

AUTHOR GUIDELINES

5 steps to publish your manuscript

Step 1. Choose the type of a manuscript that matches the idea of your article from *the Table 1.1*.

Types of manuscripts.

Step 2. Prepare your article according structure and volume recommendations of *1. Manuscript preparation* section of this document.

Step 3. Check if your article meets the requirements given in *3. Ethics requirements* and *4. Reproduction of copyright material* sections of this document.

Step 4. Send us your manuscript, indicating which type of article from our classification it belongs to, with accompanying files given in *4. Accompanying Files* section at mail@psychotherapyscience.today

Step 5. Wait for the review results and make the corrections recommended by the reviewers.

1. Manuscript preparation

1.1. Types of manuscripts and recommendations about its structure and word limit:

Article type & description	Word limit	Abstract	References	Other
Research (Regular) Article: Substantial articles making a significant theoretical or empirical contribution	5,500	250*	≤50	Up to 5 displays Sample article
Brief Communications: Original but shorter manuscripts, with preliminary results or results of immediate relevance.	1,800	150*	≤15	1 small table or figure Sample article
Reviews: Systematic literature reviews and meta-analyses. Get acquainted with the meta-analytic reporting standards .	7,000	250*	≤100	Sample article
Psychotherapy Tools: Descriptions, reviews, or illustrations of the technical aspects of psychotherapy practice that can be used to improve or evaluate psychotherapeutic treatments	3,000	150 words, unstructured	≤20	Conclude with at least 5 bulleted recommendations Sample article
Clinical Case Discussion: Disguised accounts of psychotherapeutic treatments of actual patients which go beyond simple case reports by using the case material to illustrate an important theoretical, clinical, or conceptual issue	2,000	No abstract	≤20	Sample article
Viewpoint: Brief opinion pieces that focus on topics relevant to the practice of psychotherapy	1,400	No abstract	≤5–10	Maximum of 3 authors, no figures or tables Sample article
Psychotherapy Musings: Brief reflective articles focused on topics related to psychotherapy. Could include first-person experiences with the conduct or receipt of psychotherapy, discussions about historical	1,500	150 words	≤10	Maximum of 3 authors, no figures or tables

* Words limits exclude the abstract, captions, references, tables and figures.

1.2. Details about structural parts of the article.

- **Title:** describes the manuscript and/or main relationships among variables. It should be informative and should not exceed 115 characters plus spaces.
- **Abstract:** short and clear summary of the manuscript with main findings. The abstract should not contain any undefined abbreviations or unspiced references. Abstracts should be clear, concise, readable, and able to stand on their own as a description of the article. For empirical research (including systematic reviews and meta-analyses), the abstract should be structured, providing the following information in complete sentences under the headings indicated: objective (the primary purpose of the article), methods, results, conclusions. Please do not use “we” or “our” in the abstract. For other article types requiring abstracts, an unstructured format, without embedded headings, is appropriate.
- **Introduction:** provides a context or background for the study (that is, the nature of the problem and its significance) and sums up relevant previous research in a logical and critical manner, leads the reader to the manuscript’s main research question; clearly states the problem under investigation as well as the findings and theories challenged or extended by the presented research (about 25% of the paper’s length).
- **Method:** describes the empirical design of the study, sampling procedure or stimuli preparation (when relevant), data collection, used instruments, equipment and procedures (new methods should be described in greater detail); clearly states the recorded data type, measurements, and ethical considerations if appropriate; may start with hypothesis/es; in short, it should contain sufficient information to replicate the research.
- **Results:** Present your results in logical sequence in the text, tables, and figures, giving the main or most important findings first. Do not repeat all the data in the tables or figures in the text; emphasize or summarize only the most important observations. Provide data on all primary and secondary outcomes identified in the Methods Section. The data treatment and statistical analysis should be clearly laid out (especially when new or rare procedures are used); apart from the statistical analysis authors should include an explanation of findings in words (while interpretation should be left for the discussion). We encourage uploading of databases and research materials (as supplementary files; preferred formats are excel and SPSS); in some cases, reviewers might explicitly ask for them.
- **Discussion and conclusion:** contains the interpretation of obtained results. This interpretation should be made in the context of the models, theories and findings presented in the Introduction. It is useful to begin the discussion by briefly summarizing the main findings, and explore possible mechanisms or explanations for these findings. Emphasize the new and important aspects of your study. Clearly specify which of the previous studies are supported, challenged or improved with your findings, and then offer, if possible, novel models or frameworks for your findings; give only logical claims based on the present findings, but do specify when your new model could incorporate the results of others. The conclusion can be a separate section, which should state how the present research has moved the body of scientific knowledge forward. The discussion and conclusion combined may take up to 30% of the paper, but in any case they should not be shorter than the Introduction.
- **Keywords:** three to five, usually the investigated phenomena, cited theories/models, sometimes the psychological subfield or used statistical procedures. Please provide keywords that can be used for indexing purposes.
- **Supplemental Material:** detailed tables that contain data of use to other investigators (data should be summarized in the text of the main article); flowchart for clinical trials; figures

