

## NOTES FOR AUTHORS

### How to format your paper

In the following notes, please keep in mind that although your paper will be formatted in A4, the letterpress printing will be in A5.

If possible, you should provide the final version of your final & complete paper for printing in a single PDF file, rather than spread across multiple files. However, if this is not possible, do not worry; we will merge the PDF files ourselves.

### Formatting rules:

Font size: For main text 13 point, for notes 11 point. Please use justification.

Line spacing: 2 points more than the text, so with 13 point for the main text, 15 point line spacing.

Fonts: If possible, use only one or two fonts. We recommend Times, Helvetica or Arial. No underlining in the text, rather emphasize with Italics and bold

Headings: Appropriately larger, left-aligned

Page margin: Approx. 2 cm across the page

Page numbers: Either centered, or for left and right pages alternately (odd pages are always on the right, even always on the left), start with page 5, since the publisher still prefixes four pages (i.e. two blank pages, the inside title and the imprint).

Hyphenation: Please use the automatic hyphenation program. If you hyphenate manually, please do not hyphenate with minus signs. If you want to hyphenate a word manually, use Ctrl+minus sign (this will create a conditional hyphen, which will hyphenate a word only if it is actually at the end of a line).

### Method of citation in the text:

Sources are cited by quoting the author's surname and the year of publication of the paper. Names always appear in upper and lower case letters, they are not underlined. The following citation rules should be observed: ... Müller (1954) wrote... It was emphasized (Müller, 1954) ... Schmidt and Maier (1973) show ... Further studies (Schmidt & Maier, 1973) ... Beck (in press) shows ... It has been emphasized on various occasions (Beck, 1979; Müller et al.) ... Müller (1954, p. 13) points out ...

### Bibliographical References:

Every source cited in the text must be listed in the bibliography. The following forms of papers may now be cited in the text and included in the bibliography: papers in preparation, unpublished papers, manuscripts submitted to journals but not yet accepted for print. Each bibliography should include the following information: Author(s), year of publication, title, publication details (for journals: Name of the journal, volume, page references; for books: place of publication, publisher). The following examples are presented in manuscript notation.

#### *Examples of Bibliographical References of Journals:*

Borg, I. (1984). Das additive Konstantenproblem der multidimensionalen Skalierung. *Zeitschrift für Sozialpsychologie*, 15, 248–253.

Brandtstädter, J., Krampen, G. & Warndorf, P. K. (1985). Entwicklungsbezogene Handlungsorientierungen und Emotionen im Erwachsenenalter. *Zeitschrift für Entwicklungspsychologie und Pädagogische Psychologie*, 17, 41–52.

*Pagination by booklet:*

Giesecke, H. (1985). Wozu noch Jugendarbeit? *Die Jugend*, 27 (3), 1–7.

*Special issue:*

Tack, W. (Hrsg.). (1986). Veränderungsmessung [Themenheft]. *Diagnostica*, 32 (1).

*Examples of Bibliographical References of Books:*

Szagan, G. (1980). Sprachentwicklung beim Kind. München: Urban & Schwarzenberg.

Schenk-Danzinger, L. (1977). Entwicklungspsychologie (11. neubearbeitete Aufl.). Wien: Österreichischer Bundesverlag.

*Examples of Bibliographical References of Research Reports and Dissertations:*

Kubinger, K. D. (1981). An elaborated algorithm for discriminating subject groups by qualitative data (Research Bulletin Nr. 23). Wien: Universität, Institut für Psychologie.

Meyer, J. (1951). Zur Frage der Duplizität. Unveröffentlichte Dissertation, Christian-Albrecht-Universität Kiel.

*Examples of Bibliographical References of Unpublished Papers:*

Dépret, E. F. & Fiske, S. T. (1993). Perceiving the powerful: Intriguing individuals versus threatening groups. Unpublished manuscript, University of Massachusetts at Amherst.

McIntosh, D. N. (1993). Religion as schema, with implications for the relation between religion and coping. Manuscript submitted for publication.

*Examples of Bibliographical References of Papers at Conferences:*

Neubauer, A. (1995). Physiologische Ansätze der menschlichen Intelligenz. In K. Pawlik (Hrsg.), Bericht über den 39. Kongreß der Deutschen Gesellschaft für Psychologie in Hamburg, 1994 (S. 383–388). Göttingen: Hogrefe.

*Examples of Bibliographical References of Audiovisual Media:*

Shocked, M. (1992). Over the waterfall. On Arkansas traveler [CD]. New York: Polygram.

Costa, P. T., Jr. (Speaker). (1988). Personality, continuity, and changes of adult life (Music-Cassette No. 207-433-88A-B). Washington, DC: American Psychological Association.

*Examples of Bibliographical References of Electronic Media:*

Author, A. (Year). Title. Journal name [type of the media], volume, pages or length. Available at: Pathname [date of access].

Meyer, A. S. & Bock, K. (1992). The tip-of-the-tongue phenomenon: Blocking or partial activation? [On-line]. *Memory & Cognition*, 20, 715–726. Abstract from: DIALOG File: PsycINFO Item: 80-16351.

Funder, D. C. (1994, March). Judgmental process and content: Commentary on Koehler on base-rate [9 paragraphs]. *Psychology* [On-line serial], 5 (17). Available E-Mail: [psyc@pucc](mailto:psyc@pucc)  
Message: Get psyc 94–xxxxx.

*For English-language papers, the following abbreviations may be used:*

ed. (edition); 2nd ed. (second edition); Ed. (Editor); Eds. (Editors), p. (page); pp. (pages); Vol. (Volume); Vols. (Volumes).

**In addition, the publisher requires a short abstract (approximately 30 lines), a short vita, and a passport photo for the back cover page of the book.**

### **Delivery of data**

You will provide us with a printable PDF file. To ensure the desired quality, the resolution of your file must be 300 dpi and all fonts used must be embedded.

If possible, do not use color illustrations, as red and green tones are hardly distinguishable in black-and-white printing.

**If you have any questions, feel free to contact our team at:**

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