

Collabra: Psychology submission guidelines

Instructions for Authors

Focus and Scope

Collabra: Psychology is a peer-reviewed, broad scope, international, open access, online publication, which publishes article types from the following scholarly disciplines using their broadest definitions:

1. Cognitive Psychology
2. Social Psychology
3. Personality Psychology
4. Clinical Psychology
5. Developmental Psychology
6. Organizational Behavior
7. Methodology and Research Practice in psychology

Please note that *Collabra: Psychology* has an important Transparency and Openness policy for its articles—please read this policy in full and acknowledge your understanding of it in your cover letter.

Collabra: Psychology is currently investigating the use of tools in the peer review process to enhance scientific rigor. Along with this, a scientific study is conducted to investigate the effectiveness of these tools. Your manuscript may undergo additional checks as part of this study. Only anonymized data from the checks will be processed. Furthermore, only aggregated data from the checks will be shared, without any identifying information that could be traced back to an author or manuscript. For more information, you can contact the journal's Editor in Chief, Don van Ravenzwaaij (d.van.ravenzwaaij.rug.nl).

Article Types

- **Original research reports:** These should present original findings. Null/negative findings, reanalyses of previous studies with new results, replication studies, and registered reports are also considered.
- **Review articles:** These should provide a balanced and comprehensive overview of discoveries in a particular field.

- **Perspective / Opinion articles:** These should present a new and thoughtfully-considered viewpoint or opinion of a current problem, concept, implication, innovation, or practice relating to psychological science.
 - **Registered Reports:** These are a specific form of empirical article in which the methods and proposed analyses are pre-registered and reviewed prior to research being conducted. The cornerstone of this article format is that a substantial part of the manuscript will be assessed prior to data collection. The process for submitting and evaluating Registered Reports requires more detailed guidelines than are usefully reported here. Therefore, for the full, detailed instructions, cover letter requirements, background, advice, and more, please see the Collabra: Psychology Registered Reports detailed guidelines. (There is also a summary page in the Open Science Framework (<https://osf.io/my3wa/>) containing links to all relevant documents.)
 - **Commentary:** A work whose subject or focus is another article or articles; this article comments on the other article(s).
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Accessibility Requirements

Accessibility is widely understood as the processes and practices involved to make information, environments, products, and services available to everyone. Your submission is required to meet accessibility criteria that comply at levels in accordance with government mandates. This [Accessibility Requirements document](#) outlines requirements that apply to the article that you submit. Please ensure your submission meets these requirements.

Submission Components

(Please note that, for Registered Reports, you should refer to Registered Reports Detailed Guidelines.)

Submissions to *Collabra: Psychology* consist of the below components:

- Cover letter (optional)
- Manuscript (required, author names and affiliations must be masked for a double-blind review process)
- Title page (ms title, author names, affiliations)
- Figures — which are uploaded (but also should be embedded in the manuscript to help with readability during the review process)

- Tables should be embedded in the manuscript text
- Supplemental Material — uploaded as separate file(s) and cited in the correct sequence in the manuscript

Manuscript Organization

Please do not list author names and affiliations in the main manuscript text. We do not have arbitrary restrictions on manuscript length. However we do not accept monographs, and we do ask you to employ a clear and concise writing style. Please note that a request to be more concise is legitimate feedback during the review process, despite no arbitrary restrictions being in place. If you believe your manuscript would benefit from professional editing, we encourage you to utilize a copyediting service—or ask a colleague whose native language is English for assistance. Copyediting services can be found on the Internet using search terms as “scientific editing service” or “manuscript editing service.”

All submissions should begin with the following sections:

- Title
- Abstract

All submissions should end with the following sections:

- References
- Contributions
- Acknowledgements (if applicable)
- Funding information (if applicable)
- Ethics statement
- Competing interests (mandatory, even if to state that no competing interests exist)
- Supplemental material (if applicable)
- Data accessibility statement (mandatory)
- Figure titles and legends (if applicable)

Please note that figures and supplemental material should always be submitted separately as individual files, although please also embed figures in your manuscript to help with readability during the review process.

We have no explicit requirements for section organization between these beginning and ending sections, but we remind you that the Methods and Results sections must adhere to our Transparency and Openness policy, and we generally recommend the style of the Publication Manual of the American Psychological Association (with the



exception that figures and tables should also be embedded within the main text near to where they are discussed, to help the readability during the review process).

Please note that, for Registered Reports, you should refer to Registered Reports Detailed Guidelines.

The APA Guide for New Authors is a helpful resource for information on manuscript preparation.

Abbreviations should be kept to a minimum and defined upon first use in the text. Non-standard abbreviations should not be used unless they appear at least three times in the text.

Components

Title

The full title must be 250 characters or fewer. It should be specific, descriptive, concise, and comprehensible to readers outside the subject field. Avoid abbreviations if possible.

Abstract

The abstract should provide a clear description of the main objective(s) of the submission, explain how the study was done (as applicable), and summarize the article's most important conclusions and their significance. Abstracts should not exceed 300 words, and should not include sub-headings.

Please do not include citations in your abstract and avoid the use of abbreviations, if possible.

