



## Instructions for depositing data in Tilburg University Dataverse

Version 2.0

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## 1. Introduction

### 1.1 About Tilburg University Dataverse

Tilburg University (TiU) Dataverse is the central online certified repository for research data at Tilburg University. The TiU Dataverse is managed by the Research Data Office (RDO) at Library and IT Services (LIS). It can be found at the website <https://dataverse.nl/dataverse/tiu>.

TiU Dataverse takes part in the DataverseNL network. DataverseNL is a shared data service of several Dutch universities and institutions. The data management is in the hands of the member organizations, while the national organization *Data Archiving and Networked Services* (DANS) manages the network. DataverseNL is built upon a scientific platform developed by Harvard University and is used worldwide. Tilburg University is the only Dataverse within DataverseNL that is certified with the CoreTrustSeal (<https://www.coretrustseal.org/>).

### 1.2 When to deposit

The core element of the [Tilburg University data policy](#) is that the empirical data of all academic research studies which are reported in academic publications, should be documented and archived in such a way that they can be replicated. But also when the data are unique in their kind and when the exact same data collection cannot be replicated (for example, because the data are related to a unique time and place), it is important to share these data with other researchers.

When the data cannot be shared with others, they can often still be archived in TiU Dataverse to ensure safe storage. You can then choose for restricted access. In some cases, it may not be possible to archive your data in Dataverse (or any other repository); to archive and/or share the data, they have to be free of any author rights by third parties, copyrights, or other third party legal rights. See for more information e.g. [‘The legal status of raw data: a guide for research practice \(pdf\)’](#).

Data sets should be deposited at the latest when you publish a paper or other publication based on the data. Note: data sets can also be deposited before the actual publication of research results. TiU Dataverse is, however, not meant for storage of working versions. Your data package should be finished and complete.

### 1.3 More information

More information on the Tilburg University data policy, TiU Dataverse and research data can be found here: <http://www.tilburguniversity.edu/datamanagement>

## 2. Instructions for preparing data

These are the instructions for TiU researchers on how to prepare data and related documentation in order to deposit the data in TiU Dataverse.

### 2.1 What to deposit

To deposit your data in TiU Dataverse, you need to prepare the following files:

- Data file(s)
- Data report (see Appendix A) and supplemental materials

These files together form the so called 'data package'. The data package needs to be complete before you start depositing your data in Dataverse.

## 2.2 Preparing your data files

### Selecting your data files

During your research you may create a lot of versions of your data files. Which data files are the most relevant for archiving and reuse? These may be the original data files which you have clearly labelled. The funding parties often require to disseminate the original data files. You may also want to include the files which you have processed, and which are directly linked to your research outcomes, as well as the scripts you have used to process your data.

The decision on which files are most relevant for archiving and re-usage needs to be made by the principal investigator, as he/she himself/herself is the most familiar with the content of the research project.

### File formats

To ensure the accessibility of the data, TiU Dataverse only accepts data formats that are universally used and guarantee access to it in the future. Preferred data formats are listed on the website of *Data Archiving and Networked Services* (DANS):

<https://dans.knaw.nl/en/deposit/information-about-depositing-data/before-depositing/file-formats>

If you wish to deposit files in a different format, please contact the LIS Data Curator ([dataverse@tilburguniversity.edu](mailto:dataverse@tilburguniversity.edu)).

### File size

File sizes up to 10 GB can be deposited in Dataverse. If your file size exceeds these limits, please contact the LIS Data Curator ([dataverse@tilburguniversity.edu](mailto:dataverse@tilburguniversity.edu)) to learn about other possibilities for data deposit.

### Variables and other data entities

Whether you deposit a statistical data set or e.g. a database of images or text files, you should clearly structure and label the variables/data entities. It is important that the data files and their descriptive metadata are clear and comprehensible to third-parties that are not familiar with your research.

### Privacy

When depositing human related data, the data should be completely anonymized. This means they should contain no information that can be used to directly or indirectly identify the respondents, for example:

- Names of persons (remove)
- Address, postal code, telephone number, email addresses, or any other contact information (remove)
- Citizens service number, insurance number, bank account number, IP address, or any other identification number used by a third party (remove)
- Birth dates (can be recoded to birth year or age)
- Exact occupations (can be recoded to occupational categories)
- Exact medical details, such as very rare illnesses or other conditions (can be recoded to categories)
- Other exact personal details which occur very rarely in the population, e.g. country of origin, participation in an association (can be recoded to categories)

Please be aware that your data may also contain other sensitive data than mentioned above and that you should remove any directly and indirectly identifiable personal information from the data

file which you wish to share. For more information about anonymization see:

<https://www.cessda.eu/Training/Training-Resources/Library/Data-Management-Expert-Guide/5.-Protect/Anonymisation>

**Note:** When your data files are pseudonymized (i.e., you kept a separate key file with identifying information that can be linked to the data file(s)), it is still possible to deposit your data in Dataverse. However, the pseudonymized data should be deposited using the 'restricted access' functionality and not be made public (see also Appendix B, number 12).

