



### TABLE OF CONTENTS

---

- **Description** p.1
- **Impact Factor** p.1
- **Abstracting and Indexing** p.1
- **Editorial Board** p.2
- **Guide for Authors** p.4



ISSN: 0001-8791

### DESCRIPTION

---

The *Journal of Vocational Behavior* publishes original empirical and theoretical articles that contribute novel insights to the fields of career choice, career development, and work adjustment across the lifespan and which are also valuable for applications in counseling and career development programs in colleges and universities, business and industry, government, and the military.

The Journal primarily focuses on investigations of individual decision-making about work and careers rather than studies of employer or organizational-level variables. Example topics include initial career choices (e.g., choice of major, initial choice of work or organization, organizational attraction), the development of a career, work transitions, work-family management, work adjustment and attitudes within the workplace (such as work commitment, multiple role management, turnover).

#### **Benefits to authors**

We also provide many author benefits, such as free PDFs, a liberal copyright policy, special discounts on Elsevier publications and much more. Please click here for more information on our [author services](#).

Please see our [Guide for Authors](#) for information on article submission. If you require any further information or help, please visit our support pages: <http://service.elsevier.com>.

### IMPACT FACTOR

---

2015: 2.764 © Thomson Reuters Journal Citation Reports 2016

### ABSTRACTING AND INDEXING

---

AGRICOLA  
Current Contents/Social & Behavioral Sciences  
PsycSCAN  
Research Alert  
Social Sciences Citation Index  
PsycINFO  
Scopus

