JOURNAL DATA ARCHIVE

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MANUAL FOR EDITORS

Revision history

Version	Date	Changes	Approver
1.0	16.04.24	First version of the documentation	S. Vlaeminck
1.1	16.10.04	Adjustment of screenshots derived from the productive system	S. Vlaeminck
1.2	17.01.26	Adjustments of section 2 and 2.3 (new functionality: workflow for revisions)	S. Vlaeminck
1.3	17.07.17	Adjustments (section 3; creation of sections 3.3 to 3.5)	S. Vlaeminck
1.3.1	17.12.07	Adaptions due to new IP-address of our test server	S. Vlaeminck
1.4	18.12.10	New fields, formal validation of DOI-adress	S. Vlaeminck
1.5	19.06.04	Reporting Module	S. Vlaeminck
1.5.1	19.10.24	New screenshots due to new design	S. Vlaeminck
1.6	20.07.31	Reviewer functionality added (2.4)	S. Vlaeminck
1.6.1	21.11.01	Update of section 3	S. Vlaeminck

Content:

Dear Editor,

With this manual, we would like to introduce the functionalities of the ZBW Journal Data Archive (JDA) to the editors and those editorial staff involved in managing authors‘ replication data. Particularly, the tasks of the editorial office are described in sufficient detail when working with the JDA.

If you feel that there are questions which are not covered by this manual, please feel free to contact the service team at any time by email: journaldata@zbw.eu. You may also call the product manager of the *ZBW Journal Data Archives*, Mr. Vlaeminck (phone number: +49-40-42834-415).

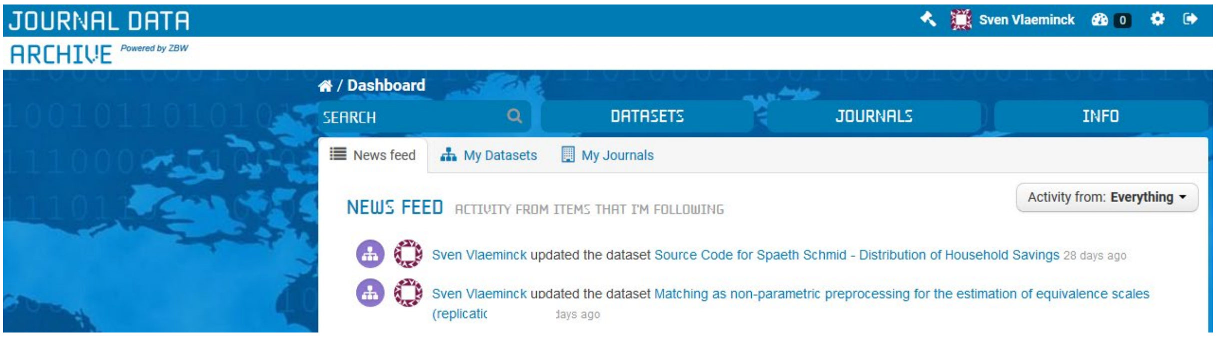
Also, if you have suggestions or proposals on further topics or functionalities to include in the documentation or on a technical level, please contact us. We are always happy to hear about the experiences you made while working with our application. Specifically your feedback is important to us, because we intend to develop the software according to your needs.

We wish you success while working with the ZBW Journal Data Archive!

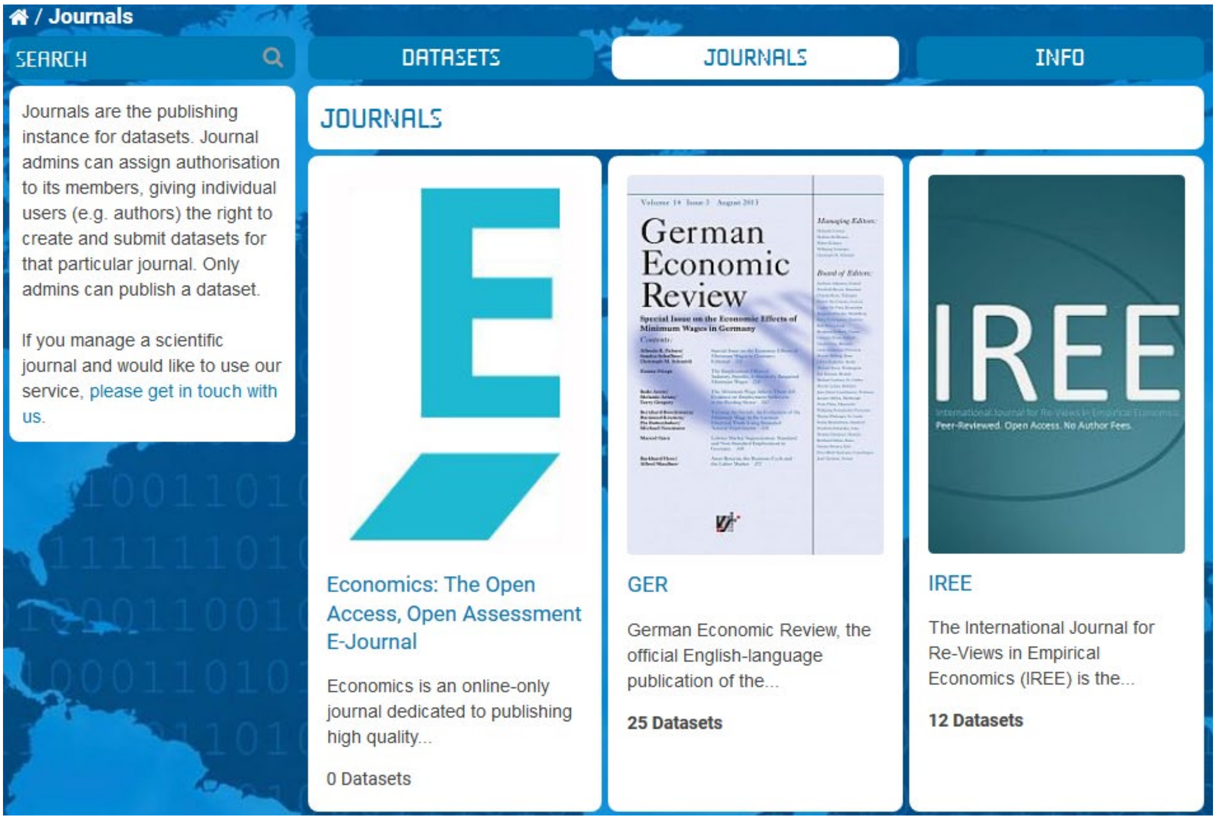
1. Author registration

In order to enable authors to submit their replication files to the data archive, the editorial office first has to register the corresponding author of a paper to the system.

