

The Palgrave Encyclopedia of Theoretical and Philosophical Psychology
EDITOR: Thomas Teo

Guidelines for Authors

Introduction

These guidelines for authors have been compiled to help you to write and submit your contribution. They are designed to make your job simpler and faster, to reduce possible corrections and thus save you time.

A summary of the guidelines is included in the table below:

Aims & Scope	<ul style="list-style-type: none"> • Mostly tertiary literature (digested knowledge/established information in the field) and stand-alone chapter
Authors	<ul style="list-style-type: none"> • Small number of authors (no more than two per chapter where possible)
Length of text	<ul style="list-style-type: none"> • Short entries 600 – 1,500 words; Medium entries 2,000 – 5,000 words; longer core topics up to 10,000 words
Structure for concepts Please note that each of these headings should be a level 1 heading. Please do not modify this structure. You are free, though, to add subheadings within the headings provided.	<ul style="list-style-type: none"> • Chapter title • Authors • Abstract (150 words) • Keywords (please provide 5 to 10 keywords) • Introduction (length depends on the topic) • Background and Context (e.g., who, when, where, why, what and how) • Debates and Challenges (e.g., critiques, concerns, problems, discussions, developments, modifications) • Possibilities (e.g., applications; future theorizing; interdisciplinarity; where do we go from here?; what does that concept mean/do to address our world today?). • Cross References (to other articles or articles in the Encyclopedia) • References (should be restricted to the minimum number of essential references compatible with good academic practice – we suggest no more than 90)
Structure for people Please note that each of these headings should be a level 1 heading. Please do not modify this structure. You are free, though, to add subheadings within the headings provided.	<ul style="list-style-type: none"> • Chapter title • Authors • Abstract (150 words) • Keywords (please provide 5 to 10 keywords) • Introduction (length depends on the topic) • Academic biography • Contributions (to theoretical and philosophical psychology) • Impact and relevance (in theoretical and philosophical psychology) • Cross References (to other articles or articles in the Encyclopedia) • References (should be restricted to the minimum number of essential references compatible with good academic practice – we suggest no more than 90)
Heading levels	<ul style="list-style-type: none"> • Don't use more than 3 heading levels and never skip a Heading level • Clearly identify each level (using numbering or formatting)
Reference citation	<ul style="list-style-type: none"> • APA style
References	<ul style="list-style-type: none"> • Include a reference list at the end of the chapter

	<ul style="list-style-type: none"> • Include all works that are cited in the article and that have been published (including on the Internet) or accepted for publication • Personal communications and unpublished works should be mentioned in the text • Do not use footnotes/endnotes as a substitute for a reference list as these do not translate well in the online environment.
Reference style	<ul style="list-style-type: none"> • APA style
Figures/tables/permissions	<ul style="list-style-type: none"> • Add figures and tables with caption • Obtain permission for all copyrighted content and mention © in caption (with permission of /courtesy of ...)
<p>PLEASE AVOID:</p> <ul style="list-style-type: none"> • First-person usage • Any form of brand promotion or advertising (please see the brand endorsements guidelines on Meteor for details) 	

Chapter Specifications

1. General remarks

Scope of the encyclopedia. *The Palgrave Encyclopedia of Theoretical and Philosophical Psychology* covers discussions in theoretical and philosophical psychology with its strong record of interrogating assumptions that guide the research and practice of psychologists, of deconstructing, reconstructing and constructing psychological ideas, and of demonstrating the relevance of ontic, epistemic, ethical and aesthetic reflexivity in the discipline. Theoretical and philosophical psychology has accumulated substantive knowledge that is accessible in a concise and informative way, being the first and only encyclopedia of its kind, containing the most important topics and persons in this area of research.

The reference work follows a three-part approach for conceptual “entries:” (a) “Background and context”; (b) “Debates and challenges”; and (c) Possibilities. The addition of “Possibilities” expresses our interest in developing the constructive part of this encyclopedia, adding new ideas to every entry and demonstrating relevance for addressing issues that the world, humans, and the discipline face. This approach includes content that is different from what is provided by existing online dictionaries or encyclopedias. Our goal in this work is to systematize existing knowledge but also add new ideas to the debate. The Encyclopedia of theoretical and philosophical psychology provides a comprehensive, up-to-date overview and discussions of topics and persons covered in this area of research, with leading researchers contributing their ideas to existing debates.