## EDITORIAL BOARD

---

### *Editor*

**Nadya A. Fouad**, University of Wisconsin, Milwaukee, Wisconsin, USA

### *Associate Editors*

**M.T. Ford**, State University of New York (SUNY) at Albany, Albany, New York, USA

**A. Hirschi**, Universität Bern, Bern, Switzerland

**E. Porfeli**, Northeastern Ohio University College of Medicine, Rootstown, Ohio, USA

**K.M. Shockley**, University of Georgia, Athens, Georgia, USA

**S.M. Sodano**, University at Buffalo, Buffalo, New York, USA

**Q.D. Weng**, University of Science and Technology of China (USTC), Hefei, China

### *Editorial Board*

**S.R. Ali**, University of Iowa, Iowa City, Iowa, USA

**B.A. Allan**, Purdue University, West Lafayette, Indiana, USA

**J. Arnold**, Loughborough University, Loughborough, UK

**M. Arthur**, Suffolk University, Boston, Massachusetts, USA

**A.N. Baker**, University of New Haven, West Haven, Connecticut, USA

**N.E. Betz**, The Ohio State University, Columbus, Ohio, USA

**J.M.F. Bimrose**, University of Warwick, Coventry, England, UK

**M. Biron**, University of Haifa, Haifa, Israel

**D.L. Blustein**, Boston College, Chestnut Hill, Massachusetts, USA

**J. Bradley-Geist**, University of Colorado Colorado Springs, Colorado Springs, Colorado, USA

**A. Brown**, University of Warwick, Coventry, UK

**E. Bullock-Yowell**, University of Southern Mississippi, Hattiesburg, Mississippi, USA

**F. Buonocore**, Università di Napoli "Parthenope", Naples, Italy

**J. Capitano**, West Chester University of Pennsylvania, West Chester, Pennsylvania, USA

**P. Cardoso**, Universidade de Évora, Évora, Portugal

**W.J. Casper**, University of Texas at Arlington, Arlington, Texas, USA

**D. Chandler**, Queens University of Charlotte, Charlotte, North Carolina, USA

**W.L.R. Cheung**, City University of Hong Kong, Hong Kong, China

**E. Cho**, Nanyang Technological University, Singapore, Singapore

**K.M. Chronister**, University of Oregon, Eugene, Oregon, USA

**M.A. Clark**, University of Georgia, Athens, Georgia, USA

**L. Cohen**, The University of Nottingham, Nottingham, UK

**N. De Cuyper**, Katholieke Universiteit Leuven, Leuven, Belgium

**M.E. Debus**, Universität Zürich, Zurich, Switzerland

**E.D. Deemer**, Purdue University, West Lafayette, Indiana, USA

**B. Dik**, Colorado State University, Fort Collins, Colorado, USA

**M.S. DiRenzo**, Naval Postgraduate School, Monterey, California, USA

**N. Dries**, KU Leuven, Leuven, Belgium

**R. Duffy**, University of Florida, Gainesville, Florida, USA

**E. Eatough**, The City University of New York, New York, USA

**J. Fan**, Auburn University, Auburn, Alabama, USA

**L. Flores**, University of Missouri, Columbia, Missouri, USA

**C. Fritz**, Portland State University, Portland, Oregon, USA

**I. Gati**, The Hebrew University of Jerusalem, Jerusalem, Israel

**J.H. Greenhaus**, Drexel University, Philadelphia, Pennsylvania, USA

**B. Griffin**, Macquarie University, Sydney, Australia

**Y. Guan**, Durham University, Durham, UK

**P.J. Hartung**, Northeast Ohio Medical University, Rootstown, Ohio, USA

**B. Hesketh**, The University of Sydney, Sydney, Australia

**P.A. Heslin**, UNSW Australia, Sydney, Australia

**R.R. Hirschfeld**, University of Colorado Colorado Springs, Colorado Springs, Colorado, USA

**J.L. Huang**, Michigan State University, East Lansing, Michigan, USA

**R.C. Johnson**, Ohio University, Athens, Ohio, USA

**N. Kantamneni**, University of Nebraska at Lincoln, Lincoln, Nebraska, USA

**J. Koen**, University of Amsterdam, Amsterdam, Netherlands

**R.T. Lapan**, University of Massachusetts at Amherst, Amherst, Massachusetts, USA

**L.M. Lapierre**, University of Ottawa, Ottawa, Canada

**L.M. Larson**, Iowa State University, Ames, Iowa, USA

**B.A. Lautsch**, Simon Fraser University, Burnaby, Canada

**K. Lawson**, Ball State University, Muncie, Indiana, USA

**B. Lee**, Korea University, Seoul, The Republic of Korea

**H-S Lee**, Oklahoma State University, Stillwater, Oklahoma, USA

**C. Leeming**, Universität Bern, 3012 Bern, Switzerland

**G. Lemmon**, DePaul University, Chicago, Illinois, USA  
**R.W. Lent**, University of Maryland, College Park, Maryland, USA  
**L.D. Lindley**, Gannon University, Ruskin, Florida, USA  
**B. Lyons**, Simon Fraser University, Burnaby, Canada  
**K. Maree**, University of Pretoria, Pretoria, South Africa  
**C.R. Masterson**, University of San Francisco, California, USA  
**R.A. Matthews**, Bowling Green State University, Bowling Green, Ohio, USA  
**P. McIlveen**, University of Southern Queensland, Toowoomba, Australia  
**J.S. Michel**, Auburn University, Auburn, Alabama, USA  
**G. Morandin**, Università di Bologna, Bologna, Italy  
**K.D. Multon**, University of Kansas, Lawrence, Kansas, USA  
**R.L. Navarro**, University of North Dakota, Grand Forks, North Dakota, USA  
**T. Ng**, The University of Hong Kong, Hong Kong  
**L. Nota**, Università degli Studi di Padova, Padua, Italy  
**M. Obschonka**, Queensland University of Technology, Brisbane, Queensland, Australia  
**A Ollier-Malaterre**, Université du