that illustrate data from the study in alternative formats; extended or annotated bibliographies; questionnaires, tests, checklists, etc. Supplemental material can be in any of the following formats: plain text (.txt), JPEG image (.jpg), adobe PDF (.pdf), excel spreadsheet (.xls), word document (.docx), powerPoint (.ppt), mp3 (.mp3), mp4.

- **Disclosures and acknowledgments.** In a separate paragraph, all potential conflicts of interest and financial support for all authors must be disclosed, whether or not directly related to the subject of the paper. (Because of blind review, use Dr. X, Dr. Y, and so forth.) Such reporting must include all equity ownership, profit-sharing agreements, royalties, patents, and research or other grants from private industry or closely affiliated nonprofit funds. Support of any kind from pharmaceutical companies must be acknowledged and the purpose must be specified, e.g., speakers' bureau honoraria, travel funds, advisory panel payments, research grants, etc. It is the author's responsibility to disclose anything in addition to the above that might be construed as potentially affecting the reporting of the study.

1.3. Author information

All authors of a manuscript should include their full names, affiliations, telephone numbers and email addresses on the cover page of the manuscript. One author should be identified as the corresponding ("contact") author. Please give the affiliation where the research was conducted. Each author's highest academic degrees should be listed. If any of the named co-authors moves affiliation during the peer review process, the new affiliation can be given as a footnote. Please note that no changes to affiliation can be made after the manuscript is accepted.

All persons who have a reasonable claim to authorship must be named in the manuscript as co-authors; the corresponding author must be authorised by all co-authors to act as an agent on their behalf in all matters pertaining to publication of the manuscript, and the order of names should be agreed by all authors. Authors must also incorporate a Disclosure Statement which will acknowledge any financial interest or benefit they have arising from the direct applications of their research.

Please note that the email address of the corresponding author can be normally displayed in the article PDF and the online article.

1.4. General Style Points

Tables and Figures

- **Language:** English, Russian or Serbian. Writing style and language competence may be briefly commented upon during the review process; minor issues will be corrected by our copyeditor; however, we will not accept manuscripts written in poor language.
- **Headings:** should be concise.
- **Abbreviations:** In general, terms should not be abbreviated unless they are used repeatedly and the abbreviation is helpful to the reader. Initially, use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation only.
- **Numbers:** numbers under 10 are spelled out, except for: measurements with a unit (8mmol/l); age (6 weeks old), or lists with other numbers (11 dogs, 9 cats, 4 gerbils).
- **Trade Names:** Chemical substances and drugs should be referred to by the generic name only. Trade names should not be used. If proprietary drugs have been used in the study, refer to these by their generic name, mentioning the proprietary name and the name and location of the manufacturer in parentheses. When using a word which is or is asserted to be a proprietary term or trade mark, authors must use the symbol ® or TM.

