GESIS Leibniz Institute for the Social Sciences

Archiving Basis

Submitting and describing research data

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Contact

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1 Introduction

With *Archiving Basis* (https://data.gesis.org/sharing), GESIS offers a free-of-charge service 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.

After release, the metadata describing the data are freely available on the Internet. (Re-)use of the actual research datasets is subject to the terms of access chosen by the depositor.

In addition to research datasets, researchers are encouraged to deposit routines or scripts used for data transformations and analyses, and other documents (for example, methodology reports) describing the projects or the data via *Archiving Basis*. 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 GESIS researchers have to create an account in GESIS's central user registration. 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 *Archiving Basis* with this account. Before uploading research data, however, please add a postal address to your account. To do so, please log in at https://login.gesis.org/ once more and add the address in the respective section.

Figure 1: Adding address information

2.2 Create submission

On the home page of *Archiving Basis* https://data.gesis.org/sharing, click on "My submissions" in the horizontal navigation bar. This will open your dashboard. start a new submission with the dedicated button (see 2).

Figure 2: Begin new submission

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

Some institutions cooperate with GESIS 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 GESIS cooperation partner, select the respective name from the dropdown menu. Otherwise select "Continue without selection" (see figure 3).

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

- *Basic information*: core bibliographic information

- *Content*: Information on the subject fields and thematic focus of the data

Figure 3: Choose collection

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 via *Archiving Basis*, 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 via *Archiving Basis* 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 asa 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 figue 4).

- 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 4: 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

Zeitschrift für Soziologie ⌄

Volume

2019

Issue

1

Journal publication reference

Rapp, Ingmar und Elif Sari, 2019, Wie beeinflussen Kinder das Eingehen neuer Partnerschaften? Ein Vergleich zwischen Alleinerziehenden und Kinderlosen. Zeitschrift

3 General Terms and Conditions

Before submitting your data to GESIS you are requested to agree to the General Terms and Conditions. By doing so, you grant GESIS the non-exclusive right to archive and publish your files, among other things. The complete Terms of Service can be downloaded here: https://data.gesis.org/sharing/docs/Archiving_conditions_BASIS.pdf

4 Preparing data for submission

Our How-to Guide Data Sharing provides information on how best to prepare 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 *Archiving Basis* team offers 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).