

# **NORMAS PARA LOS AUTORES**

## **Author Guidelines**

The *Revista Iberoamericana de Diagnóstico y Evaluación/e Avaliação Psicológica* (*Rev Iberoam Diagn Ev*) is published biannually. It accepts articles in Spanish or Portuguese (exclusively) presenting a variety of theoretical and methodological approaches to psychological assessment and evaluation.

### **General Guidelines**

1. Manuscripts shall be original and previously unpublished. In addition, manuscripts shall not be under consideration for or pending publication in other journals
2. Manuscripts shall follow in their entirety the guidelines set forth in the *Publication Manual of the American Psychological Association*, 6<sup>th</sup> edition (2010).
3. The manuscript's title, whether in Spanish, English, or Portuguese, shall be clear and concise, and include the variables under investigation. A short title must also be included.
4. Author(s) and affiliation(s) information shall be listed in a cover letter as the first page of the submission, and shall include:
  - First and Last Name
  - Degree or Postgraduate Degree
  - Institutional Affiliation
  - Institutional Position
  - Mailing Address
  - Phone Number
  - E-mail Address
5. Each submission shall include two versions of the abstract, one in Spanish and one in English, or one in Portuguese and one in English. Abstracts shall contain 100 to 150 words, two to five keywords in Spanish or Portuguese and English, and be written in a separate page.
6. Submissions shall not exceed 30 pages in length including tables, figures, and bibliographic references. Manuscripts must be submitted using A4 paper size, 1.5 line spacing, 3 cm margins on all sides, and Arial font size 12.
7. Manuscripts shall adhere to the following structure: introduction, methods, results, discussion, and references.

8. The body of the article shall include references for tables, graphics, and figures, which shall be included in separate pages at the end of the article.
9. Each table shall be submitted on a separate page and be properly numbered and titled. All tables shall be self explanatory.
10. Figures shall not exceed 21.5 x 28.0 cm in size. Numbers, letters, and captions in graphics shall be of such size as to be legible after reduction—if necessary—to a width of no more than 8.5 cm.
11. Bibliographic references must include at least two articles previously published in *Revista Iberoamericana de Diagnóstico y Evaluación /e Avaliação Psicológica*.

### **Manuscript Submission**

Manuscripts shall be submitted via email to the Spanish Editor ***Dra. Isabel Cuéllar Flores*** ([icuellar@psi.ucm.es](mailto:icuellar@psi.ucm.es)) or the Portuguese Editor ***Prof. Bruno A. Paisana Gonçalves*** ([bgoncalves@psicologia.ulisboa.pt](mailto:bgoncalves@psicologia.ulisboa.pt)), as appropriate. Files should be created using word processing software and saved in MS Word formats (.doc, .docx) or Rich Text Format (.rtf). Authors must provide the publisher with their address, phone numbers, fax numbers, and email addresses.

Every submission of accepted manuscripts shall be accompanied by a copyright transfer letter. With such letter authors grant copyright to the Journal so that submissions may be published in electronic or physical format. The copyright transfer letter must be signed by all authors and must specify that the manuscript's contents have not been published elsewhere.

Authors will be notified of successful submission of manuscripts and later of the acceptance, rejection, or suggested changes for their manuscript. Please note that the review process for any given manuscript may take from three to six months.

### **Refereeing Process**

The Editorial Committee is the decision making body for the acceptance of manuscripts based on the policies and criteria established by the Committee and on their evaluation principles. The Director and Editors select and classify the manuscripts complying with the specified criteria and assign peer reviewers.

Once the manuscript has been received the authors will be notified. The manuscript will then be send to the referees specialized in the respective field. The review is then carried out on a double blind basis (anonymity of both authors and referees).

The result of the evaluation process may be as follows: (a) acceptance of article; (b) rejection; (c) acceptance dependent on changes

Whatever the decision, the authors will be notified, generally by e-mail, unless specifically requested otherwise. Any corrected manuscripts should be forwarded to the editors within the maximum period of one month.

In any case, the Committee reserves the right to accept or reject any manuscript. Acceptance of a manuscript for publication implies the copyright transfer for reproduction and circulation from the

author(s) to the Asociación Iberoamericana de Diagnóstico y Evaluación Psicológica as the journal's Publisher.

Every manuscript will be considered anonymously by the Editorial Committee. Corrected manuscripts must be resubmitted to the Publisher within one month.

Upon acceptance of a manuscript, the Publisher reserves the right to publish it in the volume and number deemed appropriate. The Publisher will make every attempt to publish the manuscript without delay while taking into account the content and size of each Journal number.

Once a manuscript is approved for publication, the text cannot be modified. Galley proofs sent to authors are solely intended to avoid formal errors.

AIDEP as Publisher agent and Editor of the Journal holds no responsibility for the content of published articles, or opinions or assertions made by the authors.

Submission of originals for publication implies full acceptance of these standards.

*NOTE: Authors who are AIDEP members will receive two copies of the Journal number containing their article. If authors are not AIDEP members, they must pay the cost of a one year membership for their article to be published and two copies will be sent to paying authors.*