**Author Guidelines**

Last Update: April 2020

## Information for Authors

*The Journal of Research in Science Teaching (JRST)* is the official journal of **NARST: A Worldwide Organization for Improving Science Teaching and Learning through Research**. *JRST* seeks to publish the highest quality articles that advance the understanding of science teaching and learning and are likely to have a significant impact on the field of science education and science education policy. *JRST* welcomes manuscripts from authors around the world, and accepts work from a full range of theoretical frameworks and research methodologies.

*JRST* is a member of, and ascribes to, the principles of the **Committee on Publication Ethics (COPE)**, a worldwide organization of over 10,000 members from all academic fields. COPE is a forum for editors and publishers of peer-reviewed journals to discuss all aspects of publication ethics. It also advises editors on how to handle cases of research and publication misconduct.

## Publication Costs and Fees

JRST and NARST have established a joint policy with respect to the publication costs for manuscript publication.

Submission of manuscripts to be considered for publication is open to scholars and practitioners from around the world. Final publication of accepted manuscripts is contingent on active membership in the NARST by the corresponding (first) author of the work or pay a fee for each page that will be printed in the journal. This policy is designed to support NARST membership while also supporting editorial operations of the Journal.

Therefore, a manuscript accepted for publication must meet one of two criteria:

- The first author is an active member of NARST. Membership status will be verified at the point a manuscript receives a final Accept decision. If your membership to NARST has lapsed and your manuscript is accepted for publication, you will have the opportunity to renew your membership.

Be aware that multiple types of memberships are available with differing rates, (including regular members, non-collegiate educator members, student members, emeritus members, and members from countries at UNDP HDI .700 and below). See **https://narst.org/join-narst** for the most current details.

- JRST will publish the manuscripts by non-members provided we assess a publication fee. This fee is currently set at $75 per published page.

We do consider waiving this policy for special reasons or hardship. Please contact the JRST Editorial Office with further questions.

## Types of Manuscripts

You may submit a variety of materials for publication in *JRST*, provided they are not currently under consideration by other journals. Manuscripts can assume (but are not limited to) the following forms.

### Articles

Many types of scholarly manuscripts about science teaching and learning are within *JRST*'s domain, including, but not limited to: investigations employing experimental, qualitative, ethnographic, historical, survey, philosophical, or case study research approaches; position papers; policy perspectives; and critical reviews of the literature. *JRST* accepts articles that are double-spaced, and approximately 30-45 pages in length (excluding abstract, references, tables, and figures). Articles should also have an abstract that is double-spaced and includes 4 to 5 keywords.

Articles are expected to reflect the best scholarly practice relevant to the study design. It is expected that you establish the importance of the study for science teaching and learning with reference to previous literature (including relevant articles from the *JRST*), provide a link between the problem and the study design, establish and justify the guiding theoretical framework and report the study methodology clearly and concisely. Data should be clearly presented, claims supported by evidence, with findings and implications that are clearly presented and advance the field.

### Comments and Criticism

These should contain expressions of opinion or information relating to articles published previously or to matters of interest to science educators. This section of *JRST* will be the forum where the readers may express any reasonable view on a matter relevant to science teaching and learning. Submissions for Comments and Criticism should not typically exceed 1000 words (including references). An abstract is not required. All other instructions for submitting a manuscript apply and should be followed accordingly.

## Manuscript Style and Formatting

*APA Style* Manuscripts submitted to *JRST* should follow the style prescribed by the sixth edition of the Publication Manual of the American Psychological Association (American Psychological Association, 2009), including a page number and an identifying phrase (running head) as per APA style.

However, the following exceptions to APA style are to be observed:

### Page Formatting

All manuscript pages should be formatted for North American standard paper (8.5 × 11 inch) or ISO standard A4 paper (8.27 x 11.7 inch), with margins of 1 inch (2.5 cm) or greater. Primary manuscript text

(including quotations) and references is set to 12 point Times New Roman font or equivalent. Text for tables and figures could be set to—but not less than—10 point Times New Roman font or equivalent.