Québec à Montréal (UQAM), Montréal, Canada  
**S.C. Payne**, Texas A & M University, College Station, Texas, USA  
**H.N. Perera**, University of Nevada at Las Vegas, Las Vegas, Nevada, USA  
**K.M. Perrone-McGovern**, Ball State University, Muncie, Indiana, USA  
**S. Pichler**, California State University, Fullerton, California, USA  
**S.L.D. Restubog**, Australian National University, Canberra, Australia  
**J. Rossier**, Université de Lausanne, Lausanne, Switzerland  
**C.W. Rudolph**, Saint Louis University, St. Louis, Missouri, USA  
**J.E.A. Russell**, Villanova University, Villanova, Pennsylvania, USA  
**M. Russo**, Kedge Business School, Marseille, France  
**M.L. Savickas**, Northeastern Ohio University College of Medicine, Rootstown, Ohio, USA  
**E. Schmitt-Rodermund**, Friedrich Schiller University of Jena, Jena, Germany  
**D.E. Schultheiss**, Cleveland State University, Cleveland, Ohio, USA  
**W. Shen**, University of Waterloo, Waterloo, Canada  
**H-B. Sheu**, State University of New York (SUNY) at Albany, New York, USA  
**R. Singh**, University of Wisconsin, Milwaukee, Wisconsin, USA  
**V. Skorikov**, University of Hawaii at Hilo, Hilo, Hawaii, USA  
**D. Spurk**, Universität Bern, Bern, Switzerland  
**L. Stanley**, University of North Carolina, Charlotte, North Carolina, USA  
**J. K. Summers**, Iowa State University, Ames, Iowa, USA  
**B. Taber**, Oakland University, Rochester, Michigan, USA  
**M.A.P. Teixeira**, Universidade Federal do Rio Grande do Sul, Porto Alegre, Brazil  
**M.N. Thompson**, University of Wisconsin, Madison, Wisconsin, USA  
**D.M. Tokar**, University of Akron, Akron, Ohio, USA  
**T.J.G. Tracey**, Arizona State University, Tempe, Arizona, USA  
**A.E.M. van Vianen**, Universiteit van Amsterdam, Amsterdam, Netherlands  
**F.W. Vondracek**, Pennsylvania State University, University Park, Pennsylvania, USA  
**W.B. Walsh**, The Ohio State University, Columbus, Ohio, USA  
**I.K. Weigold**, University of Akron, Akron, Ohio, USA  
**A. Westring**, DePaul University, Chicago, Illinois, USA  
**K.G. Wilkins**, Arizona State University, Tempe, Arizona, USA  
**J.R. Williams**, Indiana University-Purdue University at Indianapolis (IUPUI), Indianapolis, Indiana, USA  
**S.L. Wright**, University of Northern Colorado, Greeley, Colorado, USA  
**R.A. Young**, University of British Columbia, Vancouver, Canada  
**H. Zacher**, Universität Leipzig, Leipzig, Germany

## GUIDE FOR AUTHORS

---

### INTRODUCTION

The *Journal of Vocational Behavior* publishes articles that report empirical research, both quantitative and qualitative, that expands knowledge about vocational choice, work adjustment, and career development across the life-span.

Editors will consider manuscripts that make significant contributions to the literature in the following areas:

Studies of vocational choice examining topics such as:

- Theories of career choice; occupational interests and their measurement
- The inter-relation of abilities, needs, values, and personality
- Occupational aspirations and the vocational decision-making process
- Career adaptability; vocational development processes and stages
- The effects of culture, demographic variables, and experiential factors on vocational choice and work adjustment
- Career exploration
- Job search
- Organizational socialization.

Studies of vocational adjustment investigating topics such as:

- Job performance and satisfaction
- Career success;
- Theories of work adjustment
- Adult vocational development and career patterns
- Organizational commitment and job involvement
- Multiple-role management
- Work-role salience
- Work-leisure relations
- Midlife career change
- Occupational re-entry and transition from work to retirement.

The journal also publishes research on career interventions; mentoring; and psychometric research that reports the construction and initial validation of new inventories as well as studies that evaluate the reliability and validity of instruments that measure career related constructs.

Manuscripts may be desk rejected (i.e. rejected without editorial review) for the following reasons:

- Outside the scope of the journal as outlined above, particularly if the manuscript focuses solely or primarily on organization-, team-, or group-level variables or if it centers on vocational education.
- Has significant flaws in writing style, structure or language (please see APA style guide <http://www.apastyle.org>).
- Does not make a substantive contribution to the field due to, for example, limited theoretical or practical relevance, a nonexistent or outdated review of literature, or a simple study based on single-source cross-sectional data.
- Has substantial overlap with other manuscripts, including by the author(s). All manuscripts are submitted to Ithenticate and manuscripts with significant overlap will be returned to the author for revision.
- Any prior use of data is not explicitly stated and thoroughly explained. Note: any prior use of data must be clearly stated, see 'Prior publication of data' section below.

