# **General Remarks**

Articles must be submitted in a standard word processing format (preferably WORD).

Articles must be accompanied by an English abstract and some keywords. According to international standards, the abstract should contain the most important information about the central arguments and contents of the paper or about the research conducted. Abstracts of empirical studies should include information about the research question and hypotheses, characteristics of the sample, applied methodology, design, measurement instruments, central results and possible conclusions. Review articles or meta-analyses should additionally contain analogous information on the problem, on criteria for source selection, on test persons, on the method and on findings and conclusions. The keywords should precisely describe central aspects of the article.

Some biographical information about the author(s) is also required (50–100 words).

The formatting must be in the **APA style** (7th edition): American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <u>https://doi.org/10.1037/0000165-000</u> (see also <u>https://apastyle.apa.org/instructional-aids/tutorials-webinars</u>).

A summary of the APA-style formatting can be found here:

https://owl.purdue.edu/owl/research\_and\_citation/apa\_style/apa\_formatting\_and\_style\_guide/referenc e\_list\_basic\_rules.html

# **Basic Formatting Guidelines**

# Footnote Reference Mark:

Footnote signs at the end of a sentence are placed after the period. If a footnote does not refer to the whole sentence, it is placed at the appropriate position in the sentence.

# **Quotation Marks:**

Double quotation marks are used for direct quotations in the continuous text; also for quotations in a longer quotation, which is formatted as an inserted paragraph (see below); also for "in a manner of speaking" quotations and for relativizations, allusions and ironically used words (use sparingly!).

Single quotation marks are used for a quotation in the quotation in the continuous text.

# **Quotes:**

Short quotations shall be included in the continuous text. Quotations in the continuous text shall be enclosed in quotation marks "".

# Short Quotations in Continuous Text

For In-Text quotes, the intext reference is integrated into the sentence, the point is after the parenthesis at the end.

*Example:* Despite having similar myths, the neighboring Shasta knew little about the afterlife "up to the time the Ghost dance was introduced" (Voegelin, 1947, p. 53).

## Longer Quotations of 40 words or More

Longer quotations are entered as separate paragraphs, indented, without quotation marks. The final punctuation mark (period, question mark, exclamation mark) is at the end of the quotation. The intext reference is in parentheses behind it without another period. *Example*:

We are in the midst of a sea change. Receding from view is materialism, whereby physical phenomena are assumed to be primary and consciousness is regarded as secondary. Approaching our sights is a complete reversal of perspective. According to this alternative view, consciousness is primary and the physical is secondary. (Barušs & Mossbridge, 2017, p. 3)

## Use of Brackets in Quotations

Square brackets are used for omissions [...] as well as notes and comments by the author, e.g. [translation by the author]. This distinguishes it from what the cited author puts in brackets.

## **Figures/Tables:**

Images must be submitted as high-resolution files in common image formats (e.g. jpeg, png). In most cases the print will be in B/W, in some cases also in color. The conversion of color images into B/W is carried out by the editorial staff.

The author(s) must ensure that he or she has the reproduction rights.

The necessary labelling and explanations shall be added to each figure or table. The desired position of the figures and tables in the text must be indicated by inserts such as "– insert here Tab. 2 –".

## **References in Continuous Text:**

(Author, year, p. page number). If the number after the year refers to a paragraph or a section, this is marked accordingly, e.g. (author, year, § xx).

Example: Other sources (e.g. Blackmore, 1999; Hufford, 1982, p. 242) also point to feelings of vibration and "electrical sensations" (McNally & Clancy, 2005, p. 114) that can be experienced during a SP.

Several references in a parenthesis are listed *alphabetically* according to the initial letters of the authors.

In the case of three or more authors, always use "first author et al., [year]". Example: (Kernis et al., 1993).

Multiple publications by the same author: The author's name is given only once.

Example: (Krippner, 1990, 1996, 2000).

## **Archival Material:**

When using historical material from archives, the archival signature of the sources should be indicated.

## **Reference List:**

## If DOIs exist for the references, they must be added.

## **Monographs:**

Adler, S. R. (2011). *Sleep paralysis: Night-mares, nocebos, and the mind-body connection*. Rutgers University Press.

### **Book Chapters:**

Alvarado, C. S. (2000). Out-of-body experiences. In E. Cardeña, S. J. Lynn, & S. Krippner (Eds.), *Varieties of anomalous experience: Examining the scientific evidence* (pp. 183–218). American Psychological Association. <u>https://doi.org/10.1037/10371-006</u>

## **Journal Articles:**

Cheyne, J. A. (2002). Situational factors affecting sleep paralysis and associated hallucinations: Position and timing effects. *Journal of Sleep Research*, *11*(2), 169–177. https://doi.org/10.1046/j.1365-2869.2002.00297.x

Cardeña, E. (2014). A call for an open, informed study of all aspects of consciousness. *Frontiers in Human Neuroscience*, *8*, Article 17. <u>https://doi.org/10.3389/fnhum.2014.00017</u>

Advice: All journal references should always include volume as well as issue number (if existent), not anymore the issue number only if the pagination is done per issue.

### **Internet-References:**

Bröckers, M. (2006). Schach und Paranoia: Verfolgungswahn und Verschwörungstheorien bei Spielergenies. <u>http://www.broeckers.com/Schach&Paranoia.htm</u>

### Magazine Articles:

Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health. *Monitor on Psychology*, *39*(5), 26–29.

Advice: Always specify the month and possibly the day.

### **Newspaper Articles:**

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, A1, A4.

Advice: Always specify the date.

### **Online Newspaper Article:**

Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*. http://www.nytimes.com