The entries are structured with the understanding that the encyclopedia is aimed at people interested in psychology who wish to delve deeper into the theoretical issues that characterize this discipline and its connections with philosophical research. This means that the content should not be presented in a general manner but should be oriented towards highlighting the theoretical and philosophical aspects relevant to the development of a theory or person. For example, the idea is not to illustrate “Carnap's” philosophy in general, but to present Carnap’s view in relation to psychology (e.g., his connection to behaviorism, physicalism, quantitative research, etc.). For “emotion” there is no need to describe all empirical research on emotions and their neurophysiological correlates but to

employ theoretical/philosophical research to develop either a theoretically salient synthesis of the theory of emotions and/or to present the main theoretical issues concerning psychological research on emotions and to relate them to philosophical research. In general, the theoretical and philosophical aspects discussed in the entries should be aimed at clarifying or problematizing ontic, epistemic, ethical issues inherent in psychology. The psychological aspects addressed in this encyclopedia should be framed in such a way as to highlight the theoretical and philosophical issues inherent to the topics/persons discussed. Even when specific experiments or empirical data are considered, the goal should be to bring theoretical and philosophical issues to light.

CONTRIBUTION LEVEL

Despite adding “possibilities” to the encyclopedia, the main aim is to publish a work of **tertiary literature**, which provides **summarized information** derived from primary or secondary sources, not original research. As such it consists of **established information in the particular field** and contains **digested knowledge** in an easily accessible format. Please don’t use this article as an opportunity to publish (exclusively) your own scientific work (primary literature). Rather, the current state of literature should be summarized including also possible review articles. As in any other scientific article, proper references are needed to the original articles or review articles.

The level of contributions should be such that a graduate student can benefit from a contribution which is not from his or her area of expertise. **Each contribution should stand on its own** without an assumption that a reader will be seeing any other portion of the work.

LANGUAGE

American English or British English should be used consistently. Avoid colloquial language as well as unnecessary foreign terms. Names, terms, abbreviations, etc. should be spelled consistently throughout the whole text (including figures and tables). Explain all the acronyms and abbreviations you use in your contribution. We suggest that authors whose native tongue is not English ask an English-speaking co-worker for assistance.

FILE FORMAT

You can either send us LaTeX or Microsoft Word files. In case you submit LaTeX please also include a pdf document along with your LaTeX files.

2. Structure

In order to ensure a user-friendly, coherent and comprehensive appearance, and to guarantee a smooth publication process and a seamless transformation of your manuscript into the final layout and various electronic formats (e.g., HTML for online publication, ePub for e-book readers), please adhere to the recommended article structure as outlined above and clearly define and organize the elements of your contribution (concepts and people):

- **Chapter title**
- **Authors:** Please include the name of all chapter authors in the correct order with their affiliations in the manuscript. *We are not able to accept a change of authorship after a contribution has been submitted*
- **Abstract (150 words)**
- **Keywords** (Please provide 5-10 keywords for your chapter)
- **Introduction** (length depends on the topic)
- **Background and Context**
- **Debates and Challenges**
- **Possibilities**
- **Cross-References** (to related chapters from this handbook; table of contents is available in Meteor)

- **References** (should be restricted to the minimum number of essential references compatible with good academic practice)

- **Chapter title**
- **Authors:** Please include the name of all chapter authors in the correct order with their affiliations in the manuscript. *We are not able to accept a change of authorship after a contribution has been submitted*
- **Abstract (150 words)**
- **Keywords** (Please provide 5-10 keywords for your chapter)
- **Introduction** (length depends on the topic)
- **Academic biography**
- **Contributions (to theoretical and philosophical psychology)**
- **Impact and relevance (in theoretical and philosophical psychology)**
- **Cross-References** (to related chapters from this handbook; table of contents is available in Meteor)
- **References** (should be restricted to the minimum number of essential references compatible with good academic practice)

3. Preparation of the Manuscript

AUTHORS AND CO-AUTHORS – AFFILIATION – SEQUENCE - CORRESPONDING

For handbooks Springer prefers to have a small number of authors for each contribution. If you want to include a co-author, please inform Springer before submission.

