ORGANIZATIONAL BEHAVIOR AND HUMAN DECISION PROCESSES

TABLE OF CONTENTS
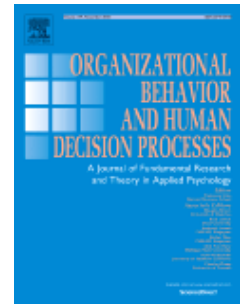
DESCRIPTION

Organizational Behavior and Human Decision Processes publishes fundamental research in **organizational behavior**, **organizational psychology**, and **human cognition**, **judgment**, and **decision-making**. The journal features articles that present original empirical research, theory development, meta-analysis, and methodological advancements relevant to the substantive domains served by the journal. Topics covered by the journal include perception, cognition, judgment, attitudes, emotion, well-being, motivation, choice, and performance. We are interested in articles that investigate these topics as they pertain to individuals, dyads, groups, and other social collectives. For each topic, we place a premium on articles that make fundamental and substantial contributions to understanding psychological processes relevant to human attitudes, cognitions, and behavior in organizations.

In order to be considered for publication in OBHDP a manuscript has to include the following:

Demonstrate an interesting behavioral/psychological phenomenon Make a significant theoretical and empirical contribution to the existing literature Identify and test the underlying psychological mechanism for the newly discovered behavioral/psychological phenomenon Have practical implications in organizational context

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 Center

IMPACT FACTOR

2017: 2.259 © Clarivate Analytics Journal Citation Reports 2018

ABSTRACTING AND INDEXING

EDITORIAL BOARD

Jennifer Jordan, Institute for Management Development (IMD), Lausanne, Switzerland
Aparna Joshi, Penn State University, Pennsylvania, USA
Eric Kearney, Universität Potsdam, Potsdam, Germany
Jessica Kennedy, Vanderbilt University, Nashville, Tennessee, USA
Gavin Kilduff, New York University, New York, New York, USA
Richard J. Klimoski, George Mason University, Fairfax, Virginia, USA
Joel Koopman, Texas A & M University, College Station, Texas, USA
Maryam Kouchaki, Northwestern University, Evanston, Illinois, USA
Gillian Ku, London Business School, London, England, UK
Lisa Schurer Lambert, Oklahoma State University, Stillwater, Oklahoma, USA
Klodiana Lanaj, University of Florida, Florida, USA
James. R. Larson, Jr., Loyola University Chicago, Chicago, Illinois, USA
Keith Leavitt, Oregon State University, Corvallis, Oregon, USA
Julia Lee, University of Michigan, Ann Arbor, Michigan, USA
Jeffery LePine, Arizona State University, Tempe, Arizona, USA
Dong Liu, Georgia Institute of Technology, Atlanta, Georgia, USA
Robert G. Lord, Durham University, Durham, England, UK
Robert Lount Jr, The Ohio State University, Columbus, Ohio, USA
Brent Lyons, Simon Fraser University, Burnaby, British Columbia, Canada
Jennifer Carson Marr, Georgia Institute of Technology, Atlanta, Georgia, USA
Fadel Matta, University of Georgia, Athens, Georgia, USA
Dan McAllister, National University of Singapore, Singapore, Singapore
Kimberly Merriman, University of Massachusetts, Lowell, Massachusetts, USA
Simone Moran, Ben Gurion University of the Negev, Beer Sheva, Israel
Jennifer Mueller, University of San Diego, San Diego, California, USA
Laetitia Mulder, University of Groningen, Groningen, Netherlands
Jayanth Narayanan, National University of Singapore, Singapore
Kok-Yee Ng, Nanyang Technological University, Singapore, Singapore
Bernard Nijstad, Rijksuniversiteit Groningen, Groningen, Netherlands
Gregory B. Northcraft, University of Illinois at Urbana-Champaign, Champaign, Illinois, USA
Kathleen O'Connor, Cornell University, Ithaca, New York, USA
Lisa Ordóñez, University of Arizona, Tucsan, USA
Nathan Pettit, New York University, New York, New York, USA
Lamar Pierce, Washington University in St. Louis, St Louis, Missouri, USA
Marko Pitesa, University of Maryland, College Park, Maryland, USA
Jochen Reb, Singapore Management University, Singapore, Singapore
Christian Resick, Drexel University, Philadelphia, Pennsylvania, USA
Erin Richard, Florida Institute of Technology (FIT), Florida, USA
Sylvia G. Roch, University at Albany, SUNY, Albany, New York, USA
Thomas Rockstuhl, Nanyang Technological University, Singapore, Singapore
Sunita Sah, Cornell University, Ithaca, New York, USA
Krishna Savani, National University of Singapore, Singapore
John E. Sawyer, University of Delaware, Newark, Delaware, USA
John M. Schaubroeck, Michigan State University, East Lansing, Michigan, USA
Maurice E. Schweitzer, University of Pennsylvania, Philadelphia, Pennsylvania, USA
Matthias Seifert, IE Business School, Madrid, Spain
Shaul Shalvi, Universiteit van Amsterdam, Amsterdam, Netherlands
Kristin Smith-Crowe, Boston University, Boston, Massachusetts, USA
Jeffrey Spence, University of Guelph, Guelph, Ontario, Canada
Matthias Spitzmuller, Queens University, Kingston, Ontario, Canada
Gretchen Spreitzer, University of Michigan, Ann Arbor, Michigan, USA
Daan Stam, Erasmus University Rotterdam, Rotterdam, Netherlands
Brian Swider, Georgia Institute of Technology, Atlanta, Georgia, USA
Riki Takeuchi, Hong Kong University of Science and Technology, Kowloon, Hong Kong
Ann Tenbrunsel, University of Notre Dame, Notre Dame, Indiana, USA
Catherine H. Tinsley, Georgetown University, Washington, District of Columbia, USA
Leigh Tost, University of Southern California, Los Angeles, California, USA
William Turnley, Kansas State University, Manhattan, Kansas, USA
Elizabeth E. Umphress, University of Washington, Seattle, Washington, USA
Eric Van Dijk, Universiteit Leiden, Leiden, Netherlands
Daan van Knippenberg, Drexel University, Philadelphia, Pennsylvania, USA
Niels Van Quaquebeke, Kühne Logistics University, Hamburg, Germany
Jeffrey B. Vancouver, Ohio University, Athens, Ohio, USA
Cynthia Wang, Northwestern University, Evanston, Illinois, USA
Long Wang, City University of Hong Kong, Hong Kong
Adam Waytz, Northwestern University, Evanston, Illinois, USA
Steven Whiting, University of Central Florida, USA

