



## General information and categories of published texts

The current publisher of the journal *Przeegląd Psychologiczny* is the Polish Psychological Association and the University of Warmia and Mazury in Olsztyn. We accept papers on a variety of subjects related to psychology and its related disciplines. Our journal is addressed to both scientists and practitioners. Each paper is published in *Przeegląd Psychologiczny* in two language versions: Polish and English.

The papers may take the form of:

- empirical or theoretical articles (the size of the text together with tables, diagrams, abstract and bibliography should not exceed 40 000 characters with spaces)
- short research reports (the text should be between 20 000 and 22 000 characters including tables, graphs, summary and bibliography)
- reports and reviews (text should not exceed 10 000 characters with spaces).

## The publishing process from the authors' perspective

### **Submission**

After ensuring that the text meets the substantive and formal requirements described below, Authors submit a text (in one language: Polish or English) via the platform <https://czasopisma.uwm.edu.pl/index.php/pp> ("Make a submission" button).

### **Amendments to the text**

After the submission of the text, the Editorial Board decides about its further development, including submission of the text for review. If the text has received positive or conditionally positive reviews, i.e. suggesting that suggested changes be made to the text, the Editorial Office asks the authors to respond to the reviews and make corrections to the text. Please return author corrections in a timely manner. All changes to the original manuscript made by the Authors at this stage should be marked in blue font. Please do not use colored underlining for this purpose. Please be careful when making corrections to the text at this stage of the publishing process.

### **Actions following acceptance of the text for publication**

Only after the text has been reviewed, corrections have been made and the editors have accepted the final version of the text, the authors

- make a second language version of the text (at their own expense)
- once again provide the Editor with each graphic used in the manuscript, this time in the form of separate graphic files (in any format, at the highest possible resolution, with information about the software used to produce the graphic)

o please note that if figures and diagrams contain words or numbers, twin versions in a second language should also be prepared

o if authors use graphical materials which are not their own, they are obliged to provide formal consent to reprint/use them in their own work

While preparing the second language version of the text, authors are requested to send via e-mail to the Editorial Office a scan of the statement of authorship, hand-signed by each author (downloadable document in the section: Submissions and Author guidelines). The completed document should be emailed to the Editorial Office at: [przebladpsychologiczny@uwm.edu.pl](mailto:przebladpsychologiczny@uwm.edu.pl)

## Content requirements

- Empirical articles can be published either on the basis of exploratory research or verifying scientific hypotheses. This should be clearly declared by the authors.
- The introduction should contain the necessary theoretical information and reports from previous research, which authorize the Authors to pose the problem addressed in the text and formulate questions (in the case of

exploratory research) or research hypotheses (in the case of verification research). Each hypothesis set by the Authors should be justified.

- In the case of texts presenting own empirical research, the Method section should include information on the power analysis conducted and the associated justification of the sample size.
- The sample should be described as accurately as possible, not limited to the number of respondents, gender distribution and mean age.
- The description of the psychometric tools used must necessarily include information about their psychometric values and the description of the research procedure (e.g. experimental) must be sufficiently clear and comprehensive to allow replication of the study.
- When describing psychometric tools, it is essential to cite textbooks or articles on them. Moreover, if the respondents were tested with psychological tests in non-original language versions, the authors of the translation should always be given, making it clear whether we are dealing with a full adaptation of the test or only with its translation. Whenever possible (apart from the text describing the original version of the instrument), reference should be made to the source from which the authors found out about the exact version of the test they used in their study.
- The description of the static analysis methods used should include the purpose of using each method of analysis (in this particular study), as well as the criterion based on which this method of analysis was chosen from among the alternatives.
- The description of the results of empirical studies should be consistent with the standards currently used in psychology, i.e. include all necessary information required for the presentation of the results of statistical analyses (e.g. coefficients of statistical tests, degrees of freedom, confidence intervals, effect sizes, and others).
- In exceptional cases (especially with a small sample size), effects for which  $p < 0.10$  can be interpreted as significant, indicating that these effects would not be significant at the usual level of significance. One-sided significance should be used only in the verification of theoretically justified directional hypotheses.
- In the last section of the relevant part of the text, the authors should first of all substantively address the results obtained in direct relation to the research questions or hypotheses formulated earlier. The second part of the discussion should also include information about the limitations of the presented research (including an assessment of the possibility of generalizing the results) and recommendations for future research. If the study was exploratory in nature, its results should be treated as a proposal of a model presented to the community of researchers, rather than as a verified theory.
- As agreed by editors of Polish psychological journals, we kindly ask you to pay attention to whether the text cites Polish articles important for the analyzed issues, published both in domestic and foreign journals.

