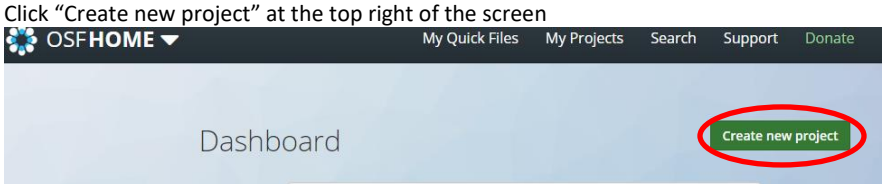
Journal of Personality and Social Psychology:
Quick Guide to OSF

Step 1: Create an Account

1. Click "Sign Up" under the OSF Main Page:
2. You can sign in using your ORCID account or through your Institution. You can also proceed with just your full name and contact information
3. Once registered, you will receive a verification email with a link to confirm your email address

Step 2: Create a New Project

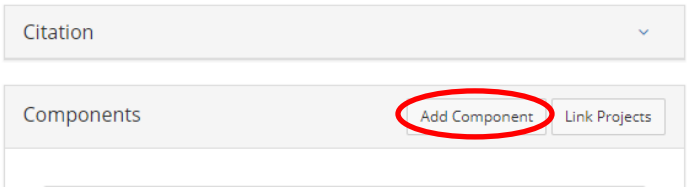
1. Once Registered, you will want to add the Data, Materials, and Code to OSF
2. Click "Create new project" at the top right of the screen



3. Label the project title after the name of your article (in this case we labeled it "Sample JPSP Article")
4. Now that your project has been created, you can find it at any time under "My Projects" on the top of the screen
5. If multiple authors have OSF accounts, you can add them as Contributors under the "Contributors" tab

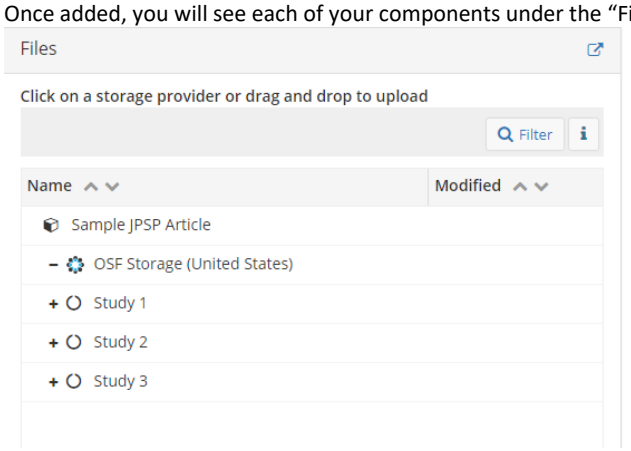
Step 3: Add Each Study as a Separate Component

1. Under the Project Main page, click "Add Component" on the right-hand side



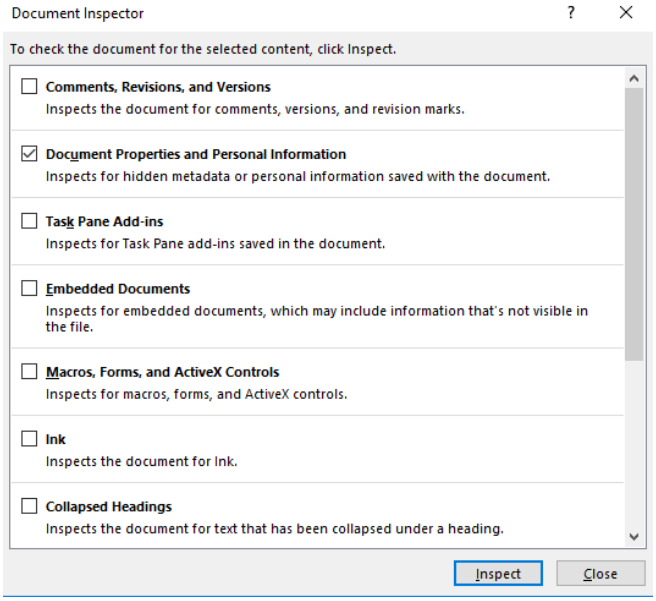
2. Add a Component for each Study in the Article, titling the component as "Study #"

3. Once added, you will see each of your components under the "Files" section

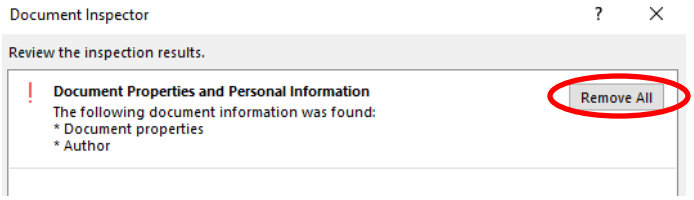


Step 4: Carefully remove author Information from each of the Data, Materials, and Code files

