

ATTITUDES AND SOCIAL COGNITION LAB
2017-2018 LAB MANUAL
UPDATED 7/29/17

GENERAL EXPECTATIONS

As the Principal Investigator (PI) of the ASC Lab, I am expected to:

- Actively conduct empirical social-psychological research.
- Ensure the overall quality and rigor of the work that is produced by my laboratory. I will maintain high expectations for the work produced in the lab, and will actively work to foster openness, integrity, and reproducibility in our research.
- Develop and nurture a culture of curiosity, exploration, learning, teamwork, and positive, solution-oriented attitudes throughout the lab.
- Provide mentorship, guidance, and support to those who work in the lab, including idea generation, experimental design, project strategy and planning, manuscript preparation and submission, lab logistics, job searches, award and grant applications, poster and oral presentations, teaching, letters of recommendation, professional development, and issues relating to work-life balance.
- Ensure a safe and supportive work environment that is free from any form of harassment and is dedicated to personal equality. I am devoted to diversity of ideas, personalities, and group memberships.
- Develop and nurture collaborations with other lab PIs and their lab members.
- Be constructive and timely with comments on abstracts, proposals, and manuscript submissions; this will mean returning drafts within one week unless stated otherwise.
- Approve all abstracts, manuscripts, posters, oral presentations of the research that comes from the lab.
- Attend and present at research conferences.
- Give credit where credit is due, actively promote those who work with me, and keep an eye out for opportunities for lab members.
- Provide lab members with informal performance feedback as needed and formal performance feedback at the end of each academic year.
- Hold weekly all-lab meetings and weekly individual meetings with graduate student lab members; ad hoc meetings are possible if the need arises, as the PI's schedule allows.

As a graduate student in the ASC Lab, you are expected to:

- Cultivate your curiosity and creativity.
- Conduct your teaching and research with openness and integrity.
- Represent the lab with pride, and show respect for others; you are now an ambassador for the lab as well as a member – our reputation will be formed in part by how you interact with our colleagues.
- Commit to a goal of at least three first-author publications during your time in graduate school.

- Actively participate in all laboratory group functions; this means paying attention, asking questions, offering feedback, and using phones and computers only for work that is directly related to the meeting at hand.
- Maintain and treat all lab equipment and lab space with care; if we are running low on a necessary supply, if software licenses are set to expire, if computers need updating, etc., alert the PI.
- Actively seek out fellowship/grant/award proposals and apply for those for which you are a good fit. Keep in mind that providing letters of recommendation and feedback on drafts take time and effort on the part of those writing them; do not apply for opportunities for which you do not meet the requirements.
- Present your work at a minimum of one conference per year (if you have funding).
- Be familiar with and meet the deadlines and benchmarks laid out in the Social Area Guide, Graduate Student Handbook, and Course Catalog. Meeting these are entirely your responsibility, not the PIs.
- Manage with study-building, data analysis, and other concrete research challenges (e.g., building a particular task for a study, obtaining a copy of a specific scale, figuring out which analysis to do and/or how to do it, conducting a power analysis) in the following order (i.e., “ask three, then me”)
 - Sit down and carefully think about the solution yourself
 - Look for answers in the literature
 - Solicit advice from your lab mates
 - Seek advice from the PI; I am always happy to discuss issues but it is in all of our best interest if you work on the problem yourself first
 - If we’re still struggling, we’ll go outside of the lab for advice (e.g., to a Project Implicit programmer, to another faculty member), but please talk to the PI about this first.
- Share your expertise, experience, and materials with others working in the lab. There are greater rewards for being generous with your time and knowledge than for keeping things to yourself in an attempt to prevent others from getting ahead.
- Share responsibility for mentoring undergraduates working in the lab.
- Follow all guidelines for research with human participants laid out by the UF Institutional Review Board and the American Psychological Association.

GUIDELINES FOR COMMUNICATION AND SOLICITING FEEDBACK

- Let the PI know if you will miss any usual classes, department events, or lab meetings/functions.
- Graduate students in the lab are expected to respond to email within 24 hours on weekdays unless they have given notice that they will be away. It is fine if the response is something akin to, “I cannot look at this now but will get back to you before X date”, but the message should be acknowledged within a day. If you know you will not be able to respond to email within 24 hours, you should turn on an away message (in addition to informing the PI of your absence ahead of time).
- For brief submissions or questions (e.g., conference poster or talk abstracts, award or grant applications that are two-pages or less, letters of recommendation, professional development or study design questions), the “turnaround time” for the PI to respond to

you is one week or less, not including weekends or PI travel days (which you will always know about ahead of time). For longer submissions (e.g., lengthy grant or award applications, manuscript drafts), expect a two-week turnaround time, not including weekends or PI travel days. Keep in mind that some submissions will require multiple, even many, drafts, and plan around deadlines accordingly.

- It is highly recommended that you ask your lab mates and graduate student colleagues for feedback on your work before sending it to the PI.
- Include the PI on all communications regarding any lab research (yours, mine, or other lab members'). This includes cc-ing the PI on emails and making the PI aware of any conversations outside of emails. Keep in mind that, although our social area is quite informal, others are not; use formal writing and professional titles in communication with people outside of the lab; this includes department and university administrative and support staff.
- The quality and specificity of the feedback you receive will be in proportion to the quality and specificity of the work you submit (e.g., an early, rough draft will get more big-picture, general comments than a later draft that is more fleshed out).
- For new manuscripts or lengthy proposals, you should first submit a detailed outline for feedback. This will minimize the chance of needing to restructure large sections of your writing.
- Seek approval and feedback from the PI before submitting anything on which she is a co-author, even it has been approved for submission elsewhere.