## 2.3 Preparing your documentation

The documentation about the data is as important as the data themselves. Without a clear description of the data and their origin, the data are not accessible for further usage or checks.

- The key components of data documentation include information about the research organization, research context, data retrieval, and of course the content of the deposited files. To document your data, please use the **Data report template** (see appendix A). **The data report is always publically available!**
- You should also include relevant supplementary materials, such as a lab books, interview reports, consent forms (empty), or other documentation depending on the data type. Include all documentation that is needed for others to understand your data.

## 3. Data deposit procedure

When your data and related documentation are complete, you can start the deposit procedure.

### 1. Choose your deposit procedure

There are two ways to deposit your data in Dataverse<sup>1</sup>:

- 1) Deposit your data in TiU Dataverse yourself: See the procedure in **Appendix B**, or
- 2) Deliver your data package to the LIS Data Curator, using SURFfilesender. The data curator will do the deposit for you; See the procedure in **Appendix C**.

### 2. Confirmation of data reception

The LIS Data Curator sends an email within two working days to inform you that the data package has been received.

### 3. Data deposit check

When the LIS Data Curator has received the data (via the deposit procedure of your choice), a quality check will be carried out to ensure that the data and documentation meet the requirements<sup>2</sup>. If the data package does not meet the requirements, the LIS Data Curator will contact you by email to ask for improvements.

### 4 & 5. Data entry and check

When the requirements are met, the data package and meta data will be entered in TiU Dataverse (in case you chose the first deposit procedure, you already completed this step). The deposit will be checked by a second LIS Data Curator.

### 6. Data publication

<sup>1</sup> Researchers of TSB: Social Psychology can still use their own deposit procedure.

<sup>2</sup> TiU Dataverse complies with the requirements of the CoreTrustSeal certification.

When the data deposit in TiU Dataverse meets the requirements, the data package is published in accordance with the access status defined by you in the data report.

### **7. Notification on completion**

The LIS Data Curator will inform you by email when the archiving has been completed, including the location and access status of the data package. The aim is to complete the archiving procedure within two weeks, if the data package complies with all the requirements.

For questions about the data deposit, please contact the LIS Data Curator ([dataverse@tilburguniversity.edu](mailto:dataverse@tilburguniversity.edu)).

## APPENDIX A    Template Data Report

Title	Comprehensive name of the data package (note: <i>not</i> the title of the publication). Examples: ' <i>Health behaviour in school-aged children - HBSC Nederland</i> '; ' <i>General Household Survey, 2001-2002</i> '.
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### Organization

Author	Names of the primary and all other investigators / authors of the data (each on a separate line).
Affiliation	Affiliation of all investigators / authors of the data, e.g. 'Tilburg University, Tilburg School of Humanities'.
Email	Email address of the Author for correspondence.
Distributor	This always is: DataverseNL.
Ethical clearance	If applicable: Was this study reviewed by an ethical committee and did it receive ethical clearance?
Preregistration	If applicable: Was this study preregistered, and if so, where can this preregistration be found?

### Research context

Description	Short description of the data, the topic of the research and the main research questions.
Kind of data	Define the type(s) of data. E.g. survey data, experimental data, annotated corpora. Even if no types are defined, here must be filled in: Miscellaneous data.
Publication	Citation of the related publication(s) (APA style), if available.
Keywords	Keywords describing the content of the data (about 5 keywords max.), always including: 'Tilburg University' and an indication of the research area: Economics, Humanities, Law, Religious Studies, or Social Sciences.

### Data production

Producer	Tilburg University (this is always 'Tilburg University', even though the organization that had the financial and/or administrative responsibility for the data creation can be different).
Production date	Date of collecting or producing the data. [Begin date: day-month-year] - [End date: day-month-year].
Method	How the data were collected/retrieved. To be completed also when secondary data are used.
Universe	(if applicable) A description of the population covered by the data in the file. The group of people (or other elements, such as organisations, deaths, countries...) that are the object of the study. Age, nationality, residence, and other factors help to delineate a given universe.
Data sources	(if applicable) The books, articles, serials or machine readable data files that served as the sources for the data files.
Country / Nation	Geographic coverage of the data. For example: the Netherlands.

### Rights and restrictions

Restrictions (file permission)	Restricted (when data can only be shared with other DataverseNL users on request) or Public (data are publically available).
License	When data are publically available, what is their license? (TiU recommends CC0 or CCBY; see 14 in the deposit manual in Appendix B).
Rights	If applicable, indicate any third party restrictions on the access to or use of the data.