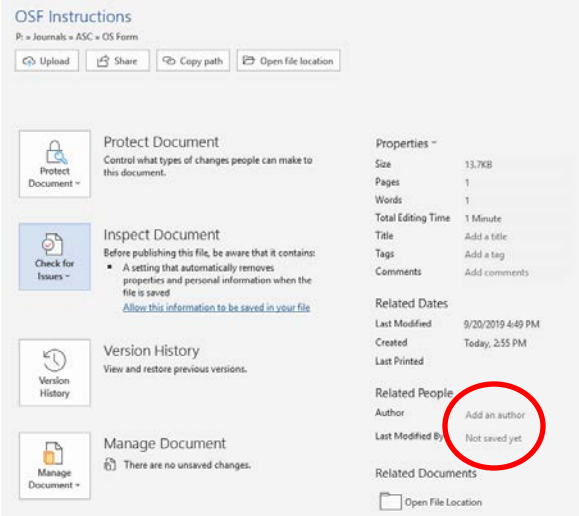
1. If you are using Microsoft Office (Word, Excel, Publisher, etc.) files, make sure to anonymize each file under File -> Info -> Inspect Document
2. Once under the "Inspect Document" window, deselect all but "Document Properties and Personal Information". Click "Inspect" and wait for the app to process



3. Click "Remove all"

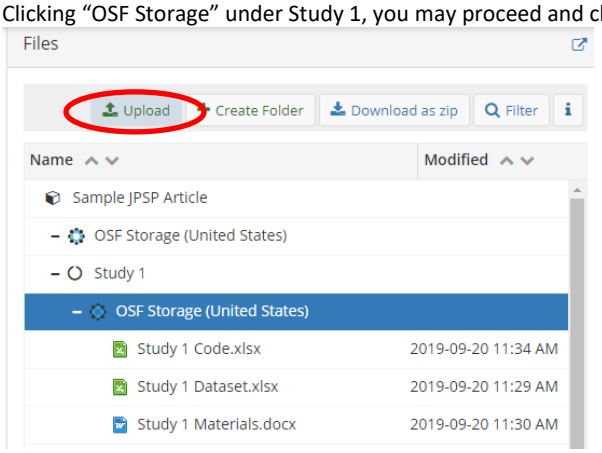


Example after Author data has been removed. No authors should appear in the highlighted area



Step 5: Upload the Masked files for each Study

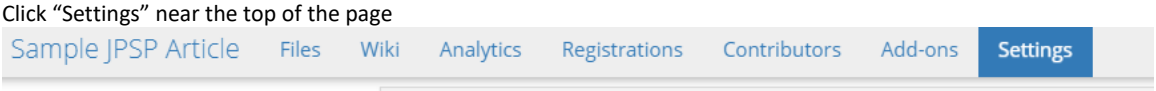
1. Under the "Files" section, there should be an "OSF Storage" folder for each Study/Component
2. Clicking "OSF Storage" under Study 1, you may proceed and click "Upload" for each of the Study 1 files



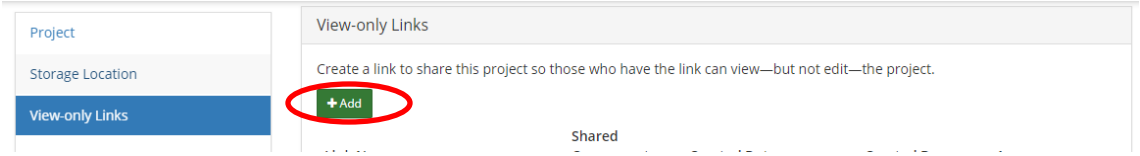
3. Proceed with Study 2, 3, 4, etc., uploading each of the files under their specific Study/Component

Step 6: Create an Anonymized OSF Link

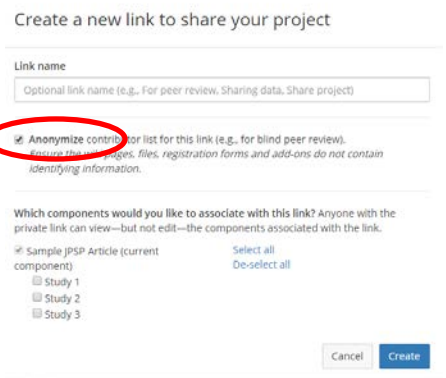
1. Once all of the Data, Materials, and Coding has been entered, proceed to create an anonymized link to share in your Author Note
2. Click "Settings" near the top of the page



3. From here, click "View-only Links" on the left-hand side
4. Click "Add" under "View-only Links"



5. Make sure to check off "Anonymize" before clicking "Create" at the bottom



6. Once created, double-click the entire link, copy, and paste into your article (example link below)

Any Questions or Concerns with Formatting?

1. Please contact the PRC via journal's EM site, under the "Contact Us" link
2. Also, check out this example OSF Link: https://osf.io/43wza/?view_only=402a2485147147e5a1c86d603acd4864