

APA COMPLIANCE CRITERIA

Dear author, the Costa Rican Journal of Psychology offers the following checklist to evaluate preliminarily your article before send it us. Note this guideline is born from the evaluation form used by peer experts, it will let you have a general idea of the basic criteria for the subsequent evaluation.

Instructions:

1. The guide has three sections:

- a. **Section A. Initial evaluation:** It refers sections that are included in all the articles to be sent must meet mandatory in this case would be Title, Abstract and Introduction.
- b. **Section B:** This section is divided into two -mutually exclusive- parts (if you complete Subsection B1 then you should not complete the Subsection B2 and *vice versa*):
 - **Subsection B1** corresponds to criteria for **empirical articles' evaluation**
 - **Subsection B2** is linked to criteria for **theoretical articles' revision**
- c. **Section C. Final evaluation:** as Section A, this section criteria that any article must have, in this case Discussion, References and the General Appreciation of the text.

2. Complete the guide as objectively as possible before sending us the document, mark with a check (✓) into the boxes on the right column to verify that your manuscript meets that criterion; in some cases, by the peculiarities of the article, you could be fulfilled the criterion as "not applicable", then use the "N/A" nomenclature in the check box.

For further information please refer to emails asistente@rcps-cr.org or editorial@rcps-cr.org

This checklist follows the guidelines of the American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (6th Ed.). Washington: Author.



Criteria	✓
❖ Section A. Initial evaluation	
1. Title	
1.1. It is synthetic, clear and relevant, it is fully explanatory when standing alone	
1.2. It is a concise statement of the main topic and identify the variables or theoretical issues under investigation	
2. Abstract	
2.1. It is a brief and comprehensive summary of the content of the article	
2.2. It reports rather than evaluate, it does not repeat what is in the title or the body of the manuscript	
2.3. It has a clear and concise language, it has verbs rather than substantives and it uses active voice against passive voice	
2.4. It makes each sentence maximally informative, especially the lead sentence	
3. Introduction	
3.1. It exposes clearly the investigation purpose	
3.2. It states the reasons about the importance of the content and the way it fits into the cumulative understanding of the field	
3.3. It shows earlier, relevant and updated works, and how they are related with the main problem exposed	
3.4. It follows a logical and argumentative approach	
3.5. It describes clearly the strategy and the investigation line used	
3.6. It presents a clear approximation of the problem's resolution (hypothesis, investigation questions, etc.) and its correspondence with the investigation design	
3.7. It has a logical consistency between the hypothesis and the investigation questions proposed	
❖ Section B1. Evaluation of <u>empirical works</u> (if your article is not an empirical work please pass to "Section B2. Evaluation of theoretical works")	
4. Method	
4.1. It includes a detailed conceptual definition of variables	
4.2. It includes a detailed operational definition of variables	
4.3. It divides the Method section into labeled subsections that allow its comprehension (participants, instruments, procedure and data analysis)	
4.4. It shows an appropriate identification of research participants (sample details: quantity, sociodemographic characteristics, sampling procedures, etc.)	
4.5. It makes an appropriate description of methods used (data collection and the enhancement of the quality of measurements)	
4.6. It reports the instruments used (psychometric and biometric properties, cultural validity, clarity of constructs and variables, etc.)	
4.7. It describes clearly the process made to conclude the study	
4.8. It shows in a relevant and consistent way the procedures used in the data analysis (quantitative or qualitative)	
4.9. It provides a detailed description of the study, allowing a replication thereof	
4.10. It specifies clearly the research design used	



5. Results	
5.1. Collected data is fully and precisely detailed in order to justify the conclusions (complete, precise, intuitive and without bias)	
5.2. The results allow to answer the research questions and the hypothesis	
5.3. Figures and tables are clear and self-explanatory, they follow the guidelines of the Publication Manual of the APA (6 th Ed. In English or 3 rd Ed. In Spanish)	
5.4. All figures and tables are explained before being displayed	
5.5. The results are presented in the past tense of the indicative	
❖ Section B2. Evaluation of theoretical works (if you completed "Section B1. Evaluation of empirical works", you should continue with "Section C. Shared last evaluation")	
6. Development	
6.1. It divides the theoretical development into labeled and delimited subsections	
6.2. The theoretical development of contents is presented in a logical and coherent line	
6.3. The theoretical development of contents is consistent	
6.4. The theoretical development of contents is clear (it does not present confusion or ambiguity for the reader)	
6.5. Figures and tables are clear and self-explanatory, they follow the guidelines of the Publication Manual of the APA (6 th Ed. In English or 3 rd Ed. In Spanish)	
6.6. All figures and tables are explained before being displayed	
❖ Section C. Final evaluation	
7. Discussion	
7.1. It has a consistent discussion with collected data and developed ideas	
7.2. It relates with the earlier information cited the text	
7.3. It shows clear contributions linked to the justification raised	
7.4. Contributions are evidenced with results, interpretations are clearly expressed into the document	
7.5. Constraints encountered and their proposed resolution are mentioned	
8. References	
8.1. There are concordance between the citations and their corresponding references (no excess or shortage)	
8.2. References included are complete, useful and current (except citations from classical authors) for researchers and readers	
8.3. The author follows the citation guidelines of the Publication Manual of the APA (6 th Ed. In English or 3 rd Ed. In Spanish)	
9. General appreciations	
9.1. Article is clear and coherent in development of its topics along the text	
9.2. Inclusive language is used, it does not allow any type of discrimination	

