JM Policy for Research Transparency

Data Organization Instructions for Revised Manuscripts

All materials for invited revisions should be uploaded to the [JM Dataverse](https://dataverse.harvard.edu/dataverse/jom/) when the revision is submitted on [ScholarOne](https://mc.manuscriptcentral.com/ama_jm). Please follow these instructions when preparing your data files:

1. Create a main folder for your entire submission.
2. Within that folder, create one folder for each study.
3. For studies using **primary data**, include the following items in the folder:
   1. IRB/Ethics Board approval information: Upload the IRB/Ethics Board approval letter or email from the institution where the data were collected. If your study did not require IRB approval, please upload a Word document providing this explanation. Name this file: Study X IRB
   2. Preregistration: Copy and paste the description of any preregistration that was done for the study into a Word document, including a link to the preregistration if possible. In this document, please also note (a) if there was any deviation from the preregistration and provide explanation and (b) the number of observations excluded from analysis based on preregistered criteria (For questions related to preregistration and potential deviations, see [the Center for Open Science’s frequently asked questions](https://www.cos.io/initiatives/prereg)). Name this file: Study X Preregistration
   3. Original stimuli: This document should provide the original, unmodified stimuli dataset for the study. If the study was conducted in Qualtrics, a .qsf file should be exported ([see instructions](https://www.qualtrics.com/support/survey-platform/survey-module/survey-tools/import-and-export-surveys/#ExportingaSurveyasaQSF)). If not (e.g., the survey was paper and pencil, the survey relied on a third-party software), then a scan (PDF for paper surveys) or recording (screenshots for third-party software) can be provided instead. Everything should be in the original language. Name this file: Study X Stimuli
   4. Original raw data:
      1. (Qualtrics): If data were collected using Qualtrics, provide the original, unmodified dataset for the study. You should, at a minimum, provide an unmodified .csv file ([see instructions](https://www.qualtrics.com/support/survey-platform/data-and-analysis-module/data/download-data/export-data-overview/)). This file should include all identifying timestamps and IP address, in case forensic analysis becomes necessary. Note that because Dataverse files are not public (like OSF repositories provided with papers), raw data can be uploaded including timestamps and IP addresses. Name the raw data file: Study X Raw data.csv
      2. Original raw data (not obtained through Qualtrics): If the study was not conducted in Qualtrics, you should, at a minimum, provide an unmodified .csv file that includes all the data provided by the originating data collection software. Name the raw data file: Study X Raw data.csv
      3. If you wish to use an SPSS version, name this file: Study X SPSS data.sav
      4. Data files used in analysis, if different from the .qsf or other raw file: Name these files: Study X Analyzed Data
   5. Code used in analysis: If possible, annotate the portions of the code that relate to each analysis. Name this file: Study X Code
   6. Original stimuli: Note that for stimuli, documents should be included in the original language as well as in English, if relevant. Name this file: Study X Stimuli
   7. Auxiliary analyses: If any auxiliary analyses (e.g., analyses with and without data exclusions) are reported in the paper, please include them as additional Word documents in the folder. Name this file: Study X Auxiliary Analyses, clearly labeling each auxiliary analysis.
4. For studies using **secondary data**, include the following items in the folder:
   1. Table showing the steps used to create the sample: Preferably, a Word file. It should provide information on the data source’s name, sample’s time window, and filters (e.g., specific industry, SIC code) used to arrive at the analysis sample. If the data were accessed from a licensed data provider (such as WRDS) or collated from one or more licensed providers that other researchers can access at a cost, please provide the exact variable names and transformations used to arrive at the sample used in the paper. Name this file: Sample Description.
   2. Commented code file: Preferably, a text file with code needed to recreate tables presented in the manuscript. Each results table should have its own “block of code” and be annotated appropriately. If a results table has multiple columns, each column should have its own “block of code” and be annotated appropriately. Code for robustness checks and alternative models presented in a Web Appendix should also be annotated and included in the code file. Indicate the version of the software program used to execute the code. Name this file: Secondary Data Analysis Code.
   3. Licensed code: When the research relies on licensed code, the authors should provide detailed instructions along with their code for accessing and linking to the licensed code, sufficient for replication by others. As needed, the authors should provide either the set of test problems or a detailed description of how the test problems were generated, sufficient for replication.
   4. Data file: Variables should be appropriately labeled and correspond to the labeling in the code file from (b) above and the tables in the manuscript. Name this file: Secondary Data Sample. If the entire data set for a study comes from a licensed data provider, there is no need to share the data.
5. Compress the main folder to create a zip file (Windows: Right click on the folder, select “Send to,” and select “Compressed (zipped) folder.” Mac: Control-click on the folder and select “Compress.”).

Any data that is mentioned in the manuscript should be included in a folder in this zip file. For example, studies mentioned in the Web Appendix should also be included in individual folders, labeled as “Web Appendix Study X” and as above.

When you’re ready to submit, follow the [JM Dataverse instructions](https://www.ama.org/jm-dataverse-instructions/#submitting) to create your submission and upload your zip file.