

Instructions to Authors

The Bulletin of the São Paulo Academy of Psychology (APP) is the journal that promotes the Academy. It is an open periodical, not exclusive to members of the entity. It is registered under the ISSN number 1415-711X (International Standard Serial Number) in the printed version and under ISSN 2176-3038 in the electronic version, as unique titles of periodical publications. It is identified by the bibliographic caption Bol-Acad. Paul. Psicol. It has been published with strict regularity for 44 years since 1980; it is currently online, registered in the HELA Electronic Catalog, in BVS-Psi, PEPSIC, LATINDEX, CLASE and REDALYC.

Its organization was initially inspired by the periodical publication Academy Update, by The New York Academy of Sciences, that is, it is structured according to basic approaches, such as the publication of significant scientific articles of a historical or current nature and research, with an emphasis on unpublished texts of relevance in the field of Psychology. In a complementary way, it publishes articles that record the memory and achievements of the APP which evidence its social commitment and the propagation of Psychology. In this sense, it extends its production of articles to the dissemination of records of the life and work of pioneers; interviews; reports of experiences and case studies; reviews of important works in the area of Psychology.

Contributions intended for publication, whether from members of the Academy themselves or from other professionals, are the sole responsibility of the author(s), and should be sent to the secretariat of this association by email: manuscritosboletim@academiapaulistapsicologia.org.br, in accordance with the instructions presented here.

Submitted manuscripts are reviewed by at least two academics and/or other *ad hoc* experts. Once reviewed, they have the following options: rejection, revision with recommendations for changes, or acceptance of the manuscript in its entirety. If there is a recommendation for revision, the manuscripts are sent to the authors with the opinions (without identification), with the appropriate instructions for changes, as appropriate. Regarding rejection, depending on the situation, the Editorial Board may indicate another reviewer for the situation in question. After being selected, the articles undergo a specialized editorial preparation process. The copyright of all published articles belongs to the Bulletin of the São Paulo Academy of Psychology. Received manuscripts are not returned. It is important to note that all authors who submit their work for review must inform their ORCID (Open Researcher and Contributor ID) registration. The maximum number of authors per manuscript is 10 (ten).

Plagiarism and AI

The Bulletin will use a plagiarism detection tool and artificial intelligence to check all submitted articles before sending them for peer review.

Social Networks

In order to further disseminate the Bulletin's content, authors are asked to share their articles on the following social networks, among others, after publication on the PEPSIC website:

Academia.edu – <https://www.academia.edu/>

Mendeley – <https://www.mendeley.com/>

ResearchGate – <http://www.researchgate.net/>
Google Scholar – <https://scholar.google.com>

Reviewers

Authors must indicate three possible reviewers for the manuscript with their respective e-mails and the institutions to which they are linked. Optionally, they can indicate three reviewers to whom they would not like their work to be sent.

Contribution

Since APP does not receive external funding to maintain the Bulletin, authors of each article accepted for publication are asked to contribute a minimum amount to be applied to the publication costs.

The following are the instructions that must be followed when submitting manuscripts:

I. Rules for submitting and evaluating manuscripts

I.1- Manuscripts must be submitted no more than two months before publication in the Bulletin (June and December). They must be unpublished and have not been forwarded to other publication sources, with a written declaration from the author(s). In addition, they must be accompanied by two cover pages, one with the author(s) identification (full name, address, telephone number and e-mail) and the other without any identifying data. They must be addressed, accompanied by a letter addressed to the editors, declaring the originality and the assignment of the manuscript's copyright to the journal. In case of co-authorship, all authors must sign the letter and inform their ORCID® (Open Researcher and Contributor ID) registration numbers.

I.2- In the case of contributions related to the Academy and the responsibility of its members, the following must be included after the title of the text: Chair Holder's name, the number and name of the Chair he/she occupies, or the registration number if he/she is a Corresponding Member. In the footnote of the first page, the address of the author(s), with telephone number and e-mail, for correspondence purposes. As for scientific productions, after the title of the work, the name(s) of the author(s) must appear, as well as the institution to which he/she belongs and where it is located. In the footnote of the first identified page, indicate other information about the author(s), such as title and/or position, as well as his/her address(es), telephone number(s) and e-mail for contact.

