

Peer Community in Registered Reports (PCI RR) Submission Checklist

NOTE: this checklist is only an example to show the questions that will need to be answered online at the PCI RR submission page. This pdf should NOT be submitted to PCI RR as a separate document.

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General submission information

- | | |
|---|--|
| I would like my submission to be anonymous (double-blind) | <input type="checkbox"/> Check if yes, leave unchecked if no |
| Title | <input type="text"/> Enter text |
| Authors | <input type="text"/> Enter text |
| Most recent DOI (or URL) | <input type="text"/> Enter DOI/URL |
| Most recent version of the report | <input type="text"/> Version number: |
| I wish to add a small picture | <input type="checkbox"/> Check if yes, leave unchecked if no |
| Abstract | <input type="text"/> Enter text |
| Thematic fields | <input type="text"/> Choose fields |
| Keywords | <input type="text"/> Enter text |
| Cover letter | <input type="text"/> Enter text |
| I am an author on the report and I am acting on behalf of all authors | <input type="checkbox"/> Confirm |
| This report has not been published or sent for review elsewhere. I agree not to submit this report to a journal before the end of the PCI Registered Reports evaluation process (i.e. before its rejection or recommendation by PCI Registered Reports), if it is sent out for review | |
| | <input type="checkbox"/> Confirm |

Detailed information for Stage 1 submissions

- | | |
|---|--|
| 2. Does the submission include a complete <i>Stage 1 report</i> for regular review or a <i>Stage 1 RR snapshot</i> for scheduled review? | <input type="checkbox"/> Complete Stage 1 report for regular review
<input type="checkbox"/> RR snapshot for scheduled review |
| 3. Does the Stage 1 report or snapshot propose a regular RR that is intended to produce a single Stage 2 publication, or does it propose a programmatic RR that is intended to produce multiple Stage 2 publications? | <input type="checkbox"/> Regular RR
<input type="checkbox"/> Programmatic RR |
| 4. Is the Stage 1 report or snapshot already published (e.g. at a repository) or is it currently being archived privately? | <input type="checkbox"/> Fully public
<input type="checkbox"/> Private |
| 5. If submitting a RR snapshot, the authors confirm that they have used the PCI RR snapshot template and adhered to all requirements stated in the template | <input type="checkbox"/> Confirm |
| 6. Accessible URL to the Stage 1 report or Stage 1 snapshot. The link can be a private, view-only URL, but must not include any access restrictions (e.g. login barriers) | <input type="checkbox"/> Accessible URL |

7. If submitting a full Stage 1 report (rather than a Stage 1 snapshot), and the report describes at least one *quantitative* study that tests hypotheses or predictions, please confirm that the report also contains a Study Design Template as outlined in Section 2.16 of the Guide to Authors. The inclusion of the template is required for full Stage 1 reports that involve quantitative hypothesis-testing, and is optional (albeit strongly encouraged) for all other research modes

- ☐ Yes - quantitative + template
- ☐ Yes - not quantitative, but template included
- ☐ No - not quantitative and no template
- ☐ NA - this is a snapshot, not a report

8. Putting aside any preliminary results reported in the Stage 1 report, select which of the following scenarios applies to the data that will be the focus of the **proposed** research to be conducted **after** Stage 1 in-principle acceptance (IPA):

- No part of the data or evidence that will be used to answer the research question yet exists and no part will be generated until after IPA [Level 6]
- ALL of the data or evidence that will be used to answer the research question already exist, but are currently inaccessible to the authors and thus unobservable prior to IPA (e.g. held by a gatekeeper) [Level 5]
- At least some of the data/evidence that will be used to answer the research question already exists AND is accessible in principle to the authors (e.g. residing in a public database or with a colleague), BUT the authors certify that they have not yet accessed any part of that data/evidence [Level 4]
- At least some data/evidence that will be used to the answer the research question has been previously accessed by the authors (e.g. downloaded or otherwise received), but the authors certify that they have not yet observed ANY part of the data/evidence [Level 3]
- At least some data/evidence that will be used to answer the research question has been accessed and partially observed by the authors, but the authors certify that they have not yet observed the key variables within the data that will be used to answer the research question AND they have taken additional steps to maximise bias control and rigour (e.g. conservative statistical threshold; recruitment of a blinded analyst; robustness testing, multiverse/specification analysis, or other approach) [Level 2]
- At least some of the data/evidence that will be used to the answer the research question has been accessed and observed by the authors, including key variables, but the authors certify that they have not yet performed ANY of their preregistered analyses, and in addition they have taken stringent steps to reduce the risk of bias [Level 1]
- At least some of the data/evidence that will be used to the answer the research question has been accessed and observed by the authors, including key variables, AND the authors have already conducted (and know the outcome of) at least some of their preregistered analyses [Level 0]

- ☐ Level 6
- ☐ Level 5
- ☐ Level 4
- ☐ Level 3
- ☐ Level 2
- ☐ Level 1
- ☐ Level 0 - submission not eligible for PCI RR

9. Suggested reviewers. Suggest up to 5 reviewers that you recommend. In making these suggestions, the authors confirm that none of the authors have collaborated, published, or held joint research funding with any of these potential reviewers in the last 5 years.

