

JOURNAL OF MANAGEMENT SCIENTIFIC REPORTS
METHODS CHECKLIST AND “TOP” GUIDELINES (DRAFT)

JOMSR Methods Checklist

Papers submitted to *Journal of Management Scientific Reports* should, as relevant to the specific study, provide the following information in the Method or Results sections.

Study Description Details.

- Year(s) data was collected.
- Location of sample, including the country(ies)/region(s) (e.g., Southwest U.S.; Guangdong China).
- Sampling methodology. For human subjects research, explain how subjects were identified and contacted, and any incentives provided to study participants. For archival research, explain how data was obtained, whether this includes any proprietary data, and how and by whom any anonymization was conducted.
- Outliers or careless responders. Explain how outliers were identified and handled. If applicable, describe how you checked for careless responders and justify any decisions to remove such responses from the data set. Such data decisions should be based on the most current scholarly recommendations.
- Design. Provide a full description of the design of the study, including as relevant: time separation between data collections of the variables, levels of data collection and analysis, random assignment or other approach to identification, number of participants per experimental condition or at the time of each survey data collection effort (i.e., response rates), etc.
- Sample size and power. Report the final sample size(s) used to test hypotheses. For smaller sample sizes, please provide power analyses to demonstrate that the sample was sufficient to produce the requisite results. If the sample is overly large (i.e., has large statistical power), provide effect sizes to demonstrate the practical significance of the results. For experimental studies, report the results of power analysis.
- Stimulus materials. For experimental designs, stimulus materials unique to the study should be included in the appendix.
- Measures: For research using primary data, report all items used in either the text or in an Appendix, unless prohibited by copyright in which case provide detailed references and an overview of the items. When using only a subset of an existing scale or adapting a scale, provide rationale for choice of items and provide evidence for the revised scale’s validity, if possible. For secondary research, provide details of all measures including control variables and instruments. Report and explain any differences in the set of measures between subsamples.
- Control or covariate variables. Justify inclusion of all control variables based on theory, past research findings, or methodology (i.e., if sample was recruited from two different sources the “recruitment source” might be a control variable). Be mindful of differences in control variables between specifications, and for replication studies between original and replicating study. Report results with and without extra control variables included, using appendices as necessary.
- For non-experimental studies, discuss what sources of endogeneity were considered for affected variables, what solutions were considered, and how any implemented solutions were validated. If using instrumental variables or similar methods, report your results for the same sample with and

without endogeneity correction. If a potential endogeneity bias could not be addressed in your study, address this in the discussion section. For replication studies, if the work being replicated did not control for endogeneity but your replication does, or if both studies deal with endogeneity but in substantially different manners, discuss the implications for comparing studies.

Analyses

- Describe how statistical tests were conducted (e.g., the statistical software, the specific statistical analyses such as type of regression, ANOVA, etc., and specific estimation procedures followed).
- Outline any estimation problems.
- Describe and justify any data transformations or “smoothing” that have been applied.
- Describe and justify the method used to handle missing data, if conducted.

General Reporting Requirements

- Report exact p-values in the text and tables using 3 digits (e.g., $p = .037$). The exception is for $p < .001$, where a $<$ sign can be used.
- In any SEM-type figures reporting results, you can denote significance levels of the path estimates using * and ** to refer to $p < .05$ and $p < .01$, respectively.
- Per APA guidelines, if a statistic ranges between 0 and 1, it would be reported without a zero before the decimal (e.g., $r = .45$). If it can exceed 1, then there needs to be a zero before the decimal (e.g., $M = 0.45$). This applies to both numbers reported in the text and in the tables.
- Report *unstandardized* betas (with the standard errors) in *tables*.
- In figures of path or structural models, please report standardized betas.
- In the text, you can report standardized or unstandardized betas, but be very clear which you are reporting.
- If using one-tailed tests to determine statistical significance in testing of hypotheses, this should be clearly stated and justified.
- Reporting of results should include detailed discussion of the practical magnitude of the effects observed. Discussion of statistical significance does not suffice when measures are on interpretable scales; substantive magnitudes should be reported.

Reporting Requirements for Specific Analyses

➤ **Simple/complex regression:**

- For linear regressions, report F tests and F-change tests (if multiple steps). The variance-based R-squared (and R-squared change) estimates should be reported as effect size indicators.

➤ **Structural Equation Modelling (SEM):**

- **Fit statistics**— Chi-squared, CFI, TLI, RMSEA, and SRMR.
- **Data transparency**—be transparent about correlating measurement errors or other residual terms.

➤ **Multilevel analysis:**

- **Centering choices**—clearly state centering choices and ensure it matches hypotheses. For instance, if using group-mean centering, hypotheses should be stated in terms of relative to the group.