Ilan Yaniv, Hebrew University of Jerusalem, Jerusalem, Israel
Xiaomeng Zhang, Cheung Kong Graduate School of Business, Beijing, China
Zhen Zhang, Arizona State University, Tempe, Arizona, USA

GUIDE FOR AUTHORS

INTRODUCTION

Organizational Behavior and Human Decision Processes publishes fundamental research in organizational behavior, organizational psychology, and human cognition, judgment, and decision-making. The journal features articles that present original empirical research, theory development and methodological advancements relevant to the substantive domains served by the journal. For each type of article, the journal emphasizes research that makes substantial contributions to understanding psychological processes relevant to human attitudes, cognitions, and behavior in organizations.

As implied by its title, *Organizational Behavior and Human Decision Processes* spans a broad spectrum of topics that address psychological and cognitive aspects of organizational behavior. These topics fall under the broad headings of perception, cognition, judgment, attitudes, emotion, well-being, motivation, choice, and performance. These topics are inherently integrative, given that perceptions, attitudes, and emotions are rooted in cognition and judgment, and motivation and performance are inextricably linked to choice. We are interested in articles that investigate these topics as they pertain to individuals as well as dyads, groups, and other social collectives, as exemplified by research on social cognition, negotiation, conflict resolution, interpersonal processes, and group decision-making. For each topic, we place a premium on articles that make fundamental theoretical contributions to applied psychology and, at the same time, are anchored in phenomena relevant to organizations.

Types of contributions

Organizational Behavior and Human Decision Processes welcomes empirical research using different methodological approaches, including laboratory experiments, field experiments, field studies, survey research, and computational modeling. Studies are evaluated not according to the method used, but by the rigor and care with which the method is applied and its ability to yield valid answers to important research questions. Manuscripts that present multiple studies using complementary methods are particularly appealing.