### *Manuscript Length*

*JRST* accepts **articles that are approximately 30-45 double-spaced pages** (excluding abstracts, references, tables, and figures). The 30-45 pages include:

- **Primary manuscript text (including abstract, keyword list, and quotations)**, which should be **double-spaced**
- References, which could be single-spaced, and
- Tables and figures, which could be single-spaced

### *Blinding your Manuscript*

All manuscripts submitted to *JRST* will undergo a double-blind review process. Authors are responsible for ensuring that their submitted manuscripts are fully blinded / anonymized by removing any information that enable reviewers to identify the authors' identities and/or institutional affiliations. Authors should:

- Mask the title page, which should only include the manuscript title and running head
- Mask their location and university affiliation
- Mask any self-citations by using "Authors" in the case of both in-text citations and reference list
- When using "Authors" in the reference list, enter masked references under "A" for "Authors" and do not include any information that could be used to identify authorship, such as DOI codes, article titles, journal issue numbers, book titles, years of publication, etc.
- Remove any author notes or acknowledgments (to be restored once peer review is complete and an accept with major or minor revisions decision is issued that includes specific directions to unblind the manuscript).

### *Abstract Length*

Abstracts are limited to 300 words.

### *Abstract Keywords*

Immediately following the abstract, please include search keywords for your manuscript in the following format:

Keywords: assessment, early childhood, chemistry

### *Reference Style*

References should follow the APA style, but **without any use of italic type**. For example, a journal reference would read:

Kloser, M. (2014). Identifying a core set of science teaching practices: A Delphi expert panel approach. Journal of Research in Science Teaching, 51, 1185-1217.

### *File Format*

The primary manuscript document and text tables should be prepared for submission in Microsoft Word document (.doc or .docx).

### *Tables and Figures*

Tables and figures must be submitted as separate files, one table or figure per file, not embedded in manuscript text. Tables should be submitted in Files should have obvious names (eg. "Table 1.doc", Figure 2.tif) and be placed after the main article file in the order that they are called out in the text (see below).

Tables should be submitted in Microsoft Word (.doc or .docx). Figures for publication in print must be submitted in TIFF or EPS format according to the following minimum resolutions:

- 1200 dpi (dots per inch) for black and white line art (simple bar graphs, charts, etc.)
- 300 dpi for halftones (black and white photographs)
- 600 dpi for combination halftones (photographs that also contain line art such as labeling or thin lines)

Vector-based figures (e.g., figures created in Adobe Illustrator) should be submitted in EPS format. .

### *Color Figures*

Color figures may be published online free of charge; however, the journal charges for publishing figures in color in print. If the author supplies color figures at Early View publication, they will be invited to complete a color charge agreement in RightsLink for Author Services. The author will have the option of paying immediately with a credit or debit card, or they can request an invoice. If the author chooses not to purchase color printing, the figures will be converted to black and white for the print issue of the journal.

### *Appendixes*

The Journal strongly discourages the use of print appendixes. Please submit anything that would belong in a traditional appendix as "Supplementary Material."

## Supplementary Materials

*A submitted manuscript should stand on its own: 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 *JRST* editorial team encourages - *but does not require* - authors to make use of the Journal's facility for supplementary 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. Supplementary 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, supplementary material must contribute substantively to the conclusions of the paper.

Supplementary material is peer reviewed as part of the acceptance process for the paper. However, supplementary materials are not copy edited during the production of the Journal but are presented as uploaded by the author. Authors must ensure that all supplementary 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 supplementary 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 supplementary material*

The Journal accepts supplementary material for review of the following type(s):

### *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. *JRST* requires authors to provide concise descriptions of the methods of the study in the text, and refer to the supplementary materials—if included, for full descriptions and details.

Authors are strongly encouraged to consider *JRST* 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 discussion 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, 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*

*JRST* encourages data sharing by researchers in accord with the guidelines of the NIH, NSF, and 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.

*Choosing what belongs in supplementary material*

Deciding what is appropriate to include in the printed paper and in supplementary 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 supplementary material supports the paper with additional background and detail. As editors we will make suggestions as to the appropriateness of print materials and will suggest if tables, figures, and photos should be published as supplemental materials.

