**Author Guidelines**

**Preamble**. *Cognitive Science* is an online journal of the Cognitive Science Society focussing on the multidisciplinary study of minds and other intelligent systems. It aims to publish the highest quality articles of multidisciplinary concern on cognition from perspectives in artificial intelligence, education, linguistics, neuroscience, philosophy, psychology, and anthropology. Editorial decisions are made on the basis of content, rather than discipline or author, and papers in all areas of cognitive science are welcome. Research reports which are specifically written for a multidisciplinary audience are given the highest priority. Papers which are very general or speculative, which constitute parametric refinements of well-known ideas, or which are accessible to only a narrow or discipline-specific audience, will be given very low priority and may be returned to authors without formal review.

The following kinds of articles are appropriate for the journal: (a) theories or theoretical analyses of knowledge representation, cognitive processes, and brain theory; (b) experimental or ethnographic studies relevant to theoretical issues in cognitive science; (c) descriptions of intelligent programs that exhibit or model some human ability; (d) design proposals for cognitive models; (e) protocol or discourse analysis of human cognitive processing; (f) discussions of new problem areas or methodological issues in cognitive science; and (g) short theoretical notes or rebuttals. Preference will be given to articles that employ a combination of methodologies (e.g., experimental and computational) or that otherwise demonstrate multidisciplinarity. The journal will publish four categories of articles. Regular articles are up to 12,000 words. Extended articles have a maximum length of up to 18,000 words, and are expected to present particularly noteworthy research that cannot be adequately described within the constraints of a regular article. Brief reports typically have a length of about 4,000 words. Letters to the editor will typically consist of approximately 1,000 words, and will be commentaries on articles, responses to commentaries, or discussion items of general relevance to the cognitive science community. In all cases, the word limits are intended as approximate upper bounds. Authors are encouraged to be as concise as possible within reason and should not aim for the upper limit for their category of article.

Original articles only will be considered. Submission of an article is understood to imply that the article is original and unpublished, is not being considered for publication elsewhere, and will not be submitted elsewhere while it is under review by *Cognitive Science*. Distribution of a prepublication draft in paper or electronic form is not considered as prior publication, as long as the distributed article is clearly identified as a prepublication draft. Similarly, presentation of material at a conference will not be considered prior publication, though manuscripts that have been published verbatim in conference proceedings are not acceptable. Following publication, authors are entitled to distribute copies of their article for personal use, either on paper or electronically, through their own personal mailing or website, or through mailing or the website of an agency by which they are employed, but permission of the Cognitive Science Society is required to reproduce published papers in other sources, including electronic archives.

*Cognitive Science* uses a web-based submission and review process, Editorial Manager. Authors should log onto the [**CSS Editorial Manager**](http://cogsci.editorialmanager.com/) for instructions on how to register and submit their manuscripts on-line. When submitting their manuscripts to Editorial Manager, authors will need to provide a set of keywords chosen from a set of classifications and a category designation for their manuscript (letter to the editor, brief report, regular article, or extended article). Also please note that *Cognitive Science* requires the submitting author (only) to provide an ORCID iD when submitting a manuscript. Authors may send queries concerning the submission process, manuscript status, or journal procedures to the editorial office at [**cogscij@indiana.edu**](mailto:cogscij@indiana.edu).

Manuscripts should conform to the conventions specified in the Publication Manual of the [**American Psychological Association**](http://www.apa.org/) with the exceptions and considerations listed below. Authors may be asked to reformat any manuscripts that do not conform to the following guidelines prior to editorial evaluation.

1. **Preparation of Manuscript**: Please use 1.5 or double spacing for all material. Manuscripts should have 1-inch / 25mm margins on all sides. Number pages consecutively with the title page as page 1. Please prepare a brief abstract of 150 to 250 words. The manuscript should be uploaded to Editorial Manager. For reviewing purposes figures and tables should be included in-line (i.e., in the text near to where they are referenced). If and when a manuscript is accepted for publication, authors will be required to upload the editable text of the manuscript (e.g., the Word or LaTeX source files), figures, tables and captions as separate files to Editorial Manager.

2. **Numbering of Sections**: Sections should be numbered consecutively using Arabic numerals. Subsections within each section should also be numbered, and so on to a depth of 3. (Thus, a paper might include section 2.4.3.) This numbering may be used for cross-referencing.

