

The Transparent CHI Paper

Cheat Sheet

What is Transparency

Having one's actions open and accessible for external evaluation. Transparency pertains to researchers being honest about theoretical, methodological, and analytical decisions made throughout the research cycle.¹

Framework for Open and Reproducible Research Training ([FORRT.org](https://forrrt.org))

Why be transparent?

Transparency is not a purely selfless act as it...

- ...helps readers and reviewers understand and judge your work.
- ...helps you stay on top of your work.
- ...prevents mistakes.
- ...helps you work faster.
- ...creates better research.
- ...increases citation count and promotes reuse

Being transparent benefits you as much as others².

What should I make transparent?

Treat transparency as the default, i.e., everything you produce during the project. However:

Your participants safety and rights come first!

Some data cannot be shared safely. Use data availability statement to report what can and can't be shared. Even if some things must be kept private, share what materials you can (interview questions, analysis code, or other materials) with whom you can (reviewers, qualified experts, etc.).

Isn't being transparent more work?

Yes. Especially if you have to make a lot of things transparent at once on short notice (for example from reviewers) and suddenly have to deal with missing participant consent, DRM issues, or missing items.

However: If you are transparent from the beginning, the additional work per step is minimal, and – as outlined above – the effort can actually save you significant time and headache down the line when having to make sense of/wanting to reuse older materials.

¹Parsons, S., Azevedo, F., Elsherif, M. M., Guay, S., Shahim, O. N., Govaart, G. H., ... & Aczel, B. (2022). A Community-Sourced Glossary of Open Scholarship Terms. *Nature human behaviour*, 6(3), 312-318. <https://doi.org/10.1038/s41562-021-01269-4>

²Markowetz, F. (2015). Five selfish reasons to work reproducibly. *Genome biology*, 16(1), 1-4.

Common Tools and Learning Resources

Citation Management

Zotero ([Zotero.org](https://zotero.org))

Data and File Organization

Research Data Alliance rd-alliance.org/
Project TIER projecttier.org/

Data Repositories

Open Science Framework (OSF.io)
Zenodo (zenodo.org)
Harvard Dataverse (dataverse.harvard.edu)

Preprint Servers

Open Science Framework (OSF.io)
arXiv (arxiv.org)

Licenses

CC-BY creativecommons.org
MIT mit-license.org


Analysis tools

Open source software is more transparent






 R r-project.org
 Python python.org
JASP jasp-stats.org

...but, you can be transparent with closed-source software, too, e.g. by [sharing your SPSS syntax](#)

Code Repositories

 GitHub (github.com)
Zenodo (zenodo.org)
 GitLab (gitlab.com)
 Bitbucket (bitbucket.org)

Literate programming

Mixing text and code helps document your work
   Quarto quarto.org
 RMarkdown rmarkdown.rstudio.com
 Jupyter Notebooks jupyter.org



Learning Resources



Great papers and write ups:

Broman, Wu (2018). Data organization in spreadsheets. peerj.com/preprints/3183
Wickham (2014). Tidy Data. jstatsoft.org/v59/i10
Wilson, G. et al (2017). Good enough practices in scientific computing. doi.org/10.1371/journal.pcbi.1005510

Resources and Collections:

Framework for Open and Reproducible Research Training [FORRT.org](https://forrrt.org)
The Alliance for Open Scholarship all4os.org
FOSTER Open Science fosteropenscience.eu
[The ecosystem of technologies for social science research](#)

...there are many more resources in all these categories! Pull requests welcome.

Timeline

Fill in the blanks with your target deadlines. If a particular step does not apply to your work, feel free to cross it out.

TIMELINE	YOUR ACTION ITEMS	RESOURCES
While Designing your Study:		
<div></div>	Ethics approval	<ul style="list-style-type: none"> Have an ethics committee approve what you can share and how you can share it <p>[Check your universities guidelines]</p>
<div></div>	Choose an appropriate writing tool	<ul style="list-style-type: none"> Consider your and your collaborators needs Overleaf is great for working together, but hard to pick up RMD/Quarto incorporate data analysis but lack live co-editing <p>ACM Template: Quarto https://github.com/quarto-journals/acm ACM Template: RMD https://github.com/ulyngs/chi-2019-proc-rmd-template ACM Template: Overleaf https://www.overleaf.com/latex/templates/tagged/acm</p>
<div></div>	Write out/preregister your study design	<ul style="list-style-type: none"> Decide on your design, tools and analyses Preregistration templates can guide you through this even if you don't need to preregister this specific study <p> help.osf.io/article/345-create-registrations</p>
Before you Begin Data Collection:		
<div></div>	Set up data collection	<ul style="list-style-type: none"> Prepare your data folder structure Prepare a data dictionary Make sure to choose a FAIR repository Keep the repository private Choose a non-proprietary file format (e.g., csv) <p> projecttier.org/tier-protocol/protocol-4-0/  help.osf.io/article/217-how-to-make-a-data-dictionary  fairsfair.eu/news/fair-data-repositories-key-features-defined  forrt.org/curated_resources/using-osf-to-share-data-a-step-by-step-g/</p>
<div></div>	Get informed consent for data sharing	<ul style="list-style-type: none"> In your informed consent statement, make sure to get your participant's consent to share their de-identified data <p>uu.nl/en/research/research-data-management/guides/informed-consent-for-data-sharing *Note the Sources and Further Reading for more country specific infos</p>
After Data Collection:		
<div></div>	Prepare data	<ul style="list-style-type: none"> deidentify/anonymize data, Safe raw, deidentified data to your private repository <p> edps.europa.eu/system/files/2021-04/21-04-27_aepd-edps_anonymisation_en_5.pdf</p>
<div></div>	Data analysis	<ul style="list-style-type: none"> write clean, executable, and commented code/script <p> Writing Clean Code: oreilly.com/library/view/clean-code-a/9780136083238/</p>
<div></div>	Write up your paper	<ul style="list-style-type: none"> Report your study in a transparent way Keep the repository private, use anonymized links in your paper <p> Checklist for the Transparent CHI (PLAY) Paper: doi.org/10.1145/3410404.3414229  help.osf.io/article/201-create-a-view-only-link-for-a-project</p>
<div></div>	Acknowledge all contributions	<ul style="list-style-type: none"> Properly acknowledge everyone, who contributed to your paper <p> CRediT.niso.org/</p>
Finishing Up:		
<div></div>	Supplementary material	<p>Make sure your repository is complete and up to date, e.g:</p> <ul style="list-style-type: none"> data and analysis scripts study protocols any other relevant materials licence <p>https://help.figshare.com/article/what-is-the-most-appropriate-licence-for-my-data</p>
<div></div>	Submit	Submit
<div></div>	Take a break	Take a break
<div></div>	YOU DID IT!	