

## GUIDELINES FOR CONTRIBUTORS

The journal *Czechoslovak Psychology* (Československá psychologie) publishes only original papers not published or submitted elsewhere, in the fields of psychological theory, methodology, research, and practice. Positively reviewed papers accepted by the editorial board are then published in the relevant section of the journal (e.g., theoretical studies, research studies, survey studies, methodical communications, preliminary communications, discussions, reflections, contributions from various areas of practice, e.g. clinical practice, reports and reviews).

In order to be accepted, the submissions must present ideas in clear and transparent manner and the manuscript must be edited according to the following guidelines:

Original articles of an empirical nature must observe the following structure: a) Issue, b) Method c) Results, d) Discussion e) Conclusion, f) list of up to 50 references (under Bibliography), g) Summary with a maximum of 300 words that must not be written in the first person (the author can provide editors with an abstract in English), h) Keywords in Czech (or in English).

Research and methodological studies must contain an English abstract with the following structure: 1. Objectives, 2. Subjects and setting, 3. Hypotheses, 4. Statistical analysis, 5. Results, 6. Study limitation. The extended abstract should not exceed one printed page, i.e. 1800 (60 x 30) characters. The Czech summary should have a similar structure.

In the case of a research study, the article manuscript must have no more than 20 standard pages (30 lines of 60 characters each), i.e. 36,000 characters (including spaces) including the bibliography. A review study may have a maximum of 25 standard pages (30 lines of 60 characters each), i.e., 45 000 characters including the bibliography. It must be written using MS Word (approximately 60 characters per line, spacing 2). The text must be typed freely without fixed line wrap. A hard return should be used only at the end of a paragraph. Czech/English summaries along with 3 - 5 keywords, tables (maximum of 5), graphs (maximum of 3) and images (maximum of 3) should be included on separate pages. Article and section titles should be left-adjusted and not underlined; they should differ from the regular text only by being followed by an empty line. Individual paragraphs are separated by five empty characters from the left margin of the first line. The manuscript should be written without underlining. Footnotes should be designated with superscript Arabic numerals attached to the proper place in the text followed by a superscript right parenthesis, and they must be numbered continuously throughout the work. Place every note separately on a new page. The location of tables and figures should be marked at the desired location in the text of the note (table or figure) and a serial number. Number tables and figures separately using Arabic numerals and place them on separate pages at the end of the manuscript. Designation, number, name, and any explanatory text are put in the tables. Neither bold nor semi-bold fonts nor strong lines are used in the descriptions of variables and in headlines in the tables. Pictures and graphs need to be placed in separate files. Preferred bitmap formats include TIFF or PNG at 300 DPI, or EPS for vector format. Pictures and graphs should be prepared in black and white.

Bibliographical references to cited works are quoted using the author's surname and year of publication of the work in parentheses. The author's name and year of the paper publication are separated by a comma, e.g., (Köhler, 1934). In case of direct quotations, the page must also be indicated, e.g., (Köhler, 1934, p. 12). Links to several papers are separated by a semicolon and ranked alphabetically. In case of publications by two to three authors, all authors are mentioned in the references. Their names are separated by a comma, not a "" or "and", etc. If there are more than three authors, quote the name of the first author followed by "et al." (In the text of the paper, it is also possible to use the phrase "and co. "). Indirect (mediated) quotes are given under the name of the author/authors, year and reference to the original source, for example (James, 1890, according

to Hoskovec, 1992). The bibliographical references only quote the source from which the author drew (in the example above, only Hoskovec, J.). See the examples below for more information about citations.

In the full bibliography at the end of the article, the works shall be listed in alphabetical order by surnames of authors, followed by initials of author's personal names and other text, depending on which of the two variations of bibliographical references the contributor chooses (see the examples). The selected variant of bibliographical quotations must be strictly adhered to by all references in the list. If the author makes reference to several works by the same author, the works should be arranged by the year of their publication, that is, from the oldest to the newest. Works that have multiple authors are classified behind works by one author. References to works by more than three authors cited in the text under the name of the first author followed by "et al." are referred to in full in the bibliography at the end of the article, i.e., surnames and initials of personal names of all authors are mentioned. The list contains only the cited publications and is not numbered. Neither authors nor titles of works are underlined and are printed using standard letters. In English citations, only lowercase letters should be used at the beginning of words, except for the first word in the title and proper nouns. Bibliographical references and the bibliography should refer only to publicly available sources, not to unpublished studies, internal prints or oral communication. The term "personal communication" maybe mentioned in the text in parentheses after the name, but not in the bibliography.

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The articles undergo a review process. The review is then sent to the author. If the author modifies the contribution after a peer review, he/she is required to respond to the review in writing, addressing which comments have been accepted and which were not included in the new version of the article, or which comments he/she disagrees with. The modified article can be passed to the original reviewers for supervision.

Proofreading sent to authors should be returned immediately. Substantial changes in the text and annexes can be done only with the consent of the editors.

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In case of any problems with the uploading of the original article to the electronic publishing system, contact the executive editor of Czechoslovak Psychology by email at [kotrlova@praha.psu.cas.cz](mailto:kotrlova@praha.psu.cas.cz)

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or:

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Carey, S. (1985): Conceptual change in childhood. *Cognitive Psychology* 24, 21-43.

or:

Carey, S.: Conceptual change in childhood. *Cognitive Psychology*, 24, 1985, 21-43.

e) references to articles on the Internet: see d) citation of the article in a journal with the address of the web page and the date of the visit at the end of the quote.

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Carey, S. (1985): Conceptual change in childhood. [Retrieved 1. 8. 2010, <http://www.cas.cz/cz/PSU.html>]

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