
ATTENTION: when using the Word document “TEMPLATE”, please observe all directions precisely, do not delete the existing line/paragraph spacing or change any details of layout, font, style so that it all remains correct for our use.

Please find all of our journal layout details below.

TITLE

should be typed in capital letters, Times New Roman, size 18. Leave a single line spacing after the title.

FIRST AUTHOR

first name and last name of the author, Times New Roman, size 15, small capitals (with only the first letter of both words capitalized). Leave no line spacing after.

UNIVERSITYOF.....

name of the institution, Times New Roman, size 11, small capitals (with the first letter of every word — excluding articles, conjunctions, prepositions, and the like — capitalized). Leave a single line spacing after.

SECOND AUTHOR (idem)

UNIVERSITY ... OF... (idem)

THIRD AUTHOR (idem)

UNIVERSITY ... OF (idem)

ATTENTION: where the affiliation of two or more authors in a sequence is the same, that affiliation is to be mentioned only once; for example:

FIRST AUTHOR

UNIVERSITY OF PADOVA

SECOND AUTHOR

AMERICAN UNIVERSITY OF MADABA

THIRD AUTHOR

FOURTH AUTHOR

UNIVERSITY OF PADOVA

FIFTH AUTHOR

ECONOMIC CENTRE OF BOSTON

REMEMBER TO SEND US THE RUNNING HEAD

Abstract: insert the text of the abstract here.

Times New Roman, size 9, 9.6-pt line spacing. Leave a 38-pt paragraph spacing before and no spacing after (do not type Abstract: just insert the text). Limit to no more than 150 words.

Keywords: Aaaaaaa; Fgggg ttttt; Bbbbbbb; Yyyyy; Tttttt uuuu.

Five keywords separated by a semicolon, Times New Roman, size 9, with only the first letter of each keyword capitalized (even when a keyword is composed by two or more words), 9.6-pt line spacing; leave a 14-pt paragraph spacing before and a 4-pt spacing after (do not delete Keywords:).

Correspondence concerning this article should be addressed to Email: ...

Times New Roman, size 8, italics. Insert first name and last name of the corresponding author, affiliation with complete address (street, city/town, zip/postal code, country). Separate each entry with a comma, insert a period before the Email address. Leave a 38-pt paragraph spacing after.

[Space for the editorial staff]

The text starts here: [Example: Perfectionism is defined as an individual's disposition to consider unacceptable anything that is not perfect. It is characterized by the tendency to set very high — if not unrealistic — standards of performance for oneself, and make an excessive effort to attain these standards. Moreover, it determines an over-generalization of failure, a rigid and severe all-or-nothing approach to self-evaluation, in which only success or failure is contemplated . . .] **NO MORE THAN 6000 WORDS.** Times New Roman, size 10, regular (roman) type, 14.4-pt line spacing, and 1.25-cm first line indent. Do not type "Introduction".

HEADING OF THE SECTION

should be typed in Times New Roman, size 10, small capitals, with the first letter of every word (excluding articles, conjunctions, prepositions, and the like) capitalized; 14.4-pt line spacing. Leave a double line spacing before and a single one after.

[Text (continued): In general, the positive and functional aspect of perfectionism refers to the tendency to set challenging objectives for oneself, to strive to achieve them while still maintaining a certain flexibility and enjoying self-satisfaction. On the contrary, the negative/dysfunctional aspect of perfectionism refers to the tendency to set rigid objectives and high standards for oneself, to be extremely self-critical, to be concerned about making mistakes, and to be incapable of feeling satisfied . . .]

HEADING OF THE SECTION (idem)

Subheading

should be typed in Times New Roman, size 10, regular (roman) type, with the first letter of every word (excluding articles, conjunctions, prepositions, and the like) capitalized. Leave a single line spacing after.

[Text (continued): Perfectionism, given that it is associated with maladaptive cognitions (rumination, repetitive negative thinking, worry, ...) and with vulnerability when faced with failure, can be consid-

ered an antecedent of compulsive and dependent behaviors in result-oriented contexts like the work environment. Aspiring to perfection and success together with fear of failing to attain self- and other-imposed standards may lead the person to work more, to continuously check their work in order to avoid mistakes, to constantly think about work activities, and how to improve and do more. Workaholics act under a sort of internal compulsive urge to work, turn their thoughts continually to work even when they are not at work, and work excessively, beyond what could reasonably be expected of them, without taking into consideration the negative consequences for themselves . . .]

