

Checklist for Final Files

To make the production process for your paper as straightforward as possible, we include a style guide to help you prepare your final typescript.

Before submitting your final version, please check that you have complied with the following. We ask that you tick the relevant boxes, sign and submit this form along with your final files for publication.

Thank You.

- ☐ My article uses UK (not US) English
- ☐ I have presented any matrices and vectors in bold, and any scalars in italics. Where possible, I have presented in-line equations so that their heights are no more than 1 standard line of text.
- ☐ I have checked that my reference list meets the style requirements of the journal and that my references are complete, particularly in the use of capitals and the inclusion of issue and page numbers.
- ☐ I have checked that all tables are large enough that they will be clearly readable when reduced to fit on a printed page.
- ☐ I have checked that all figures are high-resolution and readable when printed in black and white.
- ☐ I have obtained permission for any third-party material included in the paper.
- ☐ I confirm that either (i) all references made to figures in the paper are worded so that they are comprehensible in both the colour online version and the black-and-white print version or (ii) I will be taking the option for colour printing for my figures and I am aware that there will be a cost associated with this.

You are requested to submit a single zip file with the following folder structure (please name your folders in this *exact* way. Notice there are *no spaces*, and *no capital letters* in those folder names):

```
├── 1-paper
├── 2-appendices
├── 3-replication-package.zip
└── 4-confidential-data-not-for-publication.zip
```

I confirm that I have included the following files in one zip file, ready for production, respecting the folder structure and names indicated in this checklist:

Subfolder “1-paper”:

- ❑ An editable version of the paper (Word or .tex) for typesetting, including **only content for print publication**, labelled: [manuscript ID]_main
- ❑ A PDF version of the paper, for online publication as an accepted manuscript, labelled: [manuscript ID]_accepted
- ❑ Tables supplied as editable, either in the manuscript or as separate files, clearly labelled
- ❑ Figures supplied in high resolution as editable separate files, clearly labelled
- ❑ Any .bib, .bbl or .bst files required

Subfolder “2-appendices”

- ❑ All online appendices combined into a single file (.pdf or .zip), provided in a format ready for online publication, labelled: [manuscript ID]_online_appendix

Subfolder “3-replication-package.zip” (your replication package must be a zip-compressed folder):

- ❑ A file called ReadMe.pdf in PDF format. We strongly recommend using the following template: <https://social-science-dataeditors.github.io/guidance/template-README.html>. This template can be downloaded in Markdown/txt, doc, LaTeX, and PDF in order to be edited. The ReadMe file should include the following information (check each item):
 - Description of the content of the replication package.
 - Precise instructions on how to run the code and indications on where to find the output saved/displayed.
 - Software used (including software version + operating system).
 - All packages and libraries that need to be installed to run the code and either provide them or indicate how to obtain them.
 - Expected running time (even if it is a few seconds). When relevant, include the setup that the estimated time refers to.
 - Precise indications on how the final datasets were generated from the raw files (unless raw data files and codes are submitted) and of data sources, including citations.
- ❑ All final datasets that are necessary to generate all tables and figures from the main text and appendices (including online appendix) as well as all figures quoted in the text. This applies also to simulated/synthetic datasets generated as a result of a data exemption.

- ☐ A copy of all datasets in non-proprietary format (ASCII, csv, etc.), including both original datasets and simulated/synthetic datasets.
- ☐ Additional documentation for experimental papers (check each item when applicable). If these files are part of the paper or of an appendix, copy them again in a separate document included in the replication package:
 - ☐ A PDF document outlining the design of the experiment, including information on the selection and eligibility of participants.
 - ☐ A PDF copy of the instructions given to participants in both original language and an English translation.
 - ☐ A PDF copy of the approval of the Institutional Review Board of one of the authors' institution (IRB approval number, date, name of the institution).
 - ☐ Raw data collected from the experiment, including a copy in non-proprietary format (ASCII, csv, etc.).

Subfolder “4-confidential-data-not-for-publication.zip”

(Optional: include only the restricted data if an exemption to the Data and Code Availability Policy have been granted to you and you are providing the replication team with temporary access to the data; all codes and unrestricted data should go to folder 3. Must also be a zip-compressed folder.)

- ☐ Include here all restricted-access datasets that are only for temporary access by the replication team (according to the terms of exemption granted by your editor at the time of first submission). This folder will be destroyed after replication.

I understand that the files submitted will be checked for plagiarism and that any code and data submitted will be checked for replicability of the results appearing in the paper, before the paper is finally accepted.

Signature

Date