

Instructions for submitting online supplements for articles in Psychonomic Society journals

Machine-readable content associated with new submissions to Psychonomic Society journals may simultaneously be considered for an online supplement to the accepted article. If you elect to submit machine-readable materials, please follow these instructions. Each article with Web-accessible content will include an appropriate sentence at the end of the abstract, directing the reader to the journal's Web supplement page. For instance, if stimulus norms were to be archived in a hypothetical article by J. Smith, the final sentence of the abstract might read:

The full set of norms may be downloaded from <http://mc.psychonomic-journals.org/content/supplemental>.

The printed article will include a description of the content of the supplement and instructions for downloading it in a short section after the References. This section will contain a brief (generally one-sentence) description of the materials and a URL where supplements for that particular journal may be accessed. An example of the format of this section is below.

SUPPLEMENTAL MATERIALS

The word norms associated with this article, along with a survey of relevant previously published norms, may be downloaded from <http://mc.psychonomic-journals.org/content/supplemental>.

All rights to materials placed as supplements to articles in Psychonomic Society journals remain with the author(s) who have provided them. By making the materials available for archiving, the authors represent that they hold appropriate rights to the materials. If any of the archived materials depend or are based on the work of others, the authors must obtain permission from the originators to use the materials, and acknowledge and cite the appropriate sources both in the article and in an archived text file (e.g., "acknowledgements.txt"). Authors also agree to permit noncommercial use of the materials by other researchers or educators, with the stipulation that any publications or presentations that are facilitated by such use will cite both the originating article and the Web materials that were downloaded. For example, an article that used norms archived in association with a hypothetical paper by Smith (2004) would cite both the published paper and the retrieved norms.

Smith, J. (2004a). A new set of norms. *Behavior Research Methods, Instruments, and Computers*, 4x, xxx-xxx.

Smith, J. (2004b). Smith2004norms.txt [Data supplement]. Retrieved October 2, 2009, from <http://mc.psychonomic-journals.org/content/supplemental>.

Please note that, according to the terms and conditions of both the Archive and our host site, the Psychonomic Society may not accept two types of content as supplements: (1) executable software (e.g., files with the .exe or .app extensions) and (2) copyrighted material, especially PICTURES, without express permission of the copyright holders. Thus, SAS or R macros may be supplements, but not standalone executable programs; experimental stimuli based on art or photographs may be supplements only with permission from the copyright holders for such use of the pictures.

Files will ordinarily be archived as a single compressed archive (.zip) file containing one or more documents in .txt, .pdf, .xls, or .doc formats. When proprietary formats have been used (e.g., .doc or .xls files), please also include plain-text versions (e.g., .csv or .txt files). Compressed archive files are normally limited to about 5 megabytes.

When you submit to a Psychonomic Society journal an original or revised manuscript that includes a proposed Web supplement, please send the content and a copy of the manuscript as an e-mail attachment to supplements@psychonomic.org. Note that e-mail attachments are limited to **5 Megabytes** of attachments per message; if any of your archivable materials are larger than that limit, please contact the archive office (supplements@psychonomic.org) about how best to transmit them. *If your paper has already been accepted, please include its **production number** (not manuscript number) when contacting the Publications Office, to aid in linking the supplement to your paper.*

Beginning on the next page are the detailed instructions for submitting your supplement. If you would like to see how the information provided in the style sheet would appear on the Web, please go to the online supplement page for the particular journal (e.g., <http://mc.psychonomic-journals.org/content/supplemental>).

Instructions for submitting online supplements for articles in Psychonomic Society journals

INSTRUCTIONS FOR SUBMISSION

When downloadable materials are submitted with an article, there are two steps to complete. First, the submitted manuscript needs a description of the archived materials and links, as described above. Second, the materials to be archived and any related materials need to be sent to the Publication Office, via either Manuscript Central or e-mail.

Step 1: Supplemental Materials section.

Here is a template for the Supplemental Materials section, in a format that can easily be cut and pasted into your manuscript just after the References section, before the manuscript is submitted to the journal editor.

