

Style Guidelines

Specific Requirements

- Manuscripts must be submitted in English.
- Submissions should consist of:
 - **One blind manuscript.** The authors names must not appear in headers, on the same page as the abstract, or in author's notes anywhere in the body. If you are citing your own work you should cite it normally. Please remember to put the full title somewhere (before the abstract is a good place) because the cover sheet will not be distributed with the blinded manuscript. *Manuscripts with the names of the author(s) in the header will be returned to the author for revision.*
(and)
 - **One cover sheet** with the title, authors names and contact information. This page should also include a footnote giving the name and address of the author who will receive requests for reprints. The footnote can also include any appropriate acknowledgements. Any author notes regarding funding, etc. may be included on this page, or on another page immediately following.
- Manuscripts should be in **black and white**, unless color is absolutely necessary. Colors may be lost when the manuscript is scanned in or printed out for review. Color printing is only available in the December issue, and so having color may delay publication.
- The manuscript must be **double-spaced** throughout, including title page, abstract, keywords, text, quotations, references, and footnotes.
- An abstract of no more than 100 words should be provided as part of the blind manuscript. It should be on a separate page, along with the title of the manuscript and a keywords list. There should not be any dated references in the abstract.
- Allow wide margins and ample space around formulas for editorial work.
- The manuscript should be clear and legible. The type size should be readable (i.e., equivalent to 12 point or 10 cpi). Manuscripts with small print (i.e., equivalent to 10 point or 12 cpi) may be returned to the authors by either the Editor or the Managing Editor.
- **Submitted manuscripts must not exceed 40 pages.** Authors wishing to exceed this limit must – prior to the submission of the manuscript – send a letter to the Editor that (a) requests a specified number of additional pages, and (b) justifies this request. The Editor's decision in this matter is final.
- Submitted manuscripts should not be password protected.

General Style Guidelines

The use of footnotes is discouraged. Most footnotes can be parenthetically included in the text.

The use of the pronouns “I” and “we” is discouraged except in situations where it is necessary to make explicit reference to the author(s). These situations normally occur in discussions of methodology. (In other words, it is preferable to say “*I* decided to use the ABC statistical package, because...” rather than “*The experimenter* decided...”. See page 35 of the APA Publication Manual for more information. A brief discussion appears mid-page.)

Psychometrika uses three levels of headings: centered section headings (upper and lower case Roman letters), side headings (upper and lower case italic letters), and paragraph headings (indented, italic letters with only the first letter of the first word upper case). (See Level 2, Level 4 and Level 5 on page 66 of the APA Publication Guide.)

The first line of each paragraph must be indented one tab stop (any distance from 5mm to .5 inch is acceptable).

Lists

Psychometrika uses two types of lists. (a) Within paragraph lists where the elements are identified by a series of lowercase letters in parentheses (e.g., (a), (b), (c), etc.). (b) “Bullet” lists where the elements are identified by a series of numbers followed by a period (e.g., 1., 2., 3., etc.). Bullet lists can be numbered with a series of lowercase “Roman numerals” if need be for clarity (e.g., i., ii., iii., iv.). The preceding is an example of a within paragraph list. The following example of a bullet list shows proper alignment:

1. Capitalize exact, complete titles of published and unpublished tests. Words such as *test* or *scale* are not capitalized if they refer to subscales of tests (e.g., MMPI Depression scale). (Refer to page 60 of the APA Publication Manual.)
2. Capitalize nouns followed by numerals or letters that denote a specific place in a numbered series (e.g., Day 2, Experiment 4, Trial 9, Group B). Do not capitalize nouns followed by numerals if the nouns denote common parts of books or tables (e.g., chapter 4, section 3, row 4, column 5).
3. Use the following standard Latin abbreviations only in parenthetical material: e.g., etc., i.e., vix., vs. In nonparenthetical material use the English translation: for example, and so forth, that is, namely, versus. Do not use the Latin abbreviation “cf.” If needed, the words “refer to” or “see” should be used as a substitute for “cf.”

Type

Author(s) should use a 12 point Times Roman (or equivalent) type throughout the manuscript. Manuscripts must be double-spaced throughout.

Symbols

Clarity and consistency in the mathematical notations used are essential. Idiosyncratic or excessively complex notation should be avoided. Communication is facilitated by the use of familiar symbols and the mathematical notations used should follow previous usage if possible. The following conventions work well, and are recommended.

