Archiving of academic research What to include in your publication package



Manuscript or publication

Must include a brief description of the problem definition, research design, data collection (sampling, selection and representativeness of informants) and methods used



Materials used

Include instructions, procedures, the design of the experiment and stimulus materials (interview guide, questionnaires, surveys, tests) necessary to replicate the research



Raw data files

Provide the most direct registration of behaviour or reactions of participants. Think of unfiltered export files of surveys, EEG measurements, recordings or transcripts. If needed, include all de-identification steps taken



Preprocessing computer code

Include code (such as Atlas.Ti/SPSS/JASP syntax files, R scripts, etc.) describing the steps taken to process raw data into analysis data, including brief explanations of the steps in English



Processed data files

Provide data (either raw or processed) that were eventually analysed when preparing the article (e.g. a data file after transforming variables, after applying selection, etc.). If the raw data was analysed directly, step 3 suffices



Analysis computer code

Include code describing the steps taken to process the analysis data into the results reported in the manuscript, including brief explanations of the steps in English



Data management plan

Provide a copy of the most recent version of your data management plan



Readme file

Provide a clear readme describing who was involved in the project, when the data was collected, which documents and files can be found where and how to interpret them



Ethics documentation

Documents related to the ethical approval (e.g. approval letter, blank consent form)