TABLE 1
Times New Roman, size 10, small capitals. Leave a single line spacing before, none after.
Title of the Table
Times New Roman, size 10, regular (roman) type. Leave a single line spacing after.

ATTENTION: we can only accept a maximum of four tables and/or figures for each article, to be submitted in portrait orientation in order to fit our page.

EXAMPLE: TABLE 1
Means (*SDs*) and correlations of the main variables

	<i>M (SD)</i>	1	2	3	4	5
1. Affect	6.32 (0.96)	–				
2. Cognition	4.60 (1.70)	.20*	–			
3. Status	4.00 (1.99)	.01	.56***	–		
4. Identity	5.30 (1.50)	.27***	.29***	.25**	–	
5. Change P.	4.70 (1.61)	.24***	.24***	–.09	–.25**	–

Note. Change P. = Change Propensity.

* $p < .05$. ** $p < .01$. *** $p < .001$.

Note: The Note should be typed in Times New Roman, size 8, single line spacing. Leave a 3-pt paragraph spacing before. Leave a double 14.4-pt line spacing after. Only the word *Note* is to be in italics, followed by a colon.

The text in the Table is to be in Times New Roman, size 9, single line spacing. If there are no notes, leave a double 14.4-pt line spacing after the table.

If a table is longer than one page, type “(Table x continues)” at the bottom right-hand corner of the page, and “Table x (continued)” at the upper left-hand corner of the subsequent page.

Repeat the heading row on the subsequent page.

EXAMPLE: TABLE 2
EFA results: Factor loadings

Scale item	Factor loading		
	1	2	3
Factor 1: Positive affect			
Item_20	.86	.04	–.05
Item_3	.78	.08	–.05

(Table 2 continues)

Table 2 (continued)

Scale item	Factor loading		
	1	2	3
Item_4	.65	.02	–.11
Item_1	.54	.13	–.10
Factor 2: Liking			
Item_5	.12	.82	–.03
Item_17	.45	.77	–.12
Item_8	.23	.55	–.21
Factor 3: Negative affect			
Item_7	–.03	.12	.82
Item_12	–.12	.45	.80
Item_13	–.21	.23	.77
Item_21	–.03	.12	.70
Item_27	–.12	.45	.55

Note. $N = 345$. Factor loadings above .30 are in bold.

EXAMPLE: TABLE 3
Moderation analysis

	<i>b</i>	<i>SE</i>	<i>t</i>	<i>p</i>	95% CI
Aaaa	0.47	0.20	2.32	.022	[0.07, 0.87]
Bbbb	3.77	1.25	3.01	.003	[1.27, 6.27]
Aaaa × Bbbb	–0.83	0.24	–3.42	< .001	[–1.31, –0.35]

Note. *b* = unstandardized regression coefficient; *SE* = standard error.

[Text (continued): Burnout is traditionally defined as a psychological syndrome which manifests itself in workers with high scores of emotional exhaustion (sensation of draining of emotional resources) and disaffection (negative and detached attitude toward work) and low scores of professional efficacy (sensation of incompetence at work and limited ability to respond to work demands) . . .]

Subheading (idem; if the heading is not present, leave a double line spacing before and a single one after).

Sub-subheading

should be typed in Times New Roman, size 10, italics, with the first letter of every word (excluding articles, conjunctions, prepositions, and the like) capitalized. Leave a single line spacing after.

[Text (continued): The perfectionist's tendency to attain his/her own personal standards of performance, as well as the attempt to meet the perceived high expectations of others, can manifest itself in a greater and excessive investment in work. This is also done to be accepted and approved by the workgroup, colleagues, and superiors. A person with a high level of perfectionism will tend to show concern over details

at work, checking one's work several times to limit errors. They will often have difficulty in delegating tasks to colleagues fearing that the work will not be carried out adequately, or they would routinely expect excellent performance from colleagues . . .]