- All variables are automatically typeset in italic and need not be underlined.
- *Random variables* are in uppercase italic, while *realizations* of random variables are in lowercase italic.
- Vectors are usually lowercase boldface.
- Upper case Roman (nonitalic) letters are normally used for *constants* and *matrices*. (Upper case boldface letters can be used for matrices.)
- Use lowercase Roman (nonitalic) letters for functions (e.g., “f()”).
- Abbreviations used within an equation are normally set in a normal, nonitalic Roman typeface (e.g., exp, cov, var, vec, Diag, min, max, tr, Pr, ln, log).
- Use “exp ()” instead of $e^{()}$.
- Use “()^{1/2}” rather than using a radical sign.

Note: After they have been typeset, overscores for lowercase thetas and zetas (i.e., tildes and carets) do not appear to be centered over the thetas and zetas. This is because the overscore is centered over the midpoint of the letter rather than the top of the letter. Numerous author have requested that these overscores be “correctly” centered over the top of the character. This is a time-consuming and expensive process, because the typesetter must adjust the position of each overscore on a character-by-character basis. Consequently, future similar requests will be refused.

Figures and Tables

Tables and Figures must be “camera-ready”. That means that they are reproduced photographically, and they must be of a professional quality and ready to use “as is”. Refer to pages 83-94 of the APA Publication Manual for general guidance on the preparation of tables, and pages 94-105 for guidance on the preparation of figures. Bear in mind that *Psychometrika* is not only published in color once a year, so graphs should be readable in gray-scale. Use a Times Roman or equivalent typeface in your tables and figures.

A page in *Psychometrika* is 5.25 by 8.19 inches. Where possible it is preferred that the tables and figures be 5.25 inches or less wide. Tables and figures can be reduced by the printer to “fit” on a page, but experience has shown that when the resulting reduced table or figure is less than 70% of the original, there is usually a loss in clarity. Captions for figures must be provided on a separate sheet. The author who will be receiving the galley proofs should lightly write with a pencil his or her name and the figure number in a corner on the back of each figure (e.g., Ethel Mertz Fig. 5). The “Directions for Preparation of Manuscripts for *Psychometrika*” (1984, *Psychometrika*, 49, 1-5) can provide additional guidance on the preparation of tables and figures. (See Table 1 for an example of an appropriately styled table. Reproduced with the permission of the authors.)

TABLE 1

Static Designs in Estimating Two-Parameter Logistic Items

Item No.	β_1	Optimal Design Support Points		Relative Efficiency			
				$N(0,1.7)$	$N(0,1)$	$N(0,.5)$	$U[-1,1]$
1	.7235	-1	1	.82	.76	.36	.47
2	.8189	-1	1	.72	.75	.41	.54
3	.8856	-1	.9925	.67	.75	.44	.58
4	.9524	-1	.8529	.62	.75	.47	.61
5	1.0192	-1	.7315	.58	.74	.50	.65
6	1.0859	-1	.6371	.54	.73	.53	.68
7	1.1526	-1	.5753	.51	.72	.56	.71
8	1.2361	-.9325	.5364	.48	.70	.60	.75
9	1.3195	-.8735	.5025	.44	.69	.64	.77
10	1.4080	-.8216	.4726	.41	.67	.67	.79

Note: $\beta_0 = 0.2448$ for each item. Each optimal design puts probability 0.5 at each of its support points. Boldface indicates the items to be studied with sequential designs. Four decimals are necessary to replicate these results.

Jones, D. H., & Jin, Z. (1994). Optimal Sequential Designs for On-Line Item Estimation. *Psychometrika*, 59,59-75.

Spelling

When questions of spelling arise, *Psychometrika* uses Webster's Ninth New Collegiate Dictionary.

The English language, as practiced in the United States, constantly transforms itself. Consequently, more than one spelling of a word may be listed in the dictionary as being "acceptable". *Psychometrika* uses the preferred spelling, which is always listed first. Care should be taken, because the preferred spellings of words do not necessarily follow consistent rules. For example, the following are the preferred spellings of some commonly used words: appendixes, color, controlled, controlling, formulas, indexes, labeled, modeled, modeling, patrolled, patrolling, traveled, traveling.

The following are examples of how to provide punctuation for numbers, variables and abbreviations: Δ 's, d's, 1960s, RTs (where "RT" is the abbreviation for *response times*), MP's (where "MP" is the abbreviation for Members of Parliament), *i*-th., 1st, 3rd, 7th. Periods can be used in abbreviations using lowercase letters (e.g., a.d., i.i.d, and a.s. are acceptable); but the abbreviation for "if and only if" (i.e., iff) never has periods between the letters. Periods are used in the abbreviations for geographical names (e.g. U.S.A.) but periods are not used in postal abbreviations (e.g., CA, VA, or DC). Use Roman (nonitalic) letters for abbreviations.