

## How to archive your publication materials?

You store supportive material in your requested 'Published Data Storage Folder' on the BigBrother server. To make a connection to the bigbrother server please read 'How to connect to Bigbrother'

You only have access to your own folder with your UvAnetID. In this folder you can only drop or paste folders/documents, but you cannot change, download, or delete them. This way Psychology keeps a 'frozen' documentation for each publication first-authored by Psychology staff.

### Please do the following steps:

1. First, create a folder on your own computer which contains all relevant supportive material of the respective publication! The name of this folder is as follows: 'Surname of first author, year of data collection, short name of study e.g., FirstAuthor\_2014\_shocksrevisited

2. Within this main folder, you create 5 subfolders:

\* Ethics & Design:

- Ethics Protocol and Approval (PDF)
- Informed consent form, information brochure, and debriefing brochure (as uploaded in the EC submission).

\* Methods, measures, materials:

- The **experiment scripts** (e.g., the Presentation or E-prime task code)
- PDF of paper-pencil questionnaires.
- If online survey software is used, it is often possible to export the questions in PDF. Always include a description of the *exact version* and *platform* of the software used
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\* Datacollection

- Description of *recruitment* procedures (e.g., exact wording of 'advertisements', number of pp per condition, payment or credits)
- Criteria for *in/exclusion* (For EEG/MEG, e.g., sampling rate, filter settings, number of (scalp and external) electrodes; for MRI (and fMRI, DTI, etc.), appropriate configuration parameters)
- File with *lab log* with entries identified by date and experimenter; subjects identified by ID.
- *Informed consent forms* in scanned PDF format.
- Other *subject-related materials*, such as payment slips, medical details (if legal to store)
- A *code book*: description of all variable names and labels with sufficient detail to understand both the raw and processed data
- *Raw* data files

\* Data analysis

- All **scripts and syntax-files** used to transform and/or analyze the data
- A file noting details about the data analysis of specific subjects relevant for replication (e.g., for EEG analyses).
- A list of dropped subjects plus reason for exclusion
- The **final preprocessed data**
- *Statistical output* as reported in a manuscript (saved as PDF).

\* Papers or reports

- The final, submitted manuscript (PDF, refer to as firstsubmission) and revised (and resubmitted) manuscripts.

If you do not follow the suggested file structure, please make sure you nevertheless provide all the required content.

3. Once the main folder (with name lead scientist, year data collection and name study) contains all required information, drag or copy it from your computer to your folder on BigBrother.

### **What if you forgot something or want to correct a mistake?**

In those cases, please make the necessary adjustments in the folder on your own computer, give it the same name + add '\_adjustedversion1'. Drag and drop it to your BigBrother folder. Note, your original folder will remain in your folder, too. So please try to avoid cluttering with too many versions. Also, once you have added the adjusted folder please also add a readme file to the original, erroneous, folder in which you state that this folder is not the final version, and provide the name of the adjusted folder.

### **Can I download the files myself?**

No you cannot download the files yourself. If you want to access your files, please email [Topsysteembeheer-FMG@uva.nl](mailto:Topsysteembeheer-FMG@uva.nl). They can download the files and send them to you.