FIGURE 1

should be inserted after the figure, in Times New Roman, size 10, small capitals. Leave a single line spacing before, none after.

Title of the Figure

Insert the title of the Figure here, in Times New Roman, size 10. Leave a double 14.4-pt line spacing after.

NOTE/NOTES

should be typed in Times New Roman, size 10, small capitals, with the first letter capitalized. Leave a double 14.4-pt line spacing before, a single one after.

1. Example: The Spanish version of the scale is available upon request from the first author.
2. Retrieved from <http://istat.it>
3. An exploratory factor analysis revealed that the negative items loaded onto two distinct, but highly correlated, factors. Thus, we collapsed the negative emotions into a single factor.

Number all notes consecutively in the order in which they appear in the text, identified by superscript Arabic numerals (e.g., like this¹). Times New Roman, size 10, regular (roman) type, single line spacing. Leave a double 14.4-pt line spacing after.

FUNDINGS

should be typed in Times New Roman, size 10, small capitals, with the first letter capitalized. Leave a double 14.4-pt line spacing before, a single one after.

We received funding from Grant AA-67543 from the University....

The text of FUNDINGS should be inserted here, in Times New Roman, size 10. Leave a double 14.4-pt line spacing after. Do not precede grant numbers by “Nr.” or “#”.

ACKNOWLEDGMENTS
(same specification as for FUNDINGS)

The text of ACKNOWLEDGMENTS should be inserted here (same specification as for FUNDINGS).

REFERENCES
(same specification as for FUNDINGS)

Axxxx, A. B., & Xyyyyyy, B. (year). Title of the article. *Name of the journal*, volume number(issue number), pages (e.g.: 93(5), 641-673). doi: insert DOI number.

Times New Roman, size 10, 10-pt line spacing 0.5 hanging indent.

TPM FOLLOWS THE APA GUIDELINES (Publication Manual of the American Psychological Association, 7th Edition, 2020) AND YOU ARE EXPECTED TO APPLY THEM.
You can find some examples below.

Journal article with a DOI

MsEdward, A. L., & Cyrtau, M. (2019). Language learning: A cross-cultural model. *Journal of Psychological Language*, 123(3), 113-123. <https://doi.org/10.105678.34567>

Journal article with a DOI, 21 or more authors (last names and first name initials for up to 20 authors should be provided)

Arty, B. M., Ramasdu, N. M., Slater, B., Yu, Z., Zhu, L., Deaven, M. O., Gandin, Y., Higgins, W., Kidlef, M., Mo, L., Ropeski, N., Wang, M. N., Leetmu, N., Brothi, J., Fereza, E. R., Joseph, O., White, S., Kalsny, G., Ahaman, L., . . . Goldmann, H. (2019). A cognitive model approach. *Journal of Psychological Language*, 123(3), 93-123. <https://doi.org/10.105678.34567>

Journal article without a DOI

MsEdward, A. L., & Cyrtau, M. (2019). Language learning: A cross-cultural model. *Journal of Psychological Language*, 123(3), 13-23.

Journal article with an article number or eLocator

Arty, B. M., Ramasdu, N. M., Slater, B., & Yu, Z. (2019). A cognitive model approach. *PLOS ONE*, 14(4), Article e09876. <https://doi.org/10.105678.34567>

Magazine or newspaper article

Anfraus, L. (2017, November 23). *The passionate work*. Chicago Tribune.

Book with a DOI

Brew, M. (2018). *Gratitude therapy* (2nd ed.). Routledge. <https://doi.org/10.105678.34567>

Book without a DOI

Brew, M., & Gross, K. L. (Eds.). (2018). *Gratitude therapy* (2nd ed., Vol. 6). Routledge.

Book in another language

Piaget, J. (1966). *La psychologie de l'enfant* [The psychology of the child]. Quadrige.