Please note that submitted manuscripts must not exceed 40 double-spaced pages including all references, tables, and figures. Exceptions may be made at the discretion of the editor for certain studies, please enquire about this before you submit your manuscript. The Journal normally publishes empirical articles but will occasionally invite reviews or conceptual articles. Uninvited conceptual manuscripts must make a substantive theoretical contribution, and should be sent to the editor for consideration before submission. The Editor will also consider proposals for special issues on one of the above topics.

**New article type: Results-Masked Reviewed (RMR) Article** ([click here for more details](#)). These submissions are initially sent for review without the results, discussion or conclusion and reviewers are asked to evaluate the article on the hypothesis and the methodology only.

## **Prior publication of data**

Prior publication of data in manuscripts should be clearly stated in the covering letter, including detail of any articles currently 'in press' or being considered for publication which use the data. Authors may include a table of variables, instruments, and/or participants from this study that have been published elsewhere.

### *Contact details*

Journal of Vocational Behavior Editorial Office:  
jvb@elsevier.com  
(619) 699-6297; Fax: (619) 699-6855

## **BEFORE YOU BEGIN**

### **Ethics in publishing**

Please see our information pages on [Ethics in publishing](#) and [Ethical guidelines for journal publication](#).

### **Human and animal rights**

If the work involves the use of human subjects, the author should ensure that the work described has been carried out in accordance with [The Code of Ethics of the World Medical Association](#) (Declaration of Helsinki) for experiments involving humans; [Uniform Requirements for manuscripts submitted to Biomedical journals](#). Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

All animal experiments should comply with the [ARRIVE guidelines](#) and should be carried out in accordance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines, [EU Directive 2010/63/EU for animal experiments](#), or the National Institutes of Health guide for the care and use of Laboratory animals (NIH Publications No. 8023, revised 1978) and the authors should clearly indicate in the manuscript that such guidelines have been followed.

### **Declaration of interest**

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. If there are no conflicts of interest then please state this: 'Conflicts of interest: none'. [More information](#).

### **Submission declaration and verification**

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis or as an electronic preprint, see '[Multiple, redundant or concurrent publication](#)' section of our ethics policy for more information), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder. To verify originality, your article may be checked by the originality detection service [CrossCheck](#).

### **Changes to authorship**

Authors are expected to consider carefully the list and order of authors **before** submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only **before** the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the **corresponding author**: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed.

Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors **after** the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

### **Copyright**

Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (see [more information](#) on this). An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement.

Subscribers may reproduce tables of contents or prepare lists of articles including abstracts for internal circulation within their institutions. [Permission](#) of the Publisher is required for resale or distribution outside the institution and for all other derivative works, including compilations and translations. If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article. Elsevier has [preprinted forms](#) for use by authors in these cases.

For open access articles: Upon acceptance of an article, authors will be asked to complete an 'Exclusive License Agreement' ([more information](#)). Permitted third party reuse of open access articles is determined by the author's choice of [user license](#).

### **Author rights**

As an author you (or your employer or institution) have certain rights to reuse your work. [More information](#).

*Elsevier supports responsible sharing*

Find out how you can [share your research](#) published in Elsevier journals.

### **Role of the funding source**

You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

*Funding body agreements and policies*

Elsevier has established a number of agreements with funding bodies which allow authors to comply with their funder's open access policies. Some funding bodies will reimburse the author for the Open Access Publication Fee. Details of [existing agreements](#) are available online.

### **Open access**

This journal offers authors a choice in publishing their research:

#### **Open access**

- Articles are freely available to both subscribers and the wider public with permitted reuse.
- An open access publication fee is payable by authors or on their behalf, e.g. by their research funder or institution.

#### **Subscription**

- Articles are made available to subscribers as well as developing countries and patient groups through our [universal access programs](#).
- No open access publication fee payable by authors.

Regardless of how you choose to publish your article, the journal will apply the same peer review criteria and acceptance standards.

