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| **Item** | **Description** |
| Group | Coauthor group that coded policy. Fields: Group 1, Group 2, and Group 3 |
| Journal | Journal name the row corresponds to. Journal names are repeated for each unique disability/manuscript component combination we found guidelines for and for each location a guideline was found. |
| Accessibility statement(s) | Accessibility policy statements taken directly from journal author guidelines and/or linked publisher materials. Statements include a description of the location(s) the guidelines were found. Two authors (OMS and CLD) collected statements from websites and included all statements they thought could refer to formatting manuscript materials for accessibility for people with disabilities. “None” means no guidelines on accessibility were found. |
| Has accessibility statement/guidelines | Whether the journal pertaining to that row had guidelines for accessibility (yes or no). This column pertains to the composite determination after coauthors scored policies. |
| Disability explicitly of concern | Disability explicitly of concern in the guideline that that row corresponds to. Fields: “color blindness”, “learning disabilities (including dyslexia)”, “NA”, “non-specific”, “other”, “seizures”, “visual impairment (other than color blind)”. “NA” = journal has no guidelines for accessibility. “Non-specific” was used for policies that did not mention specific disabilities the guidelines were for but clearly stated the guidelines were intended to promote accessibility for people with disabilities (e.g., “In order to give people of all abilities and disabilities access to the content of your supplementary files, please make sure that the manuscript contains a descriptive caption for each supplementary material”). “Other” was used if coauthors perceived policies were intended for a disability other than those in our predefined fields, but no policies were scored as “other” when the final consensus score was taken. |
| If you used "other," what disability is explicitly of concern? | If a coauthor scored “Disability explicitly of concern” as “other”, their name and direct quote is pasted into this column. |
| Paper component policy targets | Paper component the guideline that that row corresponds to covers. Fields: “Figures”, “Main text”, “NA”, “Other”, “Supplementary Information”, “Tables”, and “Videos”. We used “figures” to describe all static visual aids, which may have been labeled by journals as figures, electronic artwork, graphical abstracts, etc. “Supplementary Information” was used for guidelines that referred to “Supplementary Information”, “Supplementary Materials”, etc. explicitly. “Supplementary Information” was not used for items that fall under supplementary information but were referred to by more specific names such as “videos”. “Other” was used if coauthors perceived policies covered manuscript components outside those of our predefined fields, but no paper components were scored as “other” when the final consensus was taken. |
| If you used "other", what paper component is the policy targeting? | If a coauthor scored “Paper component policy targets” as “other”, their name and direct quote is pasted into this column. |
| Policy location | Location of policy that this row corresponds to. Fields: “Journal’s main website”, “Journal-specific .pdf downloaded from journal’s main site”, “NA”, “Other”, “Publisher’s .pdf linked directly from journal’s guidelines”, “Publisher’s .pdf linked from publisher’s guidelines”, and “Publisher’s website linked from journal guidelines”. NA = no policy was found. “Other” = policy was found in a location other than the ones described in the existing fields. |
| If you used "other", what location was the policy found? | If a coauthor scored “Policy location” as “other”, their name and direct quote is pasted into this column. |
| If guidelines are on publisher's site, was it clear on the journal's website that you should go there to understand how to make your materials accessible? | Fields: “NA” = journal has no policy; “NA – this row does not correspond to publisher site information” = the row pertained to a policy on the journal’s own website, “No” = this policy pertains to guidelines on the publisher’s site AND it was not clear on the journal’s website that you should go to the publisher’s site to find accessibility instructions, “Yes” = this policy pertains to guidelines on the publisher’s site AND it was clear on the journal’s website that you should go to the publisher’s site to find accessibility instructions |
| Specific links/tools provided to ensure accessibility (e.g., color-blind friendly figure checker) | Whether the guideline pertaining to this row included specific links or tools to help authors prepare their materials to be accessible. “NA” = journal has no policy; “No” = the policy did not have any links/tools for the disability/manuscript component/location this row corresponds to; “Yes” = the policy did have links/tools for the disability/manuscript component/location this row corresponds to; “Yes, but link was invalid” = the policy did have links/tools for the disability/manuscript component/location this row corresponds to BUT the link went to an invalid page. “Yes” and “Yes, but link was invalid” were combined for our manuscript summaries. |
| Select any assistive technologies mentioned corresponding to this row | “Multiple (describe)”; “NA” = journal has no policy; “No assistive technologies mentioned” = journal has policy pertaining to this row, but it didn’t mention any assistive technologies; “Other (describe)” = coauthor perceived the policy mentioned an assistive technology other than the ones in our predefined fields; and “Text-to-speech/screen readers”. |
