

# Instructions for Authors

Review of Philosophy and Psychology

## ***1 Editorial Procedure***

### **1.1 Reviewing Procedure**

The RPP follows a double-blind reviewing procedure. Submitted papers are reviewed by the (guest) editors and double-blind reviewed by a minimum of two referees. For the purpose of blind refereeing, authors are requested not to include their name or affiliation in the manuscript, but in a separate title page.

Self-identifying citations and references in the article text should be avoided. Authors should thus make sure that their names and/or affiliations are not mentioned as such on any of the manuscript pages.

### **1.2 Thematic Issues –Guidelines for Guest Editors**

The **Review of Philosophy and Psychology** welcomes proposals for guest-edited thematic issues. Proposals are evaluated for their timeliness, relevance to the scope and readership of the RPP, feasibility, and overall scientific quality. Proposals can be submitted at any time and will be single-blind reviewed within 3 months. Accepted proposals result in the appointment of guest editors and in the preparation of a call for paper for a thematic issue.

More information about the requirements for the submission of guest-edited issue proposals can be found at [Guidelines for Guest Editors](#).

## ***2 Manuscript Submission***

Submissions must be within the general scope of the journal and (when applicable) of the relevant call for papers. Manuscripts submitted for a thematic, guest-edited issue that are irrelevant to the topic announced in the call for papers may be returned by the guest editor(s) to the author without formal review.

### **2.1 Legal Requirements**

Submission of a manuscript implies: that the work described has not been published before; that is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

### **2.2 Permissions**

Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the author(s).

## **2.3 How to Submit**

Authors should submit their manuscripts online. Electronic submission substantially reduces the editorial processing and reviewing times and shortens overall publication times.

All submissions for the Review of Philosophy and Psychology are done using Springer's Editorial Manager website for this journal, to be found at: [www.editorialmanager.com/ropp](http://www.editorialmanager.com/ropp)

Please upload all of your manuscript files following the instructions given on the screen.

## ***3 Manuscript Preparation***

### **3.1 Title Page**

The title page (separate) should include:

- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, phone and fax numbers of the corresponding author
- Any acknowledgments (see below)

### **3.2 Manuscript**

The manuscript should include:

- The title
- A short abstract and keywords (see below)
- The body of the submitted article

Manuscripts should be no longer than 8,000 words, unless otherwise indicated in the call for papers.

For the purpose of double-blind review, please ensure that all document information containing author credentials (e.g. PDF properties) are removed.

### **3.3 Format**

The journal supports a wide range of submission file formats, including Word, WordPerfect, RTF, TXT and LaTeX for article text and TIFF, EPS, PS, GIF, JPEG and PPT for figures.

For submissions in Word, we encourage authors to use the [Word template](#) provided by Springer.

For submission in LaTeX, Springer has developed a [LaTeX class file](#). Use of this class file is highly recommended. Do not use versions downloaded from other sites. Technical support is available at: [texhelp@springer-sbm.com](mailto:texhelp@springer-sbm.com). If you are not familiar with TeX/LaTeX, the class file will be of no use to you. In that case, submit your article in a Word format.

### **3.4 Abstract**

An abstract (max. 250 words) should be included with each submission. The abstract should not contain any undefined abbreviations or unspecified references.

### **3.5 Keywords**

Authors are invited to provide 4 to 6 keywords which will be used for indexing purposes.

### **3.6 Acknowledgments**

Acknowledgments of people, grants, funds, etc. should be placed in a separate section of the title page. The names of funding organizations should be written in full.

### **3.7 Language**

The journal's language is English. British or American English spelling and terminology may be used, but either one should be followed consistently throughout the article. We appreciate any efforts that you make to ensure that the language is corrected before submission.

### **3.8 Heading Levels**

Please use the decimal system of headings with no more than three levels.

### **3.9 Abbreviations and Acronyms**

Abbreviations should be defined at first mention and used consistently thereafter.

### **3.10 Footnotes**

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.

Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data).

Footnotes to the title or the authors of the article are not given reference symbols.

Always use footnotes instead of endnotes.

## ***4 References***

The list of References should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

### **4.1 Citation in Text**

Cite references in the text by name and year in parentheses. Some examples:

- Negotiation research spans many disciplines (Thompson 1990)
- This result was later contradicted (Becker and Seligman 1996)

- This effect has been widely studied (Abbott 1991; Barakat et al. 1995; Kelso and Smith 1998; Medvec et al. 1993)
- Negotiation research spans many disciplines (Thompson 1990a, b)
- Thompson (1990a, b) reviews negotiation research.

## 4.2 List Style (APA)

Reference list entries should be alphabetized by the last names of the first author of each work.