Data retention period	The period you are required or wish to retain the research data in a repository (the Tilburg University research data management regulations state 10 years).
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**Read-me**

Data files	Provide a list of the included data files, with type (e.g., SPSS, Excel) and a short description of each file (e.g., cleaned data file, raw data file, etc.)
Supplemental material	Provide a list of the supplemental material and a short description of each file (e.g., questionnaire, log book, lab book, informed consent form (empty), code book etc).
Structure data package	Describe how the files (data files and supplementary material) are related to each other (e.g., a tree structure of the files).

## APPENDIX B Deposit procedure 1: Deposit by researcher

The steps below explain how you can deposit your data in TiU Dataverse.

1. Go to <https://dataverse.nl> and click 'log in' at the right upper corner (Figure 1):

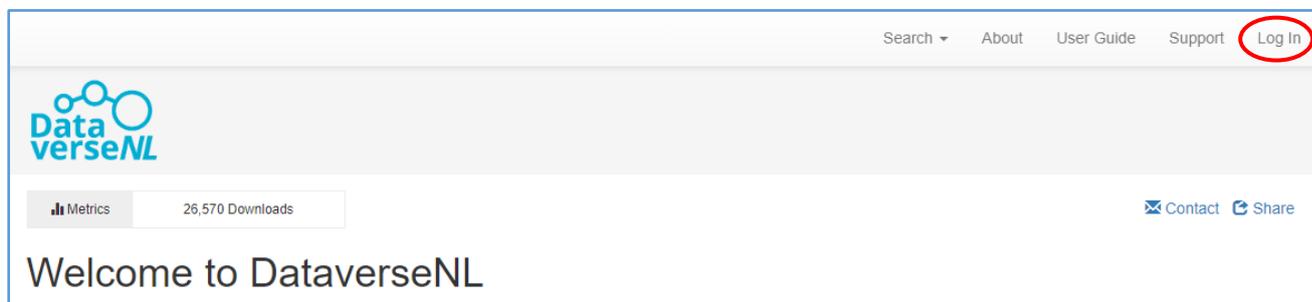


Figure 1.

2. Click at the button 'institutional login'. Then select 'Tilburg University' (Figure 2):

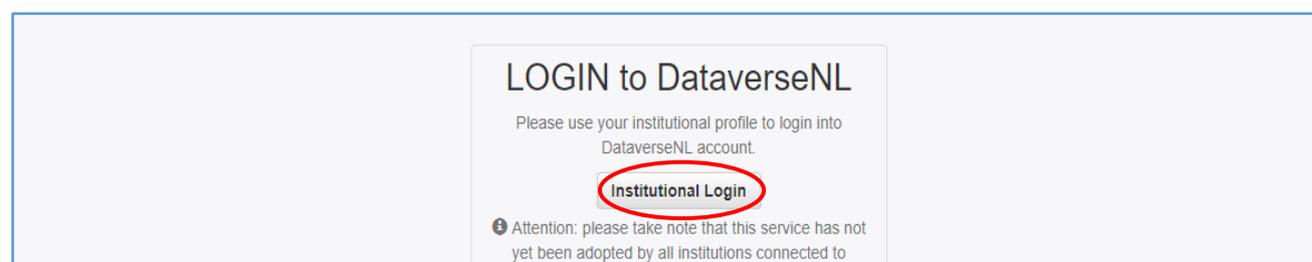


Figure 2.

3. When you login at DataverseNL for the first time, you will have to give permission to send your information to DataverseNL (Figure 3):

DataverseNL - DANS needs your information before logging in

The service needs the following information to function properly. These data will be sent securely from your institution towards DataverseNL - DANS via [SURFconext](#) .

The following information will be shared with DataverseNL - DANS:

**Tilburg University** [Are the details below incorrect?](#)

First name	John
Surname	Doe
Email address	J.Doe@Tilburguniversity.edu
Affiliation	<input type="checkbox"/> employee <input type="checkbox"/> student
Organization	uvt.nl
Institution user ID	123456@uvt.nl

**SURFconext** [Explanation](#)

Identifier	23a65ba23fa765b123a354ab7654f2096gaf0615
------------	--

Do you agree with sharing this data?

**Yes, proceed to DataverseNL - DANS** [No, I do not agree](#)

Figure 3.

**4. Accept the terms of use (see additional terms in Appendix D) and create an account**  
(Figure 4):

**Account Information** – This information is provided by your institution and will be used to create your Dataverse account.

Account Information

**Name** John Doe

**Email** J.Doe@tilburguniversity.edu

**Affiliation** Tilburg University

**General Terms of Use \***

### Acceptance of Terms of Use

The following terms and conditions govern all use of the DataverseNL website (<https://dataverse.nl/>) (**the Site**) and the services available on or at the Site (taken together, **the Service**). The Service is operated by Data Archiving and Networked Services (**DANS**). The Service is offered subject to acceptance without modification of all of the terms and conditions contained herein (**Terms of Use**) and all other operating rules, policies and procedures that may be published from time to time on this Site by DANS.