Organizational Behavior and Human Decision Processes seeks research that makes significant contributions to the literature. Hallmarks of such research include developing and testing new theory, examining untested core elements of existing theories, resolving conflicting predictions from multiple theories or conflicting findings from multiple studies, and integrating different theories, propositions, or research streams into a unified framework. Significant contributions are less likely from research that merely replicates previous findings, revisits established findings using different samples or measures, or offers an incremental advancement to an existing body of knowledge. We urge authors to pose research questions that are fundamental and relevant to organizations, fully develop their theoretical arguments and hypotheses, apply rigorous empirical methods, and seek conclusions that break new ground and provide major and lasting impact.

For further details on expectations for quality manuscripts, please see the following Editorial. [Please embed link to: http://dx.doi.org/10.1016/j.obhdp.2010.11.001]

Each manuscript should be accompanied by a letter outlining the basic findings of the paper and their significance. Manuscripts are considered for review with the understanding that the rights of research participants have been protected, and that its submission for publication has been approved by all of the authors and by the institution where the work was conducted; further, that any person cited as a source of personal communications has approved such citation. Written authorization may be required at the Editor's discretion. Articles and other material published in *Organizational Behavior and Human Decision Processes* represent the opinions of the author(s) and should not be construed to reflect the opinions of the Editor(s) or the Publisher. Blind reviews are conducted except in extraordinary circumstances, as discussed with and decided by the Editor. To facilitate blind review, each copy of the manuscript must include a separate page with the authors' names and affiliations, and these should not appear elsewhere in the manuscript.

We recommend keeping the length of your submission to no more than 54 pages (of which 30 pages actual manuscript text) for ease of review.

Manuscripts that have been rejected from OBHDP will not be reconsidered for publication unless substantial changes have been made (e.g., new data have been collected).

Contact details for submission

Authors who cannot submit their manuscripts electronically should contact the editorial office at:

Organizational Behavior and Human Decision Processes
Editorial Office
525 B Street, Suite 1800
San Diego, CA 92101-4495, USA
Telephone: (619) 699-6304
Fax: (619) 699-6211
E-mail: obhdp@elsevier.com

Submission checklist

You can use this list to carry out a final check of your submission before you send it to the journal for review. Please check the relevant section in this Guide for Authors for more details.

Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:
• E-mail address
• Full postal address

All necessary files have been uploaded:
Manuscript:
• Include keywords
• All figures (include relevant captions)
• All tables (including titles, description, footnotes)
• Ensure all figure and table citations in the text match the files provided
• Indicate clearly if color should be used for any figures in print
Graphical Abstracts / Highlights files (where applicable)
Supplemental files (where applicable)

Further considerations
• Manuscript has been 'spell checked' and 'grammar checked'
• 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 Internet)
• A competing interests statement is provided, even if the authors have no competing interests to declare
• Journal policies detailed in this guide have been reviewed
• Referee suggestions and contact details provided, based on journal requirements

For further information, visit our Support Center.

BEFORE YOU BEGIN

Ethics in Publishing
Duties of Authors

Reporting Standards

Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

Review and professional publication articles should also be accurate and objective, and editorial 'opinion' works should be clearly identified as such.

Data Access and Retention

Authors may be asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data (consistent with the ALPSP-STM Statement on Data and Databases), if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.

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.

Originality and Plagiarism

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, that this has been appropriately cited or quoted.

Plagiarism takes many forms, from 'passing off' another's paper as the author's own paper, to copying or paraphrasing substantial parts of another's paper (without attribution), to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical behavior and is unacceptable.

Multiple, Redundant or Concurrent Publication

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable.