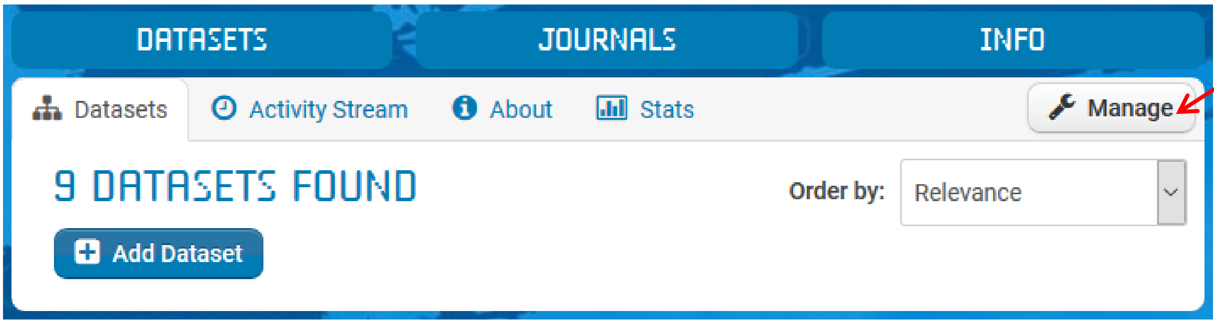
For this purpose, you log in to the productive system using the URL https://journaldata.zbw.eu (please do **NOT** use the test system (https://134.245.93.94/). After logging in, the dashboard is shown. It lists the activities of all relevant users of your journal in a chronological order.



To register an author, please click on the tab "*My Journals*" (see screenshot above)

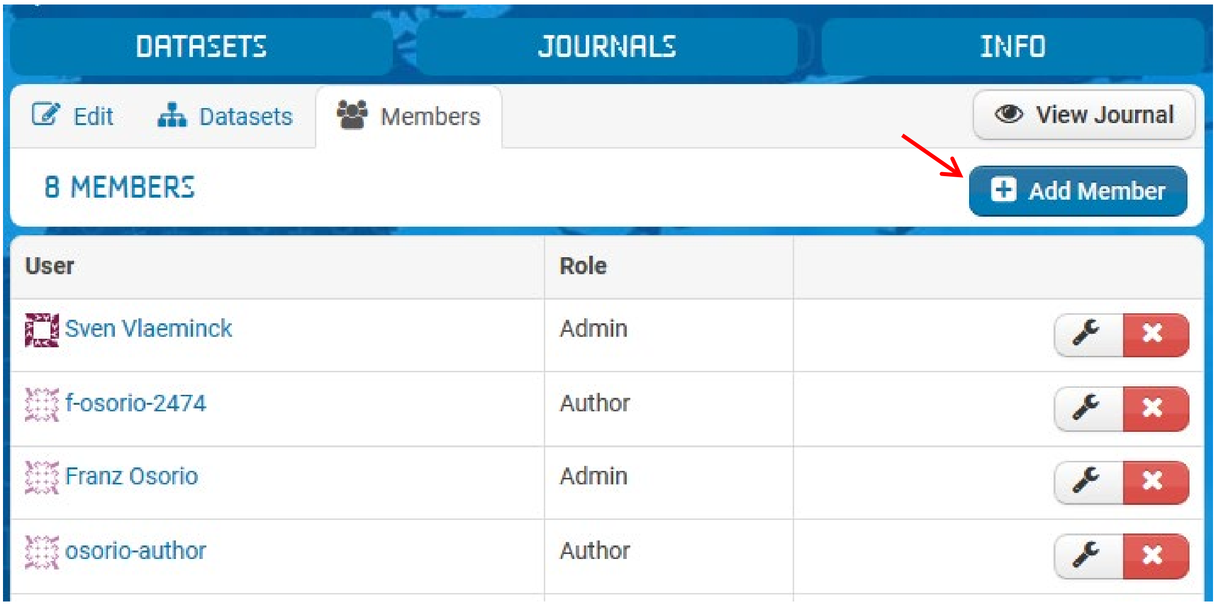


Subsequently, you click on the logo of the journal for which you would like to register the author.

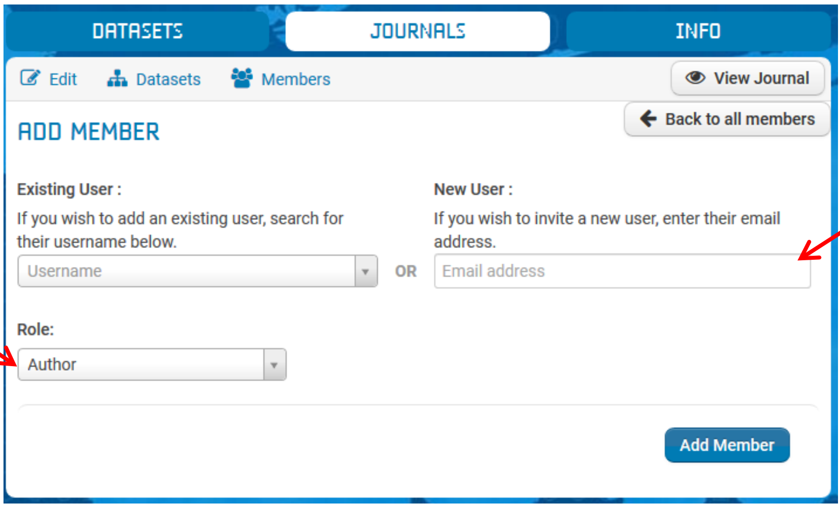


On the top right of the screen, the button "*Manage*" is displayed. Please click on this button.

In the opened screen, you find three tabs (see screenshot below). You choose "*Members*". All members who currently have an account for your journal are listed. Subsequently, you click on "*Add Member*."

