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**Workflow Hot Politics Lab Version 1.1**

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This document describes the work flow we follow in the Hot Politics Lab. This document will be gradually updated.

In this version we mainly focus on steps to be taken after data collection. This is because particularly here we want to follow a standardized procedure to maximize the reproducibility of our results.

This document does not specify when and how the discuss results before the paper is published. We encourage presenting often, particularly in the first preregistration stage.

1. **Pregister.**

Write a preregistration plan and upload it to OSF. Specific instructions for this are in the preanalysis guidelines document.

1. **Obtain Ethical Approval**

Follow the regulations specified by AISSR or ASCOR.

1. **How to save the data**

The raw data from each data collection project is stored separately in the folder “C:\Users\uva-id\surfdrive\data\data collection 1\“. Change “data collection 1” for something easily identifiable.

1. **How to start data manipulation and analysis?**

Make a new folder on surfdrive in this path: “C:\Users\uva-id\surfdrive\papers\”. Give it a good descriptive name.

Copy the files from the “surfdrive\projects\hot politics lab\newpaper” folder. And run “projectinitialization.R”. Add packages that you would like to add. Now you are working in an renv environment (if this doesn’t work you should run install.packages(“renv”) first. With renv each project can have its unique library of R packages. This is helpful because your output may depend on the package you use. This does mean re-installing packages that are already installed elsewhere on your computer.

Now you can adapt the scripts to your end. Use scripts to manipulate data, and save the manipulated data as a separate file in the new paper folder (not the raw data folder). Subsequently, use a separate script to analyze the data in which you start with loading the manipulated data. Try to keep the scripts clean and readable, and make clear distinctions between scripts that manipulate data and scripts in which data is analyzed.

1. **How to write the paper?**

We use overleaf. Write the figure and tables from your analysis (from surfdrive) out to the dropbox folder associated with overleaf.

1. **How to make analyses reproducible?**

Make the workflow circular: the output produced by the scripts should be automatically saved in the overleaf folder. There is standard code for this in “data analysis.R”.

Every papers needs to have at two people working on the data. At a minimum one person is responsible for coding the data manipulation and/or analysis, and the other person is responsible for checking the code. This means that one person goes over every line of code. This is done before publishing paper on preprint server or submitting it to a journal.

Standard checks of the code require the following steps: 1) does the code work (i.e. no errors or warnings that have not been flagged in the script); 2) does the code do what it intends to do (to that end help each other by flagging what is happening or should be happening on a particular line).

1. **How to publish research?**

Papers (pre-publication) are always first uploaded to a public repository, i.e. Open Science Framework (OSF), psyArxiv, or equivalents. Discuss the submission of a preprint always with all authors involved.

To make the workflow open in principle all materials will be uploaded to the Open Science Framework (scripts, datasets (without personally identifiable data), experimental or survey materials (if applicable), pre-analysis plan and pre-print). This way we can guarantee access. There are two exceptions to this principle. First, if user agreements of secondary data stipulate that the data cannot be made open access, we do not publish it (click [here](https://dataverse.harvard.edu/file.xhtml?persistentId=doi:10.7910/DVN/HJSQNL/OAIEZO&version=1.0) for an example). We do add instructions to our scripts how to obtain the data. Second, if raw data exceeds 5GB it cannot be uploaded to OSF. We make it available through a surfdrive link. We will add the following metadata in README files: title, creator(s), description and date in the OSF folder. We will keep a copy of the OSF folder on surfdrive.

For the text projects the replication scripts will also be uploaded to Github.

1. **What to do with your research once published?**

Preferably: write a blog, tweet etc. Note that blogging or tweeting about research prior to publication is also fine, but always clearly distinguish between blogs/tweets about peer-reviewed and non-peer-reviewed work.

Put the final paper on our website and the OSF page. If the journal allows immediate publication of the post-print on own website, then post this. If it does not, please consult [this website](https://uba.uva.nl/en/researchers/publishing/open-access.html?cb) to decide the most appropriate course of action. Typically pre-prints can be shared, and post-prints after 6 months, but this may differ per journal. Always put a link to the data replication files online too.

Remove the data from your personal laptop (you can keep it on the cloud).