Method

Participants

Firstly, determine an appropriate sample size using a priori G*power analysis, and an alpha level for significance evaluation, power and effect size for estimation. State the minimal sample needed for the study. To determine minimum sample size, a priori G*power analysis was used and evaluated at an alpha level of .05, with a power of .80 and a medium effect size of .25 (Cohen, 1988). Results indicated that at least 421 participants were needed.

Secondly, state the age range, the central tendency (*M*) and variability (*SD*) of age, gender distribution, and ethnic group, if any, including percentages for comparison of the final sample. The sample comprised undergraduate students ($N = 421$), of which 60% identified themselves as female, 38% as male, and 2% as transsexuals. The participants were between the ages of 23 and 26 years ($M = 25.1$, $SD = 2.1$).

Commented [KC1]: Include power analysis of sample size in **Participants**. This gives readers the rationale of why the specific number of participants were recruited. This section should also include issues of data collection that affect the final number of participants, as well as the screening criteria for participation, if any.

Commented [KC2]: Do not report redundant information.

Design

Describe the specific design of your study; include variables and justifications. This experiment used a 3 (Workplace Recreation: Physical Activity, Non-physical Activity, Absence) x 2 (Gender: Male, Female) between-participant factorial design.

Commented [KC3]: **Design** is used to give the information for a specific study. If the research paper contains multiple studies, Design must be stated for *each* of the studies.

Materials and Procedure

Be specific so that other researchers can replicate and validate your study. Describe the settings and locations in which the data was collected, any reward for participation, as well as ethics approval for the study. Describe the experimental tools or materials used in the experimental study. Examples of such materials include videotapes, scenario sheets, vignettes, images, games and others. You should also detail the names of the variables to be measured or manipulated using the tools, as well as different characteristics of the tools for each experimental group/condition.

Commented [KC4]: There is no standard format for the order of these sub-headings. However, in experimental studies, we report in the IV-DV order. **Materials** should be before **Measures** because materials are used to manipulate IVs but measures are used to measure DVs.
In most papers, **Materials** will be combined with **Procedure** because materials describes how the IVs were manipulated, while procedure tells readers the steps of the IV manipulations. After Procedure, we proceed to give details of measures.

Commented [KC5]: ***Note***: In correlational studies, this sub-heading will be called '**Procedure**' – instead of Materials and Procedure. There will be no **Materials** in a correlational study. All IVs and DVs in correlational studies are to be measured, not manipulated.

Include information relating to assignment of participant into control and experimental groups, order of distribution of materials/tools, and manipulation of all independent variables for experimental studies. Include also distribution of information sheet and consent to participate in study, as well as any mitigating processes related to ethics approval such as the right to stop participation if the participant feels discomfort, and/or access to counselling if necessary.

Measures

Describe the specific instruments you used in your study to collect data (e.g., manipulation check variables, IVs, DVs, demographics used in the study). When describing the measures, do discuss the reliability of the measures used. The details include names of the measures and definitions of constructs, one sample item of each scale or sub-scale, the type and characteristics of the response scale (e.g., categorical; male, female), how scores were measured or calculated as well the unit of measurement (e.g., years, seconds), if any.

Write as follows. The *Productivity* scale (α = .89) consisted of two sub-scales: *Time* (α = .90) comprising five items adapted from Ryan (1997; e.g., “I spent a lot of time to complete each of my routine tasks”); and *Output* (α = .91) comprising four items adapted from Pumer (1985; e.g., “In the past week, I generated great work outcomes”). All items were measured on a 7-point Likert scale (1 = *Strongly Disagree* to 7 = *Strongly Agree*). Higher scores reflect higher productivity.