

## PUBLISHING STANDARDS

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# **Psychology of Human Resources – guide for authors**

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### THE EDITORS

This document represents the “Guide for Authors”. It covers the format and language to be used for manuscripts submitted to Human Resources Psychology. Also, this document can be found on the webpage of the Romanian Association of Industrial and Organizational Psychology ([www.apio.ro](http://www.apio.ro)).

This “Guide for Authors” follows the 6<sup>th</sup> APA Publication Manual.

### **Manuscript Submission and Format**

All manuscripts for the journal Human Resources Psychology should be submitted to the following e-mail address: [revista@apio.ro](mailto:revista@apio.ro).

To edit the manuscript please use Times New Roman 12-point type, 1.5 line spacing and the A4 page setting. Each page will be numbered in the upper right corner. The top and side margins should be left of at least one inch or 2.54 cm. A full example of a manuscript can be found in the 6<sup>th</sup> APA Publication Manual.

### **Publications**

Accepted papers are copy-edited and retyped. Authors have to review edits and proofread their work. The editor of Human Resources Psychology will contact the corresponding author after the editor assigns your work to an issue.

If your work is accepted, please keep the editor informed of changes in your contact information and of long absences.

### **Front Page**

The first page of the manuscript should include the following information:

#### **1. Title**

The title should be a concise statement of the main topic and should identify the variables or theoretical issues under investigation and the relationship between them. It should be typed in sentence case, centered between left and right margins, and positioned in the upper half of the page.

#### **2. Author name(s) and institutional affiliation(s)**

Author name(s) will be presented in the following form: first name, middle initial(s), and last name.

Institutional affiliation should reflect the institution/location where the author(s) were when the research was conducted. When an author has no institutional affiliation, the city and state of residence below the author’s name should be specified. The institutional affiliation should be centered under the author's name, on the next line.

#### **3. Author’s note**

This section should include the following:

- First paragraph should include the departmental affiliations at the time of the study for all authors as follows: name of the author as it appears in the byline, comma, department name, comma, university name, semicolon, next

author name, and so on, and end with a period.

- Second paragraph should include any changes in author affiliation subsequent to the time of the study as follows: [author's name] is now at [affiliation].
- Third paragraph should include acknowledgments (only for grants or other financial support, any special agreements concerning authorship, thanks for personal assistance) and special circumstances (disclose them before the acknowledgements in this paragraph).
- Fourth paragraph should include information about the person to contact in terms of mailing address and e-mail.

Place the author note on the title page, below the title, byline, and affiliation. Center the label *Author Note*. Start each paragraph of the note with an indent, and type separate paragraphs for the authors' names and current affiliations, changes in affiliations, acknowledgments, and special circumstances, if any, along with the person to contact. The author note is not numbered or cited in the text.

### **Abstract Page**

The abstract as well as the title of the work go on page 2. The abstract should be no longer than 150 words. The label *Abstract* should appear in sentence case, centered, at the top of the page. Type the abstract itself as a single paragraph without paragraph indentation. Place a running head (short title).

The abstract will be written in English, France and Romanian. It is necessary to include 3-5 key words after each abstract, in all these three languages.

### **Main body text pages**

In preparing your manuscript, begin the introduction on page 3. Type the title of the manuscript in sentence case centered at the top of the page, and then type the text. The remaining sections of the article follow each other without a break; do not start a new page when a new heading occurs.

This section should include the following:

- Introduction of the problem. This section will present the specific problem under the study and describe the research strategy. There is no need to label this section as Introduction.
- Explore importance of the problem. This section states why the problem deserves new research. State explicitly this problem according to the type of the study (empirical study, literature review and meta-analysis, methodological paper and case study).
- Describe relevant scholarship by discussing the relevant related literature and demonstrating the logical continuity between previous and present work.
- State each tested hypothesis clearly and provide a theoretical argument for how it was derived from theory or is logically connected to previous data and argumentation.

### **Method**

This section describes in detail how the study was conducted, including conceptual and operational definitions of the variables used in the study. Authors should include the following:

- Sample description, by describing the main characteristics with particular emphasis on characteristics that may have bearing on the interpretation of results.
- Sampling procedure by describing the procedures for selecting participants in terms of sampling method, the percentage of the sample approached that participated, the number of participants who selected themselves into the sample.
- Sample size, power and precision.
- Measures and covariates by describing the methods used to collect data and to enhance the quality of the measurements.
- Research design.

- Experimental manipulations or procedures.
- Task description.

## Results

This section summarizes the collected data and the analysis performed on the data to test the proposed hypotheses. Report the data analysis in sufficient detail to justify your conclusions. For more information please consult the 6<sup>th</sup> APA Publication Manual.

