STUDY NAME

The study name needs to be **SHORT**, and it must have the **PRINCIPAL INVESTIGATOR** and **RESEARCHER(S)** identified in parentheses e.g. (Martin, Smith & Jones). We are using easily discriminated colours (RED, BLUE, GREEN, plus MAROON for non-credit) to help students/ participants identify the **TYPE** of experiment.

Non-credit studies

Volunteer/Paid studies: These studies are both ONLINE and LAB and do not use the credit system. Setting the **Study Name** text colour to MAROON will identify it quickly as a Volunteer study to participants. You must **ONLY** link this type of project to the following **Course Restriction** value:

Psychology Volunteer Register

Example formatted **Study Name** text to enter for a volunteer study:

<FONT COLOR="Maroon">Exploring the primacy bias in mismatch negativity(MMN)(Todd et al) LAB EXP</FONT>

 or

<FONT COLOR="Maroon">New Fathering Experiences Study(Brown & Smith) ONLINE</FONT>

(See the section below on **Brief Abstract** for how to identify the **TYPE** of online study (**INTERNAL** to SONA or **EXTERNAL**).)

Credit studies

Lab Experiments: **LAB** experiments need to be explicitly identified as such and setting the **Study Name** text colour to **RED** will identify it quickly as a Lab study to students/ participants. You must **ONLY** link this type of project to the following **Course Restrictions** value types:

Psyc<xxxx>_Lab_S<x>

e.g. Psyc1010_Lab_S2, Psyc3000_Lab_S2

Example formatted **Study Name** text to enter for a **LAB STUDY**:

`<b><FONT COLOR="Red">Pitch identification of tones (Brown & Rae) LAB EXP</font></b>`

Online Experiments: **ONLINE** experiments are identified by setting the **Study Name** text colour to **BLUE** (whether or not the name includes the ONLINE keyword). You must **ONLY** link this type of project to the following **Course Restrictions** value types:

Psyc<xxxx>_Online_S<x>

e.g. Psyc1010_Online_S2, Psyc3000_Online_S2

Example formatted **Study Name** text to enter for an **ONLINE STUDY**:

`<b><FONT COLOR="Blue">Students' Reasons for Sleep Disturbance (Rubin) ONLINE</font></b>`

Special Projects: These are projects that award **MORE THAN 5** points and allow students to choose a study that exceeds the cap on Lab and Online studies. **SPECIAL PROJECTS** are identified by setting the **Study Name** text colour to **GREEN**. You must **ONLY** link this type of project to the following **Course Restriction** value types:

Psyc\<XXXX\>_SpecialProjects_S\<X\>

e.g. Psyc1010_SpecialProjects_S2, Psyc3000_SpecialProjects_S2

Example formatted **Study Name** text to enter for a **SPECIAL PROJECTS STUDY**:

\<b\>\<FONT COLOR="GREEN"\>How are you emotionally intelligent? (Walla/Mavratzakis). SPECIAL PROJECT/LAB\</font\>\<b\>

Long Study Names

If your title is too long and the text does not fit in the **Study Name** field:

    — Move the experiment type ("LAB EXP", "SPECIAL PROJECT/LAB") to the start of the **Brief Abstract** field.
        — Use abbreviation where possible:
            "&" instead of "and"
            "(Smith et al)" instead of a full list of names
        — Abbreviate the name to the essentials.

If your study name is abbreviated from the version appearing in your HREC approval, place the full name in the **Brief Abstract** field.

BRIEF ABSTRACT

Use this for **LOCATION** info, and then a very brief overview of the experiment (150 characters max). We are using secondary and easily discriminated colours Fuchsia and Orange to help students identify the campus for **LAB STUDIES**. Blue is used to indicate an **ONLINE STUDY**, which may be either internal to SONA, or an external website.

Example output text, followed by example formatted text for the **Brief Abstract** field to give that output:

Callaghan Campus This experiment blah blah blah

<FONT COLOR="Fuchsia">Callaghan Campus</FONT>This experiment blah blah blah

Ourimbah Campus This experiment blah blah blah

<FONT COLOR="Orange">Ourimbah Campus</FONT>This experiment blah blah blah

Callaghan and **Ourimbah** This experiment blah blah blah

<FONT COLOR="Fuchsia">Callaghan Campus</FONT> and <FONT COLOR="Orange">Ourimbah Campus</FONT> This experiment blah blah blah