| If you used "other" or "multiple" for assistive technologies, what is/are the technology/technologies? | If a coauthor scored “Select any assistive technologies mentioned corresponding to this row” as “other” or “multiple”, their name and direct quote is pasted into this column. |
| Describe any other recommendations provided not captured in other columns | If a coauthor perceived that there were other recommendations not covered by the columns above, their name and direct quote is pasted into this column. |
| Is the policy corresponding to this row required or recommended for authors to implement? | If authors were recommended or required to follow the accessibility guidelines pertaining to this row. “Recommended” = policy pertaining to this row was recommended; “Required” = policy pertaining to this row was required; “Other” = policy pertaining to this row wasn’t recommended nor required; “NA” = the journal does not have a policy. Many guidelines were not explicit on whether they were required or recommended, so we made a list of some commonly used words in the policies and our interpretations of them (e.g., “should” = recommended, “make sure” and “ensure” = required). We ultimately left it up to each data coder to interpret whether a guideline was required or recommended to better reflect the diverse interpretations of people reading journal guidelines. The data in this sheet correspond to the composite score across coauthors who scored the statement. Journals published by large publishers (e.g., Springer, Elsevier) typically take one of several “boiler plate” forms, making it so that accessibility guidelines were repeated across journals within publishers. For accessibility guidelines repeated within publishers, we took a composite across all scorers of the same statements rather than using just the three scorers for a given journal. |
| If you used "other" for if the policy is required, describe | If a coauthor scored “Is the policy corresponding to this row required or recommended for authors to implement?” as “other” their name and direct quote is pasted into this column. “Other” was not used in any of our final composite scores. |
| Notes on accessibility policy scoring | If a coauthor left a note on their interpretation or scoring, their name and direct quote is pasted into this column. Some notes were added by the coauthor who generated the codebook template and took the composite scores used in data summaries (OMS). |
| Website URL | Website URL we checked for accessibility policies |
| Secondary website domain | If journals had more than one website, other website link(s) we checked for accessibility policies |
| Notes on journal attributes and website data collection | Any pertinent notes from when we collected policies from journal websites or collected information on journal attributes (e.g., impact factor, publisher, society affiliation, etc.) |
| Person who collected information from website | Coauthor who initially collected accessibility policies from journal’s websites and linked publisher guidelines |
| JCR 2021 IF | The journal’s 2021 journal impact factor from Clarivate’s Journal Citation Reports (JCR). In rare cases where a journal had been JCR indexed but was no longer indexed in 2021, we used the last available impact factor and made a note in “Notes on journal attributes and website data collection”. NA = journal was not JCR indexed or had not been indexed long enough to have an impact factor. |
| JIF\_bin | Journal impact factors from “JCR 2021 IF” were binned into low (<3), medium (3-10), and high (>10). NA = journal was not JCR indexed or had not been indexed long enough to have an impact factor. |
| Publisher on JCR | Publisher listed on Clarivate’s Journal Citation Reports (JCR). If journals were not JCR indexed (*n* = 21)*,* we searched for them on Clarivate’s Master Journal List (MJL) to find their publisher. We also checked their websites and Scimago Scientific Journal Rankings for journals not listed in Clarivate’s databases (*n* = 7). |
| Publisher from JCR but binned by larger company | If the publishers listed in Clarivate’s Journal Citation Reports (JCR) or otherwise found for the column “Publisher on JCR” were subsidiaries of larger ones, we rescored them to the larger publishers following Smith et al. (2023) *Nature Ecology & Evolution*. |
| Publisher major minor | “Publisher from JCR but binned by larger company” separated into “major” (large publisher) or “minor” (small publisher). Major publishers were defined as the five with the most journals in our dataset (Springer, Wiley, Elsevier, Taylor & Francis, Oxford University Press), and minor publishers were all others. |
| First year in JCR | First year listed in Clarivate’s Journal Citation Reports (JCR). Data correspond to “1st electronic JCR year” in the database. “Not in JCR but in the Master Journal List” = publisher information came from the Master Journal List (MJL) but the journal wasn’t JCR indexed. “Not in JCR nor MJL” = journal was neither indexed in JCR nor MJL. |
| Society | Society or societies that the journal pertaining to that row was affiliated with or owned by at the time of data collection. We updated the data from Smith et al. (2023) *Nature Ecology & Evolution* using the listed publisher in Clarivate’s JCR and MJL and while checking the journal websites. |
| Society listed | “Not\_society” = no society affiliation was found; “Society” = journal was affiliated with or owned by a society at the time of data collection. |
| In Clarivate? | If journal was indexed in Clarivate’s Journal Citation Reports (JCR) and/or listed in Clarivate’s Master Journal List (MJL). “JCR” = journal was listed in Clarivate’s JCR, “Master Journal List” = journal was not indexed by Clarivate’s JCR but was in the MJL, blank = journal was not in either database. |