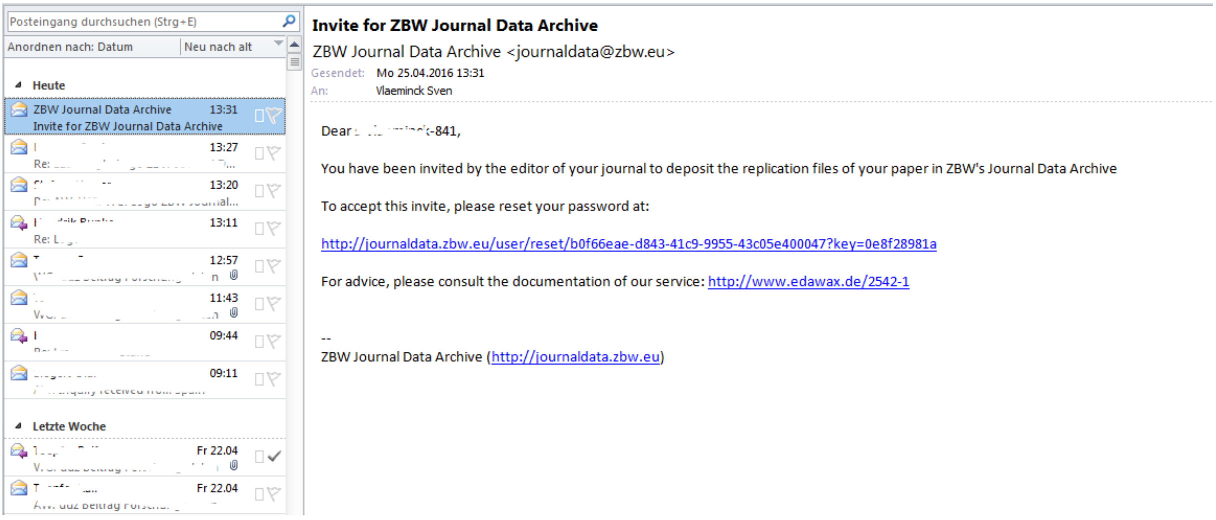


In the opened screen, new authors can be added.



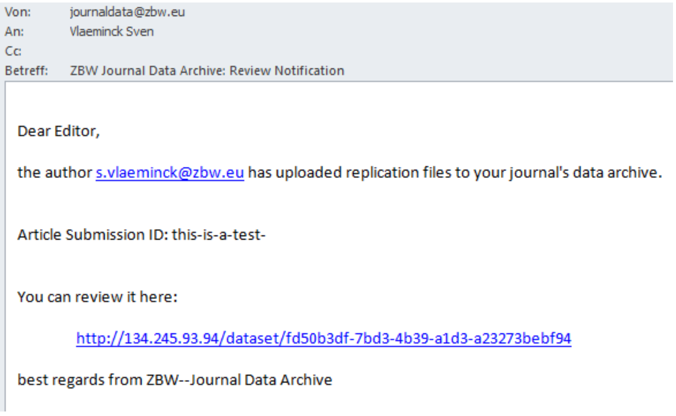
Please provide the email address of the author in the field "*New User*" and click on button "Add Member." **Please ensure, that the person has the role "*Author*"**.

In the sequel, the system sends an invitation mail to the author.



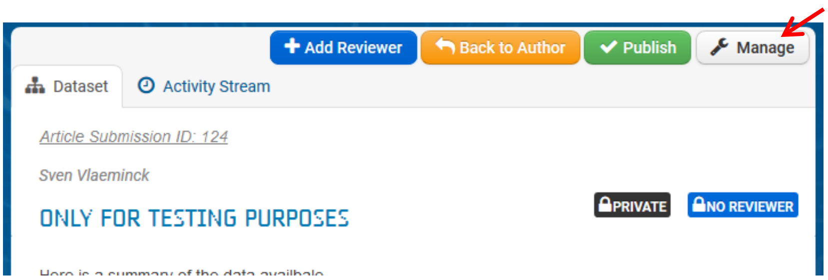
Now, you only have to wait until the system notifies you, that the author has submitted her replication files to the data archive.

2. The review process

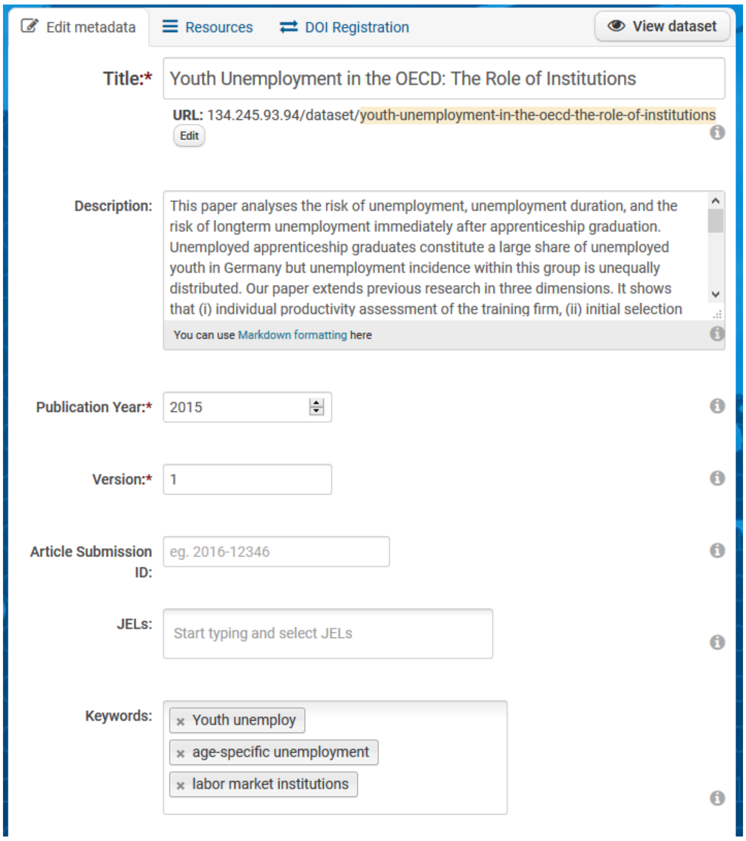


The review process starts with an e-mail sent by the Journal Data Archive (currently by journaldata@zbw.eu). If you don't receive the review notification, please also check your spam-folder). The mail also specifies the *Article Submission ID,* if the author has provided this information to the system. The *Article Submission ID* should facilitate the assignment of the submitted datasets to the corresponding research article.

After receiving the e-mail, you can start with looking into the data and metadata. Please log in to the system with your access data using the URL www.journaldata.zbw.eu.



Subsequently, please click on the link displayed in the mail ("You can review it here"). When you follow the link, you will be redirected to the so called ‚landing page' of the data submission (this website also is the page on which a latter registered [DOI](DOI) refers to).

