AMERICAN JOURNAL OF POLITICAL SCIENCE
QUICK REFERENCE FOR UPLOADING REPLICATION FILES

1. Navigate to to the American Journal of Political Science Dataverse:

   https://dataverse.harvard.edu/dataverse/ajps

2. Sign up or Log in by clicking on the appropriate box in the upper-right hand corner of the page.

3. Click on the "+ Add Data" button (located on the right side of the screen) and select "New Dataset" from the two-item dropdown list that appears. In this context, "Dataset" refers to the collection of replication files for your *AJPS* article, along with their associated metadata.

4. Make sure that "AJPS Specific Study Template" is selected in the "Dataset Template" dropdown list.

5. Enter the required Citation Metadata, along with any of the optional information that you want to provide.

   Title: Enter the title used on the final draft of your *AJPS* article and click the"Add 'Replication Data for' to Title" button.

   Author: Enter author names and affiliations. Click on the plus sign at the right side to add co-authors. The identifier field is optional but authors are strongly encouraged to use an ORCID. For more information, go to the ORCID website, at http://orcid.org/.

   Contact: The name, affiliation, and e-mail address of the person who will serve as the main contact for the article's entry in the *AJPS* Dataverse.

   Description: Use the Abstract from the final draft of the *AJPS* article.

   Subject: Click the appropriate box. For most articles, this should be "Social Sciences"

   Keyword: Enter one or more descriptive keywords for the article.

   Notes: Enter any additional information about the study.

   Producer: Enter your name (as the person producing the dataset) and affiliation. You can also enter an abbreviation and a link to your own website.

   Depositor: The name of the person who created the Dataset on the Dataverse will be entered automatically. In most cases, there is no reason to change this.

6. Add the replication files to the Dataset. Check on the "+ Select Files to Add" button to browse for files. Files also can be dragged and dropped onto the Dataset screen, or uploaded from Dropbox. It may take a few minutes to load the files. Add a description for each file in the box provided.

7. When you are done uploading files, click the "Add Dataset" button at the bottom left-hand side of the page.

8. Click on the "Submit for Review" button, near the upper right-hand corner of the page. Your Dataset will be sent to the *AJPS* Editorial Office for verification and release. You will be informed when your Dataset is released; at that point, your manuscript will be sent to Wiley for publication.

9. Need to add files to, or edit, your Dataset after it has been released by the *AJPS* Editorial Office? Just log in to your Dataverse account, navigate to the Dataset in the *AJPS* Dataverse, and click the "Edit" button in the upper-right corner of the Dataset screen. When you are finished editing the Dataset, you will need to click on the "Submit for Review" button. All modifications to Datasets in the *AJPS* Dataverse must be approved and released by the *AJPS* Editorial Office.