- **Cross-level interactions**—report whether relationship between lower-level variables varies across groups prior to testing interactions.
- **Variance and interdependence values**—report ICC(1) and ICC(2) values. NOTE: ICC(2) is a function of group size and ICC(1).
- **Variance explained**—report the variance explained at the hypothesized level of analysis.
- **Longitudinal analyses.**
 - **Measurement invariance**—report measurement invariance of key measures.
 - **Centering choices**—like with multilevel, should match hypotheses.
 - **Autocorrelation**—data with 3+ time periods, must estimate and report autocorrelation.
 - **ICCs**—as with multilevel analyses, report ICCs.
- **Social network analysis.**
 - **Group sizes**—the size of the groups, including range of group sizes should be reported.
 - **Response rates**—response rates should be reported and general rule of thumb is that they should be at least 70% otherwise the network is likely to be incomplete and measures inaccurate.
 - **Alternative operationalizations and robustness checks**—Authors should rerun analyses using alternative operationalizations of network variables and other ways that are theoretically justified.
- **Meta-analysis.**
 - **Following statistics in tables:**
 - Number of samples (k)
 - Sample size
 - Uncorrected effect size
 - Standard deviation around uncorrected effect size
 - Corrected effect size
 - Confidence interval around corrected effect size
 - One of the following 3 stats: credibility interval, standard deviation around corrected effect size, or % of variance accounted for by statistical artifacts.
 - If there are statistical artifact corrections, authors should report interval around uncorrected effect size (correlation or d -value) and the corrected effect size.
 - **Inter-coder agreement**—report overall % of agreement as well as separate agreement %s for each variable coded.
 - **Funnel plots**—report funnel plots.

Other Requirements as Relevant to Paper

- **Reuse of data notification.** If the data in the JOMSR submission has been used in previous publication, you must indicate this in your cover letter upon submission of your manuscript AND you need to place a footnote in the sample description of the methods for the study that reused the data, noting that the data appeared in a previous publication (to protect the blind review process, do NOT provide citations to that publication until the conditional accept stage, instead insert “citation removed to protect blind review process”).
- **Institutional Review Board (IRB) agreements, ethical standards met, and safety monitoring.** For studies based on research with human subjects, in the methods description of each study, the

authors should provide a brief description of the ethical standards procedures. For instance, if the study was approved and monitored by the institution's IRB, the authors would note that and provide the IRB approval number and protocol title (to the extent possible while maintaining a blind review). If no IRB approval is available (e.g., when the institution did not have an IRB), explain the steps taken to ensure ethical treatment of participants and research methods.

Transparency and Openness Promotion (TOP) Guidelines

In support of encouraging authors to be transparent about their research procedures and allow for greater reproducibility in science, JOMSR encourages authors to comply with the following levels on six (of eight) fundamental aspects of research planning and reporting based on the Transparency and Openness Promotion Guidelines of the Center for Open Science (<https://www.cos.io/initiatives/top-guidelines>).¹

1. Citations for data, program codes, and methods.

- ✓ **Level 2:** Authors must share materials when legally and ethically permitted (or disclose the legal and/or ethical restriction when not permitted). To comply with this guideline, we ask all authors to provide the citation (in the text and References) for any archival data, programming codes, or stimulus materials used in, or adapted from, previously published or publicly available sources.

2. Data Transparency – is raw or processed data available and if so where can others access it?

- ✓ **Level 1:** Authors must disclose whether or not the materials are publicly available. While we strongly encourage data sharing where ethically and legally allowed, we also respect authors' ownership over what is often laborious primary data collections. Thus, at a minimum, once a paper is accepted for publication at JOMSR, we ask all authors to include a statement in the Methods section on whether the data is publicly available; and if so include a link to that website; if not, state that the data may be available from the authors upon request.

3. Analytic Methods transparency – are computer codes and syntax to reproduce analyses available and if so where?

- ✓ **Level 2:** The authors must share materials when legally and ethically permitted. At the conditional accept stage, authors will be asked to provide computer codes and/or syntax for all analyses reported in the paper to be made available as On-line Supplemental Materials (as legally permitted). Authors are encouraged to provide this information earlier in the review process.

4. Research Materials transparency – Are materials described in the methods (experimental manipulations, survey measures, etc.) available and if so where?

- ✓ **Level 2:** The authors must share materials when legally and ethically permitted. Per the JOMSR Methods Checklist above, all research materials should be fully described in the Method section and/or Appendix of the manuscript.

¹JOMSR does not require disclosure on whether the study design, hypotheses, or analytical plan was pre-registered due to the mission of JOMSR, which is to test existing theory and hypotheses from already published work. However, if authors did pre-register any aspects of the study, this may be mentioned in the manuscript in a manner that does not impede the double-blind review. Details of pre-registration may also be provided to the editor via the submission cover letter.

5. **Design and Analysis Transparency (reporting standards)** – Is there a methods checklist that authors must follow?
 - ✓ **Level 2:** The authors must comply with the JOMSR Methods Checklist above.
6. **Replication** – Does the journal encourage replication studies?
 - ✓ **Level 2:** JOMSR encourages submission of replication studies, including of studies previously published in JOMSR, and offers the opportunity for results-blind review.