Main Text Between Abstract and References

We have no explicit requirements for section organization between these beginning and ending sections, but we remind you that the Methods and Results sections must adhere to our [Transparency and Openness policy](#), and we recommend the style of the Publication Manual of the American Psychological Association, (with the exception that figures and tables should also be embedded within the main text near to where they are discussed, to help the readability during the review process).

References

Published works, works accepted for publication, and citable datasets, code, and materials, should appear in the reference list. Mentions of unpublished work should be cited parenthetically within the main text of the article as personal communications.



The style of the Publication Manual of the American Psychological Association, must be followed with respect to handling of references.

Contributions

Please indicate author contributions as clearly as possible. One option to do so is through the Contributor Role Taxonomy, or CRediT (see <https://credit.niso.org/>). Alternatively, one can use the following criteria:

- Substantial contributions to conception and design
- Acquisition of data
- Analysis and interpretation of data
- Drafting the article or revising it critically for important intellectual content
- Final approval of the version to be published

Example:

Contributed to conception and design: KDM, Y-LC

Contributed to acquisition of data: KDM

Contributed to analysis and interpretation of data: KDM, Y-LC

Drafted and/or revised the article: KDM, Y-LC

Approved the submitted version for publication: KDM, Y-LC

Acknowledgements

People who contributed to the work but have not done quite enough to merit coauthorship should be listed in the acknowledgments, along with their contributions. You must ensure that anyone named in the acknowledgments agrees to being so named.

Funding sources should not be included in the acknowledgments, but in the section below.

Funding information

Please provide a list of the sources of funding, as well as the relevant grant numbers, where possible. List the authors associated with specific funding sources. You will also enter this information in a form during the submission process, but it must be repeated here.

Ethics statement

All research involving human participants must have been approved by the authors' Institutional Review Board (IRB) or by an equivalent ethics committee(s), and must have been conducted according to the principles expressed in the Declaration of Helsinki. Authors should

be able to submit, upon request, a statement from the IRB or ethics committee indicating approval of the research. We reserve the right to reject work that we believe has not been conducted to a high ethical standard, even when formal approval has been obtained. Please explicitly state that ethics approval was obtained in this section.

Ethics statement suggestion: either “IRB approval for this study was obtained (#<SOME NUMBER>) by <SOME INSTITUTION>.” or “This study did not involve testing of human participants”

Competing interests

In order to provide readers of articles with information about interests and relationships that might influence, or might be perceived to influence, the interpretation of articles published in Collabra: Psychology, all individuals involved with a submission (authors, editors, external reviewers) are required to declare all competing interests. Corresponding authors must provide a statement of competing interests on behalf of all authors, and, if no competing interests exist, state this specifically.

Authors who are also editors at Collabra: Psychology play no role during the review process of their specific paper, and this is ensured by the publisher. However, authors who are also editors should still declare this (and corresponding authors should be aware of this on behalf of other authors who are also editors).

Erring on the side of full disclosure is best. For guidance, we encourage authors and editors to consult the thoughtful guidelines provided by PLoS One.

Data Accessibility

Data, and also methods used in the analysis, and materials used to conduct the research must be clearly and precisely documented, and be maximally available to any researcher for purposes of reproducing the results or replicating the procedure.

Authors **using original data** must make the data available at a trusted digital repository. (Note: If all data required to reproduce the reported analyses appears in the article text, tables, and figures then it does not also need to be posted to a repository.)

Trusted repositories adhere to policies that make data discoverable, accessible, usable, and preserved for the long term. Trusted repositories also assign unique and persistent identifiers. Author maintained websites are not compliant with this requirement, but many university libraries have established institutional repositories that provide long-term and stable accessibility to scholarly data. We encourage authors to check

with their home institutions if an appropriate subject-based public archive is not available.

Dissemination of data, methods, and materials can be delayed until article publication, as long as reviewers have adequate access. Under exceptional circumstances, editors may grant an embargo of the public release of data for up to one year after publication.

Along with data, authors should:

1. include all variables, treatment conditions, and observations described in the manuscript.
2. provide a full account of the procedures used to collect, preprocess, clean, or generate the data.
3. provide program code, scripts, codebooks, and other documentation sufficient to precisely reproduce all published results.
4. provide research materials and description of procedures necessary to conduct an independent replication of the research.

Authors **reusing data** available from public repositories must provide program code, scripts for statistical packages, and other documentation sufficient to allow an informed researcher to precisely reproduce all published results.

In certain cases some or all data or materials cannot be shared for legal or ethical reasons. In such cases, authors must inform the editors at the time of submission. This will be taken into account during the review process. Authors are encouraged to anticipate data and material sharing at the beginning of their projects to provide for these circumstances. It is understood that in some cases access will be provided under restrictions to protect confidential or proprietary information. Editors may grant exceptions to data and material access requirements provided authors:

1. explain the restrictions on the dataset or materials and how they preclude public access.
2. provide a public description of the steps others should follow to request access to the data or materials.
3. provide software and other documentation that will precisely reproduce all published results.
4. provide access to all data and materials for which the constraints do not apply.