3. **Preparation of Figures**: Figures must be provided in electronic format, and should be of sufficiently high resolution to appear sharp and artifact-free when printed. All figures must be in a form suitable for reproduction. Ideally we would like authors to submit their figures in the actual final size. The maximum size allowed for this journal is 5-1/2 by 7-1/4 inches (to allow room for the legend). Given that the journal is currently produced only in electronic form, color figures will be reproduced in color. However, authors are encouraged to use color only where it enhances or clarifies some aspect of the figure.

4. **Numbering of Figures and Tables**: Each figure and table must be mentioned in the text and must be numbered consecutively using Arabic numerals in the order of its appearance in the text. Figure captions should appear adjacent to the figures themselves. The word “Figure” should always appear as “Fig. ” in the text. A brief title should be typed directly above each table. Tables do not need any legends, and any explanations or clarifications of tabular material should be indicated as a footnote to the table by means of lower case letters.

5. **References**: Contributors should refer to the APA Publication Manual for the correct listing of references in the text and reference list. All references must be closely checked in text and lists to determine that dates and spellings are consistent. Please note that the names of all authors should be given in the list of references, and “et al.” used only in the text. Examples for books, journals, and conference proceedings follow:

Reisen, A.H. (1966). Sensory deprivation. In E. Stellar & J.M. Sprague (Eds.), *Progress in*      *physiological psychology* (Vol. 1). New York: Academic Press.

Atkinson, R.C., & Shiffrin, R.M. (1971). The control of short-term memory. *Scientific*      *American*, 225, 82-90.

Keane, M.T.(1995). On order effects in analogical mapping: Predicting human error using  
      IAM. In J.D. Moore & J.F. Lehman (Eds.), *Proceedings of the Seventeenth Annual*      *Conference of the Cognitive Science Society* (pp. 449-454). Mahwah, NJ: Erlbaum.

6. **Spelling, Terminology, and Abbreviations**: American spelling, rather than British, is preferred. The Third Edition of Webster’s Unabridged Dictionary is the standard reference work when in doubt. Please try to avoid jargon and, wherever possible, abbreviations that are not commonly accepted.

7. **Permissions**: Contributors are responsible for obtaining permission from copyright owners if they use an illustration, table, or lengthy quote from material that has been published elsewhere. Contributors should write to both the publisher and author of material they are seeking permission to reproduce.

8. **Reprints**: *Cognitive* *Science* is distributed in electronic-only form. Reprints are not provided, but authors will be provided with a PDF version of their article.

9. **Appendices and Supplementary Materials**: Authors are encouraged to provide supporting material (e.g., additional analyses, stimuli, detailed instructions to participants, etc.) either in an appendix or in one or more separate files. Appendices are normally at most one or two pages and appear at the end of the PDF, typeset as part of the article. Supplementary materials are typeset by the author, stored on the publisher’s site, and linked to from the manuscript. They should be carefully prepared and consideration should be given to the content. They are not intended as a dumping site for unstructured odds and ends.

10. **Data and Code**: *Cognitive Science* encourages authors to archive their data and code for analysis or models, and make it available to readers of the journal, subject to full anonymization of data and any local restrictions. Where data or code has been archived, the URL or method of access of the archive should be provided in a footnote. Please see also paragraphs 14 and 15 below on Open Science.

11. **Cover Letter**: Authors should provide a cover letter with their submission. This cover letter does not need to repeat the abstract. Minimally, it should: a) present an argument for why the submission is appropriate for *Cognitive Science* (rather than, for example, for a single-discipline journal); b) for extended articles, indicate why an extended article is appropriate; c) confirm that all authors have approved the submission; and d) where data is reported, confirm that ethical guidelines consistent with APA requirements or local variations were adhered to. In the case of extended articles, authors should also make a case for the article’s length. Authors are also encouraged to nominate in the cover letter one or more preferred handling editors (from the editorial board) and/or reviewers. Nominated reviewers should not be past collaborators or others who might have a conflict of interest if chosen to review the manuscript. They may also indicate any preference for reviewers to avoid. Note though that editors and reviewers will be selected based on a number of factors. We will attempt to respect preferences but cannot guarantee to do so.

12. **Blinded Reviewing**: *Cognitive Science* supports blinded reviewing (where author names and affiliations are not available to reviewers) but does not require it. Our standard process is that cover letters and identifying information beyond what is on the manuscript is not shared with reviewers. Authors who wish their submissions to be reviewed blind should therefore ensure that all author information is removed from the manuscript *and* from any letters responding to reviewers.