You represent and warrant that you are not under any obligation or restriction created by law, contract or otherwise that

have read and accept the Dataverse General Terms of Use as outlined above.

**Create Account** Cancel

Figure 4.

**5. Your account is now created and you see an overview of your account information.**  
Click the link 'DataverseNL' to start depositing your data (Figure 5):

**DataverseNL** Account

My Data Notifications Account Information API Token

Account information cannot be edited when logged in through an institutional account. Leaving your institution? Please contact DataverseNL support for assistance.

**Username** John Doe

**Given Name** John

**Family Name** Doe

**Email** J.Doe@tilburguniversity.edu ✓ Verified

**Affiliation** Tilburg University

Figure 5.

**6. Scroll to and click at the Dataverse of Tilburg University (Figure 6):**

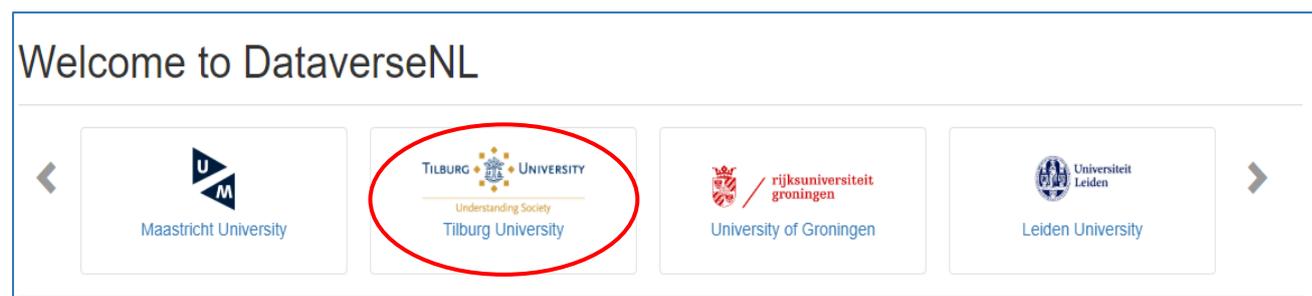


Figure 6.

**7. Select your school and subsequently your department (Figure 7):**

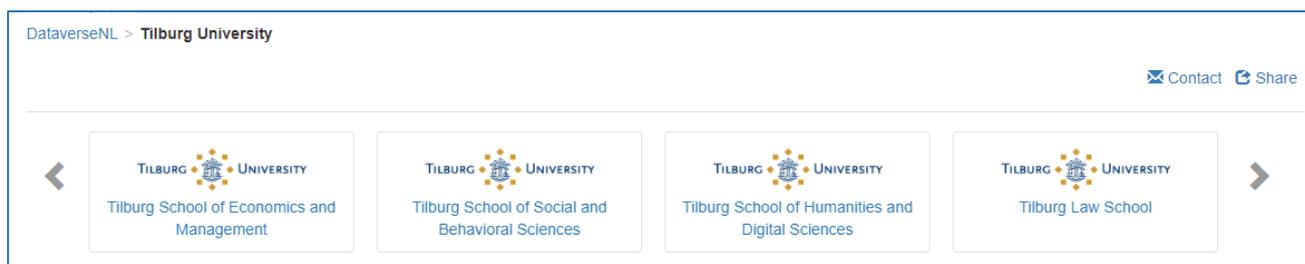


Figure 7.

**8. Click 'Add Data' and select 'New dataset' (this is the only option you will see) (Figure 8):**

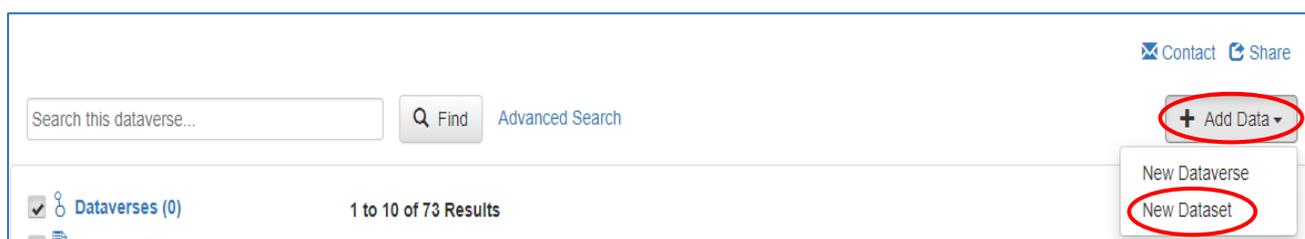


Figure 8.

