

Deposit instructions for Language and Literature Studies

This is an old version. The new instructions are currently only available in Dutch. The English translations of these new documents will follow as soon as possible.

You are about to deposit data with DANS using the online archiving system EASY. This guide will assist you.

Your data will be archived according to the guidelines of the internationally recognized Data Seal of Approval¹.

The documentation fields (metadata) comply with the guidelines of the Dublin Core standard².

¹ <http://www.datasealofapproval.org/>

² <http://dublincore.org/>



Step 1: Prepare your data

Data and documentation files

When preparing your deposit you should select those data and documentation files from your research which might be relevant for use.

If you are depositing a large number of files, we would like to receive a file list. It should contain not just a list of file names, but also a description of the contents of the files and interrelations between individual files.

When other researchers use your data, they should have information about the way in which the data have been collected. In many cases, a code book and a publication about the research will be sufficient. Please make sure that your dataset contains this information.

CLARIN metadata

Have you received a CLARIN grant for your research? In that case, your dataset should preferably contain one or - if necessary - several metadata files in the so-called Component MetaData Infrastructure (CMDI) format (an XMLformat). Also if you have received a grant which requires that you deliver your results in a CLARIN-compatible manner, the dataset must contain CMDI metadata. For further information on CMDI, go to <http://www.clarin.eu/cmdi>.

Please select the appropriate (second) option in EASY in order to enable EASY to make your CMDI metadata available.

Preferred formats

DANS has a list of preferred file formats³ available. When data are submitted in a preferred format, DANS guarantees their long-term preservation.

File size

Files up to 100MB can be easily uploaded to EASY. If your files are more than 100MB, you are advised to consult with the DANS data manager first. Contact details can be found at the end of this document.

Anonymizing data

Before you upload the files you should check whether they contain privacy-sensitive information within the meaning of the Dutch *Personal Data Protection Act*. If you give access to the data, they must be completely anonymized. Specific regulations apply to depositing interview data.

DANS offers the additional option of storing data in their original non-anonymized form on a server which is inaccessible to outsiders. Please contact DANS if you want to make use of this option.

³ <http://www.dans.knaw.nl/en/content/data-archive/depositing-data#preferredformats>



Step 2: Go to EASY

Go to <http://easy.dans.knaw.nl> and log in. If you are new to Easy, click 'Register' and create an account first.

EASY's user interface is in English to enable data access by non-Dutch researchers.

The screenshot shows the 'Welcome to EASY' page. At the top, there is a navigation bar with links for 'Home', 'Browse', and 'Advanced search'. Below this is a search bar with a 'Search' button. In the top right corner, there are 'Register' and 'Log in' buttons, and a prominent blue 'New deposit' button. The main content area has two sections: 'Finding data' and 'Depositing data'. The 'Depositing data' section contains detailed instructions about how to deposit research data securely online. At the bottom of the page, there are links for 'DANS Data Archive', 'Legal information', and 'Property rights statement', along with build information: 'Version: 2.0-GA.9454' and 'Build: 2011-08-09 10:09'.

Figure 1: Homepage EASY



Step 3: Start the deposit procedure

In EASY, go to 'New Deposit'. Then select the appropriate field of study. When you click 'Start deposit' the deposit procedure is started.



Step 4: Documentation and access level

After clicking 'Start deposit' you will see a succession of four metadata screens:

1. Required elements
2. Recommended elements
3. Additional elements
4. Overview and submitting

The screenshot shows the DANS (Data Archiving and Networked Services) website interface. At the top, there is a dark header with the DANS logo and navigation links for 'Home', 'Browse', and 'Advanced search'. Below the header, a search bar has a placeholder 'Search' and a question mark icon. The main content area has a blue header bar labeled 'Deposit dataset - 1: Required elements'. The form contains several input fields:

- A 'Deposit:' dropdown menu with options: 1: Required elements, 2: Recommended elements, 3: Additional elements, 4: Overview and submitting.
- A 'Creator' section with fields for '(Academic) Title(s)', 'Initials', 'Insertions', 'Surname', 'Digital Author Id (DAI)', and 'Organization'.
- A 'Title' field with a red asterisk (*) indicating it is required.
- A 'Description' field with a red asterisk (*) indicating it is required.
- A 'Date created' section with two fields: 'Date created (ISO 8601)' and 'Date created'.

Each field includes a small green circular icon with a white question mark, likely a help or validation icon.

