

# SowiDataNet datorium

Submitting and describing research data

Version 1.1

## Contact

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# 1 Introduction

With SowiDataNet|datorium (<https://data.gesis.org>), GESIS offers a technical platform for the storage, documentation, and dissemination of research data from projects in the field of economics and the social sciences. The primary objective of the service is to support the preservation of valuable research data and to promote the sharing and accessibility of these data.

To this end, researchers can upload research data to the platform and describe them with structured metadata. The data are assigned a persistent identifier (DOI), thereby rendering them unambiguously referenceable and citable.

GESIS supports the idea that access to publicly funded research data should be as open as possible. Hence, only data that are in principle intended for public release and (scientific) re-use may be deposited in SowiDataNet|datorium.

After release, the metadata describing the data are freely searchable on the Internet. Usage of the actual research datasets is subject to the terms of access chosen by the depositor.

Besides research datasets, routines or scripts used for data transformations and analyses, and other documents (for example methodology reports) describing the projects or the data may also be deposited in SowiDataNet|datorium. The upload and description of the data with metadata is carried out by the depositor. As the operator of the platform, GESIS subjects all data and materials to review before public release and reserves the right to decline to accept projects or research data and documents in full or in part.

## 2 Describing and uploading research data

### 2.1 Registration

To submit research data to SowiDataNet|datorium researchers have to register an account with the GESIS Data Archive for the Social Sciences. The registration form can be found at: <https://login.gesis.org> by clicking on "You are not yet registered?".

Complete all mandatory fields and accept the usage regulations and the privacy policy. After confirming your email address you can log into SowiDataNet|datorium with this account. Before uploading research data, however, please add a postal address to your account. To this end, please log in at <https://login.gesis.org/> once more and add the address in the respective section.

Figure 1: Adding address information

Account

Address >

Log out

### Store address data for data upload

If you intend to publish research data via the [SowiDataNet|datorium research data repository](#), please enter your address information here. This information is required for the publication process.

Institution

Department

Street/Number

Postalcode/City

Cancel Save

## 2.2 Create submission

In the horizontal navigation bar, click on “My submissions” and select “New submission”.

First you are asked to select the collection in which your data will be published.

Some institutions cooperate with SowiDataNet|datorium for the archiving and publication of research data. Among others, this includes support of the submission process by a dedicated staff member of your institute.

If your institute is a SowiDataNet|datorium cooperation partner, select the correct name from the dropdown menu. Otherwise select “Continue without selection” (see figure 2).

Figure 2: Choose collection

Home My submissions ▼ Terms of Use FAQ Log out

### Begin new submission or edit draft

Some institutions cooperate with SowiDataNet|datorium for the archiving and publication of research data. Among others, this includes support of the submission process by means of an initial check of the entered information by a dedicated staff member of your institute.

If your institute is a SowiDataNet|datorium cooperation partner, select the correct name from the dropdown menu. Otherwise select “Continue without selection”.

Continue without selection ▼

Continue

You will then be forwarded to the submission form. This consists of five sections:

- *Basic information*: core bibliographical information
- *Content*: Information on the subject fields and thematic focus of the data
- *Method*: Information on the research design
- *Additional notes*: Use licenses and further information
- *File upload*

The section “Basic information” contains four mandatory fields (Title, Primary researcher, Publication year, Availability). These have to be completed to publish the research data and to register a DOI. To ensure that your data can be discovered and re-used we recommend that you fill in as many fields as possible in all sections of the form.

### **2.3 Availability of research data**

If you publish your research data in SowiDataNet|datorium, you can decide under which conditions the data can be downloaded for re-use. The following access classes are available:

1. *Free access (without registration)*: The research data are accessible without further restrictions for all users in accordance with the terms of use.
2. *Free access (with registration)*: The research data are accessible without further restrictions for all registered users in accordance with the terms of use.
3. *Restricted Access*: The research data are not freely available. If you wish to obtain access to research data with this restriction, you must seek the consent of the data depositor: at the attempt to download the data, an e-mail form is generated. With this form, access to the data can be requested from the responsible curator. In consultation with the data depositor, the curator will make the data accessible for the user.
4. *Embargo*: For those who do not want to make their research data accessible to others immediately, the data may be put under an embargo for a period of up to two years. The metadata of the research project will be published immediately, but the data itself will only become available after the specified period. At the end of the embargo period the uploaded data will be published automatically for either free or restricted access.







### **2.4 Assigning Creative Commons Licenses**

Research data published in SowiDataNet|datorium can be offered under a Creative Commons license. The license determines in which ways the data may and may not

be used (see table 1). Data depositors can select a license during the submission process.

Please note that assigning a Creative Commons license is only possible if you select “Free access (without registration)” under availability as otherwise there is a conflict between Creative Commons license and stated availability.

Table 1: Creative Commons Licenses

CC BY 4.0		Attribution
CC BY-SA 4.0		Attribution, Share Alike
CC BY-ND 4.0		Attribution, No Derivatives
CC BY-NC 4.0		Attribution, Non-Commercial
CC BY-NC-SA 4.0		Attribution, Non-Commercial, Share Alike
CC BY-NC-ND 4.0		Attribution, Non-Commercial, No Derivatives

## 2.5 Methods descriptions on file level

After describing your research project in the sections *Basic information*, *Content*, *Methods*, and *Additional Notes*, you can add files in the section *File upload* and add file-level descriptions. In particular, you can add information on the used methods if those differ from the methods of the project as a whole. If you carried out surveys in several European countries, for example, you would state the Geographical location as “Europe” on project level, but name the individual countries on file level.