**9. Select the dataset template 'Standard Tilburg University Template' (Figure 9):**

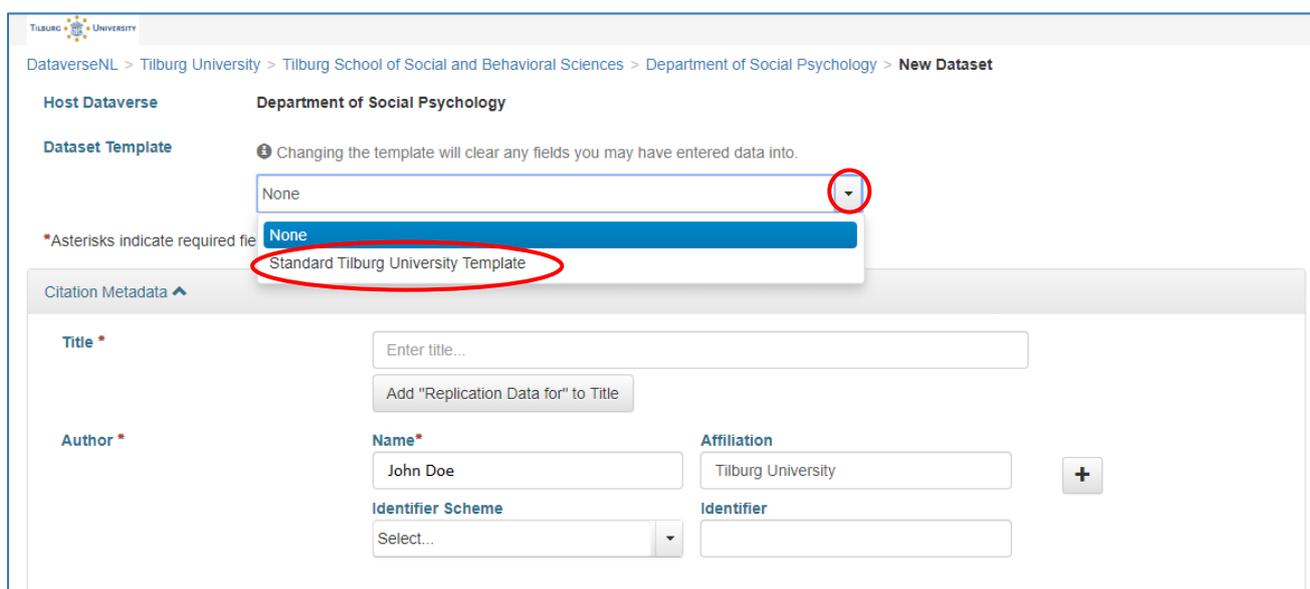


Figure 9.

**10. Fill in the metadata fields.** Metadata make your data searchable, discoverable and understandable for others. If you have selected the 'Standard Tilburg University template' (step 9), some metadata fields are already filled in for you. Fields indicated with an asterisk are mandatory. We encourage you however to fill in as many fields as possible. Hover over the question marks if you need some more information.

**Tip:** If you fill in your ORCID (Figure 10), your dataset will be linked to your profile page in [NARCIS](https://narcis.nl). For instructions how to create an ORCID, see <https://libguides.uvt.nl/orcid>.

Citation Metadata

Title \*   
 Add "Replication Data for" to Title

Author \*   +

Identifier Scheme \*    
 Select...  +

Contact \*   +

Description \*

Figure 10.

**Keywords:** If you enter keywords, use a separate field for each keyword by ticking the '+' button. Always include the keywords 'Tilburg University' and an indication of the research area: 'Economics', 'Humanities', 'Law', 'Religious Studies', or 'Social Sciences'.

#### 11. Upload your data files, supplemental material and the data report (Figure 11).

To maintain the folder structure when uploading a dataset, the entire folder must be added as a zip file. Dataverse then extracts this zip automatically, but retains the folder structure. To make the structure visible, click under the tab 'Files' on the button 'Tree' (Figure 12).

Files

For more information about supported file formats, please refer to the [User Guide](#).

Upload with HTTP via your browser

File upload limit is 9.3 GB per file. Select files or drag and drop into the upload widget.

+ Select Files to Add

Drag and drop files here.

Figure 11.

Description Test

Subject Arts and Humanities

Keyword Tilburg University

Files Metadata Terms Versions

Change View Table Tree

Test Dataverse

- Data report.pdf (172.1 KB)
- Datafiles
- Supplemental material

Figure 12.

12. For each file you upload you can indicate whether this file is openly available for others (**Unrestricted**), or not (**Restricted**). Pseudonymized data files should always be restricted. When a file is restricted, a little green lock appears (Figure 13). When you restrict files, you have the option to tick the box 'Enable access request'. This means that you allow users to request access to your files. Access requests of users are send to [Dataverse@tilburguniversity.edu](mailto:Dataverse@tilburguniversity.edu). The LIS data curators will contact you to ask for your permission to grant or deny access to your data. **Note:** when your contact email address is no longer in use (for example after you leave TiU), the head of your department will be asked to grant or deny access. Even for unrestricted files you can set access or user conditions (licenses; see 14). The data report and metadata are always openly available (*Unrestricted*).

