

## Instructions and suggestions for authors

### SUBMISSION

Manuscripts should be sent as email attachments to the Managing Editor at [pctp.editor@gmail.com](mailto:pctp.editor@gmail.com)

Please, attach to the email the following files:

1. The Article, complete of Title, Abstract, Keywords, Main Text, References at the end of the paper (see Guidelines below).
2. About the Author(s). Provide a few sentences of biographical information including the email address of each author. A template is provided on the website page.
3. Publication Release Form. A template is provided on the website page.

Please make sure to have carefully read the **editorial policies** before submitting your manuscript.

Papers submitted for review must be original works on the part of the authors, must **not have been published previously**, and must not be under review with another publication at any time during the review process. Authors may only have one paper in the review process at a time.

Manuscripts submitted under multiple authorship are reviewed under the assumption that each quoted author has contributed substantially to the work in terms of planning, research, statistical analysis, writing of the article or final approval of the article, concurs with the submission and has approved the final version of the manuscript. The first-named author must guarantee to be responsible for the content.

Authors are responsible for obtaining permission to reproduce copyrighted material from other sources.

All manuscripts will be – anonymously - peer-reviewed.

## GUIDELINES

**Manuscripts must conform to the following guidelines:**

### *Length*

Manuscript should, as a rule, not exceed 5000 words.

### *Abstract & Keywords*

Include an abstract of 100 words and 3-6 keywords.

### *Language*

Manuscripts must be submitted in English. Non-native speakers are requested to have their manuscripts checked by a native speaker of English.

### *Format*

Submissions should be formatted in Word (.doc or .docx), preferably in Calibri 12 font.

### *Page lay-out*

Set up the page size for A4 paper size (in "portrait" layout, not in "landscape"), in simple-column format.

Do **not use page breaks or section breaks to format the manuscript** (i.e., let the pages break naturally).

### *Paragraph formats*

**Single space, justified.**

Include **blank** lines between paragraphs, between references in the REFERENCES section, and before and after subheadings, etc.

Avoid long sections without headings or subheadings. A maximum of three levels of headings and subheadings are allowed, using numbered list, **bold** and *italics* as follows:

#### **1. Heading**

##### **1.2 Subheading**

###### **1.2.1 Subheading of the first subheading**

**Left justify references** in the reference section (not "hanging").

In presentation of **statistical** results, refer to test statistics and parameters by spelling out the term (e.g., "alpha" instead of the character).

When describing **repertory grids**, use single quotation marks for elements (e. g., 'best friend'), and *italics* for constructs (e. g., *outgoing vs. reserved*).

**Avoid** the use of **symbols** and other special characters (they do not reproduce consistently across different systems).

**Bold** is used for the title of the article, headings and subheadings of each paragraph.

Underlining is not used.

### *Footnotes & Endnotes*

Please, use as few **footnotes** as possible.

**Avoid endnotes.** When necessary, enter endnotes **manually** (do **not** use the endnote function in Word). The endnote number should be entered in the text in brackets (e.g., [1]) and should **not** be superscripted. The endnote is then entered in a section "ENDNOTES" at the end of the paper.

### *Tables*

Embed tables in the text at the appropriate point. Large tables (especially when in 'landscape' format) should also be sent as separate files (.doc).

Create tables with the Word table editor (i.e., do **not** use tabs and spaces to create tables).

### *Figures*

Figures should be sent as attachments (.jpeg) with the paper.

### *Citations and References*

Each listed reference should be cited in text, and each text citation should be listed alphabetically in the reference section.

References should be cited in text as follows:

- "The results replicated those of a previous study (Miller & Mair, 1991)," *or*
- "The procedure was a modification of Adams and Webber's (1989) and Warren et al.'s (1977)".
- Multiple references should be cited in alphabetical order: "Earlier investigations (Button, 1993; Mancuso & Mascolo, 1988; Winter, 1992) ..."

The following examples illustrate the style to be used for (1) a *journal article*, (2) a *book*, and (3) a *chapter in a book*, respectively:

(1)

Bell, R. C. (2001). Some new measures of the dispersion of dependency in a situation-resource grid. *Journal of Constructivist Psychology*, 14, 227-234.

(2)

Bannister, D., & Fransella, F. (1986). *Inquiring man: the psychology of personal constructs* (3<sup>rd</sup> ed.). London: Croom Helm.

(3)

Feixas, G. (1995). Personal constructs in systemic practice. In R. A. Neimeyer & M. J. Mahoney (Eds.), *Constructivism in psychotherapy* (pp. 305-337). Washington, DC: American Psychological Association.

**Important:** Please note page numbers for book chapters!

PCT&P refers to the international criterion of the American Psychological Association (APA).

For further information, please refer to: <http://www.apastyle.org>

**Empirical research papers**

For papers reporting results of empirical research, it is suggested to consult the following websites. They are also helpful in the early stages of planning a study.

<http://journals.apa.org/prevention/authors.html> . Here the 'Outline' section is pertinent.

Daniel B. Wright (2003). Making friends with your data: Improving how statistics are conducted and reported. *British Journal of Educational Psychology*, 73, 123 – 136. Available at:

<http://mustafa.ingentaselect.com/vl=11220680/cl=13/nw=1/rpsv/catchword/bpsoc/00070998/v73n1/s9/p123>.