**Sample Implementation of Guidelines for Transparency and Openness Promotion (TOP)
in Journal Policies and Practices**
(Version 1.0.2)

The following sample implementation of TOP Guidelines illustrates adoption of Level 2 for Citation Standards, Data, Analytic, Methods, and Materials transparency, and Design and Analysis transparency, and Level 1 for Preregistration and Replication. Note that Data, Analytic Methods, and Materials are easily condensed into a single description because the same level is applied to all three. Likewise, Preregistration of Studies and Preregistration of Analysis Plans are combined into a single description because they are the same level. Total document length for all 8 standards is about 2 pages.
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Author Guidelines for Publishing in the [*Journal of Research*]

Citation Standards

All data, program code and other methods must be appropriately cited. Such materials are recognized as original intellectual contributions and afforded recognition through citation.

   a. All data sets and program code used in a publication must be cited in the text and listed in the reference section.
   b. References for data sets and program code must include a persistent identifier, such as a Digital Object Identifier (DOI). Persistent identifiers ensure future access to unique published digital objects, such as a text or data set. Persistent identifiers are assigned to data sets by digital archives, such as institutional repositories and partners in the Data Preservation Alliance for the Social Sciences (Data-PASS).
   c. Data set citation example:
        i. Campbell, Angus, and Robert L. Kahn. American National Election Study, 1948. ICPSR07218-v3. Ann Arbor, MI: Inter-university Consortium for Political and Social Research [distributor], 1999.
        http://doi.org/10.3886/ICPSR07218.v3

Data, Analytic Methods (Code), and Research Materials Transparency

The policy of the [*Journal of Research*] is to publish papers only if the data, methods used in the analysis, and materials used to conduct the research are clearly and precisely documented and are maximally available to any researcher for purposes of reproducing the results or replicating the procedure.

   1. Authors reusing data available from public repositories must provide program code, scripts for statistical packages, and other documentation sufficient to allow an informed researcher to precisely reproduce all published results.
   2. Authors using original data must:

      a. make the data available at a trusted digital repository (Note: If all data required to reproduce the reported analyses appears in the article text, tables, and figures then it does not also need to be posted to a repository.)

      b. include all variables, treatment conditions, and observations described in the manuscript.

      c. provide a full account of the procedures used to collect, preprocess, clean, or generate the data.

      d. provide program code, scripts, codebooks, and other documentation sufficient to precisely reproduce all published results.

      e. provide research materials and description of procedures necessary to conduct an independent replication of the research.

3. In rare cases, despite authors' best efforts, some or all data or materials cannot be shared for legal or ethical reasons. In such cases, authors must inform the editors at the time of submission. This will be taken into account during the review process. Authors are encouraged to anticipate data and material sharing at the beginning of their projects to provide for these circumstances. It is understood that in some cases access will be provided under restrictions to protect confidential or proprietary information. Editors may grant exceptions to data and material access requirements provided authors:

      a. explain the restrictions on the dataset or materials and how they preclude public access.

      b. provide a public description of the steps others should follow to request access to the data or materials.

      c. provide software and other documentation that will precisely reproduce all published results.

      d. provide access to all data and materials for which the constraints do not apply.

4. Data, program code, research materials, and other documentation of the research process should be made available through a trusted digital repository. Trusted repositories adhere to policies that make data discoverable, accessible, usable, and preserved for the long term. Trusted repositories also assign unique and persistent identifiers. For example these services are offered by partners in the Data Preservation Alliance for the Social Sciences (Data-PASS) and most institutional repositories. Author maintained websites are not compliant with this requirement.

      a. Dissemination of these materials may be delayed until publication. Under exceptional circumstances, editors may grant an embargo of the public release of data for at most one year after publication.

      b. Articles accepted for publication will not be assigned a publication date until the above conditions have been met. Authors are responsible for ensuring that their articles continue to meet these conditions. Failure to do so may lead to an editorial expression of concern or retraction of the article.

Design and Analysis Transparency

The policy of the [*Journal of Research*] is to publish papers where authors follow standards for disclosing key aspects of the research design and data analysis. Authors are required to review the standards available for many research applications from http://www.equator-network.org/ and use those that are relevant for the reported research applications. At manuscript submission, authors must confirm that they reviewed the standards, report whether any

standards were relevant for the research application, and confirm that they followed those standards in the manuscript.

Preregistration of Studies and Analysis Plans

The policy of the [*Journal of Research*] is to publish papers where authors indicate whether or not the conducted research was preregistered with an analysis plan in an independent, institutional registry (e.g., http://clinicaltrials.gov/,https://socialscienceregistry.org/, http://openscienceframework.org/, http://egap.org/design-registration/, http://ridie.3ieimpact.org/). Preregistration of studies involves registering the study design, variables, and treatment conditions. Including an analysis plan involves specification of sequence of analyses or the statistical model that will be reported.

1. Authors must, in acknowledgments or the first footnote, indicate if they did or did not preregister the research with or without an analysis plan in an independent, institutional registry.
2. If an author did preregister the research with an analysis plan, the author must:
   a. confirm in the text that the study was registered prior to conducting the research with links to the time-stamped preregistration(s) at the institutional registry, and that the preregistration adheres to the disclosure requirements of the institutional registry or those required for the preregistered badge with analysis plans maintained by the Center for Open Science.
   b. report all pre-registered analyses in the text, or, if there were changes in the analysis plan following preregistration, those changes must be disclosed with explanation for the changes.
   c. clearly distinguish in text analyses that were preregistered from those that were not, such as having separate sections in the results for confirmatory and exploratory analyses.

Replication

The policy of the [*Journal of Research*] is to encourage submission of replication studies, particularly of research published in this journal.