13. **Authors’ Rights**: Contributors to the Journals are granted the right to post the final, electronic versions of their contributions as produced by the publishers on the contributors’ personal websites. Copyright of contributions to the journal rests with the Cognitive Science Society, unless authors choose to pay Article Processing Charges as set by the publisher in exchange for Gold Route Open Access.

14. **Article Preparation Support:** [**Wiley Editing Services**](https://wileyeditingservices.com/en/article-preparation/?utm_source=wol&utm_medium=backlink&utm_term=ag&utm_content=prep&utm_campaign=prodops) offers expert help with English Language Editing, as well as translation, manuscript formatting, figure illustration, figure formatting, and graphical abstract design – so you can submit your manuscript with confidence. Also, check out our resources for [**Preparing Your Article**](https://authorservices.wiley.com/author-resources/Journal-Authors/Prepare/index.html?utm_source=wol&utm_medium=backlink&utm_term=ag&utm_content=prepresources&utm_campaign=prodops) for general guidance about writing and preparing your manuscript.

15.**Open Science Initiatives:** *Cognitive Science* recognizes the importance of research transparency and data sharing to cumulative research. We therefore encourage the following open science practices.

Sharing of data, materials, research instruments (including computational cognitive models) and their accessibility. *Cognitive Science* encourages authors to share the data, materials, research instruments, and other artifacts supporting the results in their study by archiving them in an appropriate public repository. Qualifying public, open-access repositories are committed to preserving data, materials, and/or registered analysis plans and keeping them publicly accessible via the web into perpetuity. Examples include the Open Science Framework (OSF) and the various Dataverse networks. Hundreds of other qualifying data/materials repositories are listed at the Registry of Research Data Repositories ([**http://www.re3data.org**](http://www.re3data.org/)). Personal websites and most departmental websites do not qualify as repositories.

16. **Open Science Badges:** In partnership with the non-profit Center for Open Science (COS), *Cognitive Science* awards all qualifying authors open science badges recognizing their contributions to the open science movement. The open science practices and associated award badges, as implemented by the Center for Open Science and supported by *Cognitive Science*, are the following:

The Open Materials badge recognizes researchers who share their research materials and instruments (including computational cognitive models) in a publicly-accessible format, providing sufficient information for researchers to reproduce procedures and analyses of published research studies. In the field of cognitive science research, a qualifying public, open-access database of research instruments and materials is [**Open Science Framework repository**](https://osf.io/). Note that in the case of source code for computational cognitive models it is recognized that dependencies (e.g., specific operating systems, specific versions of libraries and compilers) will exist. These must be clearly documented within the source code in order to qualify for the Open Materials badge.

The Open Data badge recognizes researchers who make their data publicly available, providing sufficient description of the data to allow researchers to reproduce research findings of published research studies. An example of a qualifying public, open-access database for data sharing is the Open Science Framework repository. Numerous other data-sharing repositories are available through various Dataverse networks (e.g., [**http://dataverse.org**](http://dataverse.org/)) and hundreds of other databases available through the Registry of Research Data Repositories ([**http://www.re3data.org**](http://www.re3data.org/)). There are, of course, circumstances in which it is not possible or advisable to share data publicly. For example, there are cases in which sharing participant data could violate confidentiality. In these cases, the authors may wish to provide an explanation of such circumstances in the Alternative Note section of the disclosure form. The information the authors provide will be included in the article’s Open Practices note.

*Cognitive Science* does not currently offer the Centre for Open Science’s Preregistered badge, though we may do so in the future.

Authors will have an opportunity at the time of manuscript submission and at the time of acceptance to inform themselves of this initiative and to determine whether they wish to participate. Applying and qualifying for Open Science badges is not a requirement for publishing with *Cognitive Science*, but these badges are further incentive for authors to participate in the open science movement and thus to increase the visibility and transparency of their research. To apply, please download and submit this [**disclosure form**](https://onlinelibrary.wiley.com/pb-assets/assets/15516709/BadgesDisclosureForm-1565898972507.docx) either at the time of submission or acceptance.

More information about the Open Practices badges is available from the Open Science Framework [**wiki**](https://osf.io/tvyxz/wiki/home/).

17.**Search Engine Optimization:** Authors are encouraged to also consult these [**guidelines on search engine optimization**](https://onlinelibrary.wiley.com/pb-assets/assets/15516709/SEO_Cognitive%20Science-1560459310923.pdf) when constructing their title, keywords and abstract in order to maximise visibility.

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