The following table offers guidance for where to place various materials in *JRST:*

| Paper | Supplementary Materials | Do Not Include |
|-------|------------------------|----------------|
| Tables and figures of primary importance to the | 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. |

| | | |
|---|---|---|
| conclusions of the paper | | |
| No appendixes, or very short appendix deemed vital to the paper presentation | Traditional Appendixes | |
| 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 dialog critical for understanding the paper's conclusions | Select representative transcripts or portions of transcripts that place important dialog 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 dataset / 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 supplementary 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 supplementary material cannot be linked to the original article and will not count toward citation measures for the referenced article. | |

*Referencing supplementary material in the paper*

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

- ***Supplementary Figures, Tables, Audio, Video, etc.:*** Label and number the item as you normally would, but add a prefix S to the number. So Figure S1, Table S2, Video S1, Audio S3, Database S1, etc.
- ***Methods and Materials and other supporting sections:*** Include a note at appropriate point(s) in your text that reads, "Additional (Methods/Results/Discussion, etc.) are available as supplementary 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 supplementary material accompanying the online article."

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

Supplementary Information linked to the online version of the paper at Wiley

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

*Supplementary Files formatting and submission*

Authors should prepare supplementary text, figures and tables in a manner consistent with APA guidelines. Text should be formatted in Times or Times New Roman 12 point font, and tables 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 in preparing supplementary materials:

***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 conform with how each supplementary file is called out in the text of the paper (Ex. 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 (Ex. 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 (Ex. 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 supplementary files themselves, you must include an additional Acrobat (.pdf) file that is named, "Supplementary_Index.pdf". This should contain:

- 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, 320x240, 258KB)

**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 *JRST* to publish photographs or video of human subjects in online supplementary materials, you must present to the Journal 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.  Sample waiver/permission slip language is provided at **http://authorservices.wiley.com/permission.asp.**

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 do 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 (ex. Permission_Video1.pdf, Permission_Notification.doc, etc.).

## Submitting Manuscripts

The journal to which you are submitting your manuscript employs a plagiarism detection system. By submitting your manuscript to this journal, you accept that your manuscript may be screened for plagiarism against previously published works.

Manuscript submissions must be made online through the ScholarOne Manuscripts website at **http://mc.manuscriptcentral.com/jrst**. First-time authors will need to create an account on the system prior to submitting a manuscript. Online help is available at all steps of the process. Questions and requests for assistance with the online submission process should be directed to **ts.mcsupport@clarivate.com**.

Manuscripts are submitted by uploading files to the ScholarOne Manuscript website. The online instructions and support are generally sufficient to guide authors through the process, however we would call your attention to the following specific requirements for *JRST*.

**CONFLICT OF INTEREST DISCLOSURE**

Wiley requires that all authors disclose any potential sources of conflict of interest. Any interest or relationship, financial or otherwise, that might be perceived as influencing an author's objectivity is considered a potential source of conflict of interest. These must be disclosed when directly relevant or indirectly related to the work that the authors describe in their manuscript. Potential sources of conflict of interest include but are not limited to patent or stock ownership, membership of a company board of directors, membership of an advisory board or committee for a company, and consultancy for or receipt of speaker's fees from a company. The existence of a conflict of interest does not preclude publication in this journal.

If the authors have no conflict of interest to declare, they must also state this at submission. It is the responsibility of the corresponding author to review this policy with all authors and to collectively list in the cover letter to the Editors, in the manuscript (under the Acknowledgments section), and in the online submission system ALL pertinent commercial and other relationships.

**Initial submission or resubmission**

1.    The submitting author must respond to the Conflict of Interest disclosure questions presented in the ScholarOne system, on behalf of all of the authors. These COI responses will be evaluated by the Editorial Office, and will not be part of the materials forwarded to reviewers.

2.   For a resubmission (after a decision of reject with opportunity to resubmit) you must include a separate cover letter file detailing your changes to the manuscript in response to the original review and decision letter.  Please note that this should be submitted as a separate manuscript document file, **NOT** as a cover letter in the system.

3.    **Please order files as follows:**

   1. *Resubmissions Only:* Cover Letter detailing manuscript revisions (designated as a Main Document file)
   2. Abstract with Keywords list (one page).

