



## Guide to Supplemental Materials

October 7, 2017

A submitted manuscript should stand on its own, i.e., it should make a sound presentation of the rationale, research questions, and methods and data analyses, as well as convincing arguments in support of the reported findings, conclusions, and implications if read on its own.

Nonetheless, the *AEM E&T* editorial team encourages—but does not require—authors to make use of the journal's facility for supplemental online materials to accompany the print publication of the article. This allows for a more concise print article while providing, where meaningful, more detailed supporting information in an online format most useful to fellow researchers.

Supplemental material will be provided along with the article in the online publication of the journal, with a URL reference placed in the print publication. To be accepted, supplemental material must contribute substantively to the conclusions of the paper.

Supplemental material is peer reviewed as part of the acceptance process for the paper; however, supplemental materials are not copy edited during the production of the journal but are presented as uploaded by the author. Thus, authors must ensure that all supplemental materials are clearly presented and well-formatted, and that the terms and titling match those used in the rest of the paper.

We do not encourage submission of references as supplemental material because they will not be linked to the publication and will not contribute toward the citation measures of the papers in question.

### Types of supplemental material

The journal accepts the following types of supplemental material for review:

#### **Methods and Materials**

Detailed descriptions of materials and methods, copies of instruments and rubrics, etc., which would enable fellow researchers to replicate portions of the study, if desired. *AEM E&T* requires authors to provide concise descriptions of the methods of the study in the text, and refer to the supplemental materials—if included—for full descriptions and details.

Authors are strongly encouraged to consider *AEM E&T* as a venue for publication of full and complete instruments, surveys, and tests relevant to published articles. For clarification purposes, when such materials are submitted as ancillary to an article, even though authors are required to sign the journal's Copyright Transfer Agreement, the following special rules shall apply:

- The publisher shall receive the exclusive, royalty free perpetual right to use this material in connection with research-based publications in any media, and the non-exclusive perpetual

royalty free rights to publish it in other forms and venues and to permit others to do the same, in whole or in part.

- The author shall retain all other rights, including rights for future commercial use and to adapt these materials for future research purposes. Any such use should appropriately credit the journal and any modifications should be noted consistent with ethical practices.

### **Other Supporting Sections**

Additional text information on controls, supplemental results, field sites, observations, or discussions that contribute meaningfully to the print paper. This may include transcripts or other materials in the original (non-English) language.

### **Supplemental Figures and Tables**

Figures and tables that are of a size or format that cannot be accommodated in the print publication, as well as figures and tables that provide additional background information that contributes meaningfully to the conclusions of the paper, but may not be necessary in the paper body. For example, a table detailing background demographics of participants in a study if such information is being used solely as ancillary information or statistical control.

### **Audio, Video, Animations, Presentations, and Photographs**

Sound files, video, simulations, models, or other dynamic data essential to a full understanding of the arguments in the paper text.

### **Databases/Data Sharing**

*AEM E&T* encourages data sharing by researchers in accord with the guidelines of the [National Institutes of Health \(NIH\)](#), [National Science Foundation \(NSF\)](#), and [American Psychological Association \(APA\)](#).

Authors are strongly encouraged to provide the data necessary to understand, assess, and extend the conclusions of the manuscript. Data should be provided in its final form—as used by the authors to develop the manuscript's conclusions, with all subject-identifying information removed or appropriately anonymized.

Please note that by law, there is no copyright transfer to the publisher of specific data within an article resulting from human subject research. The author is expected to ensure the right to publish such data has been secured from the appropriate governing bodies, pursuant to necessary IRB approvals where applicable.

## **What belongs in supplemental material?**

Deciding what is appropriate to include in the printed paper and in supplemental material may challenge authors to think carefully about how to make their work most relevant to others through multiple media. We advise authors that all material submitted should be carefully chosen, and must contribute meaningfully to the integrity and excellence of the paper. The paper should make a sound presentation and convincing argument if read on its own, while supplemental material supports the paper with additional background and detail. As editors, we will make recommendations on the appropriateness of print materials and will suggest if tables, figures, and photographs should be published as supplemental materials.

The following table offers guidance for where to place various materials in *AEM E&T*:

Paper	Supplemental Materials	Do Not Include
Tables and figures of primary importance to the conclusions of the paper	Tables, figures, and photographs of secondary importance which provide important background to support the conclusions of the paper.	Tables, figures, and photographs which provide only ancillary information.
No appendices, or very short appendix deemed vital to the paper presentation	Traditional appendices	
Concise description of methods and materials sufficient to provide an understanding of the results.	Detailed description of methods and materials, questionnaires, instruments, site information, rubrics, and coding guides, etc., sufficient to provide enough information to replicate the study.	Bulk uploads of completed surveys or instruments.
Call-outs that link to selected excerpts of audio, video, animation which contribute significantly to the paper.	Selected excerpts of audio, video, animation, or other materials which contribute significantly to the excellence of the paper and the research conclusions.	Full audio or video interviews, full PowerPoint presentations not directly relevant to the conclusions of the paper.
Brief representative examples of dialogue critical for understanding the paper's conclusions	Select representative transcripts or portions of transcripts that place important dialogue in context or otherwise provide sociocultural background for interpreting study findings; video or audio clips corresponding to the transcribed text presented in the main text of the paper.	Full bulk uploads of transcripts of many interviews.
	Single archive of full data set/database used to develop the results and conclusions presented in the paper.	Intermediate data sets, computer analysis output, etc., constructed or obtained during the process of analyzing the data.
References (including references appearing in supplemental material)	No references or very limited references, if necessary. It is preferred that references within supplemental material be included in the main article reference list, as references in supplemental material cannot be linked to the original article and will not count toward citation measures for the referenced article.	