I.3- Manuscripts on historical and/or empirical research must contain 15 to 25 pages. These and other articles should be typed with 1.5 cm spacing between lines, in a text editor such as MS-Word and in Arial 12 font, IBM-PC standard. They should be accompanied by an abstract with 13 to 15 lines and 3 to 5 keywords, in Portuguese, English and Spanish, in Arial 9 font and with 1.0 cm spacing between lines. It should provide a complete idea of the research presented (objectives, bibliographic contributions, methodology, results, discussion, conclusions or general considerations). The use of acronyms or citations is not permitted. The title of the paper should have up to 12 words, be centered in bold and contain upper and lower case letters. The title should also be translated into English and Spanish. The keywords or descriptors should be

obtained from the Descriptors in Health Sciences (DeCS) or from the Terminology in Psychology sources. The keywords or descriptors should be written in lower case letters, separated by semicolons. It should contain, at the end, 3-5 keywords that accurately describe the content of the work.

I.4- Manuscripts must include the title in Portuguese, translated into English and Spanish, followed by the name(s) of the author(s) and the place where they provide or provided services, the city and country of location. In the footnote of the first page, provide other information about the author(s), such as their degree and/or position held or holding, as well as their personal address, telephone number and e-mail address for contact; it may be the address of the main institution to which the author belongs. In the case of co-authorship, these will be limited to a maximum of ten collaborators, who will be professionals directly responsible for the contribution.

I.5- It is important to try to reduce the number of figures, tables and footnotes. As for the first two, when they are really necessary, mention them in the place or close to where they will be placed in the text, in order to avoid them being divided. They should be presented at the end of the work, in black and white. Titles should be in lowercase letters; the titles of the figures should be below them; and of the tables, above.

I.6- Manuscripts submitted for publication must follow the applicable ethical standards, and professional secrecy is an essential condition for acceptance of the work. In the case of research or case studies involving human beings and/or animals, ethical standards must be documented in writing, through acceptance by the relevant Ethics Committee.

I.7- In the case of a full transcription of a text longer than three lines, it must be indented two centimeters from the margin and in italics. At the end, include, in parentheses, the author's reference and the page from which the part of the indicated work was extracted. The author's name will be cited here only when it is not presented near the transcribed text.

I.8- In articles on **theories and concepts**, in addition to the commented exposition, include background, critical appreciation and its multiplier value.

I.9- Regarding **research**, it is essential to develop it according to the usual guidelines for its elaboration (introduction, bibliographic contributions, method, results, discussion and conclusions), highlighting its importance for the progress of psychological science and/or for the derivation of new works.

I.10- Regarding **case studies** or **reports of professional experience**, subdivisions in the content and assessments of the value of the work are advisable, including conceptual implications, methodologically appropriate evidence and suggestions for new studies.

I.11- Regarding **reviews** of books or articles from scientific journals in Psychology, they should refer to well-known or recent publications, and it is necessary to highlight, in the respective analysis, the relevance for the progress of Psychology as a science, teaching or profession. Furthermore, highlight the value that the reviewed work and its characteristics may have for psychologists, for professionals in related areas, or even for the general public.

I.12- The following criteria are used to evaluate the manuscript: a) relevance of the topic to Psychology, as a science or profession; b) clear language, with grammatical and spelling revision, according to the current Language Spelling Agreement; c) relevance of the literature that supports the work; d) respect for

the Psychologist's Code of Ethics; e) conclusions or general considerations that are consistent with each other and with the data analyzed.

II. Bibliographic citations

II.1- With reference to bibliographic citations, they must be presented in accordance with the standards established by the APA (American Psychological Association), 7th Edition, which emphasize the need to strictly follow alphabetical order, considering the author's last name, both in the case of single and multiple authorship. The latter should come after the single author. Both cases should follow the order from the oldest to the most recent. This does not imply changing the alphabetical order already established for indicating the works. Only those works whose authors are included in the text should be indicated in the references, and their last name(s) and first name initial(s) should be included, followed by the year of publication.