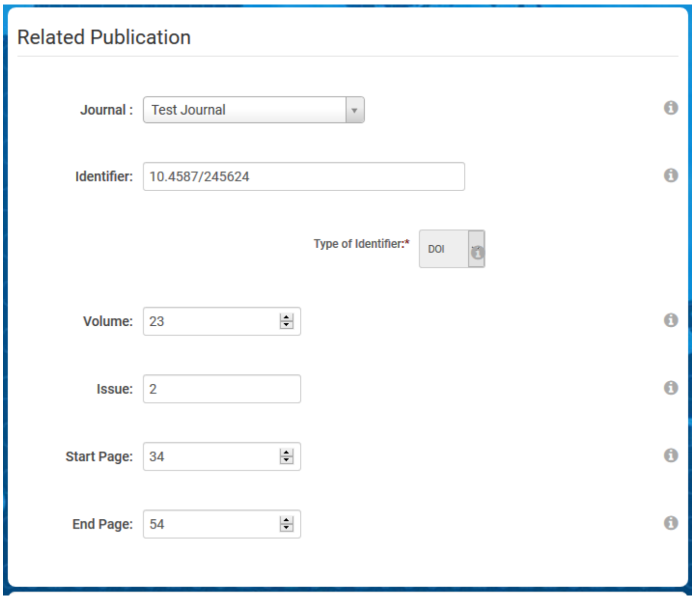


The landing page provides a short overview of the entire data submission. At a glance, you can check, whether all replication files are available (according to your journal's data policy). If some data is missing (e.g. the readme-file, the syntax/do-files etc.), please have a look at ➲section 2.3., in which we detail how editors might contact the authors to revise the submission.

In a next step, please review the metadata of the data. For this purpose, please click on "*Manage*" (screenshot on ➲page 6). A screen opens which contains the metadata for the entirety of the data submission.

When you review the data submission, please check in particular, whether the names of **all** authors are listed correctly.

To check the metadata of the entire submission and (additionally) those of the single resources (the single files of the submission) is another important step to approve the data submission and to ensure that the metadata entered into the application is plausible and fits to the files of the submission.



At the bottom of the screen, you will also find the important rubric "*Related Publication*". Here, we kindly ask you to provide the information in question to the corresponding research article. ***This information is crucial to link the research article to the replication data.***

The first field is the *Identifier* (e.g. the URL [for instance: https://www.publisher-website.com/article-name-or-id] or, even better, the DOI to the corresponding research article).

After providing the *Identifier*, we also ask you to select the correct *Typ of Identifier* (in normal cases a URL or a DOI). Please pay attention to the formal correctness of a DOI.

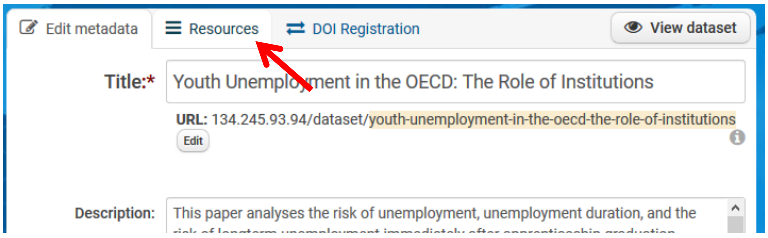
A DOI always starts with the Prefix 10.xxxx and never with an http (URL). I cases you entered an incorrect DOI,

the system will display an error message.

Volume, *Issue*, *Start*- and *End Page* are additional information to include, ensuring that data and publication are linked correctly.

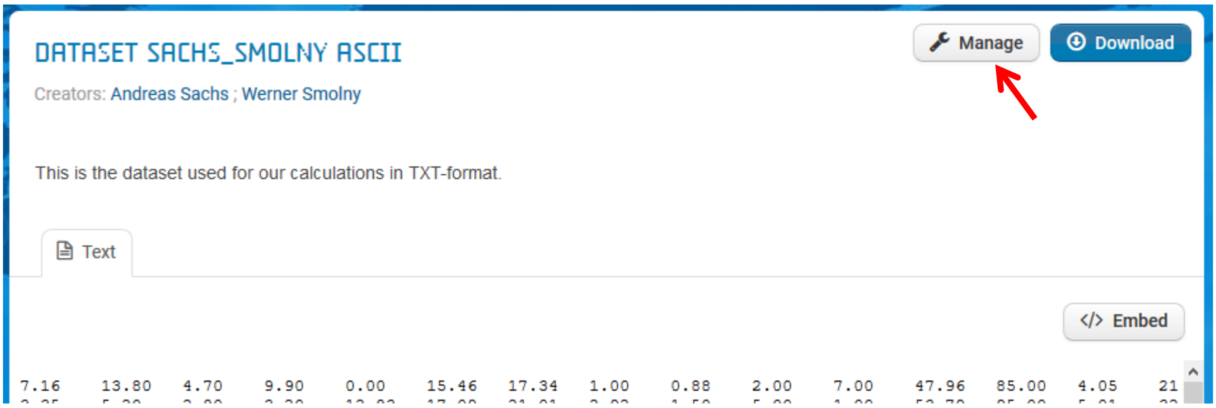
At the top of the screen, you will also notice the tabs *Resources* and *DOI-Registration*. Those functionalities will be described now.

2.1 The review of single resources‘ (files) metadata



The metadata of a single ‘resource’ (of every single file) can be reviewed by choosing “*Manage*“ on the top of the landing page (see screenshot on ➲page 6).