## Discussion

This section evaluates and interprets the implications of the results, especially with respect to original hypotheses. Examine, interpret, and qualify the results and draw inferences and conclusions from them. Emphasize any theoretical or practical consequences of the results.

Also, the limits of the study and possible future studies can be considered in this section.

## References

References are your entries in the *alphabetical list at the end* of your article or research note. This list should include all the works you have cited throughout the manuscript. The references should be formatted as follows:

### 1. Periodicals (selective examples)

Author, A.A, Author, B. B., & Author, C. C. (year). Title of article. *Title of Periodical*, xx, pp-pp. doi: xx.xxxxxxxx

Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F.F., ... Author, Y.Y. (year). Title of article. *Title of Periodical*, xx, pp-pp. doi: xx.xxxxxxxx

Author, A.A, Author, B. B., & Author, C. C. (year). Title of article. *Title of Periodical*, xx, pp-pp.

Author, A.A., & Author, B.B. (in press). Title of article. *Title of Periodical*. Retrieved from <http://cogprints.org/5780/1/ECSRAP.F07.pdf>

### 2. Books

Author, A. A. (year). *Title of work*. Location: Publisher.

Author, A. A. (year). *Title of work*. Retrieved from <http://www.xxxxxxx>

Author, A. A. (year). *Title of work*. doi: xxxxx

Editor, A. A. (Ed.) (year). *Title of work*. Location: Publisher.

### 3. For chapters in a book or entry in a reference book (selective example)

Author, A.A., & Author, B.B. (year). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

Author, A.A, & Author, B.B. (year). Title of chapter or entry. In A. Editor & B. Editor (Eds.), *Title of book* (pp. xxx-xxx). Retrieved from <http://www.xxxxxxx>

Author, A.A., & Author, B.B. (year). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher. doi: xxxxxxxx

### 4. Meeting and symposia (selective examples)

Contributor, A.A., Contributor, B.B., Contributor, C.C., & Contributor, D.D. (Year, Month). Title of contribution. In E.E. Chairperson (Chair), *Title of symposium*. Symposium conducted at the meeting of Organization Name, Location.

Presenter, A.A. (Year, Month). *Title of paper or poster*. Paper or poster session presented at the meeting of Organization Name, Location.

### 5. Unpublished works (selective examples)

Author, A.A. (Year). Title of manuscript. Unpublished manuscript [or "Manuscript submitted for publication," or "Manuscript in preparation"].

For a detailed description of the procedure related to the citation of other types of work than those listed above, consult the 6<sup>th</sup> APA Publication Manual.

## Footnotes

Footnotes are used to provide additional content or to acknowledge copyright permission status.

## Appendices

The appendices of the manuscript (labeled APPENDIX A, APPENDIX B etc.) contain materials that supplements article content such as lengthy methodological procedures, calculations of measures, scales etc.

## Tables and Figures

The author should number all tables and figures with Arabic numerals in the order in which they are first mentioned in the text, regardless of whether a more detailed discussion of the table or figure occurs later in the paper. The author should label them as Table 1, Table 2, and so on or Figure 1, Figure 2, and so on. List all tables first followed by figures. Place tables and figures after appendices at the end of the manuscript, and indicate the position of each in the text as follows:

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 Insert Table 1 about here  
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Each table or figure needs an introductory sentence in your text. The format agreed is the standard (canonical) one. Each table should report one type of analysis (which is identified in the title), and each vertical column and horizontal row should contain only one type of data.

## Citation

It is important to put in the Reference section every work you have cited throughout the manuscript. The author can cite in-text as follows:

### 1. One author

Name and year: It has been found that X is associated with Y (Author, year)

Year only: Author (year) has found that

### 2. Two authors

When a work has two authors, the author should cite both names every time the reference occurs in the text.

When a work has three, four, or five authors, you should cite all authors the first time the reference occurs but in the subsequent citations, include only the surname of the first author followed by et al.,

(not Italicized and with a period after al.) and the year.

### 3. Two or more cited works

The author should order citations *alphabetically*. Designate two or more works by one author (or by an identical group of authors) published in the same year by adding “a,” “b,” and so forth, after the year.

### 4. Works with no identified author or with an Anonymus author

When a work has no identified author, the author should cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article, a chapter, or a web page and italicize the title of a periodical, a book, a brochure, or a report:

on organizational commitment  
 (“Study Report”, 2011)  
 the book *Motivational Outcomes*  
 (2011)

### 5. Page numbers in citations

To cite a specific part of a source, the author should indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations.

(Johnny, 2011, p. 13)

### 6. Secondary sources

When the original work is out of print, unavailable through usual sources, the author should give the secondary source in the reference list and in the text you should name the original work and give a citation for the secondary source

Minnie’s report (as cited in Smith, 2011).

**Thank you for paying attention to the conventions outlined in this guide – it will help the work of everyone involved in the publication of this journal.**