

# Submission Guidelines for Supplementary Materials in PsychArchives

## Information for Users

- 1) Preparation of files
- 2) Submission process

### 1) How to prepare the files

#### Naming files

We recommend that you designate your files with self-explanatory file names to help future users to navigate your individual files. See the following image for examples of comprehensive and self-explanatory labels.

File	Description	Size	Format	
<a href="#">Badham_et_al_2019_Colum_Descriptions_and_File_Information_SUPPL.pdf</a>	File Guide	104,14 kB	Adobe PDF	<a href="#">Preview PDF</a> <a href="#">Download</a>
<a href="#">Badham_et_al_2019_Original_Study_Patterns_SUPPL.xlsx</a>	Original Study Patterns	9,41 kB	Microsoft Excel XML	<a href="#">Download</a>
<a href="#">Badham_et_al_2019_Experiment_1_Random_Study_Pattern_Visualisation_SUPPL.pdf</a>	Random Study Pattern Visualisation	261,01 kB	Adobe PDF	<a href="#">Preview PDF</a> <a href="#">Download</a>
<a href="#">Badham_et_al_2019_Experiment_1_Demographics_Data_SUPPL.xlsx</a>	Demographics Data	10,63 kB	Microsoft Excel XML	<a href="#">Download</a>
<a href="#">Badham_et_al_2019_Experiment_2_Demographics_Data_SUPPL.xlsx</a>	Demographics Data	10,63 kB	Microsoft Excel XML	<a href="#">Download</a>
<a href="#">Badham_et_al_2019_Experiment_1_Raw_Data_SUPPL.xlsx</a>	Research Data	242,55 kB	Microsoft Excel XML	<a href="#">Download</a>
<a href="#">Badham_et_al_2019_Experiment_2_Raw_Data_SUPPL.xlsx</a>	Research Data	166,51 kB	Microsoft Excel XML	<a href="#">Download</a>

#### The preferred file formats

Please make sure to submit your content in file formats recommended for long-term archiving, e.g. PDF/A, CSV etc. This will ensure the long-term usability of your files by future researchers. File formats should ideally be open, standard, non-proprietary, and well-established. You may upload your content in a format defined as acceptable in our guidelines but we kindly ask you to additionally provide it in a recommended format. For more information on preferred and acceptable formats, see our Technical Guidelines:

[https://www.psycharchives.org/static/about/technical\\_guidelines.pdf](https://www.psycharchives.org/static/about/technical_guidelines.pdf)

## How to transform files into preferred format

Below you can find links to tutorials for software and online tools to convert your files into the preferred format. We can not guarantee the up-to-dateness of the tutorials. So be conscious that if you choose to use third party software and online tools, you will do so at your own risk.

(Desired) output format	(Source file) input format	Link to tutorial / online tool
<a href="#">PDF/A</a>	multiple	<a href="#">University of Berlin</a>
	Textfile (.docx, ...)	<a href="#">University of Vienna</a>
	PDF	<a href="#">Adobe</a>
	PDF	<a href="#">I♥PDF</a>
Text Data (with UTF-8 encoding)		<a href="#">Microsoft</a>
CSV	XLS	<a href="#">Ablebits</a>
	multiple	<a href="#">OnlineConvertFree</a>
PNG	multiple	<a href="#">howtogeek</a>
		<a href="#">Adobe</a>
JPEG		<a href="#">Adobe</a>
	multiple	<a href="#">wikiHow</a>
SVG	multiple	<a href="#">Mozilla</a>
	PSD	<a href="#">avocode</a>
FLAC	multiple	<a href="#">Convertio</a>
	MP3	<a href="#">UniConverter</a>
WAV with PCM	multiple	<a href="#">Microsoft</a>

VP9 + WebM (if applicable, Opus audio)	set VP9 and opus manually	<a href="#">online-convert</a>
	MP4	<a href="#">youtube</a>

### Documentation: How to ensure reusability of supplements and replication of studies

We cannot emphasize enough the importance of descriptive documentation of your supplementary materials. It is essential for the long-term impact and benefit of your research to the scientific progress in your field. Try to imagine that ten years from now you have to be able to understand and use your supplementary materials when you have forgotten all your meta-knowledge about for example abbreviations and relations of variables. We highly recommend that you preserve all of this knowledge through thorough documentation of your files' content.

Depending on the amount and type of supplementary material you submit, different approaches to the documentation of your materials' content may be suitable:

- Should you provide research data, please complement those with a **codebook** containing all essential information about e.g. variable names and their meaning, coding and structure of data, layout of the data collection;
- Should you provide files with dense and complex content, try to add explanatory information **within the file**, if possible;
- Should you provide several files with different types of content, please complement those with a **file guide**, featuring a descriptive table of content of all files associated with your supplementary materials submission.

## 2) How to submit the files to PsychArchives

### Choosing the correct collection

Supplementary files of journal articles are split up into individual categories and linked together by PsychArchives. This policy ensures that each DRO is uniquely citable. For instance, datasets belong in the "research data" collection, images go into the "image" collection, and any material that does not fit into any other collection, such as analyses, tables, figures, maps, appendices and surveys, is allocated to the "other" collection. As a result, if you contribute a bundle of supplements for a journal article, you might receive more than one DOI for your material.

Supplement type	PsychArchives collection
Research data, codebook, data used for charts/figures	Research Data
Scripts, software, parameters (constants, configuration values, dictionaries, e. g., list of stopwords, etc.) needed for script execution	Code

Pictures, Images	Image
Audio	Sound
Videos	Moving Image
Study protocols (immutable, time-stamped records of research plans)	Preregistration
Questionnaires (standardized assessment instrument used to measure behavior or mental attributes; availability of essential test-theoretical quality criteria such as reliability, validity)	Test
Additional analyses, tables, figures, sketches, graphs, charts, maps, appendices, questionnaires (for data acquisition; for standardized psychological tests, see collection "Test"), surveys, forms, quizzes	Other

### Why metadata?

During the submission process in PsychArchives you will be asked to provide additional information (metadata) about your study and article. This fulfills two purposes: On the one hand, complete and correct metadata is an essential part of the thorough documentation of scholarly research. But furthermore, the metadata will help significantly to increase the online findability of your research in general but especially for scientists interested in related fields. The individual set of metadata will be different depending on the associated PsychArchives collection of your submission. For an example, see the full metadata record of a PsychArchives object here: <https://www.psycharchives.org/handle/20.500.12034/2516?mode=full>. Notice especially the brief summary in dc.description.tableofcontents.