

Political Behavior Detailed Submission Instructions

Title Page Statements and Declarations

The following sections must be included on the unanonymized title page of each submission as outlined in the Political Behavior Style Guide.

Word count

Submissions to Political Behavior should be no longer than 9,000 words, including the main body of text, notes, and table and figure titles and captions.

- The word count does not include the title page, abstract, references, text in tables or figures themselves, or online supplementary material.

Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page underneath "Statements and Declarations". The names of funding organizations should be written in full.

Compliance with Ethical Standards and IRB (or similar) Approval

When reporting a study that involved human participants, their data, or biological material, authors should include a statement on the title page that confirms that the study was approved (or granted exemption) by the appropriate institutional and/or national research ethics committee (including the name of the ethics committee) and certify that the study was performed in accordance with the ethical standards as laid down in the [APSA guidelines on ethical standards](#). If doubt exists whether the research was conducted in accordance with the APSA guidelines on ethical standards or comparable standards, the authors must explain the reasons for their approach, and demonstrate that an independent ethics committee or institutional review board explicitly approved the doubtful aspects of the study. If a study was granted an exemption from requiring ethics approval, this should also be detailed in the manuscript (including the reasons for the exemption).

Consistent with APSA guidelines, we encourage researchers to be open about the ethical decisions made in conducting the research. Editors may solicit additional advice or independent commentary when considering ethically troubling research.

Full text of the APSA guidelines on ethical standards can be found here:

https://www.apsanet.org/Portals/54/diversity%20and%20inclusion%20prgms/Ethics/Final_Principles%20with%20Guidance%20with%20intro.pdf?ver=2020-04-20-211740-153

Additional information about ethics approval can be found in the Supplementary Guidelines.

Authors should include the following statements (if applicable) on the title page under “Compliance with Ethical Standards” when submitting a paper if applicable:

- Confirmation that participants gave informed consent to participate and have the results published: For all research involving human subjects, freely given, informed consent to participate in the study must be obtained from participants (or their parent or legal guardian in the case of children under 16) and a statement to this effect should appear in the manuscript. In the case of articles describing human transplantation studies, authors must include a statement declaring that no organs/tissues were obtained from prisoners and must also name the institution(s)/clinic(s)/department(s) via which organs/tissues were obtained. For manuscripts reporting studies involving vulnerable groups where there is the potential for coercion or where consent may not have been fully informed, extra care will be taken by the editor and may be referred to the Springer Nature Research Integrity Group. Individuals may consent to participate in a study, but object to having their data published in a journal article. Authors should make sure to also seek consent from individuals to publish their data prior to submitting their paper to a journal. This is, in particular, applicable to case studies. A consent to publish form can be found on the journal website.
- IRB (or similar) Approval: Who/where conducted the review of the research plan? If the research plan involves human subjects and did not undergo a review process, an explanation for why a review was not conducted should be provided.
- Disclosure of any other ethical approvals, certificates, or lack thereof.

The corresponding author should be prepared to collect documentation of compliance with ethical standards and send it if requested during peer review or after publication. The Editors reserve the right to reject manuscripts that do not comply with the above-mentioned guidelines. The author will be held responsible for false statements or failure to fulfill the above-mentioned guidelines.

Data Availability and Replication Policy

Authors of accepted manuscripts will be required to deposit all of the data and script files needed to replicate the published results in a trusted data repository such as ICPSR or Dataverse. Authors should include a statement agreeing to make all data and script files publicly available on the title page underneath “Data Availability.” Upon acceptance, the link to replication materials should be in the “Data Availability” section of the declarations on the title page.

There may be occasions where the author may not be able to comply due to data embargoes or privacy concerns. *These cases will be handled individually and the rationale for the inability to provide the replication files must be included in the manuscript **prior to submission**. That is, the editors should have all information about data availability before a publication decision is made.*

Disclosures

Authors are required to disclose any competing interests, financial or non-financial, that are directly or indirectly related to the work submitted for publication on the title page of the manuscript.

Funding Information

Authors are required to disclose any funding sources used to execute the research included in the manuscript. Authors must declare any agencies, organizations, or institutions that funded the research on the title page.

Pre-Registration

At this time, Political Behavior does not require pre-registration. However, we ask that authors indicate whether they conducted a pre-registration. If pre-registration was conducted, authors should include an anonymized copy of their pre-registration with their submission. Authors should also indicate where a discussion of deviations from the pre-registration can be found (i.e. in the body of the manuscript, footnotes, the appendix, etc). Reviewers will see the author's statement on whether pre-registration occurred and the anonymized version of the plan.

Political Behavior Supplementary Guidelines

Abbreviations

Abbreviations should be defined at first mention and used consistently thereafter.

Article Publishing Agreement

Depending on the ownership of the journal and its policies, you will either grant the Publisher an exclusive license to publish the article or will be asked to transfer the copyright of the article to the Publisher.

