

## **PUBLICATION ETHICS STATEMENT**

For all parties involved in publishing – Publisher, editor(s), reviewer(s) and author(s) – must follow standards of ethical behavior. Československa psychologie and its Publisher, Institute of Psychology, follows the COPE Code of Conduct and Best Practice Guidelines for Journal Editors and the Code of Conduct for Journal Publishers.

## **GUIDELINES FOR CONTRIBUTORS**

The journal Československá psychologie (Czechoslovak Psychology) 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, reviews, methodical communications, preliminary communications, discussions, reflections, contributions from various areas of practice, e.g. clinical practice, reports and book 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) References, g) Abstract with a maximum of 300 words that must not be written in the first person, h) Keywords.

An English abstract of research and methodological studies must contain the following structure: 1. Objectives, 2. Participants and setting, 3. Hypotheses, 4. Statistical analysis, 5. Results, 6. Study limitations. The extended abstract should not exceed one printed page, i.e. 1800 (60 x 30) characters.

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 paper 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, font 12pt). The text must be typed freely without fixed line wrap. A hard return should be used only at the end of a paragraph. 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. All text should be justified to the left margin with no indents at the start of paragraphs and line space separating paragraphs. All heading and sub-headings should also be left justified. 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. If there are more than three authors, quote the name of the first author followed by "et al." Quotes citing secondary source are given under the name of the author/authors, year and reference to the original source, for example (James, 1890, as cited in 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 References 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 (see the examples). 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 should be placed after single-authored works. References to works by less than six authors are referred to in full in the bibliography at the end of the article. More than six authors are followed by "et al." The list should only contain references to works cited in the text; it should not be 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.

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.

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

Editorial address:

Psychologický ústav AV ČR, v.v.i., redakce, Hybernská 8, 110 00 Praha 1,  
email: redakce@praha.psu.cas.cz

The author of the article offered for publication will be notified of its acceptance or rejection. The editors reserve the right to shorten the manuscript length and make editorial changes. Published articles are not remunerated.

### **Electronic publishing system**

Prepared article manuscripts — apart from contributions for News and Reviews sections, which are sent directly to the editorial email address — are sent to the editors via an electronic publishing system referred to as Manuscript Central for the review process. The authors upload their articles on the web at [http://mc.manuscriptcentral.com/cesk\\_psychol](http://mc.manuscriptcentral.com/cesk_psychol)

After entering this URL, the opening page of the Manuscript Central shall be displayed, and the author is invited to register by choosing "Register Here" under "New User?"

The registration involves entering the following information: 1 Email / Name, 2 Address, 3 User ID & Password. All entries in all three steps marked "req." (i.e. required) are required by the system. The author registration process is not intended for uploading of manuscripts. After a successful registration/creation of a new author account, you can enter the author center ("Author Center") at [http://mc.manuscriptcentral.com/cesk\\_psychol](http://mc.manuscriptcentral.com/cesk_psychol) and offer a new manuscript for publication in Czechoslovak Psychology.

In the dialog mode, you must fill out the following entries:

1. Type, Title, & Abstract, 2. Attributes, 3. Authors & Institutions, 4. Details & Comments, 5. File Upload, 6. Review & Submit.

With the exception of research and methodological studies, article abstract length is limited to 300 words. Our system also requires authors to choose from a list of preselected keywords or enter their own keywords.

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)

### **Bibliographical references**

a) book reference:

1) author's surname, comma, initial(s), period(s), year of publication (in parentheses), colon, name of the publication (capitalize first word in titles and subtitles, and any proper names), period, place of publication, comma, publisher, period

EXAMPLE

Vachek, J. (1973): Written language. The Hague, Mouton.

b) chapter in a book/collection: 1) author's surname, comma, initial(s) with period(s), year of publication (in parentheses), colon, title of the article (capitalize first word in titles and subtitles, and any proper names), period, indicate "In:", editor of the collection – e.g. surname, comma, initials, period, (in parentheses indicate "Ed." or "Eds.", if there are more than one editor), comma, title of the collection, comma, place of publication, publisher, pagination of the chapter, period

EXAMPLE:

Frazer, B. (1981): On apologizing. In: Coulmans, F. (Ed.), Conversational routine. The Hague, Mouton, 259- 271.

c) book and collections with editor(s) are referred to under editor s name, like bibliographical references (with "(Ed.)" or "(Eds.)" when there are multiple authors shown after the author's name).

EXAMPLE:

Coulmans, F. (Ed.) (1981): Conversational routine. The Hague, Mouton.

d) article reference in a journal: 1) surname of the author, comma, initial(s) with periods, year of publication (in parentheses), colon, article title (capitalize first word in titles and subtitles, and any proper names), period, journal name (or its stable abbreviation, capitals in English), comma, volume, comma, pages, period.

EXAMPLE:

Carey, S. (1985): Conceptual change in childhood. *Cognitive Psychology*, 24, 21-43.  
Journal issues are mentioned only if the volume year is not paged continuously.

EXAMPLE:

Carey, S. (1985): Conceptual change in childhood. *Cognitive Psychology*, 24, 1, 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 at the end of the quote.

EXAMPLES:

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

Reference lists formatted according to the 6th edition of the APA publication manual will also be accepted.