Please upload a file and select the document type (Research data, Questionnaire, Codebook, Project report, Methods report, Technical report, Syntax, Other document).

## 2.6 Replication server conventions

Data depositors who submit research data or code to the replication server (*Replikationsserver*, <https://www.gesis.org/replikationsserver/home/>), please note the following:

- *Title*: Please add the prefix “Data:” to the title of your data (Example: “Data: Publication Bias in the German Social Sciences”).

If you carried out a secondary analysis and want to share your syntax file, please use the prefix “Code/Syntax:” (Example: “Code/Syntax: Publication Bias in the German Social Sciences”).

- *Availability*: Please set the availability of your data in accordance with potential requirements made by the journal in which you publish your article.
- State that your data or code belong to a publication in one of the participating journals, e.g. *Zeitschrift für Soziologie* and complete the relevant fields (see figure 3).
- Add *Year, Volume, and Reference publication* following the journal guidelines if applicable, e.g.
  - For *Zeitschrift für Soziologie*: Name, First name, Year: Title. Subtitle. Zeitschrift für Soziologie Issue: pages.
  - For *Soziale Welt*: First name Last name: Title, in: Soziale Welt (SozW) Volume (Year), Issue, pages.

Figure 3: Replikationsserver

I am preparing a publication for the journals *Zeitschrift für Soziologie* or *Soziale Welt* and have agreed to publishing the underlying research data and any code required to replicate the results in datorium.

Journal name

Volume

Issue

Journal publication reference

## 3 Terms of Use

The following is a summary of the most important terms of use. Please find the complete terms at <https://data.gesis.org/>.

### 3.1 Characteristics and Purpose of the Service

With SowiDataNet|datorium, GESIS offers a technical platform for the storage, documentation, and dissemination of research data from projects in the field of economics and the social sciences. The primary objective of the service is to support the preservation of valuable research data and to promote the sharing and accessibility of these data.

To this end, researchers can upload research data to the platform and describe them with structured metadata. The data are assigned a persistent identifier (DOI), thereby rendering them unambiguously referenceable and citable.

After release, the metadata describing the data are freely searchable on the Internet. Usage of the actual research datasets is subject to the terms of access chosen by the depositor (see Section 2.3).

### 3.2 Availability and backup of data

The physical preservation of all deposited objects and metadata is guaranteed for the operating lifespan of SowiDataNet|datorium, but at least for a minimum period of ten years. Longer retention periods, or the ingestion of the objects into the GESIS Data Archive for the Social Sciences for the purpose of long-term archiving, may be considered on request.

Once published, GESIS does not alter the objects deposited in SowiDataNet|datorium. Rather, we focus on their physical preservation (so-called bitstream preservation). Permanent usability and interpretability of the data therefore cannot be guaranteed as it depends on the availability of the formats in which the respective objects were deposited or rather on the availability of the corresponding software.

Datasets and metadata are backed up on a daily basis and multiple copies are stored at separate locations. All files are stored with a checksum. These checksums are verified regularly to ensure that no changes have been made to the corresponding files.

Once deposited, there is no provision for the deletion of datasets. In justified exceptional cases (for example faulty files), data may be withdrawn after consultation. However, the research project in question will continue to be publicly referenced



in SowiDataNet|datorium and the DOI assigned to it will continue to resolve to the corresponding entry in SowiDataNet|datorium. A note concerning the withdrawal of the data will be added to this entry.

### **3.3 Legal framework**

On submission, depositors grant GESIS a non-exclusive right of use of the digital datasets and documents deposited in SowiDataNet|datorium, in particular

- the right to systematically archive these datasets and documents and to modify them for the purpose of long-term digital storage and dissemination. When so doing, GESIS may use all appropriate technical means, formats and methods.
- the right to make datasets and documents publicly accessible on a permanent basis – also for download.

As this does not affect the depositor's copyrights, the data and documents may, for example, also be submitted to other institutions for the purpose of archiving or publication.

On submission to SowiDataNet|datorium, data and additional materials must be free from third-party rights, and the relevant data protection provisions must be respected. In particular, datasets that contain individual-level data (for example survey data) must be anonymised in a way that makes the identification of individuals impossible (de facto anonymity).

GESIS reserves the right to decline to accept data and other materials or to remove already accepted data and materials from the repository should doubts arise as to the legal permissibility of archiving them.

### **3.4 Access to Data and Metadata**

Only research data intended for dissemination and (scientific) re-use may be archived in SowiDataNet|datorium. Depositors may choose between the following options for making their research data and other documents accessible to users (see Section 2.3):

- Free access (without registration)
- Free access (with registration)
- Restricted Access
- Embargo (2 years maximum)

Descriptions of the research data and documents or of the projects (metadata) are accessible to, and searchable by, all interested parties via the Internet without prior registration. In keeping with the [Usage Guidelines for the GESIS DBK \(Data Catalogue\) Metadata](#), they are published under a [CC0 license](#).

## 4 Preparing data for submission

*Data protection:* Please make sure in particular that your data does not contain personal data. Identifiers such as names of participants, schools or employers, addresses, and phone numbers have to be removed. Indirect identifiers also bear a risk of de-identification and may have to be removed. The SowiDataNet|datorium offer support in case of questions.

*Data documentation:* To ensure that your data can be understood, at least a codebook or questionnaire are required. All variables and, if feasible, variable values should be labeled.

The [CESSDA Data Management Expert Guide](#) offers guidance on the topics of

- data protection and anonymization ([Chapter 5](#))
- data documentation and metadata ([Chapter 2](#)).