Cell lines

If human cells are used, authors must declare in the manuscript: what cell lines were used by describing the source of the cell line, including when and from where it was obtained, whether the cell line has recently been authenticated, and by what method. If cells were bought from a life science company the following need to be given in the manuscript: name of the company (that provided the cells), cell type, number of cell lines, and batch of cells.

It is recommended that authors check the [NCBI database](#) for misidentification and contamination of human cell lines. This step will alert authors to possible problems with the cell line and may save considerable time and effort.

Further information is available from the [International Cell Line Authentication Committee \(ICLAC\)](#).

Authors should include a statement that confirms that an institutional or independent ethics committee (including the name of the ethics committee) approved the study and that informed consent was obtained from the donor or next of kin.

Clinical Trial Registration

The World Health Organization (WHO) definition of a clinical trial is "any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes". The WHO defines health interventions as "A health intervention is an act performed for, with or on behalf of a person or population whose purpose is to assess, improve, maintain, promote or modify health, functioning or health conditions" and a health-related outcome is generally defined as a change in the health of a person or population as a result of an intervention.

To ensure the integrity of the reporting of patient-centered trials, authors must register prospective clinical trials (phase II to IV trials) in suitable publicly available repositories. For example www.clinicaltrials.gov or any of the primary registries that participate in the [WHO International Clinical Trials Registry Platform](#).

The trial registration number (TRN) and date of registration should be included as the last line of the manuscript abstract.

For clinical trials that have not been registered prospectively, authors are encouraged to register retrospectively to ensure the complete publication of all results. The trial registration number (TRN), date of registration and the words 'retrospectively registered' should be included as the last line of the manuscript abstract.

Competing Interests

Authors are requested to disclose interests that are directly or indirectly related to the work submitted for publication. Interests within the last 3 years of beginning the work (conducting the research and preparing the work for submission) should be reported. Interests outside the 3-year time frame must be disclosed if they could reasonably be perceived as influencing the submitted work. Disclosure of interests provides a complete and transparent process and helps readers form their own judgments of potential bias. This is not meant to imply that a financial relationship with an organization that sponsored the research or compensation received for consultancy work is inappropriate.

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Interests that should be considered and disclosed but are not limited to the following:

- Funding: Research grants from funding agencies (please give the research funder and the grant number) and/or research support (including salaries, equipment, supplies, reimbursement for attending symposia, and other expenses) by organizations that may gain or lose financially through the publication of this manuscript.
- Employment: Recent (while engaged in the research project), present, or anticipated employment by any organization that may gain or lose financially through the publication of this manuscript. This includes multiple affiliations (if applicable).
- Financial interests: Stocks or shares in companies (including holdings of spouse and/or children) that may gain or lose financially through publication of this manuscript; consultation fees or other forms of remuneration from organizations that may gain or lose financially; patents or patent applications whose value may be affected by publication of this manuscript.
- It is difficult to specify a threshold at which a financial interest becomes significant, any such figure is necessarily arbitrary, so one possible practical guideline is the following: "Any undeclared financial interest that could embarrass the author were it to become publicly known after the work was published."

Non-financial interests: In addition, authors are requested to disclose interests that go beyond financial interests that could impart bias on the work submitted for publication such as professional interests, personal relationships, or personal beliefs (amongst others). Examples include but are not limited to position on an editorial board, advisory board or board of directors, or other type of management relationships; writing and/or consulting for educational purposes; expert witness; mentoring relations; and so forth.

Primary research articles require a disclosure statement. Review articles present an expert synthesis of evidence and may be treated as authoritative work on a subject. Review articles, therefore, require a disclosure statement. Other article types such as editorials, book reviews, and comments (amongst others) may, dependent on their content, require a disclosure statement. If you are unclear whether your article type requires a disclosure statement, please contact the Editor-in-Chief.

Please note that, in addition to the above requirements, funding information (given that funding is a potential competing interest (as mentioned above)) needs to be disclosed upon submission of the manuscript in the peer review system. This information will automatically be added to the Record of CrossMark, however, it is not added to the manuscript itself. Funding information should be included in the 'Declarations' section on the title page.

Declaration Language

All declarations should be included on the title page when submitting a paper. Having all statements in one place allows for a consistent and unified review of the information by the Editor-in-Chief and/or peer reviewers and may speed up the handling of the paper.

Declarations include Acknowledgments, Compliance with Ethical Standards, Data Availability, Disclosures (including any conflicts of interest), and Funding Information. Please use the title page for providing the statements.

Once and if the paper is accepted for publication, the production department will put the respective statements in a distinctly identified section clearly visible to readers.

Please see the various examples of wording below and revise/customize the sample statements according to your own needs.

When all authors have the same (or no) competing interests and/or funding it is sufficient to use one blanket statement.

Examples of statements to be used when funding has been received:

- Partial financial support was received from [...]
- The research leading to these results received funding from [...] under Grant Agreement No[...].
- This study was funded by [...]
- This work was supported by [...] (Grant numbers [...] and [...])

Examples of statements to be used when there is no funding:

- The authors did not receive support from any organization for the submitted work.
- No funding was received to assist with the preparation of this manuscript.
- No funding was received for conducting this study.
- No funds, grants, or other support were received.