II.2- In those cited in the body of the text, the last name(s) of the author(s) should be included, followed by the year of publication. When the work is by one or two authors, include the names of both authors and the year of publication. When the work is by three or more authors, from the first time the reference is presented, the name of the first author should be included, followed by "et al.", a comma and the year. If it is mentioned again, the format described should continue to be used. In the References placed at the end of the article, in the case of co-authorship, the names of all authors up to 20 should be included. If there are more than 20 authors, the first 19 authors should be included followed by ... and the last author (without &), with a total of no more than 20 names. All web page addresses (URLs) included in the text must be active and ready for immediate access. In the case of secondary citations in the text, mention the author of the original work and then use the expression "as cited in". In the References at the end of the text, only the secondary source should be included. The following are examples of the standards indicated with specificity to the work cited and its author:

II.3- Citations

Books and book chapters and articles in journals:

In the case of literal citations, with up to 40 words, they must appear in the body of the text in quotation marks, indicating the author's surname, date and page. In short citations, the full stop comes after the reference, that is, after the closing parentheses.

Citations with more than 40 words must appear in a new paragraph, with the same spacing and font size as the text and with an indentation of 1.27 cm from the left margin. Include the author, year and page number preceded by "p" for one page and by "pp" for a sequence of several pages. In extensive citations, the full stop must appear before the reference.

A single author:

In the case of only one author, the citation of the books or book chapters consulted must be done in the following way: author's surname and year of

publication in parentheses. The author's surname should be written with the first letter capitalized and the other ones in lowercase, even when in the parentheses.

- Malagris (2014) or (Malagris, 2014)

Two authors:

When there is more than one author, separate the names with “&” if in parentheses. In the text, separate with “and”.

- Lipp and Malagris (2014) or (Lipp & Malagris, 2014)

Cite both authors whenever the article is referenced.

For three to five authors:

In the first citation

Sena, Vieira and Lyra (2011)

In subsequent citations:

Sena et al. (2011)

Six or more authors

Put the last name of the first author followed by et al.

Von Baeyer et al. (2014)

When the author is an entity with an abbreviation:

In the first citation:

- American Psychological Association (APA, 1994) or (American Psychological Association [APA], 1994)

In subsequent citations:

APA (1994) or (APA, 1994)

Citations of two or more works within the same parentheses:

Present the authors in alphabetical order (in the same order in which they appear in the reference list) separating the references with a semicolon.

(Skinner & Wellborn, 1994; Skinner et al., 2003; Skinner & Zimmer-Gembeck, 2016; Vasconcelos & Nascimento, 2016)

III. References

When formatting references, use 1.5 cm spacing and font size 12. Each reference should appear as a new paragraph, with a 1.27 cm indent from the left margin starting on the second line. As a suggestion, references to articles already published in the Bulletin should be included as a way of increasing its impact factor.

III.1- Books or book chapters:

Translated foreign works:

Add to the book indication (in italics) the name(s) of the translator, followed by the word trans., in parentheses, the publisher and also in parentheses the date of publication of the original book.

Example:

- Krasner, L., & Ullmam, L. P. (1972). *Pesquisa sobre modificação do comportamento* (C. M. Bori, trans.). Herder (original published in 1965).

In the text, cite the year of the original publication and the year of the translation.
Example: (Krasner, & Ullmam, 1965/1972)

When the work has only one author:

Example:

- Campos, R.M. de F. (Org.) (2002). *Helena Antipoff. Selected Texts*. Casa do Psicólogo.

When the work has 2 authors: include both authors in the list of references.

Example:

- Maia, E. M. C., & Pérez-Ramos, A. M. Q. (2001) Fortalecimento do Apego entre mãe-adolescente e seu bebê. *In: Angerami-Camon, V.A. (Org.). Novos Rumos na Psicologia da Saúde* (pp. 95-120). Pioneer Thomson Learning.

In the text: mention both authors by last name as follows:

(Maia & Perez-Ramos, 2001)

When the work has 3 to 20 authors: include all authors in the list of references.