Within Sona Online This experiment blah blah blah

<FONT COLOR="Blue">Within Sona Online</FONT> This experiment blah blah blah

External Website Online This experiment blah blah blah

<FONT COLOR="Blue">External Website Online</FONT> This experiment blah blah blah

DETAILED DESCRIPTION

Maps

In your **Detailed Description** field, you can add the following **hyperlink** to display a **MAP** of the Behavᶐqutᶜᶇⁱᵁᵉᵏᵍᵖᵉᵍ"dwᴋⁱ ᴋᵖi . When the user clicks on the link, the **MAP** opens"ïn a new window:

```
<br>
<a href="http://psych.newcastle.edu.au/sona/maps/
MapBehavScience.jpg" target="_blank"><font color="Blue">show
map</font></a>
<br>
```

For different location maps, replace the MapBehavScience.jpg text with any of:

MapCallaghan.jpg/ MapCallaghanSocial.jpg/ MapOurimbah.jpg/ MapAviation.jpg/ MapOurimbahScience.jpg

Participant Information Statement

Updated S2/ 2018

The **participant information statement** for your study is the detailed description document submitted and approved as part of the HREC approval process.

It **MUST** be made available on the **Study Information** page for participants to read, whether or not it is also included on the first page of a survey/ online experiment.

It **MUST** be the version of the document approved by HREC. **DO NOT** make any changes, except for the filename format (see below).

Including the information statement in your study is a two-step process:

Step 1: Supply File for Upload to Server

Supply a copy of the **participant information statement** file to the SONA administrator, to be uploaded to the SONA area on the School of Psychology server.

It **MUST** be in **.PDF** file format.

It **MUST** have a filename in the standard format:

```
<HREC Approval ID>_<Surname of Principal
Investigator>_<Surname(s) of
Researcher(s)>_InformationStatement_(optional)<version>.pdf
```

e.g. for a study with HREC approval ID of **H-2016-0140**, principal investigator **Frederica Johnson**, and researchers **Joanna Smith** and **Davina Jones**:

```
H-2016-0140_Johnson_Smith_Jones_InformationStatement.pdf
```

e.g. for the **second** version of a study with HREC approval ID of **H-2014-0166**, principal investigator **Patricia Murphy** and researcher **Michaela O'Toole**:

```
H-2014-0166_Murphy_OToole_InformationStatement_V2.pdf
```

The SONA area on the server, where the uploaded file is stored, has the following web address (where **XX** is the current year):

```
https://psych.newcastle.edu.au/sona/20XX/
```

So the **full web address** for the participant information statement (using the first example) is shown here. (Note that there is no break in the line.):

```
https://psych.newcastle.edu.au/sona/2019/
H-2016-0140_Johnson_Smith_Jones_InformationStatement.pdf
```

Step 2: Add Hyperlink to the Study Information

There are **TWO** methods for doing this, depending on the **study type**. In both cases, the value for the **hyperlink web address** is the **full web address** from **Step 1** above. Note that the text for the **hyperlink** cannot contain any **spaces** or **tabs**, and must be copied **EXACTLY**, including capitalisation.

Once the **information statement** has been uploaded to the server, you can test that the **hyperlink** is working correctly. Clicking on the blue link on the **Study Information** page should open the information statement.

Method 1: Can be used for ALL study types

Add formatted text to the **Detailed Information** field, as shown in the formatting examples below (making the necessary changes for your own **information statement**). This includes **instruction text**, and a **hyperlink**. The **hyperlink** itself contains the **link text** (the text the user sees), and the **web address** (the location of the file). [Colour and boldface are used here for emphasis, and do not appear in the real text. Note that the **web address** is in double quotes, while the **link text** is not.] In this case, we deliberately set the **link text** to the value of the **web address** for clarity.

```
<font color="Red"><b>Please read the participant information
statement (see <br>
<a href="web address">
<font color="Blue">link text)</font></a>
<br> before agreeing to participate in this study.</b></font>
```

An example using the **web address** from **Step 1** is shown on the next page (the wider page format is to accommodate lines of text which need to remain unbroken).

Sample Formatted Hyperlink Text

Copy and paste the following text into your **Detailed Information** field, changing the file name of the information statement to match your own version:

Please read the participant information statement (see

https://psych.newcastle.edu.au/sona/2019/H-2016-0140_Johnson_Smith_Jones_InformationStatement.pdf)

 before agreeing to participate in this study.

Method 2: Can be used for LAB study types

Lab (and Lab-type Special Project) studies can use the **Study URL** field to hyperlink to the **information statement** directly, rather than creating it in the **Detailed Description**.

Add formatted text to the **Detailed Description** field, as shown below:

```
<font color="Red"><b>Please read the participant information statement (see 'View Study Website' link, below) before agreeing to participate in this this study.</b></font><p>
```

Add the **web address** to the **Study URL** field. Using the **web address** example from **Step 1**:

https://psych.newcastle.edu.au/sona/2019/
H-2016-0140_Johnson_Smith_Jones_InformationStatement.pdf