3. Fully blinded/anonymized Manuscript File (designated as a Main Document file)

4. Reference List

5. Tables and Figures in the order they are to be placed in the manuscript (designated as Table or Image)

6. Supplementary materials index file (Supplementary_Index.pdf) (designated as Supplementary Material for Review) (if applicable)

7. Supplementary materials in the order they are called out in the manuscript (designated as Supplementary Material for Review) (if applicable)

8. Supplementary datasets or instruments (designated as Supplementary Material for Review) (if applicable)

9. Documentation of human subject permissions for photo or video (designated as Supplementary Material **Not** for Review) (if applicable)

Please be certain to carefully review the PDF proof generated by the system prior to finalizing your submission. Occasional errors occur which may require you to re-upload one or more files.

**Submitting final manuscript (after an Accept with revisions decision)**

1. Include a cover letter detailing your manuscript revisions. This should be pasted into the submission interface in Step 1: View and Respond to Decision Letter.

2. **Copyright Transfer *New (June 2019):*** The Wiley Copyright Transfer Agreement has been incorporated into the Wiley Author Services site. Each author will be contacted with a request to login and complete the Copyright Form electronically.

3. Please prepare the manuscript in final form for publication, carefully following APA and JRST publication guidelines. Include a title page with authors and contact information, restore all previously anonymized author references, and add any appropriate author notes and acknowledgments. All figures and other materials should be in final copy-ready form.

**4. Please order files as follows:**

1. Unblinded Title page.

2. Abstract page with keywords.

3. Unblinded Manuscript File (designated as Main Document file).

4. References.

5. Tables and Figures in the order they are to be placed in the manuscript (designated as Table or Image)

6. Supplementary materials index file (Supplementary_Index.pdf) (designated as Supplementary Material for Review) (if applicable)

7. Supplementary materials in the order they are called out in the manuscript (designated as Supplementary Material for Review) (if applicable)

8. Supplementary datasets or instruments (designated as Supplementary Material for Review) (if applicable)

9. Permission to publish copyrighted material from the author or other sources (designated as Supplementary Material **Not** for Review)

10. Documentation of human subject permissions for photo or video (designated as Supplementary Material **Not** for Review) (if applicable)

Please be certain to carefully review the PDF proof generated by the system prior to finalizing your submission. Occasional errors occur which may require you to re-upload one or more files.

## Review and Decision

*JRST* strives to provide a timely, transparent process for authors during review and processing a manuscript for publication. Authors can track the status of their manuscripts on the ScholarOne Manuscript website, and will receive periodic updates as their manuscript reaches appropriate milestones. Authors can monitor the progress of their accepted articles through the Wiley Author Services site: **http://authorservices.wiley.com/bauthor**.

Manuscripts will proceed through the following stages:

### Submission check

Following submission through the ScholarOne Manuscript website system, the editorial office staff will do a brief examination of your submission to ensure that it complies with the *JRST* formatting and submission guidelines, including our expectations for anonymous presentation. If adjustments are required, the article will be returned to you promptly for editing and correction.

### Initial editorial review

The Journal editors do not accept manuscripts for informal "pre-review" outside of the ScholarOne Manuscript submission system. If you are not sure whether *JRST* is an appropriate place to bring your work, you are strongly encouraged to make a submission. After completing the initial submission formatting check, all articles will be read by the editorial staff and editors.  An initial decision on the appropriateness of the article for publication in *JRST* will be made within approximately 3 weeks to give authors prompt feedback.  One of three decisions is possible.

In the event that we feel the article is not appropriate for publication in the Journal, it will be returned to you promptly with a notice of rejection along with feedback from the editors to help you focus on areas for improvement. With this rapid initial review you may pursue timely publication in a more appropriate venue.

If, during the initial review, the editors note that the article has some major flaws or shortcomings which would likely result in a "reject" decision after external review, but also feel the study has underlying merit for potential publication in the Journal, it will be returned to you with an editorial revise and resubmit decision. The authors are encouraged to address the shortcomings and resubmit the manuscript for review.

If the editors feel the manuscript to be a likely candidate for *JRST* based on the initial submission, it will begin the full peer review process.

