

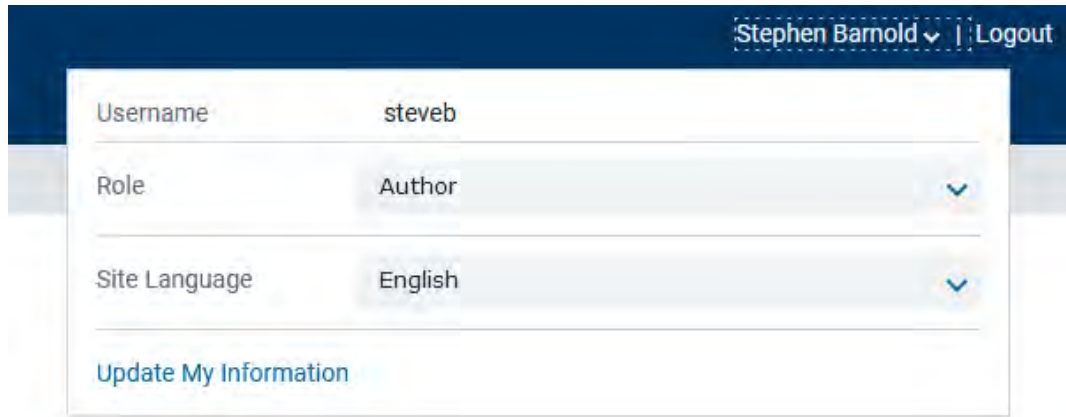
## How to Fill Out/Update your Demographic Information in Editorial Manager

As part of our ongoing Equity, Diversity, and Inclusion efforts, APA collects demographic information from users of Editorial Manager, including authors, reviewers, and editors. In previous years, the information included in this questionnaire has been fairly limited in scope and did not reflect the full breadth of possible responses. In an effort to increase the utility and impact of the collected information, we have updated our demographic questionnaire; to effectively support equity, diversity, and inclusion in psychology, we must first be able to measure how our partners in authoring, reviewing, and editing our scholarly journals are represented. As such, the APA Journals program has launched this updated survey to better understand the demographics of our participants, and to identify and improve any gaps in representation across our network of authors, reviewers, and editors.

The information collected in this updated questionnaire is stored securely and is only used by APA in aggregate, de-identified form for reporting on overall journal demographic statistics. Each item in the questionnaire is optional; respondents can choose not to respond to any or all of the questions as they see fit. We encourage you to fill out as much of the questionnaire as you are comfortable, as this information will help us to gauge how well the demographic makeup of our journals (both the editorial teams and the authors) represents the field as a whole and the populations being served by these journals.

If your Editorial Manager account was registered before 2022, you likely answered a previous version of the questionnaire and were not recently prompted to update your demographic information using the updated questionnaire. Below please find a brief set of instructions for accessing and completing the demographic questionnaire in Editorial Manager. If you have any questions or concerns about the content of the questionnaire or how APA uses this data, please feel free to contact Steve Barnold, Publishing Editor ([sbarnold@apa.org](mailto:sbarnold@apa.org)); if you have questions about logging into Editorial Manager or navigating the site, please use the “Contact” link under the “About” dropdown on the main menu in Editorial Manager to send an email to the Peer Review Coordinator for this journal.

1. Log in to your Editorial Manager account for the APA Journal in question. Each journal’s Editorial Manager site is separate and they do not share a database, so if you have existing accounts for multiple APA Journals, we request that you repeat this process for each of your accounts.
2. Due to the way the questionnaire is structured in Editorial Manager, you will only be able to access it if you are logged into your Author account. All Editors and Reviewers are also given Author accounts by default; you can log in as an Author by either selecting the “Author Login” option on the login page, or by logging in with a different user role and changing your role from your account’s main menu.



- a. In order to change your user role from the main menu, click on your full name in the top right corner of the screen. This will open a small menu which includes your username, a dropdown menu for changing your current user role, the language in which the site currently appears, and a link to "Update My Information." Use the role dropdown menu to change your role to "Author"; the main menu will then reload, so you will need to click on your full name in the top right corner to re-open this menu.



3. Once you've ensured that you're logged into your account using the Author role, click on the "Update My Information" in the previously mentioned menu. This will take you to a page which allows you to update your contact information, institutional affiliation, and responses to the demographic questionnaire.

Stephen Barnold | Logout

Username	steveb
Role	Author
Site Language	English
<a href="#">Update My Information</a>	

4. Scroll down to the section titled “Additional Information”; the seven questions included in the demographic questionnaire can be found under this heading. Here you can answer or update any of the demographic questions you feel comfortable addressing.

**Additional Information**

[Unavailable Dates](#)

☒ indicates affirmative response

☒ I acknowledge that my personal information will be accessed, used and otherwise processed in accordance with the [Publisher's Data Use Privacy Policy](#) and the [Aries Privacy Policy](#).

How do you identify? (mark all that apply)	<input type="checkbox"/> American Indian, Alaska Native, and/or Indigenous <input type="checkbox"/> Arab American, Middle Eastern, or North African <input type="checkbox"/> Asian or Asian American <input type="checkbox"/> Black or African American <input type="checkbox"/> Bi/Multi-racial <input type="checkbox"/> Latino/a/x or Spanish Origin <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Southeast Asian <input type="checkbox"/> White/ European American <input type="checkbox"/> Not listed <input type="checkbox"/> Prefer not to answer <a href="#">Select All</a> <a href="#">Clear All</a>
How do you describe your current gender identity?	<input type="checkbox"/> Female/Woman <input type="checkbox"/> Male/Man <input type="checkbox"/> Nonbinary <input type="checkbox"/> Two-spirit <input type="checkbox"/> Not listed <input type="checkbox"/> Prefer not to answer <a href="#">Select All</a> <a href="#">Clear All</a>
Do you identify as transgender?	<input checked="" type="radio"/> Please Choose a Value <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Prefer not to answer
How do you describe your sexual identity?	<input type="checkbox"/> Asexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay <input type="checkbox"/> Lesbian <input type="checkbox"/> Pansexual/Queer <input type="checkbox"/> Straight/Heterosexual <input type="checkbox"/> Two-spirit <input type="checkbox"/> Not listed

5. Once you have made any necessary changes, you can save them by scrolling to the bottom of the page and clicking the “Submit” button. Depending on when your account was registered or last updated, there may also be additional items in your user information that are now required; if there are any required fields that have not been completed, you will be notified when you try to submit your changes.