## Referencing supplemental material in the paper

Authors should ensure that each piece of supplemental information is referred to at least once in the print version of the paper as follows:

- *Supplemental figures, tables, audio, video, etc.:* Label and number the item as you normally would, but add a prefix S to the number. (e.g., Figure S1, Table S2, Video S1, Audio S3, Database S1, etc.)
- *Methods and materials and other supporting sections:* Include a note at appropriate points in your text that reads, "Additional (Methods/Results/Discussion, etc.) are available as supplemental material accompanying the online article."
- *Shared data:* Include a note at the end of your results section that reads, "Data on which these results are based is shared as supplemental material accompanying the online article."

Finally, at the end of the reference list, include a statement which lists all supplemental material provided with the article. For example:

“Supplemental Information linked to the online version of the paper at Wiley-Blackwell:

- Methods Supplement
- Figures S1, S2
- Table S1
- Video S1
- Database S1”

## Formatting and submitting supplemental files

Authors should prepare supplemental text, figures, and tables in a manner consistent with APA guidelines. Text should be formatted in Times or Times New Roman, 12-point font. Tables should be formatted in Times, Times New Roman, or Arial 10- to 12-point font. Figures, photographs, and videos should be formatted assuming web-based, on-screen viewing by readers. File sizes should be kept to the minimum necessary to convey relevant information, and must not exceed 10MB per file (compressed or uncompressed). File sizes below 5MB per file are strongly preferred. In general, images and video should be a maximum size of 640 x 480.

Please make use of **only** the following file formats.

- **Text and Tables:** Adobe Acrobat (.pdf) (preferred), plain text (.txt)
- **Figures and Photographs:** Adobe Acrobat (.pdf), JPEG image (.jpg), TIFF image (.tif). Figures and photographs should be submitted in RGB colorspace, as with main manuscript figures.
- **Audio:** MP3 (.mp3), AAC (.aac, .mp4), WAV (.wav), AIFF (.aif)
- **Video:** QuickTime (.mov) (preferred), MPEG (.mpg)
- **Animation:** QuickTime (.mov) (preferred), MPEG (.mpg)
- **Data:** Tab-delimited text (.tab or .txt), Comma-delimited text (.csv), Excel (.xls, .xlsx), SQL (.sql), or Acrobat (.pdf) (textual data/transcripts only)
- **Compressed Files:** If necessary to make file size for a data archive or other file manageable, submitted files may be compressed as ZIP (.zip) or Tarball (.tar.gz) archives. Text, tables, and figures should not be compressed.

File names should be short and correspond with how each supplemental file is called out in the text of the paper (e.g., Figure\_S1.jpg, Video\_S2.mov, Methods\_Supplement.pdf, etc.).

Data files provided for data sharing purposes should be named with a brief descriptive word or phrase (e.g., Student\_Test\_Scores.tab, Teacher\_Background.sql) and accompanied by a codebook in PDF format which provides descriptions of each database table and each column/variable including how cases are coded and the formatting information required to extract the data. The codebook file should share the name of the data file (e.g., Student\_Test\_Scores\_Codebook.pdf).

Please note that filenames should include letters, numbers, and underscores only. In order to ensure maximum compatibility between systems, please replace spaces in file names with underscore characters "\_", and limit filenames to less than 32 characters.

In addition to the supplemental files themselves, you must include an additional Acrobat (.pdf) file that is named, "Supplementary\_Index.pdf". This file should contain:

- A title for each file
- A brief description or caption for the file (50 words or less)
- File type and size
- Software and version number, if applicable

For example, the file "Supplementary\_Index.pdf" might contain the following:

- **Methods\_Supplement.pdf**  
Expanded background information on the test sites, including detailed descriptions of individual school demographics. (PDF, 12 pages, 42 KB).
- **Video\_S1.mov**  
This video depicts the classroom discussion between the instructor and Students A & B during the states of matter investigation, highlighting the collaborative nature of the discourse. (QuickTime Movie, 640 x 480, 2.6 MB)
- **Photo\_S1.jpg**  
Photo of the Driving Question Board in Teacher A's classroom. (JPEG, 320 x 240, 258 KB)
- **Database\_S1.sql**
- **Database\_S1\_Codebook.pdf**  
Relational database containing all of the demographic data and longitudinal achievement measures for participant students and teachers. (MySQL 5.2, 4 tables, 2500 student cases, 512 KB).
- **Spreadsheet\_S1.xls**
- **Spreadsheet\_S1\_Codebook.pdf**  
Spreadsheet listing all of the participant school districts, summary demographic information, and district test score averages. (Microsoft Excel 2007, 2 tables, 24 district cases, 100 KB).

## Special rules for photographs and video of human subjects

In order for *AEM E&T* to publish photographs or video of human subjects in online supplemental materials, you must present documentation that the research subjects pictured have consented to online publication in a research context and waived all rights to fees or remuneration associated with such publication. Permissions information and guidelines may be found at [Wiley Author Services](#).

If an Institutional Review Board with jurisdiction over the research has approved a "notification and opt out" regimen rather than requiring individual subject "opt in," documentation of the IRB authorization and a copy of the notice can be presented in lieu of individual consent. If the law or practice of your country/jurisdiction does not require permission for the online display of the type of material you present, please include an explanation and documentation supporting your use in lieu of individual consent.

Documentation of human subject permission should be submitted as "Supplementary Material Not for Review" either with the initial paper or at the time of final submission prior to publication. Filenames should begin with Permission (e.g., Permission\_Video1.pdf, Permission\_Notification.doc, etc.).