In general, an author should not submit for consideration in another journal a previously published paper. Publication of some kinds of articles (eg, clinical guidelines, translations) in more than one journal is sometimes justifiable, provided certain conditions are met. The authors and editors of the journals concerned must agree to the secondary publication, which must reflect the same data and interpretation of the primary document. The primary reference must be cited in the secondary publication. Further detail on acceptable forms of secondary publication can be found at http://www.icmje.org

Acknowledgement of Sources

Proper acknowledgement of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work. Information obtained privately, as in conversation, correspondence, or discussion with third parties, must not be used or reported without explicit, written permission from the source. Information obtained in the course of confidential services, such as refereeing manuscripts or grant applications, must not be used without the explicit written permission of the author of the work involved in these services.

Studies in humans and animals

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. The manuscript should be in line with the Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals and aim for the inclusion of representative human populations (sex, age and ethnicity) as per those recommendations. The terms sex and gender should be used correctly.

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. The sex of animals must be indicated, and where appropriate, the influence (or association) of sex on the results of the study.

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 competing interests include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Authors must disclose any interests in two places: 1. A summary declaration of interest statement in the title page file (if double-blind) or the manuscript file (if single-blind). If there are no interests to declare then please state this: 'Declarations of interest: none'. This summary statement will be ultimately published if the article is accepted. 2. Detailed disclosures as part of a separate Declaration of Interest form, which forms part of the journal's official records. It is important for potential interests to be declared in both places and that the information matches. 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, a published lecture or academic thesis, see 'Multiple, redundant or concurrent publication' 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 Crossref Similarity Check.

Preprints

Please note that preprints can be shared anywhere at any time, in line with Elsevier's sharing policy. Sharing your preprints e.g. on a preprint server will not count as prior publication (see 'Multiple, redundant or concurrent publication' for more information).

Use of inclusive language

Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Articles should make no assumptions about the beliefs or commitments of any reader, should contain nothing which might imply that one individual is superior to another on the grounds of race, sex, culture or any other characteristic, and should use inclusive language throughout. Authors should ensure that writing is free from bias, for instance by using 'he or she', 'his/her' instead of 'he' or 'his', and by making use of job titles that are free of stereotyping (e.g. 'chairperson' instead of 'chairman' and 'flight attendant' instead of 'stewardess').

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.

Article transfer service

This journal is part of our Article Transfer Service. This means that if the Editor feels your article is more suitable in one of our other participating journals, then you may be asked to consider transferring the article to one of those. If you agree, your article will be transferred automatically on your behalf with no need to reformat. Please note that your article will be reviewed again by the new journal. More information.

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 gold 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 gold 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 gold open access publication fee. Details of existing agreements are available online.

Open access
This journal offers authors a choice in publishing their research:

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.
• The Author is entitled to post the accepted manuscript in their institution's repository and make this public after an embargo period (known as green Open Access). The published journal article cannot be shared publicly, for example on ResearchGate or Academia.edu, to ensure the sustainability of peer-reviewed research in journal publications. The embargo period for this journal can be found below.

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

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

For gold 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 gold open access publication fee for this journal is **USD 1800**, excluding taxes. Learn more about Elsevier's pricing policy: https://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 Researcher Academy
Researcher Academy is a free e-learning platform designed to support early and mid-career researchers throughout their research journey. The "Learn" environment at Researcher Academy offers several interactive modules, webinars, downloadable guides and resources to guide you through the process of writing for research and going through peer review. Feel free to use these free resources to improve your submission and navigate the publication process with ease.

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/obhdp/.

PREPARATION
Manuscripts should be double-spaced throughout. Authors should follow the instructions given in the 6th edition of the *Publication Manual of the American Psychological Association*. Certain modifications are listed below.

Submission items include cover letter, title page, blind manuscript (including a blind title page, abstract, manuscript text, references, and figure legends), tables, and figures. Revised manuscripts should also be accompanied by a unique file: Response to Reviews (separate from the covering letter) with responses to reviewers' comments. Upload text, tables, and graphics as separate files. Please do not import figures or tables into the text document.

Cover Letter. When applicable, please note if an earlier version of the article already has been considered for publication in OBHDP.

Title Page. The title page must contain the article title, authors' names and complete affiliations, footnotes to the title, and the address for manuscript correspondence (including e-mail address and telephone and fax numbers).

Manuscript. The manuscript file must include a blinded title page, containing only the manuscript title, abstract and keywords.

We recommend keeping the length of your submission to no more than 30 pages for ease of review.

