

# RES Reproducibility Checks: Workflow

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October 10, 2023

THE ECONOMIC JOURNAL



## Version History:

- v1: The bulk of this was the work of [Joan Llull](#).
- v1.1: Minor additions by [Florian Oswald](#).
- v1.2: Updates and comments from Brooke Sperry
- v1.3: Proposition for unique EJ + EctJ workflow by Florian
- v1.4: Updates and comments from Brooke Sperry

Current to do:

1. Update Guidelines <https://bit.ly/3ivH38d>
2. Update Checklist <https://bit.ly/3Qa0HW5>
3. Update conditional acceptance template messages of all MEs (see Section )
4. Do exactly the same for EctJ MEs.

## Purpose of this document

This document describes the current workflow for reproducibility checks at EJ and EctJ

**Input:** Replication package provided by the authors of accepted papers.

## Outputs:

1. Email interactions with the authors during the process,
2. clearance with authors after the checks are successfully completed
3. metadata collection on each article at in spreadsheet SS (via Google Docs, see below).

## Interested Parties:

1. RES Data Editor: Florian Oswald
2. EJ Editorial Office.
  1. RES Publications Manager, Brooke Sperry
  2. Editorial Office London, Nicky Cotterill and colleagues.
3. RES Replicators

### Glossary:

Abbreviation	Meaning	comments
EJ	The Economic Journal	<a href="#">website.</a>
EctJ	The Econometrics Journal	<a href="#">website.</a>
EO	EJ Editorial Office	Team in London which manages overall publication process
ME	Managing Editor	Person in charge of accepting/rejecting papers at EJ
DE	Data Editor	Person in charge of managing reproducibility checks at EJ
EE	Editorial Express	online platform to handle journal publications. <a href="#">login</a>
HT	EE Holding Tank	place on EE where all submitted/conditionally accepted papers are visible.
SS	Shared Spreadsheet	Main google docs spreadsheet to log all operations, Replicator availability and time use. Restricted access.
DB	Shared Dropbox folder	Dropbox folder storing all replication packages. Florian place package there, replicators download from here. <i>Read-only</i> access for everyone.

### Workflow in Detail

Let us proceed chronologically. The paper has just been *conditionally accepted* by the managing author (ME) - see the proposed message template in appendix Section .

### **i** Note

If not specifically mentioned, all points in the following document apply to both journals equally, i.e. it is possible to interchange EJ with EctJ.

## **Step 1. Editorial Office: Acquisition of Final Version and Logging**

1. After conditional acceptance by the ME, EO waits on HT until the required zip file arrives. See the template for conditional acceptance of ME for what the required contents are in Section . (*paper, appendices and checklist*). If contents are missing, cycle back to authors until correct and signed. Having those files on EE serves the purpose of having a master version of the accepted paper on record, against which we can check the paper after potentially several rounds of replication checks.
2. After successful arrival of *paper, appendices and checklist* on EE, EO logs the paper's metadata in our shared googlesheet SS, filling all fields as shown in figure Figure 1 (leaving the rest empty). Upon turning blue, the googlesheet will send an automated message to the Data Editor (Florian) - no further action on behalf of EO is required.

				Editorial Office					Data Editor			
MS	Round	Firstname	Lastname	Title	Email	Edit or	Data policy	Arrival date EE	Arrival date package	DOI Zenodo	DE comments	Status
999999	1	Adam	Smith	Title of conditionally accepted paper	a.smith@tcd.ie	ED	new	9-Oct-2023				

Figure 1: EO logs meta data of replication package.

## **Step 2. Data Editor (Florian): Acquisition of package**

Florian receives an automated message that a new paper has arrived which needs to be checked for reproducibility. He creates a new folder inside the shared dropbox folder EJ-2-submitted-replication-packages (EctJ-2-submitted-replication-packages for EctJ) named with the main author's last name and their MS number, and *sends a file request link to the author via email*. In practice, the folder is named like

Smith-XXXXXXXX-R1

for round 1.

As a reminder, the dropbox folder structure is as follows:



## Step 4. Replicators

### Replicator Availability

**i** Where Do I signal my Availability?

in shared spreadsheet SS in tab Replicator-Availability

- The replicators declare their *current* availability to handle papers in the corresponding section of the SS on tab Replicator-Availability, by modifying column **Available to take on today**. The other columns are computed automatically based on the current workload of the replicator, in order to help Florian assigning replicators efficiently. This also allows replicators to be idle if they need to be so.