Examples of statements to be used when there are interests to declare:

- Financial interests: Author A has received research support from Company A. Author B has received a speaker honorarium from Company W and owns stock in Company X. Author C is a consultant to Company Y.
Non-financial interests: Author C is an unpaid member of Committee Z.
- Financial interests: The authors declare they have no financial interests.
Non-financial interests: Author A is on the board of directors of Y and receives no compensation as a member of the board of directors.
- Financial interests: Author A received a speaking fee from Y for Z. Author B receives a salary from association X. X where s/he is the Executive Director.
Non-financial interests: none.
- Financial interests: Authors A and B declare they have no financial interests. Author C has received speaker and consultant honoraria from Company M and Company N. Dr. C has received speaker honorarium and research funding from Company M and Company O. Author D has received travel support from Company O.
Non-financial interests: Author D has served on advisory boards for Company M, Company N, and Company O.

Examples of statements to be used when authors have nothing to declare:

- The authors have no relevant financial or non-financial interests to disclose.
- The authors have no competing interests to declare that are relevant to the content of this article.
- All authors certify that they have no affiliations with or involvement in any organization or entity with any financial interest or non-financial interest in the subject matter or materials discussed in this manuscript.
- The authors have no financial or proprietary interests in any material discussed in this article.

Authors are responsible for the correctness of the statements provided in the manuscript. See also Authorship Principles. The Editor-in-Chief reserves the right to reject submissions that do not meet the guidelines described in this section.

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- A separate Title Page should be submitted, containing the title, author names, affiliations, and contact information of the corresponding author. Any acknowledgments, disclosures, or funding information should also be included on this page under the heading "Statements and Declarations";
- Authors should avoid citing their own work in a way that could reveal their identity ie. use the third person not the first person when citing your own previous work.
-

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- Authors are strongly advised to ensure the author group, the Corresponding Author, and the order of authors are all correct at submission. Adding and/or deleting authors during the revision stages is generally not permitted, but in some cases may be warranted. Reasons for changes in authorship should be explained in detail. Please note that changes to authorship cannot be made after acceptance of a manuscript.

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Upon request, authors should be prepared to send relevant documentation or data in order to verify the validity of the results presented. This could be in the form of raw data, samples, records, etc. Sensitive information in the form of confidential or proprietary data is excluded.

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Ethics Approval

Retrospective ethics approval: If a study has not been granted ethics committee approval prior to commencing, retrospective ethics approval should be sought through the author's institution (an Institutional Review Board or other committee that reviews research with human subjects). If such retrospective approval cannot be obtained, it may not be possible to consider the manuscript for peer review. The decision on whether to proceed to peer review in such cases is at the Editor's discretion.

Ethics approval for retrospective studies: Although retrospective studies are conducted on already available data or biological material (for which formal consent may not be needed or is difficult to obtain) ethics approval may be required dependent on the law and the national ethical guidelines of a country. Authors should check with their institution to make sure they are complying with the specific requirements of their country.

Ethics approval for case studies: Case reports require ethics approval. Most institutions will have specific policies on this subject. Authors should check with their institution to make sure they are complying with the specific requirements of their institution and seek ethics approval where needed. Authors should be aware to secure informed consent from the individual (or parent or guardian if the participant is a minor or incapable) See also section on Informed Consent.

Fundamental errors

Authors have an obligation to correct mistakes once they discover a significant error or inaccuracy in their published article. The author(s) is/are requested to contact the journal and explain in what sense the error is impacting the article. A decision on how to correct the literature will depend on the nature of the error. This may be a correction or retraction. The retraction note should provide transparency on which parts of the article are impacted by the error.

Keywords

Please provide 4 to 6 keywords that can be used for indexing purposes.

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Please use the standard mathematical notation for formulae, symbols etc.:

- Italic for single letters that denote mathematical constants, variables, and unknown quantities
- Roman/upright for numerals, operators, and punctuation, and commonly defined functions or abbreviations, e.g., cos, det, e or exp, lim, log, max, min, sin, tan, d (for derivative)
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Standards of Reporting

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Checklists are available for a number of study designs, including:

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- Diagnostic/prognostic studies ([STARD](#)) and ([TRIPOD](#))
- Case reports ([CARE](#))
- Clinical practice guidelines ([AGREE](#)) and ([RIGHT](#))
- Qualitative research ([SRQR](#)) and ([COREQ](#))
- Animal pre-clinical studies ([ARRIVE](#))
- Quality improvement studies ([SQUIRE](#))
- Economic evaluations ([CHEERS](#))

Political Behavior Guidelines Upon Acceptance

Data Availability and Replication Policy

Authors of accepted manuscripts will be required to deposit all of the data and script files needed to replicate the published results in a trusted data repository such as ICPSR or Dataverse. Upon acceptance, the link to replication materials should be in the "Data Availability" section of the declarations on the title page. Manuscripts will not be published, even online, until those data are made available.

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