For open access articles, permitted third party (re)use is defined by the following [Creative Commons user licenses](#):



### *Creative Commons Attribution (CC BY)*

Lets others distribute and copy the article, create extracts, abstracts, and other revised versions, adaptations or derivative works of or from an article (such as a translation), include in a collective work (such as an anthology), text or data mine the article, even for commercial purposes, as long as they credit the author(s), do not represent the author as endorsing their adaptation of the article, and do not modify the article in such a way as to damage the author's honor or reputation.

### *Creative Commons Attribution-NonCommercial-NoDerivs (CC BY-NC-ND)*

For non-commercial purposes, lets others distribute and copy the article, and to include in a collective work (such as an anthology), as long as they credit the author(s) and provided they do not alter or modify the article.

The open access publication fee for this journal is **USD 1800**, excluding taxes. Learn more about Elsevier's pricing policy: <http://www.elsevier.com/openaccesspricing>.

### *Green open access*

Authors can share their research in a variety of different ways and Elsevier has a number of green open access options available. We recommend authors see our [green open access page](#) for further information. Authors can also self-archive their manuscripts immediately and enable public access from their institution's repository after an embargo period. This is the version that has been accepted for publication and which typically includes author-incorporated changes suggested during submission, peer review and in editor-author communications. Embargo period: For subscription articles, an appropriate amount of time is needed for journals to deliver value to subscribing customers before an article becomes freely available to the public. This is the embargo period and it begins from the date the article is formally published online in its final and fully citable form. [Find out more](#).

This journal has an embargo period of 36 months.

### *Elsevier Publishing Campus*

The Elsevier Publishing Campus ([www.publishingcampus.com](http://www.publishingcampus.com)) is an online platform offering free lectures, interactive training and professional advice to support you in publishing your research. The College of Skills training offers modules on how to prepare, write and structure your article and explains how editors will look at your paper when it is submitted for publication. Use these resources, and more, to ensure that your submission will be the best that you can make it.

### *Language (usage and editing services)*

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use the [English Language Editing service](#) available from Elsevier's WebShop.

### **Submission**

Our online submission system guides you stepwise through the process of entering your article details and uploading your files. The system converts your article files to a single PDF file used in the peer-review process. Editable files (e.g., Word, LaTeX) are required to typeset your article for final publication. All correspondence, including notification of the Editor's decision and requests for revision, is sent by e-mail.

### *Submit your article*

Please submit your article via <http://ees.elsevier.com/jvb/>

## **PREPARATION**

### **Peer review**

This journal operates a double blind review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor's decision is final. [More information on types of peer review](#).

### *Use of word processing software*

It is important that the file be saved in the native format of the word processor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each

individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the [Guide to Publishing with Elsevier](#)). Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. See also the section on Electronic artwork.

To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

## **Article structure**

### *Introduction*

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

### *Material and methods*

Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

### *Theory/calculation*

A Theory section should extend, not repeat, the background to the article already dealt with in the Introduction and lay the foundation for further work. In contrast, a Calculation section represents a practical development from a theoretical basis.

### *Results*

Results should be clear and concise.

### *Discussion*

This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

### *Conclusions*

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

## **Essential title page information**

- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
- **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.
- **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. **Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.**
- **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

## **Abstract**

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

### *Graphical abstract*

Although a graphical abstract is optional, its use is encouraged as it draws more attention to the online article. The graphical abstract should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership. Graphical abstracts should be submitted as a separate file in the online submission system. Image size: Please provide an image with a minimum



of 531 × 1328 pixels (h × w) or proportionally more. The image should be readable at a size of 5 × 13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files. You can view [Example Graphical Abstracts](#) on our information site.

Authors can make use of Elsevier's Illustration and Enhancement service to ensure the best presentation of their images and in accordance with all technical requirements: [Illustration Service](#).

### **Highlights**

Highlights are mandatory for this journal. They consist of a short collection of bullet points that convey the core findings of the article and should be submitted in a separate editable file in the online submission system. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point). See <http://www.elsevier.com/highlights> for examples.

### **Keywords**

Immediately after the abstract, provide a maximum of 6 keywords, using British spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

#### *Formatting of funding sources*

List funding sources in this standard way to facilitate compliance to funder's requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaa].

It is not necessary to include detailed descriptions on the program or type of grants and awards. When funding is from a block grant or other resources available to a university, college, or other research institution, submit the name of the institute or organization that provided the funding.