### **Formal requirements**

Ignoring the formal requirements may prevent the publication of a text that has received a positive review.

At the stage of submission to the Psychological Review, the text must meet the editorial standards of the American Psychological Association, described (with an indication of the formal differences between texts in English and Polish) in the guidebook by E. Skimina, J. Harasimczuk & J. Ciecuch (free download from: <https://apa7.liberilibri.pl/>).

#### ***Types of files***

When submitting a text, it should be attached to the publisher's platform in two separate files:

**FILE 1:** title page containing, in sequence:

- title of the text
- first and last names of the authors
- affiliations of all authors (full names of universities, institutes)
- ORCID numbers of all the authors
- indication of the corresponding author and their full contact details (full postal address: street, building and apartment number, postal code, city, country; e-mail address)
- indication of the corresponding author and his/her full contact details (full postal address: street, building and apartment number, postal code, city, country; e-mail address)
- source of funding for the publication (if the publication was not funded, use the notation: "Source of funding for publication: not applicable")

- the entities that contributed to the publication and their share (if no entity contributed to the publication, use the notation: "Entities that contributed to the publication: not applicable")
- information on the possibility of a conflict of interest (in the case of a multi-author submission, information should be provided for each author separately; if the possibility of a conflict of interest exists, appropriate explanatory information should be provided; if it does not exist, the following entry should be used: "Possibility of conflict of interest: not present")
- Information that in the preparation of the text the author did not use artificial intelligence (AI) tools or used them to the extent accepted by the Editor. NOTE: In accordance with the rules adopted by the Editor: (1) the use of AI tools is allowed for text translation and verification, as well as for structuring and enhancing the clarity of the text, (2) the use of AI tools is not allowed for tasks crucial to the process of scientific inference, i.e., the creation of a synthetic literature review, the formulation of hypotheses and the formulation of conclusions (especially where they concern diagnostic and therapeutic recommendations). AI cannot be indicated as a co-author of the text. Authors using AI tools are asked to include the following statement before the references: "In the process of preparing the text of the article, [tool name] was used for [translation/stylistic corrections/text structuring]. Any changes made by AI tools were carefully reviewed by the Authors, who take full responsibility for the final submitted version of the text."
- optional: acknowledgements and other important information which should not appear in the anonymized file 2

**FILE 2:** anonymized manuscript (not including personal information that would allow identification of the Authors)

### ***Formatting of the files***

The electronic files mentioned above should be prepared in Microsoft Word and submitted in DOCX format:

- font type and size: Times News Roman (12)
- text alignment to the left margin (not both); line spacing size: 2
- All automatic additional space between paragraphs and/or headings: 0
- All automatic additional space between headings and paragraphs: 0
- All page margins: 2,5 cm
- in page headings: first word of title (in capitals); in footings: page numbers (in Arabic numerals)
- footnotes supplementing the main text: preferably none or reduced to the minimum necessary

### ***Manuscript structure***

The manuscript file for the empirical article and short research report should contain the following sections in the order indicated below:

- Title of the article without the authors' names (page 1)
- Abstract of up to 250 words including four sections: Purpose, Method, Results, Conclusion (page #2)
- Key words (4 to 6) listed after a comma immediately below the abstract (page 2)
- Relevant section (starting on page #3):
  - Introduction - topped by the formulation of the research problem and research hypotheses with their justification (not applicable to exploratory research). Subsections should be introduced if it improves the communication of the text.
  - Method - obligatory subchapters:
    - Subjects
    - Measuring tools
    - Research procedure
    - Methods of data analysis
  - Results (use subsections if necessary to improve the communication of the text)
  - Discussion (include subsections if necessary to make the text more readable)
  - Bibliography
  - Tables (one per page)
  - Figures (one per page)
  - Appendices (each should start on a new page)

The theoretical article and review article file should contain the following sections in the order listed:

- Title of the article without the authors' names (page 1)
- Abstract of up to 250 words including three sections: Purpose, Thesis, Conclusion (page #2)

- Key words (4 to 6) listed after a comma immediately below the abstract (page 2)
- The body of the paper (starting on page #3):
  - Introduction including the purpose(s) of the paper and the problem being analyzed
  - Analysis part containing thesis statement(s), presented data and polemics
  - Discussion, including a summary with main conclusions
- Bibliography
- Tables
- Figures
- Appendices

Chapters' and subchapters' titles should be formatted with their hierarchy in mind, as shown in the following example.