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.

Double-blind review

This journal uses double-blind review, which means the identities of the authors are concealed from the reviewers, and vice versa. More information is available on our website. To facilitate this, please include the following separately:

Title page (with author details): This should include the title, authors' names, affiliations, acknowledgements and any Declaration of Interest statement, and a complete address for the corresponding author including an e-mail address.

Blinded manuscript (no author details): The main body of the paper (including the references, figures, tables and any acknowledgements) should not include any identifying information, such as the authors' names or affiliations.

Use of word processing software

Regardless of the file format of the original submission, at revision you must provide us with an editable file of the entire article. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Guide to Publishing with Elsevier). 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

Subdivision - unnumbered sections

Divide your article into clearly defined sections. Each subsection is given a brief heading. Each heading should appear on its own separate line. Subsections should be used as much as possible when cross-referencing text: refer to the subsection by heading as opposed to simply 'the text'.

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 details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized, and indicated by a reference. If quoting directly from a previously published method, use quotation marks and also cite the source. Any modifications to existing methods should also 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.

Appendices

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

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. You can add your name between parentheses in your own script behind the English transliteration. 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. This responsibility includes answering any future queries about Methodology and Materials. **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 must be a single paragraph that summarizes the main findings of the paper in fewer than 150 words. 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 Services to ensure the best presentation of their images and in accordance with all technical requirements.

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). You can view example Highlights on our information site.

Keywords

Immediately after the abstract, provide a maximum of 10 keywords, using American 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.

Abbreviations

Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

Acknowledgements

For reasons of assisting with double-blind review, collate acknowledgements in a separate section on the title page beneath the author information. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

Formatting of funding sources

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

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.

Math formulae
Please submit math equations as editable text and not as images. Present simple formulae in line with normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. In principle, variables are to be presented in italics. Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text).

Footnotes
Footnotes should be used sparingly. Number them consecutively throughout the article. Many word processors build footnotes into the text, and this feature may be used. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves separately at the end of the article.

Artwork
Electronic artwork
General points
• Make sure you use uniform lettering and sizing of your original artwork.
• Preferred fonts: Arial (or Helvetica), Times New Roman (or Times), Symbol, Courier.
• Number the illustrations according to their sequence in the text.
• Use a logical naming convention for your artwork files.
• Indicate per figure if it is a single, 1.5 or 2-column fitting image.
• For Word submissions only, you may still provide figures and their captions, and tables within a single file at the revision stage.
• Please note that individual figure files larger than 10 MB must be provided in separate source files. 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
Regardless of the application used, 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 the font or save the text as 'graphics'.
TIFF (or JPG): Color or grayscale photographs (halftones): always use a minimum of 300 dpi.
TIFF (or JPG): Bitmapped line drawings: use a minimum of 1000 dpi.
TIFF (or JPG): Combinations bitmapped line/half-tone (color or grayscale): a minimum of 500 dpi is required.
Please do not:
• Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); the resolution is too low.
• 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. 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.

References should be cited in the text by author's surname and the year of publication, for example, Roe (1990), Roe et al. (1991), Roe and Jones (1993, p. 150) for reference to a specific page. 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.

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. If you use reference management software, please ensure that you remove all field codes before submitting the electronic manuscript. More information on how to remove field codes.

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/organizational-behavior-and-human-decision-processes
When preparing your manuscript, you will then be able to select this style using the Mendeley plug-ins for Microsoft Word or LibreOffice.

Reference formatting
There are no strict requirements on reference formatting at submission. References can be in any style or format as long as the style is consistent. Where applicable, author(s) name(s), journal title/ book title, chapter title/article title, year of publication, volume number/book chapter and the article

number or pagination must be present. Use of DOI is highly encouraged. The reference style used by the journal will be applied to the accepted article by Elsevier at the proof stage. Note that missing data will be highlighted at proof stage for the author to correct. If you do wish to format the references yourself they should be arranged according to the following examples:

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

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 1-4388-0559-6, copies of which may be ordered from http://books.apa.org/books.cfm?id=4200067 or APA Order Dept., P.O.B. 2710, Hyattsville, MD 20784, USA or APA, 3 Henrietta Street, London, WC3E 8LU, UK. Details concerning this referencing style can also be found at http://humanities.byu.edu/linguistics/Henrichsen/APA/APA01.html.
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. Journal titles should be written out in full rather than abbreviated. Please note style of capitalization and punctuation for journal articles, books, and edited books in the examples below.