If no funding has been provided for the research, please include the following sentence:

This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

#### *Footnotes*

Footnotes should be used sparingly. Number them consecutively throughout the article. Many word processors can build footnotes into the text, and this feature may be used. Otherwise, please indicate the position of footnotes in the text and list the footnotes themselves separately at the end of the article. Do not include footnotes in the Reference list.

### **Artwork**

#### *Electronic artwork*

##### *General points*

- Make sure you use uniform lettering and sizing of your original artwork.
- Embed the used fonts if the application provides that option.
- Aim to use the following fonts in your illustrations: Arial, Courier, Times New Roman, Symbol, or use fonts that look similar.
- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.
- Provide captions to illustrations separately.
- Size the illustrations close to the desired dimensions of the published version.
- Submit each illustration as a separate file.

A detailed [guide on electronic artwork](#) is available.

**You are urged to visit this site; some excerpts from the detailed information are given here.**

#### *Formats*

If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then please supply 'as is' in the native document format.

Regardless of the application used other than Microsoft Office, when your electronic artwork is finalized, please 'Save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

EPS (or PDF): Vector drawings, embed all used fonts.

TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.

TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.  
TIFF (or JPEG): Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.

**Please do not:**

- Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;
- Supply files that are too low in resolution;
- Submit graphics that are disproportionately large for the content.

*Color artwork*

Please make sure that artwork files are in an acceptable format (TIFF (or JPEG), EPS (or PDF), or MS Office files) and with the correct resolution. If, together with your accepted article, you submit usable color figures then Elsevier will ensure, at no additional charge, that these figures will appear in color online (e.g., ScienceDirect and other sites) regardless of whether or not these illustrations are reproduced in color in the printed version. **For color reproduction in print, you will receive information regarding the costs from Elsevier after receipt of your accepted article.** Please indicate your preference for color: in print or online only. [Further information on the preparation of electronic artwork.](#)

*Figure captions*

Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. A caption should comprise a brief title (**not** on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

**Tables**

Please submit tables as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules and shading in table cells.

**References**

*Citation in text*

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

*Web references*

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

*Data references*

This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.

*References in a special issue*

Please ensure that the words 'this issue' are added to any references in the list (and any citations in the text) to other articles in the same Special Issue.

*Reference management software*

Most Elsevier journals have their reference template available in many of the most popular reference management software products. These include all products that support [Citation Style Language styles](#), such as [Mendeley](#) and [Zotero](#), as well as [EndNote](#). Using the word processor plug-ins from these products, authors only need to select the appropriate journal template when preparing their

article, after which citations and bibliographies will be automatically formatted in the journal's style. If no template is yet available for this journal, please follow the format of the sample references and citations as shown in this Guide.

Users of Mendeley Desktop can easily install the reference style for this journal by clicking the following link:

<http://open.mendeley.com/use-citation-style/journal-of-vocational-behavior>

When preparing your manuscript, you will then be able to select this style using the Mendeley plugins for Microsoft Word or LibreOffice.

### *Reference style*

*Text:* Citations in the text should follow the referencing style used by the American Psychological Association. You are referred to the Publication Manual of the American Psychological Association, Sixth Edition, ISBN 978-1-4338-0561-5, copies of which may be [ordered online](#) or APA Order Dept., P.O.B. 2710, Hyattsville, MD 20784, USA or APA, 3 Henrietta Street, London, WC3E 8LU, UK.

*List:* references should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.

### *Examples:*

Reference to a journal publication:

Van der Geer, J., Hanraads, J. A. J., & Lupton, R. A. (2010). The art of writing a scientific article. *Journal of Scientific Communications*, 163, 51–59.

Reference to a book:

Strunk, W., Jr., & White, E. B. (2000). *The elements of style*. (4th ed.). New York: Longman, (Chapter 4).

Reference to a chapter in an edited book:

Mettam, G. R., & Adams, L. B. (2009). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281–304). New York: E-Publishing Inc.

Reference to a website:

Cancer Research UK. Cancer statistics reports for the UK. (2003). <http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/> Accessed 13.03.03.

