Pre-registration guideline for authors

SCM aims to increase the quality and transparency of research and therefore offers the (optional) opportunity to submit pre-registered reports of empirical studies yet to be conducted. To submit a pre-registered report, authors must: (1) pre-register their study *prior to data collection* on an open science registry (preferably OSF), (2) prepare a pre-registered report, and (3) formally confirm the pre-registration in the submission system.

How to proceed

(1) Prior to submission of the pre-registered report, authors must register their study on one of the official open science-registries (preferably www.osf.io). The registry entry must include information on: hypotheses, research design, procedure, operationalization and measures, statistical analysis plan, and materials (e.g., experimental stimuli). The exact criteria my vary depending on the type of study (see Table 1 for an overview).

(2) After the pre-registration, authors submit their pre-registered report, which corresponds to the front-end of a regular research paper. It consists of an introduction, a theoretical section with hypotheses, a method section, as well as a data analysis plan, but without any data or analysis presented. The pre-registered report must include the same information elements as the pre-registration (see above and Table 1).

(3) Formatting and structure of pre-registered reports follow the existing SCM guidelines (see: www.scm.nomos.de/autorinnenhinweise). On the first page (not the title page), authors must state explicitly that their study has been pre-registered, by adding the following note above the title: “This manuscript is a pre-registered report. Details of the pre-registration can be obtained from: [LINK TO THE OSF-ENTRY]”.

(4) All pre-registered reports undergo a regular double-blind peer review process (including the anonymized registry entries). Information on how to anonymize pre-registration entries for review see: https://help.osf.io/article/158-create-a-preregistration. Provided a recommendation to revise, authors are invited to address the reviewers’ remarks. After a successful revision, authors will receive an “in-principle acceptance”, meaning that SCM accepts the final manuscript regardless of the results obtained, provided that the authors stick to their planned procedures.

(5) After an in-principle acceptance, authors conduct their study and submit the final manuscript (including results and discussion). The results section must include *all* planned analyses. Analyses corresponding to the initial outline must be labeled as “Confirmatory analysis”. Analyses deviating from the initial proposition must be reported separately and disclosed as “Exploratory analysis”. Any other changes to or deviations from the pre-registered procedure must be documented and explained.

(6) The results and discussion section of the final manuscript will undergo another review round including an examination of possible deviations from the initial plan of analysis.

Pre-registration guideline for reviewers

The SCM does not provide for a standardized review process. You are therefore welcome to address and deepen points that are particularly important from your perspective. The usual criteria of relevance, theoretical foundation, method, comprehensibility, and clarity of presentation can be used as reference points. In addition, preregistered reports should include information on: the following: hypotheses, research design, procedure, operationalization and measures, statistical analysis plan, and materials (e.g., experimental stimuli). The exact criteria my vary depending on the type of study (see Table 1 for an overview).

Table 1 Possible elements of preregistration / pre-registered reports

	Content analyses	Surveys	Observations	Systematic reviews
Research questions and hypotheses	• Outline of theoretical background and review of the existing literature • Definition of independent, dependent, moderating, mediating, and control variables • Formulation of research questions • Hypotheses (including interactions) with expected causal directions • Description of theoretical models • Designation of exploratory and confirmatory parts			
Study design	• experimental / correlational • longitudinal / cross-sectional • within vs. between			• Type of review (e.g., meta-analysis, scoping review etc.)
Time frame	• Start / end of data collection • Field work schedule			
Population and sampling	• Definition of the target population • Types of sources (e.g., media outlets, social media accounts, websites etc.) • Selection of sources (inclusion / exclusion criteria, sampling procedures) • Selection of cases (inclusion / exclusion criteria, sampling procedures, search queries) • Planned sample size based on a power analysis • Software packages used for data collection (e.g., tools for web scraping, tracking)	• Definition of the target population • Recruiting of participants (e.g., commercial panel, inclusion / exclusion criteria) • Sampling procedures for participants (e.g., quota / random sample, convenience sample) • Planned sample size based on a power analysis • Stopping rule for the number of cases • Software packages used for data collection (e.g., online survey tools)	• Definition of the target population • Recruiting of participants • Sampling procedures for participants (e.g., search queries, sampling method) • Inclusion / exclusion criteria for sources and cases • Software packages used for data collection • Planned sample size based on a power analysis • Software packages used for data collection (e.g., tools for web scraping, tracking)	• Definition of the target population • Types of sources included (e.g., databases / journals / unpublished manuscripts / grey literature etc.) • Selection of sources (databases, contact procedures for unpublished manuscripts, inclusion / exclusion criteria, sampling procedures) • Selection of cases (inclusion / exclusion criteria, sampling procedures, search queries) • Software packages used for data collection
Operationalization and measurement	• Introductions and debriefings (if applicable) • Categories with coding instructions and scales • Factor levels and stimuli (for experimental studies) • Number of coders, distribution of material among coders • Procedure (sequential)	• Introductions and debriefings (if applicable) • Question and item wordings • Factor levels and stimuli (for experimental studies) • Scales with expected dimensions • Procedure (sequential)	• Introductions and debriefings (if applicable) • Categories with coding instructions and scales • Factor levels and stimuli (for experimental studies) • Procedure (sequential)	• Categories with coding instructions and scales • Number of coders, distribution of material among coders • Procedure (sequential)
Analyses and statistical tests	• Planned data pre-processing (e.g., data cleansing and preparation, transformations, treatment of missing values, definition / treatment of outliers, other criteria for post-hoc exclusion of cases) • Planned statistical procedures and tests (e.g., for sample description, manipulation checks, hypothesis testing, detecting publication bias etc.) • Planned quality checks and definition of cut-off values (e.g., coder reliability, scale reliability, p-values, manipulation checks, detection of publication bias) • Alternative analysis procedures if conditions are not met • Planned exploratory analyses			