Reference to a book. Hedges, L. V., & Olkin, J. (1985). Statistical methods for meta-analysis. Orlando, FL: Academic Press.

Reference to a journal. Weiss, H. M., Nicholas, J. P., & Daus, C. S. (1999). An examination of the joint effects of affective experiences and job beliefs on job satisfaction and variations in affective experiences over time: A comparison of four models Organizational Behavior and Human Decision Processes, 78, 1-24

Reference to a publication within a publication. Highhouse, S. (2001). Judgment and decision making research: Relevance to industrial and organizational psychology. In N. Anderson, D. S. Ones, H. K. Sinangil, & C. Viswesvaran (Eds.), Handbook of industrial, work, and organizational psychology (pp. 253-286). Thousand Oaks, CA: Sage.

Journal abbreviations source
Journal names should be abbreviated according to the List of Title Word Abbreviations.

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 file in one of our recommended file formats with a preferred maximum size of 150 MB per file, 1 GB in total. 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.

Data visualization
Include interactive data visualizations in your publication and let your readers interact and engage more closely with your research. Follow the instructions here to find out about available data visualization options and how to include them with your article.

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 gives 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
Organizational Behavior and Human Decision Processes is now partnered with Data in Brief! You have the option of converting any or all parts of your raw research data into one or more data articles that host and describe your data.
Data in Brief articles can be submitted as an additional file directly alongside your original research manuscript by using this template. If your research article is accepted by *Organizational Behavior and Human Decision Processes*, your data article will automatically be transferred over to *Data in Brief*, where it will be independently reviewed, indexed, given a DOI and made publicly available online upon publication.
An open access fee of 500 USD will be payable upon acceptance and publication of your data article in *Data in Brief*.
Full details can be found on the Data in Brief homepage.

Data statement
To foster transparency, we encourage you to state the availability of your data in your submission. This may be a requirement of your funding body or institution. If your data is unavailable to access or unsuitable to post, you will have the opportunity to indicate why during the submission process, for example by stating that the research data is confidential. The statement will appear with your published article on ScienceDirect. For more information, visit the Data Statement page.

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 gold 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.

Special Issue Procedures

Organizational Behavior and Human Decision Processes occasionally publishes special issues on topics that fall within the domain of the journal. Submissions for special issues are solicited by a call for papers posted on the journal Web site and published in OBHDP and other appropriate outlets, such as newsletters of relevant professional societies. The Editor and Associate Editors will evaluate requests for special issues and reserve the right to make final decisions regarding the publication of articles in such issues. The following procedures pertain to special issues.

1. Submission of a proposal for a special issue. The person(s) proposing a special issue should submit a 2- to 3-page prospectus for the issue to the Editor. The prospectus should include the following:

(a) Title or topic for the special issue.
(b) The name(s) of the proposed special issue editor(s).
(c) A statement of the purpose of the special issue, including the intended contribution of the special issue, how the special issue fits with the domain of OBHDP, and why a special issue rather than some other format (e.g., individual articles, a book) is warranted.
(d) A draft of the call for papers that will solicit submissions for the special issue.

2. Review of special issue prospectus. The prospectus will be reviewed by the Editor and Associate Editors, who will render a decision based on the expected contribution of the special issue and its appropriateness for OBHDP.

3. Responsibilities of special issue editor(s). If the Editor and Associate Editors decide to pursue the publication of a special issue, the editors(s) of the special issue will assume the following responsibilities:

(a) Coordinate peer reviews of the submissions and work with authors to obtain manuscripts of high quality
(b) Discuss with the Editor any changes that constitute a deviation from the prospectus.
(c) Work to keep the special issue on schedule and periodically update the Editor on the progress of the special issue.
(d) Maintain all copies of the manuscripts, reviews, and correspondence regarding the special issue until the entire issue is ready to be submitted to the Editor.

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.