Reference to a dataset:

[dataset] Oguro, M., Imahiro, S., Saito, S., Nakashizuka, T. (2015). *Mortality data for Japanese oak wilt disease and surrounding forest compositions*. Mendeley Data, v1. <https://doi.org/10.17632/xwj98nb39r.1>.

### **Video**

Elsevier accepts video material and animation sequences to support and enhance your scientific research. Authors who have video or animation files that they wish to submit with their article are strongly encouraged to include links to these within the body of the article. This can be done in the same way as a figure or table by referring to the video or animation content and noting in the body text where it should be placed. All submitted files should be properly labeled so that they directly relate to the video file's content. In order to ensure that your video or animation material is directly usable, please provide the files in one of our recommended file formats with a preferred maximum size of 150 MB. Video and animation files supplied will be published online in the electronic version of your article in Elsevier Web products, including [ScienceDirect](#). Please supply 'stills' with your files: you can choose any frame from the video or animation or make a separate image. These will be used instead of standard icons and will personalize the link to your video data. For more detailed instructions please visit our [video instruction pages](#). Note: since video and animation cannot be embedded in the print version of the journal, please provide text for both the electronic and the print version for the portions of the article that refer to this content.

### **Supplementary material**

Supplementary material such as applications, images and sound clips, can be published with your article to enhance it. Submitted supplementary items are published exactly as they are received (Excel or PowerPoint files will appear as such online). Please submit your material together with the article and supply a concise, descriptive caption for each supplementary file. If you wish to make changes to supplementary material during any stage of the process, please make sure to provide an updated file. Do not annotate any corrections on a previous version. Please switch off the 'Track Changes' option in Microsoft Office files as these will appear in the published version.

## RESEARCH DATA

This journal encourages and enables you to share data that supports your research publication where appropriate, and enables you to interlink the data with your published articles. Research data refers to the results of observations or experimentation that validate research findings. To facilitate reproducibility and data reuse, this journal also encourages you to share your software, code, models, algorithms, protocols, methods and other useful materials related to the project.

Below are a number of ways in which you can associate data with your article or make a statement about the availability of your data when submitting your manuscript. If you are sharing data in one of these ways, you are encouraged to cite the data in your manuscript and reference list. Please refer to the "References" section for more information about data citation. For more information on depositing, sharing and using research data and other relevant research materials, visit the [research data](#) page.

### *Data linking*

If you have made your research data available in a data repository, you can link your article directly to the dataset. Elsevier collaborates with a number of repositories to link articles on ScienceDirect with relevant repositories, giving readers access to underlying data that give them a better understanding of the research described.

There are different ways to link your datasets to your article. When available, you can directly link your dataset to your article by providing the relevant information in the submission system. For more information, visit the [database linking page](#).

For [supported data repositories](#) a repository banner will automatically appear next to your published article on ScienceDirect.

In addition, you can link to relevant data or entities through identifiers within the text of your manuscript, using the following format: Database: xxxx (e.g., TAIR: AT1G01020; CCDC: 734053; PDB: 1XFN).

### *Mendeley data*

This journal supports Mendeley Data, enabling you to deposit any research data (including raw and processed data, video, code, software, algorithms, protocols, and methods) associated with your manuscript in a free-to-use, open access repository. During the submission process, after uploading your manuscript, you will have the opportunity to upload your relevant datasets directly to *Mendeley Data*. The datasets will be listed and directly accessible to readers next to your published article online.

For more information, visit the [Mendeley Data for journals page](#).

### *Data in Brief*

You have the option of converting any or all parts of your supplementary or additional raw data into one or multiple data articles, a new kind of article that houses and describes your data. Data articles ensure that your data is actively reviewed, curated, formatted, indexed, given a DOI and publicly available to all upon publication. You are encouraged to submit your article for *Data in Brief* as an additional item directly alongside the revised version of your manuscript. If your research article is accepted, your data article will automatically be transferred over to *Data in Brief* where it will be editorially reviewed and published in the open access data journal, *Data in Brief*. Please note an open access fee is payable for publication in *Data in Brief*. Full details can be found on the [Data in Brief website](#). Please use [this template](#) to write your Data in Brief.