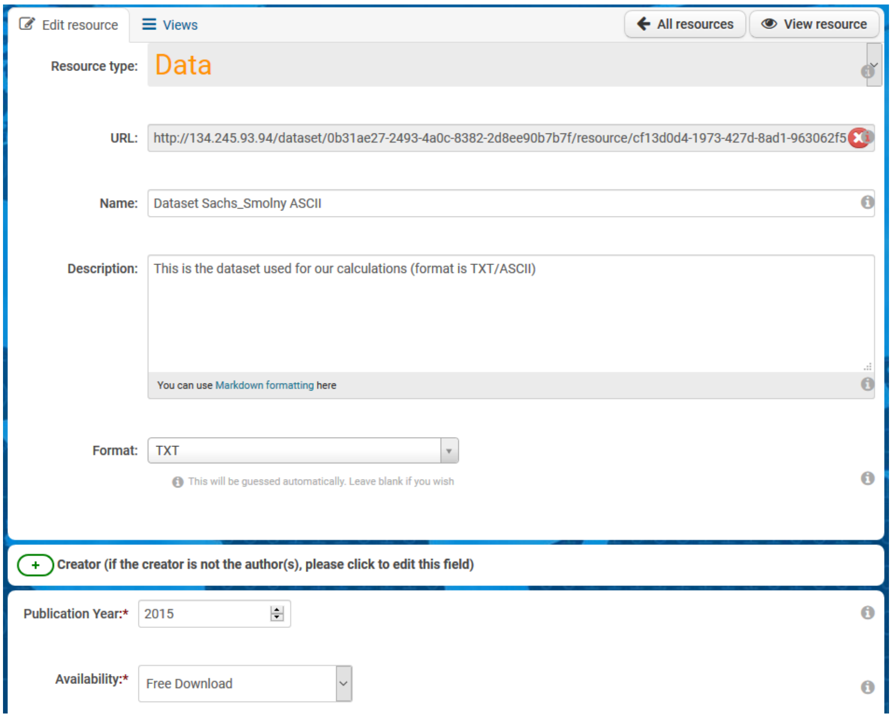
Subsequently, you will be redirected to the screen shown on the left site. On this screen, you see the metadata of the entirety of the data submission (as described in the previous section). To review the metadata of a single resource, first choose the tab “*Resources*“. All resources available are displayed (screenshot below headline in ➲section 2.2). Subsequently, you click on the requested resource. The information page of the resource is displayed (screenshot below). Next, you click on “*Manage*“ to review the metadata of the resource.



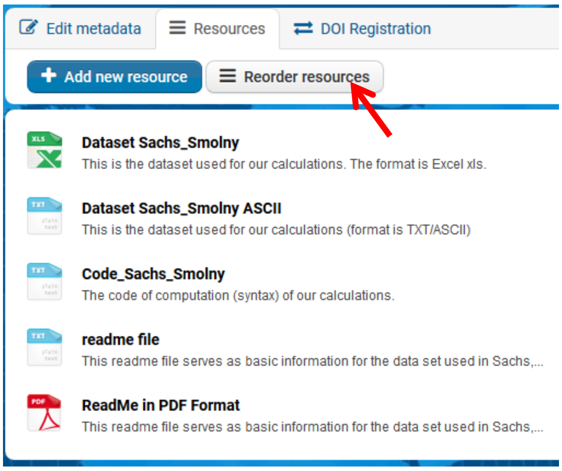
The screenshot on the right side shows the metadata of a dataset. All metadata fields are editable by you.

In particular, the metadata of datasets should be checked. **Please ensure, that the *Availability* is “*Free Download*“**, as long as the data is attached.

Exemptions (“*onsite only*“) should only be granted, if authors linked to external datasets.

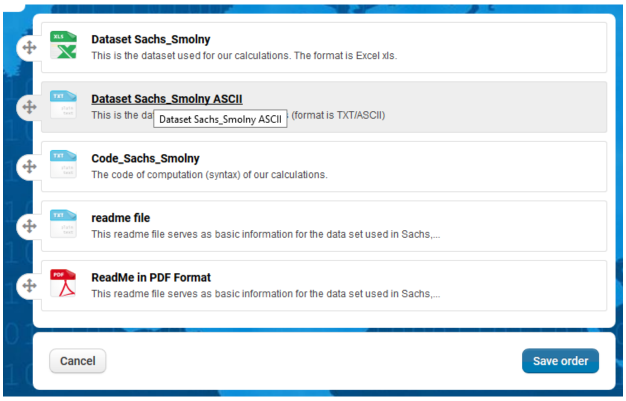


2.2 Reordering resources



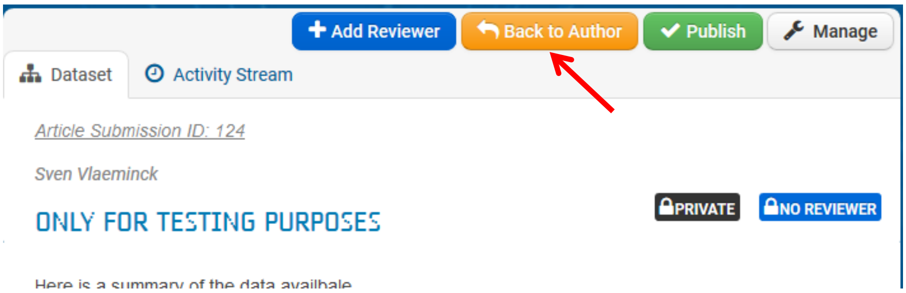
As a rule, there is no need to reorder resources. But sometimes, there might be a case in which you would like to reorder the files submitted to the data archive. The sequence, in which the resources are grouped initially, depends on the upload sequence.

If you would like to reorder the resources (e.g. if you would like to group all datasets or do-files in a certain order), please click on "*Manage*" on the top of the landing page (see screenshot on ➲page 6) and then choose the tab "*Resources*" (screenshot above). Subsequently, you click on the button "*Reorder Resources*".

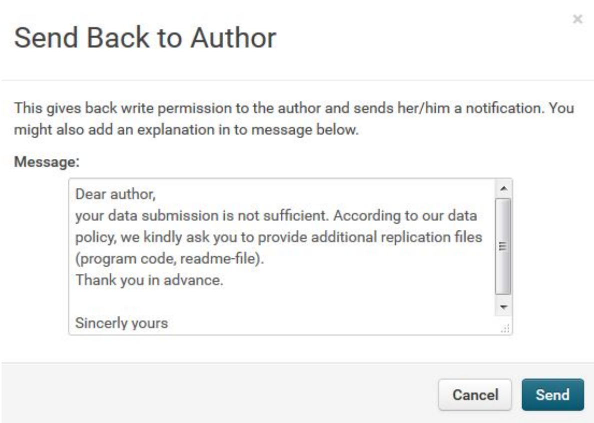


In the opening screen you can reorder the resources by moving the resource to the intended place (press the mouse button and move the resource).

2.3 Requesting a revision of the data submission



If an author provides a data submission which does not meet your expectations (e.g. because important replication files are missing or because some of the metadata are manifestly erroneous), you may request the author to update his or her data submission.



For this purpose, you first click on the button "*Back to Author*" (see screenshot above). Subsequently, a dialogue box opens (screenshot below), in which you might send a notification to the corresponding author.

Please state in detail, which requirements you have regarding the data submission (e.g. which files are missing, or which metadata fields should be revised). Afterwards, you click on "*Send*". Thereby an automated e-mail is generated and sent by the system. Your message is incorporated in the body of the e-mail.

The author again receives write access for his or her specific data submission, so that all replication files and the corresponding metadata can be revised or supplemented.