### 4.2.1 Journal article

Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P. et al. (2001). Writing labs and the Hollywood connection. *Journal of Film Writing*, 44(3), 213-245.

### 4.2.2 Book (authored)

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

### 4.2.3 Book (edited)

Felner, R. D., Jason, L. A., Moritsugu, J. N., & Farber, S. S. (Eds.) (1983). *Preventive psychology: Theory, research and practice*. New York: Pergamon Press.

### 4.2.4 Book chapter

O'Neill, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

### 4.2.5 Paper presented at a conference

Phelan, J. C., Link, B. G., Stueve, A., & Pescosolido, B. A. (1996). Have public conceptions of mental health changed in the past half century? Does it matter? Paper presented at the 124th Annual Meeting of the American Public Health Association, New York.

### 4.2.6 Dissertation

Trent, J. W. (1975). Experimental acute renal failure. Dissertation, University of California.

### 4.2.7 Newspaper article

Di Rado, A. (1995, March 15). Trekking through college: Classes explore modern society using the world of Star Trek. *Los Angeles Times*, p. A3.

### 4.2.8 Patent

Norman, L. O. (1998). Lightning rods. US Patent 4,379,752, 9 Sept 1998

### 4.2.9 Article by DOI

Slifka, M.K., Whitton, J.L. (2000) Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine*, doi:10.1007/s001090000086

#### 4.2.10 Online document

Doe J (1999) Title of subordinate document. In: The dictionary of substances and their effects. Royal Society of Chemistry. Available via DIALOG. [http://www.rsc.org/dose/title of subordinate document](http://www.rsc.org/dose/title%20of%20subordinate%20document). Retrieved 15 Jan 1999

## ***5 Tables and Figures***

### **5.1 Tables**

- All tables are to be numbered using Arab numerals
- Tables should always be cited in text in consecutive numerical order
- For each table, please supply a table heading. The table title should explain clearly and concisely the components of the table
- Identify any previously published material by giving the original source in the form of a reference at the end of the table heading
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body

### **5.2 Figures**

- All figures are to be numbered using Arab numerals
- Figure parts should be denoted by lowercase letters
- Figures should always be cited in text in consecutive numerical order
- For each figure, please supply a figure caption
- Make sure to identify all elements found in the figure in the caption
- Identify any previously published material by giving the original source in the form of a reference at the end of the caption

For more information about preparing your illustrations, please visit Springer's [artwork page](#).

## ***6 Electronic Supplementary Material***

If Electronic Supplementary Material (EMS) is submitted, it will be published as received from the author in the online version only. ESM may consist of

- information that cannot be printed: animations, video clips, sound recordings
- information that is more convenient in electronic form: sequences, spectral data, etc.
- large original data, e.g. additional tables, illustrations, etc.

If supplying any ESM, the text must make specific mention of the material as a citation, similar to that of figures and tables (e.g., “..as shown in Animation 3.”).

## ***7 After Acceptance***

Upon acceptance of your article you will receive a link to the special Springer web page with questions related to:

### **7.1 Open Choice**

Open Choice. In addition to the normal publication process (whereby an article is submitted to the journal and access to that article is granted to customers who have purchased a subscription), Springer now provides an alternative publishing option: Springer Open Choice. A Springer Open Choice article receives all the benefits of a regular subscription-based article, but in addition is made available publicly through Springer's online platform SpringerLink. We regret that Springer Open Choice cannot be ordered for published articles.

### **7.2 Copyright**

Authors will be asked to transfer copyright of the article to the Publisher (or grant the Publisher exclusive publication and dissemination rights). This will ensure the widest possible protection and dissemination of information under copyright laws.

Open Choice articles do not require transfer of copyright as the copyright remains with the author. In opting for open access, they agree to the Springer Open Choice License.

### **7.3 Offprints / Reprints**

Free and/or additional offprints can be ordered by the corresponding author. Of each contribution 25 offprints are supplied free of charge to the corresponding author.

### **7.4 Online First**

Accepted articles will be published online after receipt of the corrected proofs. This is the official first publication citable with the DOI. After release of the printed version, the paper can also be cited by issue and page numbers.

### **7.5 Proof Reading**

The purpose of the proof is to check for typesetting errors and the completeness and accuracy of the text, tables and figures. Substantial changes in content, e.g., new results, corrected values, title and authorship, are not allowed without the approval of the Editor.

After online publication, further changes can only be made in the form of an erratum, which will be hyperlinked to the article.

## ***8 Additional Information***

Additional information can be obtained from the journal editor:

Editor-in-Chief

Dario Taraborelli

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