### Replicator Skills

**i** Where Do I signal my Software Skills?

in shared spreadsheet SS in tab Replicator-Skills

### Replicator Timeline

- As noted above, the day a paper is assigned to a replicator, their section of the google sheet becomes green. Five days after the paper has been assigned to the replicator, it automatically turns yellow, and 10 days after assignment it turns red.
- Our target is for the replicator to **complete any given package within 7 days**. The color scheme is supposed to help replicators manage this deadline, see figure Figure 4.

Manuel	12-Mar-2021				
Manuel	10-Mar-2021				
Manuel	5-Mar-2021				

Figure 4: Replicator Timing indicator

## Replicator Workflow

*Notice that this section is close to identical whether the replicator uses their own machine or the cloud based **nuvolos** system*

1. Navigates to shared DB folder **EJ-2-submitted-replication-packages**, and looks for the correct submission number and Author names.
2. From that folder, downloads a copy of entire package to their local drive. Notice that **EJ-2-submitted-replication-packages** is *read-only* on the dropbox, so replicators are **forced** to do their work outside of it.
3. Replicator starts clock.
4. Replicator studies the package.
  1. This will involve a very close reading of the **README** file.
  2. It will also involve a quick reading of paper and appendices:
    1. To get an overview of what the required outputs of the replication package are. This includes all figures, tables and other numerical results.
    2. To carefully check the data citation practice. All datasets need to be cited like any other reference (i.e. like a cited paper).
  3. Next, follows contained instructions, and tries to reproduce all results in the paper. If the contained instructions are insufficiently precise so that after 60 minutes the replicator has not gained an understanding of how certain results can be reproduced, we abort and go to the next step. This does *not* include actual runtime, which can be significantly longer.
5. Replicator stops clock. (If program requires significant runtime, this is not billed as replicator time.)
6. Fills in reproducibility report, a template for which is stored in shared DB at 3. **Replication reports**
7. Fills in corresponding section of **SS** with relevant data:
  - Completion date
  - Time spent (in hours. 1.9 hours is 1h 54min): *This information will determine the replicators payment.*
  - Whether the checks were successful or not (Y/N)
  - List the software used. Multiple softwares in comma separated list like **stata,fortran,matlab**. Do not include versions, like **stata 18** (MP2).
  - The type of Data Statement that should be published with the paper. This can be one of **A,S,T,P** or the combinations **A;T**, **A;S**, **A;S;T**. The meaning of each is explained in tab *Codes* of **SS**.
8. Replicator turns switch **Status** from *A* (assigned) to *B* (back to DE)

In short, the Replicator fills out the part of the **SS** shown in figure Figure 5.

Replication team										
ta	St	Checker	Date	Date	Hours	Succe	Software	Data	statement	Comments
icy	Arrival date		assigned	completed	spent	ssful				
w	10-Mar-2021	B	Manuel	12-Mar-2021	14-Mar-2021	1.5	Yes	Stata, ArcGis	A; S; T	The paper is good to go

Figure 5: Replicator fills out spreadsheet after completion of checks.

## Replicator: Precise Guidelines

This section provides some guidelines for what a replicator should look out for in a package, and things which may be included in their report to the DE.

Any of those conditions not met means that the replicator can comment on it in their report. All conditions go under the common heading *making replication less cumbersome*.

1. The **README** needs to contain *all necessary information* to reproduce the findings in the paper. It should not be required to read the actual source code in order to find out which part of the code produces with part of the output.
2. The produced output should appear in a clearly designated location, ideally a separate folder called **output**.
3. The produced output should be easy to identify via filename. For example, figure 1 in the paper should correspond to **output/figure1.pdf** in the package.
4. The package *must contain* all primary data sources. This is particularly important for cases like *we downloaded the data from www.xyz.com couple of years ago*. The data might no longer be available at this location, or it may be hard to find.
5. The **README** should contain a clear description of the full data processing pipeline, starting with reading the primary data sources, processing codes and intermediate results, ending in final outputs.
6. The replication package should save produced output to files, and not only display results on screen, because this makes it very cumbersome to find and verify single outputs in the paper.
7. The **README** should contain a clear description of the steps one needs to perform to replicate *each result in the paper/appendix*. A single driver script (for example **master.do** or **run.m**) is convenient, however, the gold standard is a table like the following:

Output in Paper	Output in Package	Script/Program to execute
Table 1	output/tables/table1.tex	code/table1.do
Figure 1	output/plots/figure1.pdf	code/figure1.do
Figure 2	output/plots/figure2.pdf	code/figure2.do

## Step 5. Data Editor Decision

Florian reviews the replicator's report, sends a final decision to the authors, including the report, and, if revisions are needed, summarizes the content of the report. If further revisions are needed, Florian changes the status to "R" (Revision) or "M" (Minor changes), depending on whether the revisions will require sending the package back to the replicators ("R") or not ("M"), and fills the corresponding information on the decision section:

- Date Decision taken
- Decision Code: A Accept, R Major Revision, M Minor revision and short description

## Step 6: Package Resubmissions - EO and DE

Messages from the DE to authors inviting changes to the package and resubmission contain two points:

1. A letter to the Data Editor in pdf format *must be submitted to EE*, clearly addressing all points raised.
2. *After* the letter is successfully received on EE, the author will receive a new file request link to submit the revised package.

**Internally**, we follow the same steps as with first time submissions:

1. EO logs the return of package upon receiving the letter on EE by copying the first 9 cells of the rejected version of the paper, and pasting it at the bottom of the spreadsheet, incrementing the Round field by 1, and logging the correct arrival date EE, as shown in figure Figure 6.
2. The DE is again alerted automatically and sends the file request link to the authors.

				Editorial Office					Data Editor			
MS	Round	Firstname	Lastname	Title	Email	Edit or	Data policy	Arrival date EE	Arrival date package	DOI Zenodo	DE comments	Status
999999	1	Adam	Smith	Title of conditionally accepted paper	a.smith@tcd.ie	ED	new	9-Oct-2023	10-Oct-2023			R
999999	2	Adam	Smith	Title of conditionally accepted paper	a.smith@tcd.ie	ED	new	14-Nov-2023				

Figure 6: EO logs resubmitted paper

The DE takes care of logging the fields concerning resubmission date:

- In case a package is resubmitted for the first time, the date of re-submission will be included to close this entry, and a new entry (*row*) will be created with revision number equal 2. If the re-submission is a minor comment, Florian changes the Status as described below but do not change the code of the Decision section. If the initial outcome of this iteration is already accept, mark the code as "A", and introduce the current date also as re-submission date, as in figure Figure 7.



Decision			
Date processed	Decision		Date resub.
16-Mar-2021	A	Accept	16-Mar-2021

Figure 7: Acceptance Decisions of the DE upon resubmission.

- If no further revisions are needed, Florian notifies the authors accordingly and changes the status of the google sheet to “AP” (acceptable package).

MS	Round	Author	Title	Email	Edit or	Data policy	Arrival date	DOI Zenodo	comments	Status
999999	1	The Author	Title	mail	ED	new	9-Oct-2023			AP

Figure 8: DE sets status to *Acceptable Package*

- Next, the package returns to the EO for plagiarism checks and final communications with the authors. After this, EO sets the status field to NT (meaning ready for publication but Not Transferred yet). At that point, the first section of the google sheet turns yellow:

MS	R	Author	Title	Email	Editor	Data policy	Arrival date	Status
99999	1	The Author	The Title	the@email.com	ED	New	10-Mar-2021	NT

Figure 9: EO sets status to *Not Transferred* Status

## Step 7. Editorial Office: Request Zenodo Upload

EO sends an email to the authors via EE (copying Florian and Brooke) with a request to upload the package to the [EJ community at Zenodo](#), as indicated on the [DE's website](#).

EO adds an important reminder for the authors in their message:

**⚠ Important Reminder: No Further Modifications of Replication Package!**

It is *very important* that you do no longer modify the contents of your replication package. This includes adding, removing, or editing contained files and folders. The EJ Data Editor

team will compare the digital fingerprint of the files you publish on [zenodo.org](https://zenodo.org) against the fingerprint of the final version of your package, which the Data Editor accepted. Those digital fingerprints need to match.

This reminder is also on the DE's website.

This *digital fingerprint* is the so-called [md5sum](#), which can be used to compute a unique *checksum* of a set of data. This technology is widely used in (open source) software distribution, in order to certify integrity of downloaded software. For example, each R package has an associated `md5 checksum`. On [zenodo](#), this is displayed as follows:

Name	Size
<a href="#">3 replication package.zip</a>	87.0 MB
md5:cd28fb71d7b65d2f1025dc7de74681fd ?	