Book republished in translation

Piaget, J. (1969). *The psychology of the child* (H. Wahar, Trans.). Basic Books. (Original work published 1966)

Diagnostic manual

American Psychiatric Association. (2013). Diagnostic and statistical manual of mental disorders (5th ed.). <https://doi.org/10.105678.34567>

Dictionary, thesaurus, or encyclopedia

Merriam-Webster. (n.d.). *Merriam-Webster.com dictionary*. Retrieved April 6, 2020, from <http://www.merriam-webster.com>

Book chapter

Barry, T., & Guy, I. P. (2017). Cognitive behavior therapy. In G. Irin & P. A. Juress (Eds.), *Psychotherapy* (2nd ed., pp. 234-256). CRC Press.

Book chapter in another language

Rossi, F., & Bianchi, C. (2017). Terapia cognitivo comportamentale [Cognitive behavioral therapy]. In G. Irin & P. A. Juress (Eds.), *Psicoterapia* (2nd ed., pp. 234-256). TPM edizioni.

Report by a government agency

National Cancer Institute. (2019). *Life after cancer* (NIH Publication No. 23-3456). U.S. Department of Health. <http://cancer.gov/publication/lifecancer.pdf>

Grant

Girsty, K. L. (Principal Investigator). (2015-2020). *Stress in teacher* (Project No. 67T1GHJ99887) [Grant]. National Institute of Health & Development. <http://project.teacher/details7899056>

Conference session, paper presentation, poster presentation

Maggy, L., Hyrling, J. K., Steddi, Y., & Guy, M. (2016, May 9-11). *Parental depression and children* [Conference session or Paper presentation or Poster presentation]. American Psychological Society Congress, New Orleans, LA, United States.

Dissertation or thesis from a database

Pitti, L. (2015). *Ethical leadership and well-being* (Publication No. 235678) [Doctoral dissertation or master's thesis, University of Wisconsin]. Digital Archive University of Wisconsin. ProQuest Dissertations and Theses Global.

Unpublished dissertation or thesis

Pitti, L. (2015). *Ethical leadership and well-being* [Unpublished doctoral dissertation or master's thesis]. University of Wisconsin.

Unpublished works

Rossi, M., Niu, Y., & Heynzer, M. P. (2020). *Parental depression and children* [Unpublished manuscript or Manuscript in preparation or Manuscript submitted for publication]. Department of Psychology, University of Padova.

Computer software, mobile apps, apparatuses, and equipment

Ammas, N. L., Ghosty, N., & Toy, U. (2013). *Comprehensive meta-analysis* (Version 3.4.56) [Computer software or Apparatus or Mobile app]. Biostat.

SR Research. (2015). *T program 100* [Apparatus and software]. <http://www.sr-research.com/t-program100.html>

Test, Scales, and Inventories

Tellegen, A., & Ben-Porath, Y. S. (2011). *Minnesota Multiphasic Personality Inventory-2 Restructured Form (MMPI-2-RF): Technical manual*. Pearson.

Ammas, M. L., & Kartu, H. (2018). *Acculturative Stress Test (AST)* [Database record]. PsychTEST. <http://doi.org/10.4987/TY788900>

APPENDIX A
should be typed in Times New Roman, size 10, small capitals, with the first letter capitalized. Leave a single 14.4-pt line spacing after.

Title of the Appendix
Times New Roman, size 10. Leave a single 14.4-pt line spacing after.

APPENDIX starts here; it can be a Table (e.g., Table A1), a Figure (e.g., Figure A1), or a text in Times New Roman, size 10.

ATTENTION: The Appendix/Appendices — each one on a new page, at the end of the article, after REFERENCES — is/are to be submitted in portrait orientation in order to fit our page.

Other indications for Manuscript preparation

TPM follows the APA style guidelines (Publication Manual of the American Psychological Association, 7th edition, 2020) and you are expected to apply them.

REMEMBER THAT TPM USES AMERICAN ENGLISH AND NOT BRITISH ENGLISH

(e.g.: *behavior* and not *behaviour*, *toward* and not *towards*, *labeled* and not *labelled*, *labor* and not *labour*, *color* and not *colour*, etc.)

LATIN ABBREVIATIONS

Use Latin abbreviations only in parenthetical material; in the narrative, use the translation of the Latin term.