### External review

Following the initial review, the Co-Editors will assign an associate editor the duties of overseeing the review process. Two or more reviewers will then be secured to read your manuscript and provide comprehensive blind reviews. The associate editor and at least one of the reviewers possess expertise in the domain of the manuscript. All manuscripts are evaluated for their significance to science education and on their technical quality for the type of scholarship represented. Please see the **Information for Reviewers page** for more information. All submissions are acted upon as quickly as possible, and the review process normally takes approximately 6-10 weeks after preliminary review.

### Editors' decision & publication

Following review, the editorial staff will notify the primary contact author of a publication decision electronically. The *JRST* editorial team will work collaboratively with authors on manuscripts requiring revision prior to publication.

Following acceptance for publication, authors will submit a final, revised copy with supporting materials.  The JRST Editorial Office will then review the manuscript materials to ensure that all files are ready for publication. Should any file updates be needed, the submitting author will be contacted via the "First Look" interface within ScholarOne. Once all manuscript files are deemed ready and complete, management of the article will be transferred to the publisher, who will typeset the article and return galley proofs to the author in approximately 2-3 weeks.

To ensure timely publication, galley proofs must be returned promptly, in no more than 3 business days. Failure to return proofs in a timely manner may result in publication delay or rescinding of the editor's publication decision.

Once proofs have been corrected, the article will be assigned a unique and permanent Digital Object Identifier (DOI). The online version becomes the Version of Record and is deemed published. It will appear in the Early View section of the *JRST* online site, where it is fully available to *JRST* subscribers. The article will also be assigned to a print issue as soon as is practical, and the author will be notified when that occurs.

## Data Policies (New August 2017)

### Preprints and preprint servers
*JRST* will consider for review articles previously available as preprints on non-commercial servers akin to ArXiv, bioRxiv, psyArXiv, SocArXiv, engrXiv. Authors are requested to update any pre-publication versions with a link to the final published article.

### Data sharing and Data Accessibility
*JRST* encourages authors to share the data and other artifacts supporting the results in the paper by archiving it in an appropriate public repository. Authors should include a data accessibility statement, including a link to the repository they have used, in order that this statement can be published alongside their paper.

Authors can consult the global registry of research data repositories **re3data.org** to help them identify

registered and certified repositories relevant to their subject areas.

*Data Citation*
In recognition of the significance of data as an output of research effort, Wiley, the publisher of *JRST*, has endorsed the **FORCE 11 Data Citation Principles** and is implementing a mandatory data citation policy. *JRST* accordingly requires that if data archived in a public repository is cited in the manuscript, it should be cited the same way as articles, books, and web citations, and authors should include any such data citations as part of their reference list. Data citation is appropriate for data held within institutional, subject-focused, or more general data repositories. It is not intended to take the place of community standards such as in-line citation of GenBank accession codes.

When citing or making claims based on data, authors should refer to the data at the relevant place in the manuscript text and in addition provide a formal citation in the reference list. We recommend the format proposed by the **Joint Declaration of Data Citation Principles:**

   *Authors; Year; Dataset title; Data repository or archive; Version (if any); Persistent identifier (e.g.DOI)*

## Resources for Authors

*APA style resources*
Information and online courses covering the *Publication Manual of the American Psychological Association* may be found online at **http://www.apastyle.org**. The manual may be ordered directly from that site.

*NIH Public Access Mandate*
For those interested in the Wiley policy on the NIH Public Access Mandate, **please visit our NIH policy statement.**

*Wiley Author Tools*
For additional tools visit **Author Services** - an enhanced suite of online tools for Wiley journal authors, featuring Article Tracking, E-mail Publication Alerts and Customized Research Tools.

- **Copyright and Intellectual Property**
- **Request Permissions**

Reprints may be ordered by contacting **commercialreprints@wiley.com**

## Correspondence

 **Additional Resources and Guidelines:**

**Article Preparation Support**
*Wiley Editing Services* offers expert help with English Language Editing, as well as translation, manuscript formatting, figure illustration, figure formatting, and graphical abstract design – so you can submit your manuscript with confidence. Also, check out resources for *Preparing Your Article* for general guidance about writing and preparing your manuscript.

**Article Promotion Support**
*Wiley Editing Services* offers professional video, design, and writing services to create sharable video abstracts, infographics, conference posters, lay summaries, and research news stories for your research – so you can help your research get the attention it deserves.