W języku polskim:

In English:

**Pierwszy poziom w hierarchii**

**First Level in the Hierarchy**

**Drugi poziom w hierarchii**

**Second Level in the Hierarchy**

**Trzeci poziom w hierarchii**

**Third Level in the Hierarchy**

**Czwarty poziom w hierarchii. Tekst**

**Fourth Level in the Hierarchy. Text**

**Piąty poziom w hierarchii. Tekst**

**Fifth Level in the Hierarchy. Text**

#### **Formatting tables and figures**

We do not accept colored materials. Also, please do not use dark shades - they may turn out illegible in print. Figures and tables should be numbered with Arabic numerals, adequately titled (each title up to 20 words in length), and formatted based on the examples below (note: a dotted line marks the edges of the table that should not be omitted during table construction, but should be marked as invisible in the manuscript file).

**Table 1**

*Regression analysis - prediction of global self-esteem based on Eysenck's Big Three*

Predictors	Non-standardized		Standardized		<i>t</i> (77)
	<i>B</i>	Error	$\beta$	95% CI	
Fixed	1.12	0.60			5.17***
Psychoticism <sup>a</sup>	0.10	0.19	0.17	[-0.01; 0.34]	1.85 <sup>†</sup>
Extraversion	0.22	0.08	0.35	[0.25; 0.44]	2.70**
Neuroticism	0.38	0.05	0.52	[0.49; 0.56]	3.37***

*Annotation.* The model explains a total of 31% of the variance in global self-esteem (based on adjusted  $R^2$ ). *B* and  $\beta$  - unstandardized and standardized regression coefficients, respectively; Error - standard error of prediction of the mean; 95% CI – confidence interval within which the true value of  $\beta$  falls with 95% confidence; *t*(77) - t-test of equality of means (in parentheses number of degrees of freedom)

<sup>a</sup> The distribution of the variable psychoticism differed significantly from normal.

\*\*\*  $p < 0,001$ ; \*\*  $p < 0,01$ ; \*  $p < 0,05$ , <sup>†</sup>  $p < 0,10$

The figure title (see example below) should be placed above the figure. A legend explaining symbols and other markings in a figure is an integral part of the figure and, therefore, should be placed inside the figure and not underneath it.

## **Figure 1**

*Figure title*

Also, in the text, mark the places where specific tables and figures are to be broken in, according to the formula:

Text text text text test text

[TABLE 1]

Text text text text test text text

[FIGURE 2]

The above examples have been prepared in Polish - please note that when preparing the second language version of the manuscript, tables and figures should also be translated, not forgetting to adjust, among others, the notation of statistics.

### ***Notation of statistics***

Below you will find examples of correct notation of statistics, i.e. according to the following rules:

- statistics should always be given with degrees of freedom in parentheses
- symbols of statistics (except for those marked with Greek letters) should be written in italics
- notation with zeros only is incorrect, e.g.  $p < 0.000$  (in such a case write:  $p < 0.001$ )
- the significance level ( $p$ ) should be given to three decimal places, whereas all other values of statistics should be given to two decimal places
- when stating the values of statistics, we use commas in Polish, and dots in English. In case of coefficients smaller than 1, there should be zero before the comma, and zero should never be placed before the dot
- the presence or absence of a space or semicolon is never accidental and is a result of the standards in force

<u>W języku polskim:</u>		<u>In English:</u>
$\chi^2(1) = 30,28; p < 0,001$	↔	$\chi^2(1) = 30.28; p < .001$
$F_{zmiany}(2, 96) = 4,28; p = 0,005$	↔	$F_{change}(2, 96) = 4.28; p = .005$
$t(199) = 0,83; p = 0,023$	↔	$t(199) = .83; p = .023$

The above rules should also be kept in mind when preparing second language versions of tables and figures.

### ***Italics and simple writing, upper and lower case, and other rules***

Please follow the examples below.