We will compute our version of the `md5` string on the finally accepted version of the replication package, located here in the shared DB:

```
EJ-2-submitted-replication-packages
  Lastname-XXXXXXX-R3
    3-replication-package.zip
```

The computation of the `md5` on our side is straightforward. On a Linux command line one would run

```
$ md5sum 3-replication-package.zip

93b6634a97954d6cbfefa56f9dff315e
```

The string "93b6634a97954d6cbfefa56f9dff315e" needs to match the string on [zenodo](#), or the paper will not be released for publication.

#### **i** Importance of initial folder structure

This only works if the authors created the zip file on their computer, that is, if the archive `3-replication-package.zip` was part of their last submitted package. If, for instance, they submit `3-replication-package` (**no zip!!**), and we create the zip archive for them, the `md5` sum **will be different!**

## Step 8. Editorial Office: Return to ME

After the EO completes the plagiarism checks, as per agreement with the MEs, the EO makes the final acceptance of the paper (unless the authors have changed the content of the paper during replication checks, in which case it is sent back to the ME for approval before final acceptance). After which it is transferred to Oxford University Press (OUP) for publication by the EO. When the file is transferred to OUP, it is marked in the system with a status of “P”, after which the entry turns green:

MS	R	Author	Title	Email	Editor	Data policy	Arrival date	Status	
99999	1	The Author	The Title	the@email.com	ED	New	10-Mar-2021	P	Manu

Figure 10: Setting of Status to *P* (published) after transfer to the publisher OUP by EO

## Appendix: Conditional Acceptance Message Template

Dear Author:

I am pleased to inform you that I have decided to “conditionally accept” your submission, MS XXXXXXXX, titled “The Title” for publication in the Economic Journal. This means that your paper has been accepted for publication on the condition that it passes the applicable checks (reproducibility of results and anti-plagiarism).

[SPACE FOR PERSONAL MESSAGES TO AUTHORS]

Your final submission will be checked with anti-plagiarism software. At this stage, you are required to submit all relevant files for production and replication, accompanying files such as material for the online appendix and any data and data documentation files, as per our replication policy at: [https://academic.oup.com/ej/pages/General\\_Instructions#data](https://academic.oup.com/ej/pages/General_Instructions#data).

Next, I am asking you to submit the final version of all your files in two consecutive steps: Your paper and any appendices together with a signed checklist via Editorial Express, and your replication package via a file request link directly to our Data Editor (see below).

### Step 1: Submission of Paper via Editorial Express

On Editorial Express, you should submit a single zip file containing three objects: two directories and one pdf file which you signed, as follows.

1. **1-paper** : A directory containing all source code needed to compile your paper named in the appropriate way. In particular, please include `MSXXXXXXXX-main-YYYYMMDD.tex` and `MSXXXXXXXX-main-YYYYMMDD.pdf`, as well as all required input files (graphs and tables

etc.) - MSXXXXXXXX being your manuscript number, and YYYYMMDD standing for the date of final submission in ISO format.

2. **2-appendix** : Directory containing sources for appendices - if applicable - following the same naming convention as above.
3. **checklist.pdf** : the signed checklist <https://bit.ly/3Qa0HW5> .

In preparing the final version of your paper, please consult the instructions for authors at: <https://bit.ly/3ivH38d> to make sure your final submission conforms to the journal's requirements. For creating manuscripts in LaTeX, The Economic Journal strongly recommends the use of its TeX template which is downloadable at: <https://bit.ly/3g2YBaB>]

## **Step 2: Submission of Replication Package via file request link**

*After* having received your final version of paper and appendices together with the signed checklist on Editorial Express (Step 1 above), our data editor will initiate the replication checks process by sending you a file request link, where you will be able to upload your replication package, as soon as you are ready to do so.

*Before* you start to prepare your replication package, please consult the EJ Data Editor website for comprehensive guidance and step-by-step instructions: <https://ejdataeditor.github.io>.

## **Further Steps**

Once I have received all supporting documents along with confirmation that the paper has passed the appropriate checks, I will formally accept the paper for publication. At which point, the paper can be listed as “forthcoming” and your files will be sent to Oxford University Press for production. Now is also a good time to update the information on your website about the paper and inform the authors you are, or will be, citing in the paper. It is now in your and our best interest to increase the impact of your paper as much as possible.

Thank you very much for your contribution to the Economic Journal. I look forward to seeing it in print.

Sincerely,

Your Managing Editor