When the author has finished the revision, the system will notify the editors again. The whole review process (see ➲section 2) starts again.

2.4 Evaluation by external reviewers

Some journals would also like to integrate the submitted data in the review process.

Our application assumes that there is one external person who is responsible for the assessment. The rights of this external person to review data and to view unpublished datasets are also limited to this submission, only.

Although it is generally possible to obtain several expert opinions, these must be carried out one after the other and must each be completed before a second or even a third opinion is obtained.

All other unpublished submissions that exist for your journal or elsewhere in the JDA cannot be viewed or reviewed by this reviewer. In addition, all rights to the **reviewer** account expire after the review is sent.

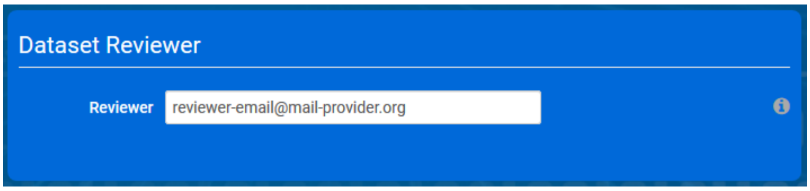
2.4.1 Adding reviewers

First, as usual, you will be notified by our application via e-mail that a new submission for your journal has been received. Subsequently, you log in to the application and navigate to the submission in question via a link listed in the e-mail. On the landing page of each submission, you will find two new features:

a) Beside the previously mentioned buttons *Back to Author* (see ➲section 2.3), *Publish* (see ➲section 3) and *Manage* (see ➲section 2) you will now also find the button *Add Reviewer*.

b) You will also find the information that no reviewer has been added yet (label: no reviewer).

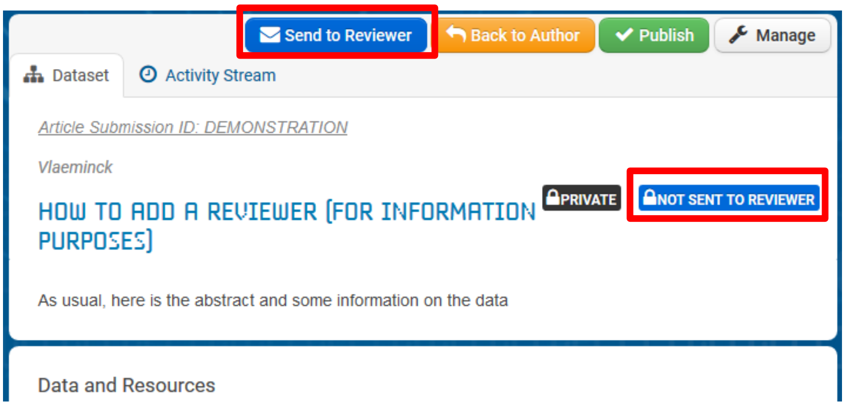
To add a reviewer, please click *Add Reviewer*. The application then jumps to a special field where you can enter the reviewer's e-mail address.



Alternatively, you can also reach this field by clicking on *Manage* and scrolling down a little further.

After you have entered the reviewer's e-mail address, please scroll to the bottom of the page and click on *Update dataset*.

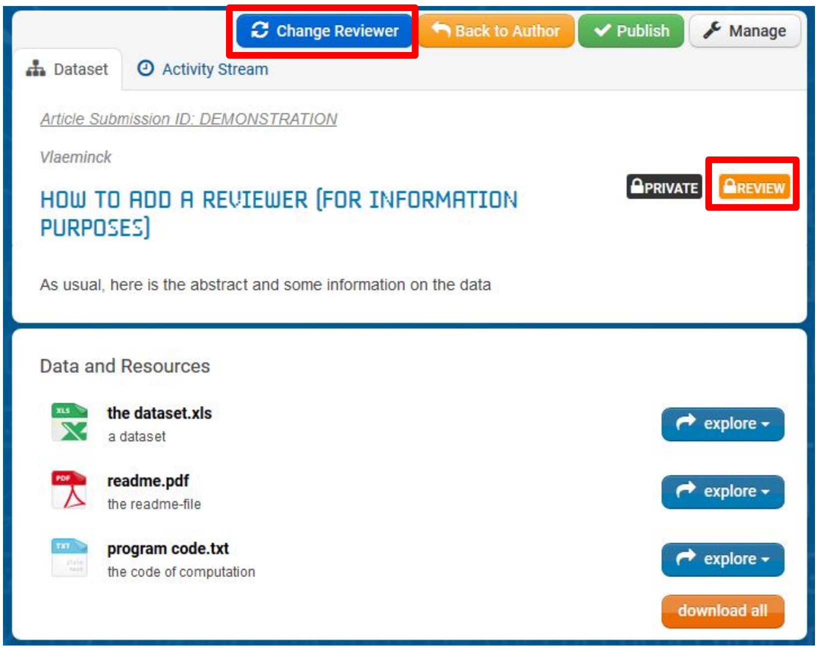
Once this is done, you will be taken back to the submission's landing page, where the former *Add Reviewer* button has changed. The blue button is now labeled *Send to Reviewer* and the label has also changed to *Not sent to reviewer*.



This has the advantage that you can always see at a glance what the current status of a data submission is.

To notify the reviewer you must now click the *Send to Reviewer* button. The application will display a notice that the invitation has been sent:

The application automatically sends an invitation by e-mail to this address, naming the journal for which the review is to be prepared. In addition, the attachment to the e-mail contains information on how to use Journal Data Archive and a short instruction on how the data can be reviewed.



After sending the e-mail, the blue button changes again:

Instead of *Send to reviewer*, the possibility is now offered to change the reviewer (see ➲section 2.4.2) until a review from this person is received. This might be useful in the event a review cannot be carried out. The label *Not sent to reviewer* also changes. Instead it shows graphically that the submission is in the review process (*Review*).

As soon as the evaluation of the data is completed, you will receive an e-mail informing you of this.

Von: journaldata@zbw.eu Gesendet: Mo 08.06.2020 11:27
An: Vlaeminck Sven
Cc: kjnhltadqhamyyhrjg@awdrt.com
Betreff: ZBW Journal Data Archive (Test System): Review Completed

Dear Editor,

a reviewer has finished reviewing "How To Add A Reviewer (For Information Purposes)" in your journal, the "ZBW Workshops." The submission is available here: http://134.245.93.94/dataset/483e3a76-5084-432f-910e-660f1bf7054b.

Message:
========
The author provided all files neccessary to reproduce the results of the paper. The reproduction of the results worked on my PC. The documentation available could be more detailed, though.