*Personality and Individual Differences; Pride and Prejudice* (titles of magazines, books, films)

...jak wspomniano we *Wprowadzeniu*... (citation of its subsections in the text – w języku polskim)

...as mentioned in the Introduction... (citation of its subsections in the text – in English)

*Polski Kwestionariusz Inteligencji Emocjonalnej (PKIE)* (official names of psychometric methods)

*Portrait Personality Questionnaires (PPQ)* (official names of psychometric methods – in English)

...comparing scores of a language test with interview records (imprecise names of measurement procedures)

...Ministerstwo Edukacji i Nauki (MEN) (organisations' names)

...responded on a five-point scale (*1: never; 5: always*)... (options to choose from on the response scale)

...collective narcissism is defined... (first use of a new or key term in the text)

...according to hypothesis 1, conscientiousness and resilience are associated with... (standard use of concepts, terms)

...according to dual coding theory... (writing the names of most theories)

...within the Big Five theories... (writing down names of theories with proper name status)

...managers scored significantly higher than subordinates... (accepted names of study groups)

...in the experimental group, as opposed to the control group... (general names of study groups)

...on the *Extraversion* scale... (names of scales and subscales included in the psychological test)

...self-enhancement was measured... (original foreign language wording of terms)

...respondents assumed a priori that... (foreign words that have become established in the language in which the text is written)

...as shown in Table 3, the interaction effect proved to be significant (cf. Figure 2)... (references to tables and figures)

...and adjectives (e.g., "ambitious," "mature," and "wise"). (quotation marks vs. punctuation in English)

Use sentence syntax (not italics, capitalization, or spacing) to emphasize a word.

### ***Bibliographic references***

Citing sources (without literally quoting passages from someone else's text):

W języku polskim:

In English:

Źródło mające jednego autora/ Citing source with one author:

...zgodnie z teorią White'a (2017)...



...in line with the theory by White (2017)...

...rozwój psychospołeczny (White, 2017)...



...psychosocial development (White, 2017)...

Źródło mające dwóch autorów/ Citing source with two authors:

...teoria emocji Browna i Greena (2018)...



...theory of emotions by Brown and Green (2018)...

...teoria emocji (Brown i Green, 2018)...



...theory of emotions (Brown & Green, 2018)...

źródło mające trzech lub więcej autorów/ Citing source with three or more authors:

...Greya i współpracowników (2019)...



...Grey and colleagues (2019)...

...były już badane (Grey i in., 2019)...



...have already been tested (Grey et al., 2019)...

źródło korporatywne (pierwsze i kolejne odwołania)/ corporate source (first and subsequent references) :

...Ministerstwo Edukacji (ME, 2023)...



...Ministry of Education (ME, 2023)...

...ME (2023)... ...(ME, 2023)...



...ME (2023)... ...(ME, 2023)...

Quoting passages from someone else's text:

A "short" quote (i.e., less than 40 words in length):

„Sometimes you have to do a job that is not very graceful, whether we want it or not” (Purple, 2020, p. 99).

Formatting "can be a lot of fun and rewarding." (Orange, 2021, p. 173), although it doesn't have to

This is in line with the view of Pink (2022), who assessed these actions as "bottomlessly stupid" (p. 21).

A "long" quote (i.e., 40 words or more in length):

...dissent. A recipe for quoting longer passages of text verbatim is given by Purple and Red (2022).

Quoting a verbatim passage should be started from a new line in such a case, using a left indentation of the entire paragraph containing the long quotation. If the quoted verbatim text was originally divided into paragraphs, you should keep this form when quoting it, remembering to indent the first lines of the quoted paragraphs half as much as the indentation of the first lines of the paragraphs in the main text (pp. 11-12).

It is worth mentioning that when giving the page numbers from which the verbatim quotation comes, in English instead of "s." we will use "p." (in the case of one page) or "pp." (in the case of a range of pages).



**Literature list**

Please include an alphabetical list of items cited in the text immediately following the discussion of results (do not number the items). Include the DOI number whenever possible. Below are examples of correctly drafted bibliographic descriptions (to save space, single interline is used below; in the manuscript it should be double).

In the literature list, we list all the authors of an item (up to twenty). With a larger number of authors, we give the first 19 authors, then insert an ellipsis and give the last author's name.