For <Brief description of supplement>, substitute a brief description of what your supplement contains (e.g., “The word norms associated with this article” or “Stimulus files for this study”). In the URL, substitute one of the abbreviations *brm*, *cabn*, *lb*, *mc*, *pbr*, or *app* for <jnl>, depending on the journal to which you are submitting:

<i>app</i>	<i>Attention, Perception, & Psychophysics</i>
<i>brm</i>	<i>Behavior Research Methods</i>
<i>cabn</i>	<i>Cognitive, Affective, & Behavioral Neuroscience</i>
<i>lb</i>	<i>Learning & Behavior</i>
<i>mc</i>	<i>Memory & Cognition</i>
<i>pbr</i>	<i>Psychonomic Bulletin & Review</i>

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SUPPLEMENTAL MATERIALS

<Brief description of supplement> may be downloaded from
<http://<jnl>.psychonomic-journals.org/content/supplemental>.

====END CUT - PASTE INTO MANUSCRIPT====

Step 2: Submitting materials.

Here is a template for the cover e-mail to accompany the submitted supplement. The information consists of two sections, the author and manuscript details at the top, followed by a short description of the supplement and the files it contains. Just adapt the description with the details of your particular supplement; this information will be used online to describe the materials for researchers interested in downloading them.

Attach the materials to an e-mail addressed to supplements@psychonomic.org using the following format. Alternatively, you may submit the materials along with your paper via Manuscript Central, and e-mail the information below separately to supplements@psychonomic.org. **If your paper has already been accepted, please include the PRODUCTION number (letter + 3-digit number + possible suffix; e.g., A311RA, B254), to aid in tracking your supplement.**

====CUT HERE====

To: supplements@psychonomic.org
From: author@institution.edu
Cc: Editor@journalname....

The attached .zip compressed archive material is being submitted along with a manuscript submitted for consideration at a Psychonomic Society journal. Here are the details about the manuscript, and about the authors:

Instructions for submitting online supplements for articles in Psychonomic Society journals

Journal:
Production no.:
Authors' names:
Manuscript title:
Manuscript abstract:
Corresponding author:
Corresponding author's address:
Corresponding author's email:
Corresponding author's telephone number(s):

Files and description of the materials:

Supplemental Materials: <Short Description>

<1st au name>-<Jnl>-<year>.zip - File Type: Compressed archive
DESCRIPTION: The compressed archive file contains the following
files:

<Filename 1>.pdf, containing a detailed discussion of the
statistical analyses, in .pdf format.

<Filename 2>.xls, containing the ratings for all participants
in Microsoft Excel format.

<Filename 3>.txt, containing the above ratings in tab-
delimited text format.

<Filename 4>.txt, containing the sentence stimuli from this
study in plain text format.

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=====**END CUT - PASTE INTO E-MAIL**=====

GUIDELINES FOR CREATING A SUPPLEMENT

Materials best distributed electronically, such as extensive tables, norms, sound files, color or high-resolution photographs, PET or MRI scans, data sets, or software source code are good candidates for archiving. Authors are asked to have these materials reviewed by respected colleagues prior to submission, just as they would ask colleagues to constructively critique a paper before it is submitted.

As is the case with the printed article, the decision about acceptance of the supplemental materials rests with the action editor, informed by advice from the article reviewers. The editor's decision to accept the supplemental materials along with the article rests on the judgment that both will be of utility to researchers and students in psychology. As a rule of thumb, an appropriate precursor to the submission of materials for archiving is to have demonstrated their utility in previously or simultaneously published peer-reviewed empirical work.

Where one's supplement incorporates the work of others, appropriate permission is required, as it is in print. Acknowledgments should be provided in a text file along with the material (along with relevant references), and in the description of the materials. Please note that, as highlighted on page 1, **executable software and copyright material without accompanying permission from the copyright holder cannot be accepted as supplements.**

To help ensure perpetual access to the data, whenever possible one version of each archive entry is to be accessible in open-source format (such as plain text), and the materials are to be compressed so that all related materials can be downloaded in a single compressed .zip archive file.

Researchers who find an online supplement useful in their own work are asked to cite both the relevant article and the archival content, and they are invited to share the products of their work, in turn, with those who provided the materials.