

## **Checklist for Final Files**

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.

**I confirm that I have included the following files in two zip files, ready for reproducibility (if applicable) and production, respecting the folder structure and names indicated in this checklist:**

### **Zip 1 Folder “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;

### **Zip 1 Folder “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

### **Zip 2 Folder “3 Replication package”:**

- A file called ReadMe.pdf in PDF format. We strongly recommend using the following template: [https://social-science-data-editors.github.io/template\\_README/](https://social-science-data-editors.github.io/template_README/). 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.
- A Data Availability Statement that indicates how the data were obtained, including required registrations, application procedures, monetary cost if applicable, etc. and, if applicable, URL to download them.
- Precise instructions on how to run the code.
- Indications on where to find the output saved/displayed.
- Software requirements (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.
- A references section with data citations (data should additionally also be cited in the manuscript). You can find some examples in page 7 of the document available at the following link: <https://bit.ly/3ivH38d>.

- All raw datasets used in the paper and appendices (including online appendix and descriptive statistics). Tick this box also if you are submitting simulated/synthetic datasets as a result of a data exemption.
  
- All codes to clean the data and to run the analysis that generates all tables, figures, and in-text numbers from the main text and appendices (including online appendix and descriptive statistics).
  
- 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) or an explicit mention that an exemption has been granted by the Editorial Board.

**Subfolder “4 Confidential data not for publication” (only when an exemption has been granted according to our data policy):**

- 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 the reproducibility checks are completed.

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

---

**Signature**

---

**Date**