W języku polskim:

In English:

Journal article\*:

Nazwisko1, A., Nazwisko2, B. Y., Nazwisko3, C.  
(rok). Tytuł artykułu. *Tytuł Czasopisma, nr  
rocznika(nr zeszytu)*, strona początku–  
strona końca. <https://doi.org/yyyy>.

⇔

Name1, A., Name2, B. Y., & Name3, C.  
(year). Article title [English translation  
of article title in a language other than  
English]. *Journal Title [English  
translation, official or possibly  
unofficial, of the journal title in a  
language other than English]*, Year  
No. (Notebook no.), beginning-page-  
end. <https://doi.org/yyyy>.

Article published in a journal with article numbers instead of page numbers\*:

Nazwisko1, A., Nazwisko2, B. Y., Nazwisko3, C.  
(rok). Tytuł artykułu. *Tytuł Czasopisma,  
nr rocznika(nr zeszytu)*, artykuł xxx.  
<https://doi.org/yyyy>

⇔

Name1, A., Name2, B. Y., & Name3, C.  
(year). Article title [English translation  
of article title in a language other than  
English]. *Journal Title [English  
translation, official or possibly  
unofficial, of the journal title in a  
language other than English]*. Year  
No. (Notebook no.), xxx  
<https://doi.org/yyyy>

\*"year no. (notebook no.)" should be changed to "(ONLINE FIRST)" where appropriate.

Chapter in a Collected Work:

Nazwisko, X. (rok). Tytuł rozdziału. W: Y.  
Nazwisko1, Z. Nazwisko2 (red.), *Tytuł  
książki* (s. strona początku–strona końca).  
Miejsce wydania: Wydawnictwo.  
<https://doi.org/yyyy>

⇔

Name, X. (year). Chapter title [Translation into  
English of the chapter title in a  
language other than English]. In Y.  
Surname1, Z. Surname2 (Eds.), *Book  
title [English translation, official or  
possibly unofficial, of a book title in a  
language other than English]*. (pp.  
beginning-page-end). Publisher.  
<https://doi.org/yyyy>

Book:

Nazwisko1, X., Nazwisko2, Y. Z. (rok). *Tytuł  
książki*. Miejsce wydania: Wydawnictwo.  
<https://doi.org/yyyy>

⇔

Name1, X., & Name2, Y. Z. (year). *Book title  
[English translation, official or  
possibly unofficial, of a book title in a  
language other than English]*.  
Publisher. <https://doi.org/yyyy>

An edited book

Nazwisko1, X., Nazwisko2, Y. Z. (red.). (rok).  
*Tytuł książki*. Miejsce wydania:  
Wydawnictwo. <https://doi.org/yyyy>

⇔

Name1, X., & Name2, Y. Z. (Eds.). (Year).  
*Book title [English translation, official  
or possibly unofficial, of a book title in a  
language other than English]*. Publisher.  
<https://doi.org/yyyy>



A resource on a website that is not a journal article, book, or chapter in a book\*:

Nazwisko, X. (rok). *Tytuł tekstu, oprogramowania lub bazy danych.*  
<https://xxxx> <https://doi.org/yyyy>

⇔

Name, X. (year). *Title of text, software, or database [English translation of non-English resource title].* <https://xxxx>  
<https://doi.org/yyyy>

\*in the absence of the year of issue, write in brackets instead "n.d." and the words "Retrieved Day Month Year From" or "Retrieved Month DD, YYYY, from" should be inserted before the website address.

Conference presentation

Nazwisko1., X., Nazwisko 2., Y. (dzień początku-dzień końca konferencji miesiąc rok). *Tytuł wystąpienia [referat/plakat].*  
Nazwa Konferencji, Miasto, Państwo.

⇔

Name1., X., & Name 2., Y. (year, start date-end date of conference month in English). *Title of speech [Translation into English of the title of the speech in a language other than English].* [Paper/Poster]. Name of Conference [Translation into English of the title of the speech in a language other than English]. City, Country.

**Attention. Only the most important editorial guidelines are presented in the last pages in order to help Authors to prepare texts that will generally comply with the rules of APA 7. For issues not covered above, please refer to the guide mentioned above (<https://apa7.liberilibri.pl>).**

#### Ethical standards

The Review of Psychology is committed to the highest ethical standards of publishing scientific papers. Please refer to our journal's ethical principles for publishing papers, which can be found at <https://czasopisma.uwm.edu.pl/index.php/pp>.