

## ***Author Guidelines***

### **Manuscript preparation guidelines**

Authors who wish to publish their work should take under consideration the following:

1. **All manuscripts should be original work and they should not contain previously published material or be under consideration for publication in another journal.**
2. All manuscripts should be prepared in OpenOffice or Microsoft Word format (**.doc** ή **.docx**).
3. Permission has been obtained for use of copyrighted material from other sources.
4. *The manuscript is submitted according to the specifications set out in the [Author Guidelines of the journal](#) (see also the journal [template](#)).*
5. Include continuous page numbering. Page numbers are centered at the bottom. The first page of the manuscript includes the title (up to 120 characters), the full names of all authors and their institutional affiliation (address/location where the author(s) conducted the research, phones, e-mail address of the corresponding author). The second page of the manuscript includes the title, running title (up to 40 characters), the abstract, and the key-words.
6. **Figures and Tables** are numbered consecutively as they are referenced in the text. (e.g., Fig. 1, Fig. 2 etc; Table 1, Table 2, etc.). All Figures and Tables should include a concise caption which is written in italics (11-point fonts Times New Roman). The text within the Tables should have 9-point fonts Times New Roman. All captions are presented separately after the references. Authors are requested to keep all Tables within an A4 page.
7. For the **accepted manuscripts**, figures are welcomed if supplied as jpg or tiff (300 dpi or more). All these figures are included in a different file.
8. Do not use page breaks in your manuscript.
9. The submitted manuscripts (and referencing) must follow the guidelines of the APA. For specific issues and details the authors should be referred to the *Publication Manual* of the American Psychological Association, 6th edition. Especially references should be arranged in a Reference List first alphabetically and then further sorted chronologically if necessary. All

references mentioned in the Reference List are cited in the text, and vice versa. Unpublished results and personal communications should not be in the reference list, but may be mentioned in the text. Citation of a reference as 'in press' implies that the item has been accepted for publication.

10. Below you will see some indicative reference examples:

### **Journal articles**

*When a reference has up to seven authors, spell out all authors' names in the reference list:*

Coates, J., Taylor, J. A., & Sayal, K. (2015). Parenting interventions for ADHD: A systematic literature review and meta-analysis. *Journal of Attention Disorders, 19*(10), 831-843.

Robinson, T. E., & Berridge, K. C. (2008). The incentive sensitization theory of addiction: some current issues. *Philosophical Transactions of the Royal Society of London. Series B, Biological Sciences, 363*(1507), 3137–3146. doi:10.1098/rstb.2008.0093

*When a reference has more than seven authors:*

Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., . . . Griffin, W. A. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology, 68*(5), 843-856. Retrieved from <http://www.apa.org/journals/ccp.html>

### **Edited books (print version)**

Mash, E. J., & Barkley, R. A. (Eds.) (2014). *Child Psychopathology* (3<sup>rd</sup> ed.). New York, NY: Guilford Press.

### **Chapters in edited books (print version):**

Hughes, B. (2012). Fear, pity and disgust: Emotions and the non-disabled imagery. In N. Watson, A. Roulstone & C. Thomas (Eds.), *Routledge Handbook of Disability Studies* (pp. 67-77). London: Routledge.

Olson, R. K., & Gayan, J. (2001). Brains, genes, and environment in reading development. In S. B. Neuman & D. K. Dickinson (Eds.), *Handbook of Early Literacy Research* (pp. 81-94). New York, NY: Guilford Press.

11. Follow the author-date method of in-text citation. **In case that you should cite a work with up to five authors**, list all the authors in parentheses the first time you cite the source (e.g., Coates, Taylor, & Sayal, 2015). In subsequent citations with more than two authors, only use the first author's last name followed by "et al." in parentheses (e.g., Coates et al., 2015). **In case that you should cite a work with six or more authors**, use the first author's name followed by et al. in parentheses (e.g., Wolchik et al., 2000).
12. Also in cases where you use two or more bibliographical references in brackets, they are arranged alphabetically and separated by the symbol ";". If you use websites, check them before submitting them to make sure the URL is still active.
13. Tables and figures are presented at the end of the article or in a different file but the authors indicate their proper places of insertion in the manuscript.
14. Authors should follow the publication ethics and accept the Journal's copyright policy.
15. The manuscripts are submitted through on-line submission or alternatively through an email attachment to the following e-mail: [editors\\_EJPBS@uoc.gr](mailto:editors_EJPBS@uoc.gr)
16. A *Cover Letter* that explains the main purpose of the work, must accompany the manuscript.