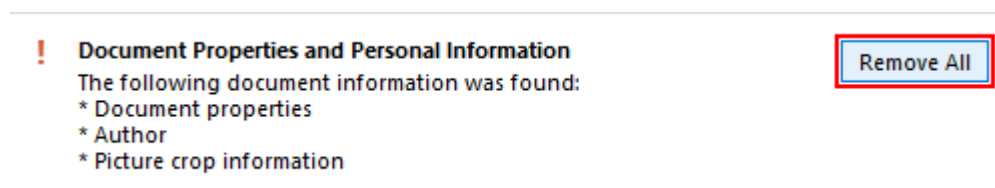
The journal PSYCHOLOGY has adopted a "double-blind review" model to protect the identity of both the authors of the paper and the reviewers.



For the blind evaluation process, the author(s) should ensure that when submitting the paper for evaluation or re-evaluation, **their personal information is omitted from the paper** (from the first and last page as well as from the header), together with **any other information that may lead to their identification** (e.g. laboratory, affiliation, university of ethics approval, references to their prior publications when one could infer they belong to the authors). In these cases, the relevant information should be substituted in the text with the word **[BLINDED]** and references be completely omitted from the reference list. This information will only be added to the final version of the paper **after it is accepted for publication**.

Before submitting your paper, please also make sure that, in the process of saving the paper, you have removed your personal information from the file properties. You can easily do this by following the next steps:

- (1) Click on the "File" tab of Microsoft Office, and then select the "Information" menu on the left.
- (2) Click on the "Check for Issues" button and select "Inspect Document".
- (3) In the "Document Inspection" window that opens, click the "Inspect" button.
- (4) After the check is complete, click the "Remove All" button next to the **document properties and personal information** (see, figure below).
- (5) Save your file.



**We thank you for adhering to the guidelines mentioned above!**