



UNIVERSIDAD COMPLUTENSE
DE MADRID
FACULTAD DE PSICOLOGÍA



APPENDIX 4

REGISTERED REPORTS.GUIDELINES FOR AUTORS

The registered reports will follow a two-stage revision process. First, the study proposal will be submitted. In the second stage, and only for those manuscripts that have an in-principle acceptance (IPA), the full study will be submitted.

Step 1. Study proposal Submission

At step 1, two documents are mandatory to satisfactorily complete the submission

a. Cover letter

The cover letter should include:

- A brief relevance of the study to the literature
- A statement that authors have ethical approval from the relevant IRB.
- A statement that authors are in conditions to start collecting data immediately after acceptance (funds, access to laboratories, etc)
- Related to this, the anticipated timeline for completing the study.
- A statement that after the IPA author will register the approved protocol on the Open Science Framework website (<https://osf.io/>), the World Health Organization International Clinical Trials Registry Platform (https://www.who.int/ictpr/trial_reg/en/) or other related recognized institutional repository.

b. Manuscript.

The key feature of the Registered Reports is that a substantial part of the manuscript is written before the data collection, thus increasing the credibility of confirmatory analyses. For this reason, for submitting a Registered replication to the SPJ at Stage 1 authors should prepare (a) an introduction as it should look in a normal empirical manuscript, proving an in-depth review of the relevant literature and justifications of each aim and hypothesis that will be scrutinized after data collection (b) methods that will be employed, describing pretended sample size characteristics (power analysis) and exclusion criteria of participants.





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Clear definition of experimental procedures or instruments that will be used.

Flowchart of anticipated analyses (especially confirmatory). Covariables to be used, outlier identification, missing value imputation criteria should be stated at this point.

After Study Proposal submission is peer reviewed, manuscripts will be rejected, suggested to be revised and resubmitted or given the status of IPA. Manuscript with an IPA status will be published by the SPJ upon completion of the pre-registered steps for data collection, analysis and interpretation of results. Manuscripts with IPA-status are not published until the study is completed and integrated in a final version after Stage 2. Author should remember that the introduction section will remain unchanged.

Important disclaimers.

Any deviation from the registered plan may imply the rejection of the manuscript, no matter how minor it looks to authors. If any situation during data collection or analyses, forced authors to make any change in registered plans, it should be clearly stated and communicated to the editors.

If authors with an IPA-status withdraw their manuscript, the abstract may be published as a Withdrawn Registration in the Spanish Journal of Psychology - Registered Reports and Replications section, to the discretion of the editors.

Step 2. Full manuscript submission

Cover letter. The cover letter for the full manuscript should include a brief description of findings, the process of data collection and quality of data and summary of main deviations for the pre-registered plan.

Manuscript. The full manuscript submitted at this stage will resemble a traditional empirical article. Thus, it should include the introduction, study aims and hypothesis and methods as described in the registered study proposal, plus the final details of sample characteristics, the link to the OSF (or related repository) site project, and the complete results and discussion sections. Results should be presented in two separate sections analyses that are confirmatory from those that are exploratory (in any). All planned analyses should be reported. Exploratory analyses (especially those that are not pre-registered) should never be the basis of the interpretations of the results, and should be clearly warned to readers that they are not useful for testing hypotheses.

This new manuscript should include a reference to the registration in the OSF, the WHO (for clinical trials), or other related repositories.

At this stage, the only reasons for rejection of the article may be (a) significant deviations from the pre-registered methods of analysis plan; (b) insufficient interpretation (discussion) of results. In this later case, the opportunity to revise and resubmit will be granted.