Latin abbreviation	Translation
cf.	compare
e.g.,	for example,
, etc.	, and so forth
i.e.,	that is,
viz.,	namely,
vs.	versus or against

STATISTICS, TABLES, AND FIGURES

Regular (roman), bold, and italic type. Statistical symbols and mathematical information in papers are presented in three different type styles: regular (roman), **bold**, and *italic*.

The same type style is used in text, tables, and figures.

- Use regular type for Greek letters, subscripts, and superscripts that function as identifiers (i.e., are not variables, as in the subscript “girl” in the example that follows), and for abbreviations that are not variables (e.g., log, GLM, WLS):

μ_{girl} , α , β_i

- Use bold type for symbols for vectors and matrices:
V, **Σ**

- Use italic type for all other statistical symbols:
N, *M*, *SD*, *df*, *F*, *t*

Use of **zero** (0) in text and Tables.

- Use a zero before the decimal point in numbers that are less than 1 when the statistic can exceed 1:

$t(20) = 0.86$ Cohen’s $d = 0.70$ $F(1, 27) = 0.57$

- Do not use a zero before a decimal fraction when the statistic cannot be greater than 1 (e.g., correlations, proportions, levels of statistical significance):
 $r(24) = .43$, $p = .028$

- According to APA guidelines, with the exception of p values (three decimal places), most statistics (correlations, proportions, and inferential statistics such as t , F , and chi square, ...) should be rounded to two decimal places.

-
- Report exact p -values (e.g., $p = .031$) to three decimal places. However, report p values less than .001 as $p < .001$.
 - Equations in text should be inserted from the equation editor.
 - Tables: use the tables function of the word-processing program to create tables (do not use the tab key or space bar to manually create the look of a table). Tables in jpeg/pdf will not be accepted. They are to be submitted in an editable format, preferably Word.
 - Tables and figures should be referred to as (Table 1) (Figure 1) and so forth. Do not use colors: tables and figures are in black.
 - For bulleted, lettered, and numbered lists see the APA manual (7th ed., 2020).
 - Headings should not be typed at the end of a page but are to be followed by at least one line of text.

IN-TEXT CITATIONS

If you cite author/authors in the text — e.g.: Although Xxxxx and Yyyyy (2010) study clearly demonstrated... — type just the last name(s) followed by the year in parentheses.

Between two authors, the symbol “&” should be used. Between different citations, a semicolon should be used (e.g.: XXX, 2005; YYY, BBB, & ZZZZ, 2011; AAA et al. 2019).

Author	Parenthetical citation	Narrative citation
One author	(Rynn, 2020)	Rynn (2020)
Two authors	(Martin & Taris, 2020)	Martin and Taris (2020)
Three or more authors	(Frey et al., 2020)	Frey et al. (2020)
Group author with abbreviation		
First citation	(National Institute of Mental Health [NIMH], 2020)	National Institute of Mental Health (NIMH, 2020)
Subsequent citation	(NIMH, 2020)	NIMH (2020)
Group author without abbreviation	(Stanford University, 2020)	Stanford University (2020)

Avoiding ambiguity in in-text citations

When the in-text citations of multiple works with three or more authors shorten to the same form, mention as many names as needed to distinguish the references:

Kapoor, Bley, Maratti, Warner, and Fay (2018)

Kapoor, Bley, Byrtu, Wood, Fay, Turris, and Nagys (2018)

To avoid ambiguity, cite them as follows:

Kapoor, Bley, Maratti et al. (2018)

Kapoor, Bley, Byrtu et al. (2018)

When only the final author is different, spell out all names in every citation.

Petty, Gilligan, and Boka (2017)

Petty, Gilligan, and Vicente (2017)

Works with the same author and the same date

Use a small letter after the year in both the in-text citation and the REFERENCES entry:

(Petty & Darren, 2011a)

Petty and Darren (2011b)

Authors with the same last names

Include the authors' first name initial in all in-text citations, even if the years of publication differ:

(J. M. Taylor & Nemeyer, 2015; T. Taylor, 2014)

In REFERENCES arrange works by first authors with the same last name and different first name initial alphabetically by first name initial.

Taylor, J. M., & Nemeyer, G. J. (2015).

Taylor, T. (2014).