- 1.
- 2.
- 3.
- 4.
- 5.

10. Opposed reviewers. Choose up to 5 reviewers that you oppose, including the reasons for the opposition. PCI RR confirms that specifically-named opposed reviewers will not be invited to review the report or RR snapshot

- 1.
- 2.
- 3.
- 4.
- 5.

11. If submitting a RR snapshot, choose a date **no sooner** than 6 weeks from today by which the full manuscript will be submitted if the RR snapshot is invited to the next stage. The authors can submit their Stage 1 report at any time leading up to this date, but note that (1) they must submit their Stage 1 report for evaluation **no later** than this date to preserve the timeline of scheduled review, and (2) if they submit earlier then this date the manuscript will not be reviewed earlier than scheduled. This deadline, once selected, cannot be extended and if the authors fail to submit by the deadline, the scheduled review will be cancelled

- ☐ Date:
- ☐ NA - submission is full Stage 1, not snapshot

12. Are all necessary approvals, such as ethics or regulatory permissions, in place for the proposed research?

- ☐ Yes
☐ No - provide details

13. Is all necessary support (e.g. funding, facilities) in place for the proposed research?

- ☐ Yes
☐ No - provide details

14. The TOP guidelines establish a series of modular standards for transparency and reproducibility in published research. Before completing Q14, authors should ensure that they are familiar with the [TOP policy requirements for PCI RR](#). The authors confirm that they will be able to make freely and publicly available ALL raw and processed data (anonymised where applicable), digital study materials, and analysis code that are necessary and sufficient to reproduce all data acquisition procedures, analyses, and data presentations in the Stage 2 manuscript

- ☐ Yes
☐ No - legal and/or ethical restrictions will prevent public archiving of at least some data. Provide details:
☐ No - barriers other than legal or ethical restrictions prevent archiving of at least some data. Provide details:
Note: high risk of desk rejection

15. In the event of the submission achieving Stage 1 in-principle acceptance, the authors confirm that they agree to PCI RR registering the approved protocol on their behalf on the Open Science Framework (OSF) using OSF's dedicated Stage 1 RR registration mechanism <https://osf.io/rr/>. PCI RR will provide the corresponding author with the URL to this registered protocol in the Stage 1 in-principle acceptance letter, and authors must later include this URL in the Stage 2 manuscript. Note that the journal will register the protocol ONLY once the Stage 1 report is in-principle accepted, and not if it is rejected or withdrawn by authors prior to being awarded in-principle acceptance

- ☐ Confirm

16. For each author who currently has an account on the OSF (<https://osf.io/>), in the text box below, please provide their name and the URL of their OSF home page. In the event of the Stage 1 report receiving in-principle acceptance, PCI RR will include these authors as contributors to the OSF registration. It is not required that all authors have an OSF account, but only authors with an OSF account will be included by PCI RR as contributors to the report on the OSF. At least ONE author must have an OSF account to ensure that the report is linked to at least one member of the authoring team. In the event of Stage 2 acceptance, authors without an OSF account will still be named as authors on the final article.

- ☐ OSF profile links for authors

List the names and URLs below in the following format, ensuring that each URL is live and valid.

[First name] [Surname], [URL]

[First name] [Surname], [URL]

e.g. Chris Chambers, <https://osf.io/pkm67/>

17. If the submission achieves Stage 1 in-principle acceptance, authors can instruct PCI RR to either make the registered Stage 1 manuscript immediately public on the OSF or instead register it under a private embargo for up to 4 years from the date of registration. If authors choose a private embargo, the embargo will be released and the registered protocol made public when any one of the following conditions are met: (a) submission of the Stage 2 manuscript for a regular RR, or the *FIRST* Stage 2 manuscript in a planned series of Stage 2 manuscripts linked to a programmatic RR; (b) withdrawal of the submission after in-principle acceptance and consequent triggering of a Withdrawn Registration; or (c) natural expiry of the embargo period. Please choose the authors' preferred method of registration following Stage 1 in-principle acceptance.