Depending on the outcome of the review, you then have the options of returning the submission to the authors for revision (Back to Author), or publishing the dataset (Publish) after providing information on the publication and the associated DOI.

2.4.2 Change reviewer / add another reviewer

In rare cases, it happens that a review report is not provided. In such cases, you have the possibility to change the person who is supposed to create the review. Alternatively, you have the possibility to assign a second person for a re-examination of the data after completion of the first review.

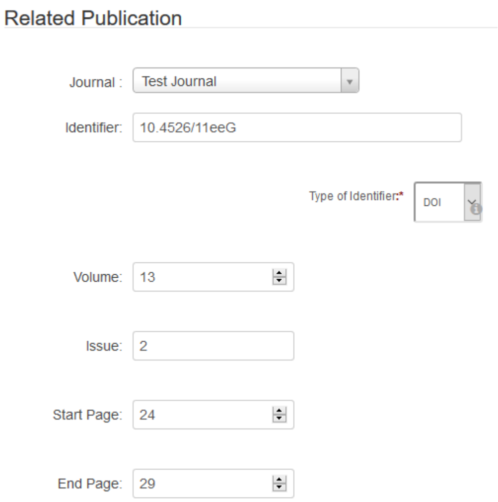
In this case, click on *Change Reviewer* and you will be taken back to the Dataset Reviewer field (see ➲section 2.4.1), where you can enter a new e-mail address. Then click *Update* again (bottom right) and then *Send to Reviewer* (blue button, see screenshot on top of page 12). Afterwards, this new e-mail address will also receive an invitation to review the data submission in question.

Important: Never add a new reviewer to the Dataset Reviewer field before receiving a review report - otherwise the account of the previously named reviewer will become invalid! Before adding a new reviewer, you must always wait for the previous person's review before registering a new reviewer in the application.

3. Publishing replication data

After successfully completing the review process, you may finalise the data submission and publicly publish the replication files. If the data submission is at a final stage (no more revisions are necessary), you should initially generate or mint a DOI for the replication data. In a second step, you publish the data publicly.

Caution! It is NOT possible (due to policy regulations of the International DOI Foundation) to delete a landing page after minting a DOI for the data. However, it is possible to retract the replication files (for more information, please consult ➲section 3.3).



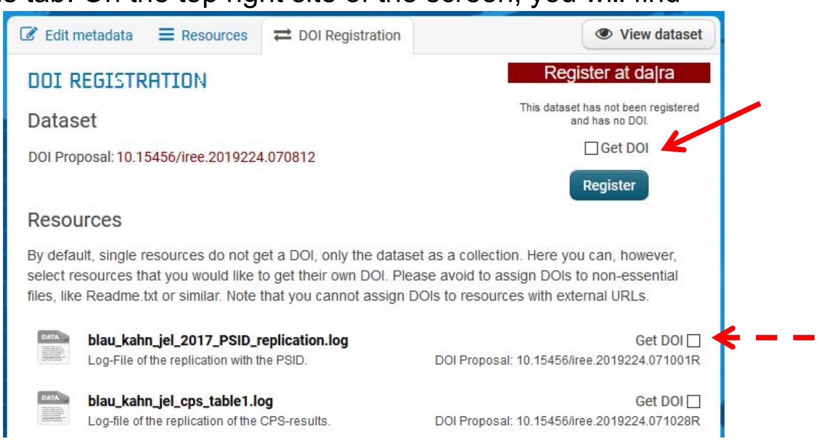
In any case, you should add the metadata for the publication ("Related publication") for which the data was used. To do this, first click on "Manage" on the landing page of a data submission and then scroll down to the "Related publication" field.

There you can add the identifier (ideally the DOI, but many other identifiers up to the URL are also supported) of the article, as well as the type of identifier, volume, issue and the number of pages. Once you have entered this information, please click on "Update Dataset" at the bottom right of the screen.

3.1 Generating a DOI for the data submission

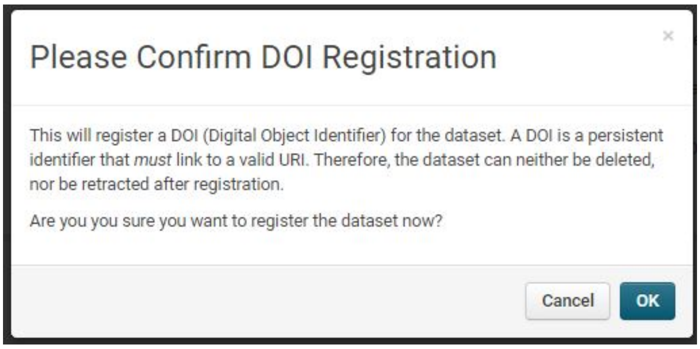
By minting / generating a DOI for the replication data, a **persistent** link is established between the physical storage address (typically a URL) of the replication files and the DOI-database, which cannot be revoked. Therefore we kindly advise you to discuss the whole process with us, prior to the registration of your first DOI.

If you would like to generate a DOI, please click on the title of the data submission for which you would like to mint a DOI. Subsequently, you click on the button "*Manage*" (see screenshot on ➲page 6). Among the three tabs on the top of the appearing screen, you will also find the tab "*DOI Registration*". Please choose this tab. On the top right site of the screen, you will find the rubric "*Register at da|ra*" (da|ra is the German DOI Registration Agency for Economic and Social Sciences data).



To generate a productive DOI, please active the check box "*Get DOI.*" Subsequently, you click on "*Register*". A dialogue box appears and asks you to confirm the registration. It provides you with a short notice that a landing page, which has a valid DOI, can be neither retract nor deleted (this does not affect a potential retraction of these files!).

Please click on "*OK*" to generate a DOI for the entire data submission.



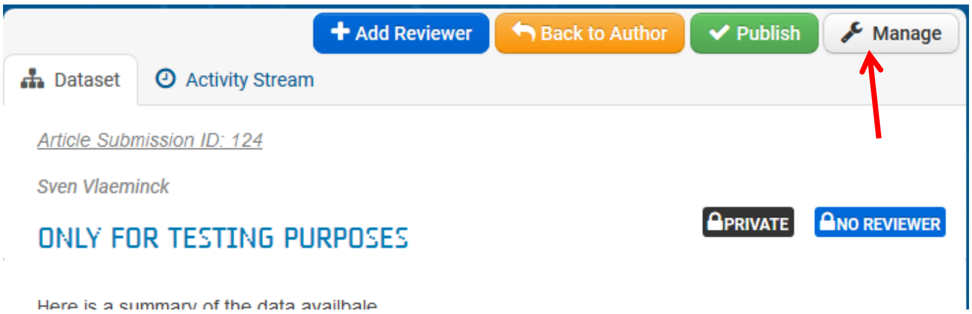
The DOI will be generated for the entirety of the data submission (this means one DOI for all files listed on the landing page). If needed, you can generate separate or additional DOIs for single files of the data submission (this occurs rarely). To generate a DOI for a single file or resource, you activate the check box next to the respective file, for which you would like to mint an additional DOI ("*Get DOI*" on the right side next to the resource – dashed arrow*)*. If necessary, you may also conduct this step at a later stage.