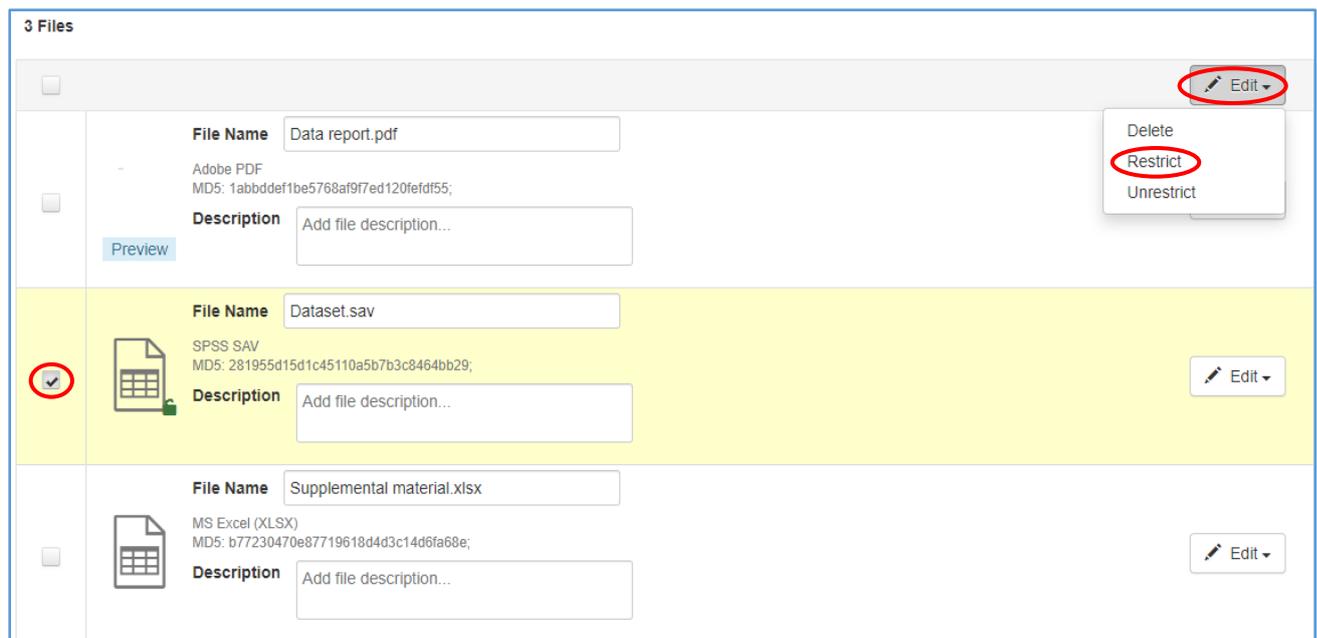


Figure 13.

13. Click 'Save Dataset' at the bottom of the page (Figure 14). After you saved the dataset, it is possible to add more metadata by clicking the 'Edit dataset' button.

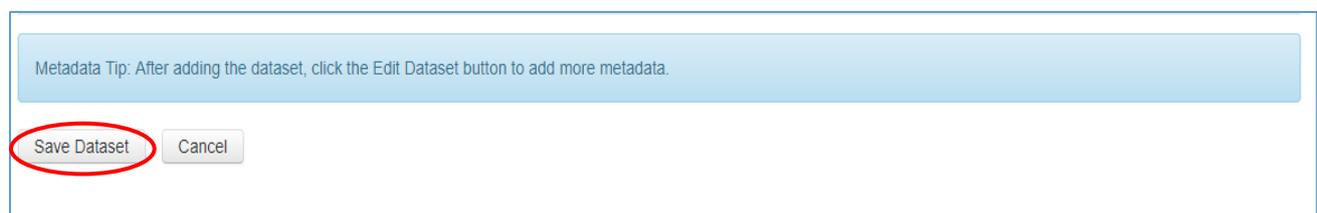


Figure 14.