- ☐ Make public immediately
☐ Under private embargo

18. If choosing a private embargo please enter the duration of the embargo following in-principle acceptance. This can be specified either as a duration (e.g. "2 years") or as a specific future date. The embargo period must be less than 4 years. Any entries that exceed this permissible maximum will be treated by PCI RR as "4 years"

- ☐ Embargo end date:

19. The authors confirm that if they withdraw their report following Stage 1 in-principle acceptance then they agree to PCI RR (a) lifting any applicable private embargo on the registered Stage 1 protocol, thus making the protocol public on the OSF; and (b) publishing a short summary of the preregistered study, which will include the abstract of the Stage 1 submission, the URL of the registered Stage 1 protocol on the OSF, all Stage 1 reviews and decision letters, the PCI RR recommendation text, and a stated reason for the withdrawal

- ☐ Confirm

20. Should Stage 1 in-principle acceptance be forthcoming, authors will be asked to provide PCI RR with an estimated submission date for the completed Stage 2 manuscript (or manuscripts, in the case of programmatic RRs). This deadline can be readily altered in consultation with the recommenders (e.g. in case of delays requiring additional time to complete the research). However, in the event that the authors (a) fail to submit the Stage 2 manuscript within 6 months of the mutually agreed deadline, while also (b) becoming non-responsive during this period to enquiries from PCI RR, then the manuscript will be considered by PCI RR to be de facto withdrawn, triggering publication of a Withdrawn Registration. Please confirm the authors' agreement to these conditions

☐ Confirm

21. Should Stage 1 in-principle acceptance be forthcoming, would the authors like the current list of PCI RR-interested journals to be alerted? Doing so may (but is not guaranteed to) lead to one or more of these journals to issuing an offer of Stage 1 in-principle acceptance. Answering YES to this question will result in PCI RR-interested journals having access to the author names, stated contact details, reviews and recommendation (if authors agree to publish this at the point of IPA -- see Q22), and the URL to the Stage 1 report registered by PCI RR (even if preregistered under a private embargo). Authors must explicitly consent to permit PCI RR-interested journals to access this information, and PCI RR-interested journals are required to confirm that they will keep submissions confidential. Note that PCI RR-friendly journals will not be specifically alerted, and need not be, because PCI RR-friendly journals automatically offer IPA to any Stage 1 submission recommended by PCI RR without needing to inspect the content (subject to meeting any additional procedural requirements listed [here](#))

☐ Yes - please alert PCI RR-interested journals in the event of IPA

☐ No

22. Should Stage 1 in-principle acceptance be forthcoming, would the authors prefer the Stage 1 recommendation and reviews to appear immediately on the PCI RR website along with a link to the Stage 1 report, or would they prefer to delay the publication of the Stage 1 recommendation and reviews until final Stage 2 acceptance (published all at once with the Stage 2 reviews)? This choice has no impact on automatic offers of publication by PCI RR-friendly journals, but electing to publish the Stage 1 reviews sooner may facilitate offers of IPA from PCI RR-interested journals due to the peer evaluations being accessible to those journal editors. Note that authors can exercise this choice regardless of whether they instruct PCI RR to register the Stage 1 manuscript publicly or under a private embargo. Where the authors choose to publish the Stage 1 reviews and recommendation at the point of IPA, but ALSO instruct PCI RR to register the report under a private embargo, then the URL to the Stage 1 report will still be published alongside the Stage 1 reviews and recommendation, but the Stage 1 report contained within the URL will be automatically accessible only to PCI RR, the authors, and the list of PCI RR-interested journals (if the authors answered YES to Q21)

☐ Publish Stage 1 reviews at point of IPA

☐ Publish Stage 1 and 2 reviews together following Stage 2 acceptance

23. Would the authors like PCI RR to invite reviewers on the condition that the reviewers agree to waive anonymity and thereby sign their reviews? This option can be useful where the authors intend to eventually publish their RR in a PCI RR-friendly journal that requires reviews to be signed in order to automatically accept PCI RR recommendations (see [list of Journal Adopters](#)). Note that this choice will apply to both Stage 1 and (if applicable) Stage 2, and that applying this selection could increase the review time due to needing to recruit only reviewers who are willing to sign their reviews. Under the PCI RR open review policy, all reviews of accepted submissions are published, either signed or anonymous

☐ Yes - accept only signed reviews

☐ No - accept signed and anonymous reviews

24. Please anticipate the approximate amount of time it will take to complete the research and submit a Stage 2 manuscript following Stage 1 in-principle acceptance. If the authors are submitting a programmatic RR then estimate this duration for each of the anticipated Stage 2 outputs (e.g. +12 months after IPA for Stage 2 RR.1, +18 months after IPA for Stage 2 RR.2, +24 months after IPA for Stage 2 RR.3, etc.)

☐ Regular RRs: enter estimated Stage 2 submission date

☐ Programmatic RRs: enter estimated Stage 2 submission date and info about other Stage 2 submissions

25. Please enter the planned start date for the research (e.g. to commence data collection) and indicate whether this start date is flexible. If the date is not flexible, please explain the reasons for the lack of flexibility.