In the text: include only the last name of the first author followed by et al.

Example:

- Silva, et al. (2005)

When the work has more than 20 authors:

In the text: cite only the last name of the first author followed by et al.

In the references: List the first 19 authors, followed by an ellipsis (...), and then include the last author.

When the author of the work is an entity with an acronym:

- American Psychological Association [APA]. (1994). *Publication Manual of the American Psychological Association* (4th. Ed.).

Reference of work with an organizer:

- Costa, P.J. (Org.) (2006). *Reflexões Psicanalíticas*. Vetor Editora Psico-Pedagógica.

III.2- Articles in journals in electronic format:

Only provide the electronic address (URL) if the article does not have a DOI. In this case, use the expression "Retrieved from" or, when in Portuguese, "Recuperado de" before including the URL.

Example:

Without DOI:

- Conselho Federal de Psicologia [CFP]. (2013). *Referências técnicas para a atuação de psicólogas/os em políticas públicas de álcool e outras drogas*. Brasília, DF: CFP. Recuperado de http://site.cfp.org.br/wp-content/uploads/2014/01/CREPOP_REFERENCIAS_ALCOOL_E_DROGAS_FINAL_10.01.13.pdf

With DOI:

- Silva, J. P., & Souza, M. C. (2021). A influência da tecnologia na educação. *Revista de Educação Contemporânea*, 18(2):45-67. <https://doi.org/10.1234/rec.2021.002>

III.3- Articles in journals:

The procedures are as follows: surname of the author(s), followed by the initials of the first name(s), year of publication in parentheses; title of the article; name of the journal in full and volume in italics, number in parentheses without italics, first and last pages.

Example:

- Nicaretta, M.N. (2010). A formação da identidade do psicólogo clínico estadunidense e suas repercussões para a Psicologia no Brasil. *Boletim Academia Paulista de Psicologia*, 30(79):450-461.

If the article has a DOI (Digital Object Identifier), cite the DOI in the reference.

- Alfano, C. A., Ginsburg, G. S., & Kingery, J. N. (2007). Sleep-related problems among children and adolescents with anxiety disorders. *Journal of the American Academy of Child and Adolescent Psychiatry*, 46(2):224-232. doi: 10.1097/01.chi.0000242233.06011.8e

Articles with one or two authors:

- Fagundes, A. J. F. M. (1982). *Descrição, definição e registro de comportamento*. Edicon.
- Coelho, C., & Pérez-Ramos, A. M. Q. (2008). Abstinência e redução de danos no processo de recuperação dos dependentes de substâncias psicoativas. *Boletim Academia Paulista de Psicologia*, XXVII(8), 79-86.

Articles with three to twenty authors:

Include all authors in the reference list. In the text, include only the last name of the first author followed by et al. Example:

- Silva, et al. (2005)

When the article has more than twenty authors:

List the first 19 authors, followed by an ellipsis (...), and then include the last author. Example:

- Pegion, K., Kirtman, B. P., Becker, E., Collins, D. C., LaJoie, E., Burgman, R., Bell, R., DelSole, R., Min, D., Zhu, Y., Li, W., Sinsky, E., Guan, H., Gottschalck, J., Metzger, E. J., Barton, N. P., Achuthavarier, D., Marshak, J., Koster, R., ... Kim, H. (2019). The subseasonal experiment (SubX): A multimodel subseasonal prediction experiment. *Bulletin of the American Meteorological Society*, 100(10):2043-2061. <https://doi.org/10.1175/BAMS-D-18-0270.1>

III.4- Theses or dissertations

Insert the author's last name, followed by the initial of the first name(s), year of publication in parentheses; title of the thesis or dissertation in italics; indicate whether it is a Master's Dissertation or Doctoral Thesis; include the name of the university, name of the database or repository where the work was placed and <http://xxx...>

Example:

- Moxotó, G. F. A. (2014). *A eficácia do treino de controle do stress para mães de crianças com transtornos do espectro autista* (Tese de Doutorado, Universidade Federal do Rio de Janeiro).
https://minerva.ufrj.br/F/?func=direct&doc_number=000818947&local_base=UFR01