Figure 2: Required (*) and optional metadata elements

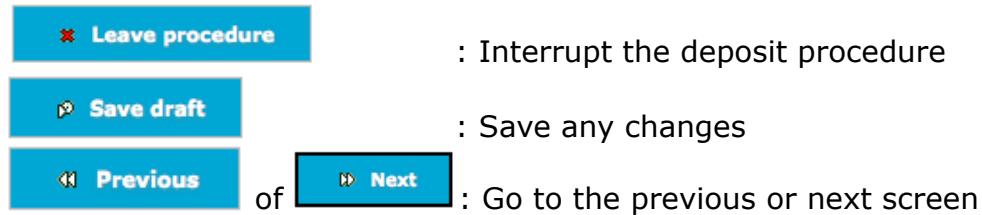
These four screens contain eight required fields, marked with a red asterisk*. The more fields you complete, the easier it will be for others to find and reuse your data.

Language

If your file contains documentation in English, you are requested to complete the fields in English. If all available documentation is in Dutch only, you can complete the fields in Dutch. When in doubt, please contact DANS.

Save draft

At the bottom of each screen you will find these buttons:



After each step in the procedure your input is saved. If you want to save your input in between, click 'Save draft'. You can then log out of EASY, log in again later and resume the procedure where you left off. You will find your previously entered metadata as 'draft' under 'My datasets' as soon as you return.

Clicking a question mark will open a Help screen with additional information about the corresponding metadata element.

Clicking the plus sign will create an additional field for the same element.

Required elements

This screenshot shows the 'Deposit dataset - 1: Required elements' form. It includes sections for 'Deposit', 'Creator', 'Title', 'Description', 'Date created', 'Access', 'Date available', 'Upload dataset', and 'Audience'. Each section contains various input fields like text boxes, dropdown menus, and file upload buttons. The 'Access' section is highlighted, showing options for 'Open access', 'Restricted', and 'Other access'. The 'Date available' field has the value '2012-10-23'. The 'Upload dataset' section includes a 'Browse...' button and an 'Upload' button. The 'Audience' section has a dropdown menu set to '-choose-'.

Figure 3: Screen 1 – Required elements

Most elements are required fields here. Two important fields with regard to your data access management are:

1. 'Access rights': Here you indicate the conditions on which your data will be accessible. Your options are:
 - Open access (direct access for registered users)
 - Restricted: request permission (access for registered users after permission has been granted), or
 - Other access (data are not available through EASY, but elsewhere)

By default your data documentation files will be set to 'Open access'. More information about the different categories can be found by clicking the question mark.

2. 'Date available': This field can be used to set an embargo for the data for a maximum of two years. After this period the dataset is made available according to the 'Access rights' setting. More information can be found by clicking the question mark.



Step 5: Upload your data files

You can upload your data files using the 'Upload dataset' field.

Upload dataset   

Click the 'Browse' button to the right of the 'Upload dataset' field to find your file, select the dataset and then click 'Upload' to start transferring the data.

Documentation and access level - continued

Recommended elements

Deposit dataset - 1: Required elements

Deposit:	1: Required elements 2: Recommended elements 3: Additional elements 4: Overview and submitting	Instructions 
Creator *	(Academic) Title(s) Initials Institutions Surname Digital Author Id (DAI) Organization	Person or organization responsible for the dataset
Title *	<input type="text"/>	Title of the research project
Description *	<input type="text"/>	Short description of the research project
Date created	Date created (ISO 8601) <input type="text"/>  Date created <input type="text"/>	Date of completion of the research project (yyyy-mm-dd)
Access	Access rights *  <input checked="" type="radio"/> Open access - Unrestricted access for all registered EASY users <input type="radio"/> Restricted: request permission - Registered EASY users, but only after depositor permission is granted <input type="radio"/> Other access - The data are not available via EASY (they are either accessible in another way or elsewhere)	Item (textual date)
Date available	<input type="text"/>  <input type="text"/>	Description of the accessibility to the dataset files
Upload dataset	<input type="file"/>  	Date (yyyy-mm-dd) on which the dataset files will become accessible (future date acts as an embargo)
Audience *	<input type="text"/> 	Add the dataset files
		Target group for the dataset

Figure 4: Overview screen 2 – Recommended elements

This screen contains a number of non-required metadata fields. You are, however, advised to fill in the 'Subject' and, if applicable, the 'Spatial coverage' and 'Temporal coverage' fields.