GUIDELINES FOR USING PROJECT IMPLICIT

- Keep in mind that using Project Implicit is a privilege that is granted to few people, and is one that many would love to have. Our participants are a valuable resource. Studies should be run with great care and errors minimized. Do not take more from this shared resource than you need. You are responsible for following all rules and guidelines set by Project Implicit (e.g., for study length, user experience, study submission procedure, programming formats, etc.).
- You are only to use Project Implicit for data collection that is in active collaboration with the lab PI or someone else on the Project Implicit Executive Committee or Board of Directors.
- You are expected to contribute 1-2 hours per week of your time to Project Implicit if you regularly use the infrastructure for your research. Examples of responsibilities you might be assigned are: responding to participant emails, moving studies to production, cataloging Project Implicit-supported research papers, archiving data. Serving as lab manager/RA coordinator also counts toward this.
- It is expected that you will respond politely to all questions and comments about your study that participants send to you and will alert the PI if there is any message that meets the criteria for a reportable event.
- Acknowledge support from Project Implicit for any manuscript, talk, or poster that describes data collected through the Project Implicit infrastructure.

GUIDELINES FOR DATA COLLECTION AND EXPERIMENT ARCHIVING

- You must get approval from the PI before beginning any data collection; the data collection procedure is as follows:
 - Discuss the general outline of the research with the PI and get approval to begin study-building; you might find it useful to trade drafts of materials in .doc or Google Docs format before programming.
 - Once your study is built and ready for submission, send the link to the PI for approval along with the Lab Experiment Archive Form (LEAF) with the “Pre-Study Information” section filled in. If you are running your study with the Project Implicit infrastructure, change your settings in the dashboard to enable the PI to download data and view all study files. If you are running in Qualtrics, share your survey with the PI.
 - Once the PI has approved the study, you should send it to the lab RAs for extensive testing before submission. If you need to revise the LEAF at this point, send the PI a new version.
 - After data collection is complete, send the LEAF to the PI with both the “Pre-Study Information” and the “Post-Study Information” sections already completed (the “pre” section should be identical to what you already submitted). The final LEAF should typically be sent to the PI within two weeks of study completion.
 - Note: Generally, the project lead should be responsible for the steps listed above, though someone other than the first author might take the lead on this for studies that are conducted in collaboration with people outside of the lab.
- If you make an error in a study and rebuild the study under a new name, you must submit a new LEAF. That is, every single unique study name needs its own LEAF. If you make an error in a study and rebuild under the same name as the previous study (avoid when possible), this needs to be clearly indicated on the final version of the LEAF.
- Before submitting any manuscript, the first author (or whomever the first author designates) should create a project page on the Open Science Framework (OSF) that includes (at minimum): A link to the study on PI or Qualtrics, all study-building files or a codebook that provides the text of all questions, all cleaned data files, and a file with the syntax (SAS and/or SPSS) used to transform raw data files to cleaned data files. The abstract should be posted in the “wiki” section. The page may be private until publication (authors can decide this on a case-by-case basis), but the page must be prepared ahead of time.

AUTHORSHIP GUIDELINES

For Manuscripts:

- An author is considered anyone highly involved with most parts of: idea generation (e.g., research question, theoretical framework, hypotheses), research design (e.g., selection and/or creation of materials or methods), data collection (including study-building), data cleaning and analysis, and manuscript drafting.
- Decisions about authorship should be made as early in the writing process as possible, ideally as soon as it is clear that a project is publishable. However, authorship may

change as the project develops and contribution shifts; collaborators should be open, straightforward, and respectful of others' feelings during these conversations.

- Except in exceptional circumstances, the first author should write the bulk of the first draft of the paper, including preparation of tables and figures, and should manage submission duties such as drafting the cover letter, preparing the manuscript in the correct format, online submission, and checking proofs. The first author will also be responsible for the project page on the OSF (see below). These responsibilities may be shifted through group discussion, particularly if a potential co-author needs to do more to earn authorship or if someone has not contributed as much as others.
- The first author will also be responsible for developing a project page on the Open Science Framework website for any submitted manuscript (see above for guidelines).
- The first author assumes responsibility for the publication, making sure that the data are accurate, that all deserving authors have been credited, that all authors have given their approval to the final draft; the first author also handles the bulk of the resubmission process and responses to inquiries after publication.
- It is generally assumed that the lab PI will be involved in any research conducted using lab resources (e.g., lab-owned computers, lab Qualtrics account, lab software, Project Implicit) and, as a result, will be an author on any resulting manuscript; this is negotiable when students are working with other collaborators (which is highly encouraged), but: (a) it should be discussed ahead of time, and (b) you should not assume that the PI will provide guidance and feedback on those projects, and (c) the PI will not be the IRB supervisor for projects in which she is not involved.

For Talks and Posters:

- If you are interested in presenting work on which you collaborate with others, you must get their approval before moving forward with plans for presentation. In situations where more than one collaborator wants to present the same data, the first author should have priority.
- If you are presenting on a specific paper, the co-authors of that paper should be offered authorship.
- If you are presenting on multiple papers and someone is a co-author of most or all of those papers, that person should be offered authorship.
- If you are presenting on multiple papers, each with unique authors, you should acknowledge co-authors as collaborators, but do not need to offer them co-authorship.
- A very general rule of thumb for talk and poster authorship is that you should offer authorship to anyone who is a collaborator on at least 50% of the results you present.

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