14. Once you saved your dataset, you will see the tabs 'Files', 'Metadata', 'Terms' and 'Versions'. **When you click at the tab 'Terms', you can define the conditions under which your data are available for reuse.** The default license of datasets in Dataverse is CC0 (Creative Commons zero). CC0 means that researchers place their work in the public domain, so that others can reuse and build upon this work for any purposes without restrictions. To stimulate open science as much as possible, **TiU recommends to apply the CC0 or CC BY license.** The CC BY license means that others can reuse and build upon your work as long as they credit you for the original creation. If you don't want to apply the CC0 license, click at 'Edit Terms requirements' (Figure 15):

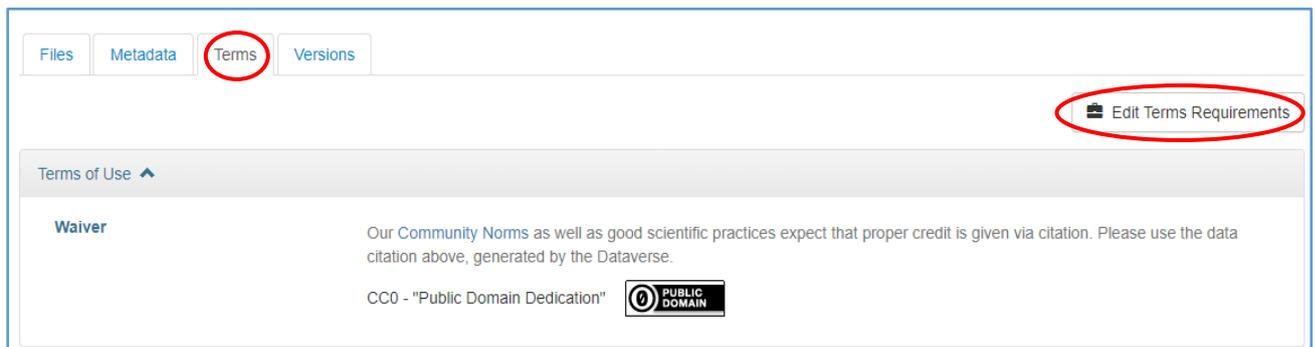


Figure 15.

Then, click at 'No, do not apply CC0 – "Public Domain Dedication"' (Figure 16). The field 'Terms of Use' appears and you can define the conditions under which your dataset is available for reuse. You could add the CC BY license, or one of the other Creative Commons Licenses (see Table 1 below. For more information, see <https://creativecommons.org/licenses/>).

For restricted datasets you can also compose your own Data Usage Agreement. A Data Usage Agreement includes statements on the terms and conditions of use. When others want to use your data, they have to agree with these terms and conditions before they can gain access. See the [example of a Data Usage Agreement in Dataverse](#), or an [example of the Donders repository](#).

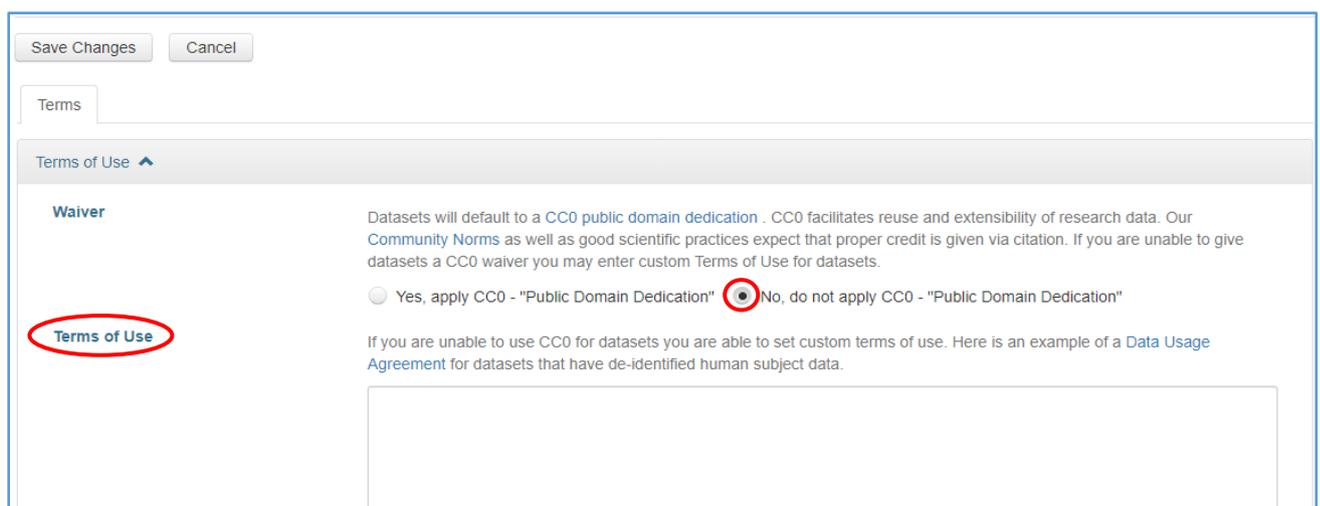


Figure 16.

