

Our Guidelines to Data Publishing

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Policies? Or Guidelines with supporting Tools?

The **Dataverse repository** hosted at Harvard is **open to all researchers and all disciplines.**

Based on almost a decade of data sharing and data infrastructure and tool building, Dataverse has developed a set of **guidelines to standardize Data Publishing.**

Guidelines for Data Publishing*

- ❑ A published dataset must contain at a minimum **a required subset of citation metadata** and one or more data files
- ❑ A dataset is assigned a **data citation** compliant with the **Joint Declaration of Data Citation Principles**.
- ❑ We **encourage and facilitate** sharing sufficient information (domain-specific metadata and complementary files) to enable **reusability**.
- ❑ We **encourage and facilitate** free, accessible data by assigning default **open data** licenses to both metadata and files, **but** allowing **terms of use and restrictions** to files **when needed** (metadata must remain open)
- ❑ Once a dataset is published, it cannot be unpublished. **Versioning** is supported for changes in files or metadata. **Deaccession** is supported when a dataset must be retracted, but citation information remains.
- ❑ A dataset might be associated to zero, one or more publications.

***Based on Dataverse 4.0 (coming this Spring)**

Guidelines for Connecting Journals to Data

We encourage and facilitate integration between Journals and Data through Dataverse by:

- Supporting multiple workflows:
 - Seamless integration with Journal Publishing system
 - Direct submission to a Journal Dataverse
 - Listing data citation assigned by Dataverse in article's references
- Supporting multiple journal data policies:
 - Dataset may be either required or **optional (most common)** upon article submission
 - Dataset may be published before, **at the time (most common)** or after article is published
 - Dataset is peer-reviewed during article review **(less common)**
 - Dataset is published even if article is not published **(not common)**