



## **European Work and Organizational Psychology In-Practice**

### Style guide for the e-journal

This document presents the overall format of articles to be presented in EWOP In-Practice. It is important authors use this guide to enable high quality publications to be presented with a fast turn-round time.

Material offered to In-Practice is considered a publication and should not be offered, in this form for publication elsewhere. It will be read by the editorial team for suitability of publication and presentation and will be peer reviewed. The material must be original to the author(s) and if material is presented from other authors it should be properly cited.

Prepared manuscripts should be submitted in ENGLISH as WORD documents, using Excel or PowerPoint for any pictures, diagrams or tables. Documents should be no longer than 6,000 words. The entire document should use Arial 12 font and should be single-spaced. Please number the pages throughout the document. Submit this as a WORD file and not Adobe Acrobat so that formatting can take place. Please note that articles that do not follow this style guide will be returned to the authors until they resemble the appropriate style.

***Manuscripts can be submitted to the editor Angela Carter by email at any time: [a.carter@sheffield.ac.uk](mailto:a.carter@sheffield.ac.uk).***

#### **Title**

The title should be single spaced, centred and in bold. Minimal capitalisation should be used (only putting a capital letter at the beginning of the sentence). The full name of the author(s) and the name of their company / institution and country of origin should be represented. Please also enter an email address for correspondence about the material presented. For example:

**Style guide: Instructions to authors preparing material to be submitted to EWOP In-Practice**

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### **Information about the author**

It would be helpful to have a short biography of the author (maximum 50 words) on the title page.

### **Abstract**

Each manuscript should have a short abstract (max 100 words). This should explain in simple terms what was done, what happened and what conclusions are drawn.

### **Headings**

Main headings should be bold and centred. Sub headings should be first flush with the left margin and at the next level indented. For example:

### **Introduction**

The beginning

Blah ...

The next piece

Blah ...

### **Body of text**

Do not indent the paragraphs and justify the left of the margin and NOT the right. Key paragraphs can be separated by one line spacing. To assist the readers please try to complete sentences or paragraphs at the end of each page so that they do not run over.

With the exception of the main headings the text should not be in bold. Please emphasise specific terms of importance with italics.

Please do NOT use headers, footers or footnotes unless absolutely necessary. However, footnotes may appear at the bottom of a table or figure to assist the understanding of the material presented.

Please do not use too many different systems of bullet points or numbering; try to stick to either numbers or bullets and not both. When ending a list of numbered or bullet points please use a full stop. For example:

- First;
- Second.

Alternatively this type of format can be used:

Nokia's annual Performance Management Process consists of a) objective setting; b) Personal Development Plan creation including competence assessment; c) Achievement review; and d) Annual performance review.

### **Margins**

Publication is based on A4 page size and use 3 cm margin on the left side.

## Tables and Figures

Please refer to Tables and Figures as Table 1 or Figure 1 and describe where the Figure/Table can be found (e.g. below or overleaf). While the manuscript is in preparation it is acceptable to put the Tables and Figures after the body of the manuscript and before the references. But please tell us where you want these to be placed in the final version (e.g., after the third paragraph on page 7). Once the manuscript is finalised these will be included in the document.

## Appendices

Appendices are acceptable as part of a manuscript. Reference in the body of the manuscript should be made specifically to an appendix “see Appendix A”. Use capital roman letters to organise appendices, not numbers. Place appendices at the end of the text, before the references section.

## References

In general, authors should use the APA style guide for preparation of citations. Separate references by 6point spacing before the paragraph. It is important that the citations are given in full to aid the readers to source these materials. If referencing proves difficult the editors will assist authors in their final preparation. Here are some examples:

Handy, C. (1989). *The Age of Unreason*. Cambridge, M.A.: Harvard Business School Press.

Carter, A.J. (2006). Spotlight on I-O Organizations: I-O or OP: what’s in a name? *The Industrial-Organizational Psychologist*, 43, (2), 33-37.

Carter, A.J., & West, M.A. Sharing the load: Teamwork in healthcare settings. In R.L. Payne and J. Firth-Cozens (Eds.), *Stress in health care professionals*. Chichester: Wiley.

Varian, H.R (2006). The future of electronic journals.  
[www.arl.org/scomm/scat/varian.html](http://www.arl.org/scomm/scat/varian.html)

I hope to have given you enough information to produce your document for publication. Should you be unsure of any of these points please contact me at the address below. I look forward to reading your articles.

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