- **Figures and tables:** should have legends and include only relevant and informative figures and tables. Graphs should be made in MS Excel; make sure that graphs allow access to the row data from which they were constructed.
- For regular articles, include no more than 5 tables, figures, or combination of tables and figures. Include displayed material only when it presents relevant data or concepts more clearly than could be done in text. Data in short tables often can be incorporated more concisely in text. Data in simple graphs may be more appropriately presented in a table or text. Checklists and forms generally are not included in the main article; however, such material may be included as a supplemental file, or the text may include a note that such material is available from the author. Figures should contain essential information that cannot be adequately presented in text or tables. Figures accepted for publication must be clear, uncluttered, two-dimensional. Line graphs should include units of measure. Figure titles and footnotes should be provided within the text of the manuscript, after References and before any tables. Tables should appear at the end of the uploaded file, after References and any figure captions. Do not embed tables within the main narrative text, and do not submit tables in a separate file.
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- **All figures, tables and illustrations** should be given at the end of the manuscript, each on a separate page in the appropriate order; the section should start with a page containing descriptions and legends (if applicable) for each item, also in the appropriate order; please specify the desired position of each figure, table or illustration in the text.
- **References:** should be listed at the end of the article according to their order of citation in the text and should comply with the style set of APA. The reference list should contain all of the literature mentioned in the manuscript and nothing else; although it is quite commendable to demonstrate a historical knowledge of the field and cite some classic papers and books, the majority of the references should be up to date, demonstrating the current scientific importance of the presented research. Use of DOI is highly encouraged. Only material that has been published (including online publication), accepted for publication, or presented at a major national meeting is included in the reference list. Citations of material in press must include journal or publisher name. (If unpublished material is cited, note the source and year in parentheses in the text of the paper, not in the reference list. Citation of unpublished material should be kept to a minimum.) Examples of basic reference formats:

1. **Journal Article:**

Hughes, G., Desantis, A., & Waszak, F. (2013). Mechanisms of intentional binding and sensory attenuation: The role of temporal prediction, temporal control, identity prediction, and motor prediction. *Psychological Bulletin*, 139, 133–151.
<http://dx.doi.org/10.1037/a0028566>

2. **Authored Book:**

Rogers, T. T., & McClelland, J. L. (2004). *Semantic cognition: A parallel distributed processing approach*. Cambridge, MA: MIT Press.

3. **Chapter in an Edited Book:**

Gill, M. J., & Sypher, B. D. (2009). Workplace incivility and organizational trust. In P.

Lutgen-Sandvik & B. D. Sypher (Eds.), *Destructive organizational communication: Processes, consequences, and constructive ways of organizing* (pp. 53–73). New York, NY: Taylor & Francis.

Other reference examples: https://www.nlm.nih.gov/bsd/uniform_requirements.html, <https://apastyle.apa.org/style-grammar-guidelines/references/examples>.

Quotations <https://apastyle.apa.org/style-grammar-guidelines/citations/quotations>.

2. Accompanying files

Along with the Manuscript, we ask the contact author to send us the following 4 files:

2.1. Clinical impact statement - a short statement, written in conversational English, that summarizes the article's findings and why they are important to clinical practice. Please structure it as short 1-2 sentence answers on the following questions:

- 1) *What is the applied clinical practice question this paper is hoping to address?*
- 2) *How would clinicians meaningfully use the primary findings of this paper in their applied practice?*
- 3) *What are the key conclusions and implications for future clinical practice and research?*

2.2. Short biographies of the authors.

2.3. Disclosure Form ([download](#)).

2.4. Copyright Assignment Form ([download](#)).

3. Ethics requirements

3.1. Informed Patient Consent

PST highly respects patients' right to privacy. Any identifying characteristics or information that might reveal a patient's identity including names, initials, or hospital numbers, should not be published in written descriptions, photographs, charts, and pedigrees unless the information is essential for scientific purposes. If human subjects are involved and personal information is essential for scientific purposes, when submitting manuscripts authors must indicate that all patients and/or participants gave informed consent and that the protocol was approved by an ethics review board. For articles containing detailed information about a patient's identity, it is necessary for the patient (or parent, guardian, legal representative or estate) to give written informed consent for publication. Authors should disclose to these patients whether any potential identifiable material or information might be available upon publication. Patient consent should be written and archived with the authors and confirmation that informed consent was obtained will be requested with manuscript submission.

3.2. Research and Publication Ethics

PST is committed to ensuring that all works published in our journals are of the highest quality and scrutinized under the highest ethical standards. We expect editors, reviewers, and authors working on, and contributing to, PST journal to be committed to upholding these high ethical standards as well.

Authors must

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- Certify in writing that neither the article submitted nor a version of it (in any language) has been published, nor is publicly available online, nor is being considered for publication elsewhere, nor will be submitted elsewhere for consideration for publication while the manuscript is under review by the journal
- Certify that they have written the manuscript in its entirety and that it contains only original and accurate information
- Ensure that all research is conducted fairly and ethically. Articles presenting research on human subjects must either provide the name of the ethics committee that approved the study or confirm that no approval is needed
- Ensure patients’ rights to privacy when publishing articles involving human subjects
Authors should strictly follow the PST guidelines for reporting on human subjects
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