

Zeitschrift für Psychologie – Guidelines for Guest Editors

Please ensure that your topical issue contains all three of the required elements:

1. Editorial (providing an introduction to the contributions in this issue)
2. Review Article (providing a general overview of the TOPIC)
3. Original Articles (empirical and/or theoretical)

and at least one of the optional types of contribution:

- Research Spotlight (short research note or summary of several related research projects)
- Opinion (on aspects of the issue's topic; two or more different views are welcome)
- Horizons (comments on new/promising research directions or practical applications, topical conference reports or advance notices, outlines of working groups/openings for participation, etc.)

➔ Issue total: max. 64 printed journal pages

Issue Structure

Articles appear grouped by type, different article types may not be mixed.

1. Editorial (required)
Max. 9,000 characters and spaces (ca. 1,200 words) [this equals 2 journal pages]
2. Review Article (required)
General overview/review of the issue's topic
Max. 60,000 characters and spaces (ca. 8,500 words) – it is fine if a Review Article is shorter than this
[max. character count equals 12 journal pages]
3. Original Articles (required)
3–5 articles on particular aspects of the issue's topic
Each max. 50,000 characters and spaces (ca. 7,000 words) – it is fine if Original Articles are shorter than this
(number of articles can vary depending on length, or vice versa) [max. character count equals 10 journal pages]
4. Research Spotlight (optional)
Possible material for this section:
(a) Short Reports with significantly smaller scope than Original Articles
(b) A collection of short summaries describing particularly interesting studies in progress/working groups active in the field covered by the topical issue; to be compiled either by the issue editors or an external author
Max. 20,000 characters and spaces (ca. 2,800 words) [max. character count equals 4 journal pages]
5. Opinion (optional)
Invited opinion pieces – contributions commenting on topics within the scope of the topical issue in general, or on papers in the topical issue
Max. 9,000 characters and spaces (ca. 1,200 words) [this equals 2 journal pages]
6. Horizons (optional)
To be compiled by issue editors
 - Reports on recent meetings/conferences/workshops covering topics within the scope of the topical issue
 - Listings of future meetings/conferences/workshops covering topics within the scope of the topical issue (a short paragraph about each, in addition to dates and contact info)
 - Max. 18,000 characters and spaces (ca. 2,400 words) [this equals 4 journal pages]

Notes:

- If possible/appropriate, the issue should include a paper providing a meta-analysis of the topic, as this is likely to increase the issue's impact.
- If relevant articles have been published in the *Zeitschrift für Psychologie* in the two years prior to publication of this topical issue, authors should be encouraged to cite these in their contributions.
- Guest Editors and authors are strongly encouraged to spread the word about their topical issue/article – both by citing articles from the topical issue and the issue as a whole in their appropriate other publications and also by means of announcements in suitable discussion forums, listservs, newsletters, etc.

Technical Note on Calculating Article Length:

- All character counts are for plain text pages, including references but without allowance for figures and tables.
- A full page of text contains approximately 5,000 characters and spaces.
- Allowances for tables and figures have to be deducted from the max. character count depending on their estimated size on the printed page, i.e.,
 - a single-column figure (quarter page) “costs” approx. 1,250 characters and spaces,
 - a two-column table (half page) “costs” 2,500 characters and spaces, etc.

A Call for Papers is issued for each topical issue of the journal. In addition, the guest editors of the issue discuss with the Editor-in-Chief possible contributors who are particular experts on aspects of the topic and who may be approached directly to possibly solicit contributions to the issue.

There is a 2-step process for the acquisition of papers:

1. In the first step, potential authors should submit abstracts only, to allow a first decision as to whether their proposed contribution is generally suitable for the topical issue.
2. The guest editors discuss their selection with the Editor-in-Chief and then invite authors to submit complete manuscripts.

All manuscripts are subject to peer review. The guest editors handle the peer review process independently with the aid of external reviewers of their choice (usually 2 per article). Following completion of the peer reviews and before feedback is given to authors, the guest editors forward their selection of papers for the issue (together with reviewers' names and their decision recommendations) to the Editor-in-Chief and discuss it with him. Once the guest editors have agreed the final issue contents with the Editor-in-Chief, they give feedback to the authors.

Timing

The *Zeitschrift für Psychologie* is published 4 times per annum, at the beginning of each quarter. To ensure timely publication, the complete material for each issue has to reach the publisher's office 3 ½ months before publication (for deadlines and a detailed schedule, please see the monitoring sheet provided separately).

Reviewers

Guest editors should get all scientific papers peer reviewed by independent external reviewers. It is good practice to get any manuscript co-authored by a guest editor handled by an additional action editor. When material for an issue has been finalized, a list of the people who have reviewed papers submitted for the topical issue should be sent together with the manuscripts, so that the reviewers can be included in the "Thank you" note that is published in issue 4 of the year in which the topical issue has been published, in recognition of their time and effort.

Article History

An article history should be provided with each manuscript including the following dates:

Received [= first submitted]

Revision received [= submission of the final version]

Accepted

Article Order

Guest editors should indicate the order in which they would like articles are to appear in the issue when all manuscripts are sent to the publisher. For the usual ordering of article types, please see "Issue Structure" on the previous page. Articles of the same type always appear as a group, not interspersed with other article types.

Production

The publisher takes care of the typesetting and author correction process. Once author corrections have been completed, final galleys of the issue are sent to the guest editors as pdf files for a last look before press.