

Deposit instructions for social and behavioural sciences

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 www.datasealofapproval.org

² <http://dublincore.org>

Step 1: Prepare your data

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

Data files

The data files must include complete and unambiguous variable and value labels. 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 any interrelations between individual files.

Documentation files

When other researchers use your data, they should have information about the way in which the data have been collected. Essential documentation files³ are:

- Questionnaires or other research instruments
- The fieldwork report (if available)
- A code book, or
- A description of variables and information regarding (if applicable):
 - The population
 - Type of data (units of observation / analysis)
 - The sample and the sampling procedure
 - Response and non-response
 - The data collection method
 - Weighting variables
 - Constructed and/or derived variables
 - Information on anonymizing
- Publications based on the data (if available) or a bibliographical description of such publications

Preferred formats

DANS has a list of preferred file formats⁴ 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 Protecting Act*. If you give access to the data, they must be completely anonymized. DANS offers the additional option of storing data in their

³ An information brochure about documenting data can be downloaded from DANS:
<http://www.dans.knaw.nl/en/content/categorieen/publicaties/dans-data-guide-8>

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

original non-anonymized form on a server which is inaccessible to outsiders. Please contact DANS if you want to make use of this option.

Anonymized data files may not contain any variables which can be used to identify individual respondents. Examples of such variables include:

- Name of respondent
- Address of respondent
- Telephone number of respondent
- Respondent's BSN (citizen's service number) or SoFi (social and tax number)

The following variables should be re-encoded:

- Date of birth (re-encoded to year of birth)
- Postcode (re-encoded to four digits)

It is also recommended to re-encode exact occupations to a classification of occupations. You can either apply the Standard Classification of Occupations (SBC⁵, in Dutch) used by Statistics Netherlands, or use the International Standard Classification of Occupations (ISCO)⁶ compiled by the International Labour Organization (ILO).

In order to keep the original occupations available for specific analyses, it is recommended to upload both the anonymized file with the occupation class codes and the original file with the exact occupations. The file with the exact occupations will then be available for 'restricted access' only.

⁵ <http://www.cbs.nl/nl-NL/menu/methoden/classificaties/overzicht/sbc/2010/default.htm>

⁶ <http://www.ilo.org/public/english/bureau/stat/isco/index.htm>



Step 2: Go to EASY

Go to <https://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.

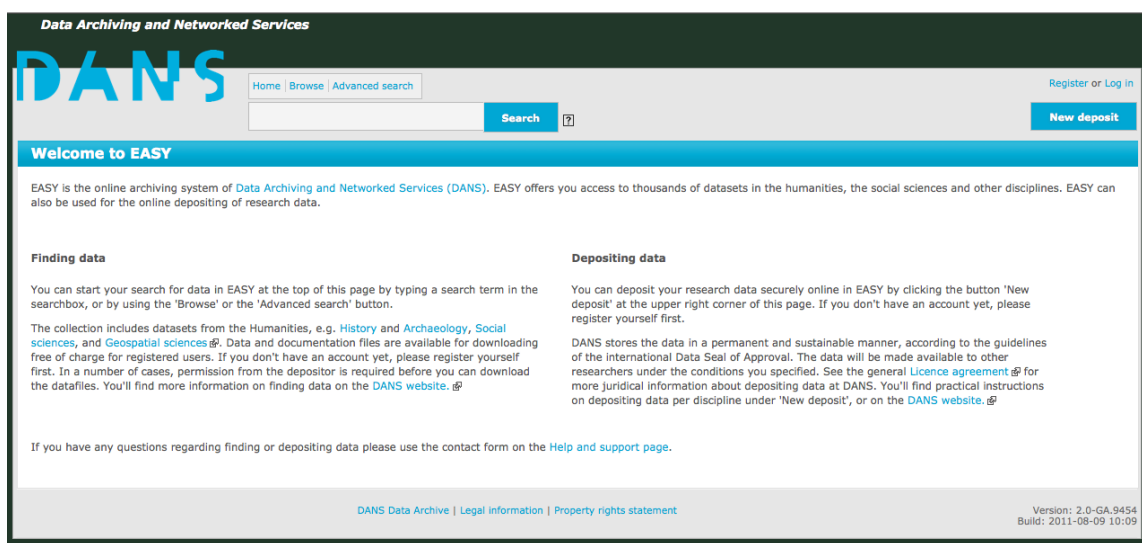


Figure 1: EASY homepage



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

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 and the variable and value labels are in English too, 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:

-  : Interrupt the deposit procedure
-  : Save any changes
-  or  : Go to the previous or next screen

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

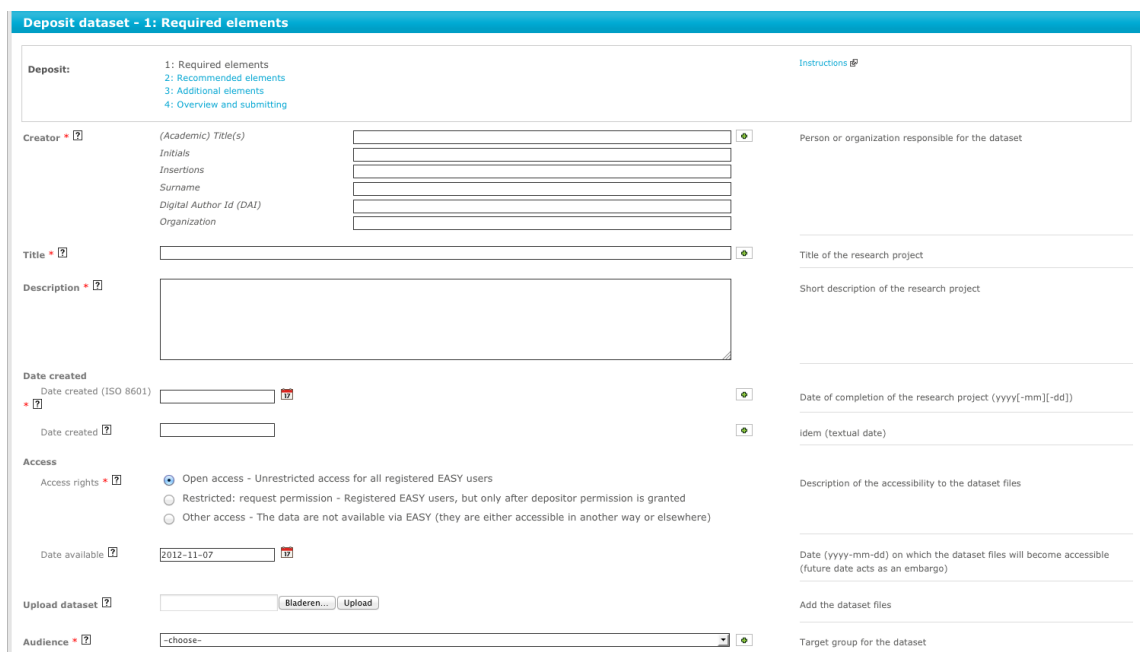


Figure 3: Screen 1 – Required elements

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.

Recommended elements

Deposit dataset - 2: Recommended elements

Deposit:

- 1: Required elements
- 2: Recommended elements
- 3: Additional elements
- 4: Overview and submitting

[Instructions](#)

Contributor Person or organization that contributed to the dataset

Subject Description contents of the research project by keywords

Spatial coverage Geographical location to which the data applies

Temporal coverage Period of time to which the data relates

Source Source on which the data have been based

Identifier Code identifying the research project or the dataset files

[Previous](#) [Leave procedure](#) [Save draft](#) [Next](#)

Figure 4: 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

Figure 5: Screen 3 – Additional elements

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

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 5: Upload your data files

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

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.



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:

- 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.

☐ 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.

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

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).

[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 protocol⁷. 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.

⁷ http://www.dans.knaw.nl/en/content/data-archive/depositing-data#data_processing_by_dans

More information

A lot of information about depositing research materials can be found in the *FAQ's - Frequently Asked Questions*⁸ (in Dutch).

If you have any questions or issues, please contact the DANS data manager at info@dans.knaw.nl or 070 34 46 484.

⁸ <http://www.dans.knaw.nl/content/data-archief/data-deponeren#contact>