Please include the name of all article authors in the correct order with their affiliations (affiliations, city, and country + ORCID [optional]) in the manuscript and mark who is to be the corresponding author.

Authorship changes are not permitted after a chapter has been submitted

ABSTRACT OR DEFINITION

The abstract (approximately 150 to 250 words) summarizes the content of the chapter. It will always appear online at SpringerLink and be available with unrestricted access to facilitate online searching, e.g., when using Google™. Unregistered users can read the abstract as a teaser for the complete chapter. [If no abstract is submitted, we will use the first paragraph of the chapter instead.]

Tip

– Don't include reference citations or undefined abbreviations in the abstract, since abstracts are often read independently of the actual chapter and without access to the reference list.

KEYWORDS

Each keyword should not contain more than two compound words, and each keyword phrase should start with an uppercase letter.

When selecting the keywords, think of them as terms that will help someone locate your chapter at the top of the search engine list using, for example, Google. Very broad terms (e.g., 'Case study' by itself) should be avoided as these will result in thousands of search results but will not result in finding your chapter.

HEADINGS AND HEADING LEVELS

Please don't use more than 3 heading levels. Heading levels should be clearly identified and each level should be numbered or uniquely and consistently formatted.

Never skip a heading level. The only exceptions are run-in headings which can be used at any hierarchical level.

TERMINOLOGY, UNITS, AND ABBREVIATIONS

- Technical terms and abbreviations should be defined the first time they appear in the text.
- Also, please use the following abbreviations: Fig./Figs. for Figure/Figures, and Eq./Eqs. for Equation/Equations; the word 'table' is not abbreviated.
- Please always use the internationally accepted SI units signs and symbols.
- Numerals should follow the British/American method of decimal points to indicate decimals; commas should be used to separate thousands.

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Please feel free to provide figures and tables in full color or black & white. If you are using MS Word please use only the table function for creation of tables. Figures are welcome in any standard format (jpg, tif, ppt, gif...) If possible, please provide the original figure in high resolution (300 dpi minimum) to be submitted as separate file.

All tables should be numbered for each contribution (1, 2, 3 ...).

All figures should be numbered as follows: "contribution title, fig1.TIF", etc.

Please insert the file name of the figure/table as well as an **explanatory caption underneath the paragraph which refers to the figure/table** (but do not insert the caption into the figure/table). All symbols/abbreviations used in figures/tables should be defined in a legend.

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FIGURE AND ILLUSTRATION FILES

- Do not submit tabular material as figures.

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- Ensure that all the figure lettering is clearly readable – optimum size 8-12 points.
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QUOTATIONS

- Use APA style.

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5. Appendix (optional)

Please include important original content in a chapter appendix to make sure that it is accessible also in the online first version of the chapter prior to book publication. Please note that an Appendix cannot include a reference list

6. Glossary

A glossary may be included. Terms in the glossary are arranged alphabetically, each on a separate line and followed by its definition.

A glossary always consists of terms and their explanation whereas a list of abbreviations only contains the abbreviations and their written out forms without any further explanation.

7. Final Check and Submission

- Ensure that the files are complete (no missing information) and that the agreed-upon length is accurate.
- Save the original figure files separately and name them with your name, the chapter, and figure number (e.g., Myers-Fig 1.1).
- Ensure all third-party permissions have been obtained.
- Please ensure affiliation details (including name, email address, affiliation, city, country) for you and your co-authors (if any) are included in the manuscript.

- Submit a PDF file of your manuscript, ideally with all fonts embedded, that can be used as a reference. This is especially important if text or figures contain special characters or unusual fonts. Please check the PDF to ensure that text and figures appear correctly.

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Keywords (if applicable)	Included	<input type="checkbox"/>
Text	Heading levels and special text elements consistently styled	<input type="checkbox"/>
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References	Reference lists included at the end of the chapter	<input type="checkbox"/>
	Citations in text agree with reference list	<input type="checkbox"/>
Figures	All figures are included in the source file (Word or LaTeX) and appear correctly in the pdf. In addition all figures are available as separate files.	<input type="checkbox"/>
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