**Table 1. Creative Commons Licenses.**

License	Can I copy & redistribute the work?	Is it required to attribute the author?	Can I use the work commercially?	Am I allowed to adapt the work?	Can I change the license when redistributing?
CC0	Y	N	Y	Y	Y
CC BY	Y	Y	Y	Y	Y
CC BY-SA	Y	Y	Y	Y	N
CC BY-ND	Y	Y	Y	N	Y
CC BY-NC	Y	Y	N	Y	Y
CC BY-NC-SA	Y	Y	N	Y	N
CC BY-NC-ND	Y	Y	N	N	Y

CESSDA Training Working Group (2017 - 2018). *CESSDA Data Management Expert Guide*. Bergen, Norway: CESSDA ERIC. Retrieved from <https://www.cessda.eu/DMGuide>

**15. When you saved your dataset, it is not published yet ('draft')!** As long as your dataset is still on 'draft', you can make changes to the dataset. When you are satisfied with this version, click at **'Submit for review'** at the right upper corner (*Figure 17*). The LIS Data Curators will then check the quality of the dataset to ensure that the data and documentation meet the requirements of the CoreTrustSeal (<https://www.coretrustseal.org/>).

The screenshot shows the DataverseNL interface for a dataset titled "Test voor Dataverse". The dataset is in "Draft" and "Unpublished" status. A green success message at the top states "Success! – This dataset has been created". In the top right corner, there are buttons for "Contact", "Share", "Submit for Review" (circled in red), and "Edit". Below the dataset title, there is a citation box with the text: ", 2020, 'Test voor Dataverse', https://hdl.handle.net/10411/D2G4WJ, DataverseNL, DRAFT VERSION". A "Cite Dataset" button is visible on the left, and a "Dataset Metrics" box on the right shows "0 Downloads".

Figure 17.

### Done!

Once your dataset is published by the LIS Data Curators, your dataset can be found by other users. You can use the persistent URL to refer to your data, for example in a publication. Once your data is published, it is no longer possible to remove your data. Yet, it is possible to create a new version without changing the URL.

### Contact

If you need help during the deposit procedure, or want more information about DataverseNL, please contact the LIS Data curators: [Dataverse@tilburguniversity.edu](mailto:Dataverse@tilburguniversity.edu).

## APPENDIX C Deposit procedure 2: Deposit by LIS Data Curator

If you want to archive your data in TiU Dataverse, you can do this yourself (see Appendix B), or you can let the LIS Data Curator do it for you. If you want the LIS Data Curator to deposit your data, you need to use SURFfilesender to deliver the data package to the LIS Data Curator. Please follow the steps below:

1. Make sure your data package is complete (see 'Instructions for preparing data', p.1).
2. Go to <https://filesender.surf.nl/> and log in with your TiU credentials.
3. Address the data package to [Dataverse@tilburguniversity.edu](mailto:Dataverse@tilburguniversity.edu).
4. In the topic field, type: 'Data deposit for TiU Dataverse'.
5. In the remarks field, please state that you have read the **DataverseNL General Terms of Use** and you agree with it (see appendix D).
6. Please send all files at once as a zip- (or rar)-file.

If you face problems with uploading the data package, please contact the LIS Data Curator ([Dataverse@tilburguniversity.edu](mailto:Dataverse@tilburguniversity.edu)).

## APPENDIX D DataverseNL General Terms of Use

The data deposit is subject to the [DataverseNL General Terms of Use](#) (PDF, English). In order to deposit a dataset, you must understand and accept these General Terms of Use.

Please note that the General Terms of Use include that:

**Depositor** [employee at Tilburg University who wishes to deposit data package in Repository]

- Depositor declares that Tilburg University is the only holder of rights to the deposited data package.
- Depositor declares that the data package complies with the requirements outlined by Repository and the data policy of Tilburg University, as set by the Tilburg University Executive Board.
- Depositor is liable for the data package, its format and content, and the choice to disseminate the data.
- Depositor declares that concerning the data package, he/she at all times complies with the Dutch Databases act (Databankenwet), the Copyright Act (Auteurswet), and the Code of Conduct for use of personal data in scientific research developed by the Association of Universities in the Netherlands (VSNU).

**Repository** [Tilburg University Dataverse]

In addition to the DataverseNL General Terms of Use, the Repository declares that:

- The Repository will carry out its best effort to archive, and if so defined by Depositor, disseminate, the data package for at least 10 years.
- Access rights for data users to the data are defined by Depositor, based on the available options stated by Repository.
- The employees of Repository have full access to the data package for archiving and maintenance purposes.
- Repository has the right to deny inclusion of the data package in Repository or to limit its availability to data users.
- To ensure accessibility to the data package, Repository has the right to modify the format and/or functionality of the deposited files.
- If Repository ceases to exist or terminates its activities related to the deposited data package, Repository shall attempt to transfer the data package to a similar organization that will continue this statement with Depositor under as similar conditions as possible.
- Repository informs the depositor about changes concerning the deposited data to the email address provided by the depositor.

The Dutch law applies to the DataverseNL General Terms of Use and the data deposit.