Thesis or dissertation obtained from an institutional database, write “Retrieved from” and then the electronic address. Example:

- Silva, R., A. (2017). *O insight no Transtorno Bipolar: correlações com aspectos clínicos* (Tese de Doutorado, Universidade Federal do Rio de Janeiro). Retrieved from <http://objdig.ufrj.br/52/teses/858682.pdf>

III.5- Abstracts or papers published in full in scientific event proceedings: Full papers published in event proceedings:

Insert the surname of the author(s) followed by the initial(s) of the first name(s); year of publication in parentheses, title of the abstract or paper presented; name of the Proceedings and Congress in italics; page numbers and <https://doi.org/xxxx> or URL (if available)

Example:

- Silva, J. P., & Souza, R. F. (2023). Avaliação da sustentabilidade em pequenas empresas. *Anais do Congresso Brasileiro de Administração*, 2(1):45-52. <https://doi.org/10.1234/cba2023>
- Oliveira, M. A., & Lima, P. S. (2022). Práticas inovadoras em educação a distância. *Anais do Encontro Nacional de Educação*, 35, Retrieved from <https://www.encontroeducacao2022.com.br/anais>

Papers presented but not published in full in proceedings:

Author(s). (Year). Title of the paper. Paper presented at the Event Name, Location. URL (if available)

Examples:

- Mendes, T. C. (2021). O impacto da tecnologia na gestão escolar. *Trabalho apresentado no Simpósio Internacional de Educação*, São Paulo, Brasil. <https://www.sieduc2021.com.br>
- Silva, S.M.O., & Lipp, M.E. N. (2017). Crenças irracionais como fonte de estresse: desafio para o desempenho de profissionais de recursos humanos. *Trabalho apresentado no Congresso Brasileiro de Terapias Cognitivas*, Foz do Iguaçu, Paraná, Brasil, XI.

III.6- Citation of Homepage or Website

In the text, indicate the author and date of the consultation made via the Internet and, in the references, list it with the complete data, indicating the electronic address and date on which the registration was made.

Institutional website, without a specific author

Example:

- World Health Organization. (2020). *Coronavirus: Overview*. <https://www.who.int/coronavirus/overview>

Web page with a specific author

Author(s). (Year, month, day). Page title. Website. URL

Example:

- Silva, M. A. (2021, June 15). Como melhorar sua saúde mental em tempos de pandemia. *Psicologia e Saúde*. <https://www.psicologiaesaude.com/artigo/saudemental-pandemia>

III.7- Institutional authorship with date:

Transcribe in the references the name of the institution promoting the book or book chapter, the date of issue in parentheses, the name of the article or book in italics, the number and edition in parentheses, unless it is the first one, then include the publisher. In the text, only include the acronym of the institution and the date of issue of the consulted work, in parentheses.

Example:

- World Health Organization [WHO]. (1993). *Classificação de transtornos mentais e do comportamento da CID 10*. Artmed.
- World Health Organization [WHO]. (2020). *Coronavirus: Overview*. <https://www.who.int/coronavirus/overview>

Institutional authorship without date:

When there is no date available, use "(n.d.)" to indicate "no date".

Organization. (n.d.). Title of the work. URL

Example:

Instituto Brasileiro de Geografia e Estatística. (s.d.). *Censo demográfico 2020: Primeiros resultados*. <https://www.ibge.gov.br/censo>

III.8- Figures and tables:

These should be limited and only used when absolutely necessary. They should be numbered in the order in which they are included in the text and inserted in the place where they are commented. They should contain a brief descriptive title in italics, positioned below the figures and above the tables. They should be numbered sequentially as they appear in the text. If the figure or table is not yours, include the source (for example, "Adapted from..."). If it is yours, you do not need to include the source.

Figures may include graphs, photos, drawings, diagrams, etc.

To avoid cutting off tables and figures, it is recommended to place them at the end of the article, for printing purposes after the references; in the place(s) where they should be inserted, write: place, here or nearby, table no. (...) or figure no. (...).