NOTE: If authors have an inflexible data collection start date and have not received in principle acceptance (IPA) before this date, they may begin collecting data but must adjust the bias-control level accordingly (e.g., if the initial submission was Level 6, it would then drop to

☐ Enter planned start date:

☐ Start date is flexible

☐ Start date is not flexible. Explain lack of flexibility:

Level 3, 2, or 1). There are several points to consider when dropping to a lower bias-control level. First, there is a greater risk of Stage 1 rejection if concerns with the study procedures raised in the Stage 1 review process can no longer be addressed due to data collection commencing and crucial parts of the methodology being immutable from that point forward. Second, the number of PCI RR-friendly journals that will automatically accept the Stage 2 RR may be reduced because adopting journals can set a minimum bias-control level that exceeds the requirements of PCI RR (for example, the submission would become ineligible for automatic acceptance in a PCI RR-friendly journal that sets a minimum requirement of Level 4 or higher). Third, as explained in the table, reducing the bias-control level increases the stringency of steps required to minimise bias and increase rigour (e.g., through the adoption of a more conservative statistical threshold, or blinded analyst, etc). Finally, it is essential that, despite the drop in bias-control level, the manuscript remains at Level 1 or higher: if authors begin to discover the conclusions (or likely conclusions) of the research prior to IPA then they would risk dropping to Level 0 and the manuscript would no longer be eligible for consideration at PCI RR.

Detailed information for Stage 2 submissions

26. In addition to meeting conventional citation standards for published articles, where applicable, I confirm that any references to published data sets, software, program code, or other methods are cited in the manuscript ☐ Confirm

27. Have all raw and processed **study data** that are necessary and sufficient to reproduce all analyses and data presentations been made freely and publicly available?

- ☐ Yes - all data are in manuscript
☐ Yes - enter URL of data repository, ensuring that it contains sufficient README documentation to explain file definitions, file structures, and variable names (e.g. using a codebook)
☐ No - state the ethical or legal reasons why study data are not publicly archived and explain how the data supporting the reported results can be obtained by readers. Please also confirm the page number in the manuscript that includes this statement

28. Have all **digital materials** that are necessary and sufficient to reproduce all data acquisition procedures been made freely and publicly available? Such materials can include, but are not limited to, software code associated with data acquisition hardware, stimuli (e.g. images, videos), survey text, and digital or digitized questionnaires

- ☐ Yes - all digital materials are in manuscript
☐ Yes - enter URL of repository, ensuring that it contains sufficient README documentation to explain file definitions, file structures, and variable names (e.g. using a codebook)
☐ No - state the ethical or legal reasons why digital study materials are not publicly archived and explain how the materials can be obtained by readers. Please also confirm the page number in the manuscript that includes this statement
☐ NA - there are no digital study materials of any kind

29. Has all **analysis code** (where applicable) that would be necessary and sufficient to reproduce all data analyses been made freely and publicly available?

- ☐ Yes - all code is in manuscript
☐ Yes - enter URL of repository
☐ No - state the ethical or legal reasons why analysis code is not publicly archived and explain how the materials can be obtained by readers. Please also confirm the page number in the manuscript that includes this statement
☐ NA - no analysis code/scripts were used in any part of the data analysis

30. The authors confirm that the following statement is correct: "We report how we determined our sample size, all data exclusions (if any), all inclusion/exclusion criteria, whether inclusion/exclusion criteria were established prior to data analysis, all manipulations, and all measures in the study", elaborated as necessary in the main text ☐ Confirm

31. The Stage 2 manuscript must include the URL to the approved Stage 1 report on the Open Science Framework (OSF). PCI RR registered the Stage 1 report on behalf of the authors at the point of in-principle acceptance, and provided the authors with the URL to this formal registration in the Stage 1 acceptance letter. If the authors do not know the URL then please contact the recommender before proceeding further with the current submission. Please insert the page number containing the URL. If the authors chose for the accepted Stage 1 report to be registered under a private embargo then please note that PCI RR will now release the embargo and make the protocol fully public before the Stage 2 manuscript is sent for in-depth review

☐ Page number where URL can be found (if Stage 1 was not embargoed):

32. If the authors are submitting a Stage 2 manuscript associated with a *programmatic* Stage 1 RR (in which multiple Stage 2 manuscripts are intended from a single Stage 1 report), please confirm that the Stage 2 manuscript includes a section that (a) states that the current manuscript is one part of this larger protocol; (b) cites all previously published Stage 2 manuscripts arising from the report, if any; and (c) notes which, if any, Stage 2 components arising from protocol are either awaiting completion, have been rejected at Stage 2 by PCI RR, or have been formally withdrawn by the authors

☐ Confirm

☐ NA - not a Programmatic RR