### *MethodsX*

You have the option of converting relevant protocols and methods into one or multiple MethodsX articles, a new kind of article that describes the details of customized research methods. Many researchers spend a significant amount of time on developing methods to fit their specific needs or setting, but often without getting credit for this part of their work. MethodsX, an open access journal, now publishes this information in order to make it searchable, peer reviewed, citable and reproducible. Authors are encouraged to submit their MethodsX article as an additional item directly alongside the revised version of their manuscript. If your research article is accepted, your methods article will automatically be transferred over to MethodsX where it will be editorially reviewed. Please note an open access fee is payable for publication in MethodsX. Full details can be found on the [MethodsX website](#). Please use [this template](#) to prepare your MethodsX article.

### *Transparency*

To foster transparency, we encourage you to state the availability of your data in your submission. If your data is unavailable to access or unsuitable to post, this gives you the opportunity to indicate why. If you submit [this form](#) with your manuscript as a supplementary file, the statement will appear next to your published article on ScienceDirect.

### **AudioSlides**

The journal encourages authors to create an AudioSlides presentation with their published article. AudioSlides are brief, webinar-style presentations that are shown next to the online article on ScienceDirect. This gives authors the opportunity to summarize their research in their own words and to help readers understand what the paper is about. [More information and examples are available](#). Authors of this journal will automatically receive an invitation e-mail to create an AudioSlides presentation after acceptance of their paper.

### **Interactive plots**

This journal enables you to show an Interactive Plot with your article by simply submitting a data file. [Full instructions](#).

### **Submission checklist**

The following list will be useful during the final checking of an article prior to sending it to the journal for review. Please consult this Guide for Authors for further details of any item.

#### **Ensure that the following items are present:**

One Author designated as corresponding Author:

- E-mail address
- Full postal address
- Telephone and fax numbers

All necessary files have been uploaded

- Keywords
- All figure captions
- All tables (including title, description, footnotes)

Further considerations

- Manuscript has been "spellchecked" and "grammar-checked".
- Manuscripts must not exceed 40 double-spaced typewritten pages including all references, tables and figures. If you have any questions about the length of your paper, please contact the Editor-in-Chief directly. If she grants you permission to submit a longer paper, please include this information in your cover letter.
- References are in the correct format for this journal
- All references mentioned in the Reference list are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Web)
- Color figures are clearly marked as being intended for color reproduction on the Web (free of charge) and in print or to be reproduced in color on the Web (free of charge) and in black-and-white in print
- If only color on the Web is required, black and white versions of the figures are also supplied for printing purposes

For any further information please visit our customer support site at <http://support.elsevier.com>.

### **AFTER ACCEPTANCE**

#### **Online proof correction**

Corresponding authors will receive an e-mail with a link to our online proofing system, allowing annotation and correction of proofs online. The environment is similar to MS Word: in addition to editing text, you can also comment on figures/tables and answer questions from the Copy Editor. Web-based proofing provides a faster and less error-prone process by allowing you to directly type your corrections, eliminating the potential introduction of errors.

If preferred, you can still choose to annotate and upload your edits on the PDF version. All instructions for proofing will be given in the e-mail we send to authors, including alternative methods to the online version and PDF.

We will do everything possible to get your article published quickly and accurately. Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor. It is important to ensure that all corrections are sent back to us in one communication. Please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility.

## **Offprints**

The corresponding author will, at no cost, receive a customized [Share Link](#) providing 50 days free access to the final published version of the article on [ScienceDirect](#). The Share Link can be used for sharing the article via any communication channel, including email and social media. For an extra charge, paper offprints can be ordered via the offprint order form which is sent once the article is accepted for publication. Both corresponding and co-authors may order offprints at any time via Elsevier's [Webshop](#). Corresponding authors who have published their article open access do not receive a Share Link as their final published version of the article is available open access on ScienceDirect and can be shared through the article DOI link.

## **AUTHOR INQUIRIES**

Visit the [Elsevier Support Center](#) to find the answers you need. Here you will find everything from Frequently Asked Questions to ways to get in touch.

You can also [check the status of your submitted article](#) or find out [when your accepted article will be published](#).

© Copyright 2014 Elsevier | <http://www.elsevier.com>