The Identifier field

EASY automatically assigns a Persistent Identifier to your dataset as soon as the deposit procedure is completed. If one or more identifiers have been assigned to your dataset by another organisation, you should include them with the name of the organisation in this field.

If you deposit a dataset under an NWO-DANS data contract or an ARVODI agreement, you should enter the NWO or ARVODI number in the Identifier field.

Additional elements

The screenshot shows the 'Deposit dataset - 3: Additional elements' screen. At the top, there is a navigation bar with links: 'Deposit', '1: Required elements', '2: Recommended elements', '3: Additional elements' (which is the active tab), and '4: Overview and submitting'. Below the navigation, there are several sections:

- Format:** A dropdown menu labeled 'File format of the dataset files'.
- Relation:** Fields for 'Title' and 'Url', a 'Verify...' button, and a checkbox for 'Emphasize this relation'.
- Language:** A dropdown menu for 'Language (ISO 639)' labeled 'Language in which the dataset files were written'.
- Remarks:** A large text area labeled 'Additional remarks about the dataset'.

Figure 5: Screen 3 – Additional elements

This screen contains a number of non-required metadata fields.

The field 'Relation'

In this metadata field you can refer, for instance, to a related website. Please fill in the name of the website under 'title' and the full web address under 'url'. In this field, you can also refer to a related publication or magazine article, preferably also stating the DOI (Digital Object Identifier). This will guarantee that the publication is permanently traceable.

The Remarks field

The 'Remarks' metadata field can be used for additional information about the dataset that you cannot enter elsewhere.

You can also use this field to communicate data use suggestions for future users, or to direct requests to the DANS data manager. This is particularly useful when depositing a dataset with both Open access and Restricted access: request permission files. In such cases you use the 'Remarks' field to indicate which files should be made available according to which access category.



Step 6: Submit your data files

Deposit dataset - 4: Overview and submitting

Deposit:	1: Required elements 2: Recommended elements 3: Additional elements 4: Overview and submitting	Instructions
License * In order to deposit a dataset, you must accept and understand the Licence agreement (PDF). Please note that this agreement includes that: <ul style="list-style-type: none">■ You grant DANS a non-exclusive licence to store and make available to third parties the abovementioned digital dataset, in accordance with the 'access' conditions you indicated.■ You declare that you are the holder of rights to the dataset and/or entitled to act in the present matter with the permission of other parties that hold rights. <p><input type="checkbox"/> Yes, I accept and understand the terms of the License agreement. Note: the License agreement file will also be sent to you in an E-mail confirming your deposit action.</p>		
Overview of supplied metadata		
Access rights	Open access - Unrestricted access for all registered EASY users	Description of the accessibility to the dataset files
Date available	2011-07-28	Date (yyyy-mm-dd) on which the dataset files will become accessible (future date acts as an embargo)
Identifier	Fedora Identifier: easy-dataset:43992	Code identifying the research project or the dataset files
Upload dataset	Add the dataset files	
<p>Note: After submitting it will not be possible to make any changes to the dataset (but you can always contact DANS to alter metadata or files).</p>		
Previous Leave procedure Save draft Submit		

Figure 6: Screen 4 – Overview and submitting

Overview and submitting

In this screen you will see an overview of all the metadata you entered. As soon as you have accepted the terms of the DANS Licence Agreement by selecting the box, you can click 'Submit' to complete the deposit.

After this you can no longer change or update the dataset. If you still want to apply changes, you should contact the DANS data manager.

If the data submission fails, you may have neglected to fill in a required field. This field will be indicated in an EASY error message. Once you have filled in the field in question, click 'Submit' again.



Step 7: Publication by DANS

After you have deposited the data, a DANS data manager will process your dataset according to an established protocol⁴. If all the conditions are met, he or she will make the data publicly available with the access level and any embargos you may have set.

Your data will now remain sustainably archived to be found and reused by others.

More information

A lot of information about depositing research materials can be found in the FAQ's - Frequently Asked Questions⁵.

If you have any questions or issues, please contact the DANS data manager at info@dans.knaw.nl or +31 70 34 46 484.

⁴ http://www.dans.knaw.nl/en/content/data-archive/depositing-data#data_processing_by_dans

⁵ <http://www.dans.knaw.nl/en/content/data-archive/depositing-data>