Authors are responsible for ensuring that their articles continue to meet these conditions. Failure to do so may lead to an editorial expression of concern or retraction of the article.

We require that authors include a “data accessibility statement” (DAS) with their submission. This should list the database(s) and, if appropriate, the respective accession numbers and DOIs for all data from the manuscript that has been made publicly available.

Example 1:

All the stimuli, presentation materials, participant data, and analysis scripts can be found on this paper’s project page on the [Appropriate repository. Supply link.]

Example 2:

The following datasets were generated:

- R scripts: uploaded as online supporting information
- DNA sequences: Genbank accessions F234391-F234402; NCBI SRA: SRX0110215
- Final DNA sequence assembly: uploaded as online supporting information
- Phylogenetic data: TreeBASE Study accession no. S9345

Figure Legends

Figures should be cited in ascending numeric order upon first appearance. Each figure caption should be inserted immediately after the first paragraph in which it is cited in the article file, and not as part of the figure files themselves.

Title Page

Manuscript title

The full title must be 250 characters or fewer. It should be specific, descriptive, concise, and comprehensible to readers outside the subject field. Avoid abbreviations if possible.

Author names

All persons designated as authors should qualify for authorship, and all those who qualify should be listed. Each author must have participated sufficiently in the work to take public responsibility for appropriate portions of the content. Those who contributed to the work but do not qualify for authorship should be listed in the acknowledgments.

When a large group or center has conducted the work, the author list should include the individuals whose contributions meet the criteria defined above, as well as the group name.

One author should be designated (with an asterisk) as the corresponding author, and his or her email address should be included on the manuscript cover page. This information will be published with the article, if accepted.

All author names should be listed in the following order:

- First names (or initials, if used),
- Middle names (or initials, if used), and
- Last names (surname, family name)

Affiliations

Each author should list an associated department, university, or organizational affiliation and its location, including city, state/province (if applicable), and country. If the article has been submitted on behalf of a consortium, all author names and affiliations should be listed.

Supplemental material

Although we do not limit the number or type of supplemental material items authors may include, we do require that they provide a relevant and useful expansion of the article, and that they be as well described as are figures and tables included within the body of the article. Good metadata of this material are key to discoverability and usefulness. Examples of supplemental material include appendices, very large tables, audios, videos, three-dimensional visualizations, interactive graphics, and so on. All supplemental material should include the following:

- Type and number: Supplemental material can be named in almost any way, provided that the files are consistently named, and numbers are preceded by “S” and closed with a period. Examples:
 - Figure S1.
 - Table S1.
 - Text S1.
 - Video S1.
 - Alternative Language Abstract S1.
- Title: Supplemental material titles should be no more than 15 words, using sentence case ending with a period. For example:
- Legend: Supplementary material figures and tables should follow the requirements for main-text figures and tables. Other types of supplementary

material files should include a descriptive caption of no more than 300 words, describing the key message of the item.

- File Type: Please indicate the format of the file (e.g., DOC, PDF, CSV, AVI)

Files, figure and equations

File Types

You may submit your manuscript files in Microsoft Word (.doc or .docx), Open Office, LaTeX (as .pdf), or RTF format. Only RTF and .doc/.docx files can be used during the production process. Word files must not be protected.

LaTeX submissions. Articles prepared in LaTeX must be submitted in PDF format for use during the review process. The PDF file is both necessary and sufficient for the review process. After acceptance, however, .tex files and formatting information will be required as a zipped file.

Submissions with Equations

Microsoft Word Submissions with Equations. Editable versions of equations are required for production. If using a version older than Word 2010, please format equations using MathType. Do not insert your equations as Graphic Objects and do not use of Symbol font.

Figures

Figures should be included in the manuscript file, inserted immediately after the first paragraph in which it is cited in the article file, to help with readability during the review process. However, they must be also uploaded as separate files to our manuscript submission system (JPEG format).

Tables

Tables should be cited in ascending numeric order upon first appearance. Each table should be inserted immediately after the first paragraph in which it is cited in the article file. All tables should have a concise title. Table footnotes can be used to explain abbreviations. Citations should be indicated using the same style as outlined above. Tables occupying more than one printed page should be avoided, if possible. Larger tables can be published as supplemental material.

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. Author names and affiliations have been removed from the main manuscript text and provided on a separate title page.
2. The submission has not been previously published, nor is it being considered for publication at another journal (or an explanation has been provided in Comments to the Editor).
3. Any third-party-owned materials used have been identified with appropriate credit lines, and permission obtained from the copyright holder for all formats of the journal.
4. The submission file is in OpenOffice, Microsoft Word, PDF, RTF, or WordPerfect file. (TeX/LaTeX should be submitted for peer review as a single compiled PDF)
5. All DOIs for the references have been provided, when available.
6. Tables and figures are all cited in the text. Tables are included within the text document, whilst figure files are uploaded as supplementary files.
7. Figures/images have a resolution of at least 150dpi (300dpi or above preferred). Each file is no bigger than 20MB. JPEG format.
8. The submission adheres to our Accessibility Requirements (see the link below)

AI Policy

Collabra: Psychology follows the AI policy of UC Press. See [here](#) for more information.

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Tab 2

Tab 3