As a rule, the DOI created for the entirety of the submitted files should be sufficient. In cases, when a dataset or the program code is of particular value, you are free to generate additional DOIs for these special files. Readme-files should never get an additional DOI.

Please note: Once published, the landing page of a data submission with a DOI cannot be deleted or retracted. **Please make sure that you do not generate a DOI for data which is only published temporarily** (e.g. for reviewing purposes).

3.2 Publishing the replication data

After successfully reviewing the replication data and the submitted metadata of the replication files, you may start with the publication process.



First, you click on the data submission which you would like to publish. At the top of the screen, you will find the green button "*Publish*".

After clicking on this button, the labels "*Private*" (in black) and "No *Reviewer*" (in blue) will disappear. From now on, the data submission is published and publicly visible.

Please ensure, that a DOI for the final version of the replication data has been generated (see ➲paragraph 3.1), unless you want to publish the data temporarily, only (e.g. for reviewing purposes). Also, please ensure that the editorial office has added a link (or the DOI) to the research article (see ➲paragraph 2) and other information (pages, issue, volume…).

3.3 Retracting a published data submission

In rare cases, you might want to retract a data submission, due to several reasons:

- Data submissions might be published only temporarily, e.g. because these files have only be published for reviewing purposes. Such data submissions normally do not have a DOI. To retract such data submissions is simple and easy.
- Data submissions in which single files (or even the entirety of the submitted files) are incorrect or have been revised. If these files already have a DOI, the procedure to retract the files is a little bit more complicated.

To retract a data submission *for which no DOI has been generated* yet, please click on the data submission. A screen (the landing page of the data submission) opens and the red button '*Retract*' becomes visible. Please click this button. Subsequently the data submission is retracted and is no longer publicly visible. Next to the title of the data submission again the black label "*Private*" appears.

For data submissions, which already have a DOI, you have to act in a different way. Such landing pages cannot simply be retracted. **In such cases, please get in touch with us**. As a rule, we will remove the files from the system, but we have to add a so called 'take down notice' on the specific landing page (if available, we will also provide the link/DOI to the updated version of the data submission). The landing page remains available in any case, but the data will be removed. This procedure is necessary due to the policy of the International DOI-Foundation (IDF).

Only system administrators of ZBW may execute this process.

3.4 Revising incorrect replication files (resources)

If you, your reviewers or the authors notice that incorrect files have been submitted to the data archive, there are two principal options to react. To decide which reaction is appropriate, again the question whether a DOI has already been generated for the replication data is crucial:

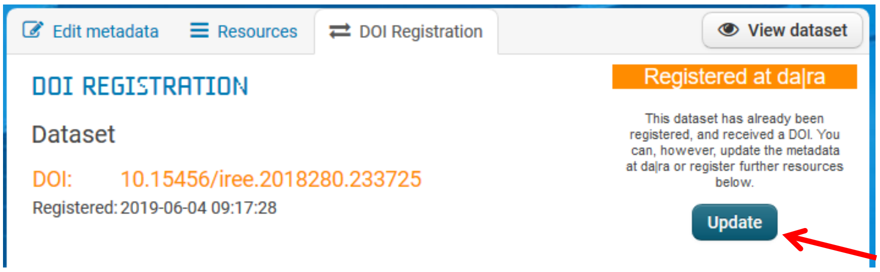
- If the data submission has not yet been published or if no DOI has been generated for the data, please follow the explanations and descriptions in ➲paragraph 2.3. Such a correction is easy to make and does not cause any challenges.
- If the data has already been published and **there is a DOI available for the data**, please contact the support team. Depending on the circumstances (e.g. how long the data has already been publicly visible) either a new version of the dataset needs to be created or we can simply update/replace the data. Howsoever – **please get in touch with us**, we will find a suitable solution for you.

3.5 Updating the metadata of a data submission

From time to time, you might want to update the metadata of a data submission. Updating the metadata might be useful in cases, when you notice that some of the entries are not correct.

Generally speaking an update is only necessary, if at least one of the mandatory metadata fields (one of those with an asterisk like author, publication year, availability,…) has been changed.

The procedure is identical to the approach described in ➲paragraph 3.1 (generate a DOI). Instead of the "*Get DOI*" button, you will find the button "*Update*" at the top of the screen. When you click on "*Update*", the metadata will be regenerated and transferred to the DOI-registration agency.



4. Reporting Module / Download Statistics

Since version 1.5 (1st of May 2019) we have implemented a reporting module. By using this module you can access the usage statistics of your journal quickly and easily.

For collecting the usage information, we employed the internationally recognised COUNTER-standard. The standard uses a large set of best practices to realistically determine the real usage of our application by human users. Search engines and bots are not included in the usage statistics and efforts are taken to minimize duplications.
Our application differentiates between “views” (the number of calls for a specific landing page) and “downloads” (of single files/resources).

There are two options to access the usage statistics for your journal:

At the beginning of each month, we will send you an email with the subject line "Journal Access Summary", which includes a detailed breakdown of views and downloads to your journal for the previous month, as well as the aggregate numbers. At the beginning of the email, you will first find some accumulated figures for the entire journal:

- The total number of data submissions (Datasets),
- The total number of all files contained therein (Resources),
- The total number of views of all landing pages of the journal in the last month (Monthly Views) and since the beginning of usage (Total Views),
- The number of monthly downloads of all files (Monthly Downloads), as well as the total number of downloads since the beginning of usage (Total Downloads).

Access Summary for the "A New Journal"

Dear Editor,

Please find below some accumulated statistics for the A New Journal

Datasets	Resources	Monthly Views	Total Views	Monthly Downloads	Total Downloads
26	97	3	66	6	44

Below, you will find more detailed statistcs regarding the views of each data submission (landing page) and the downloads of each file for these submissions (e.g. datasets).

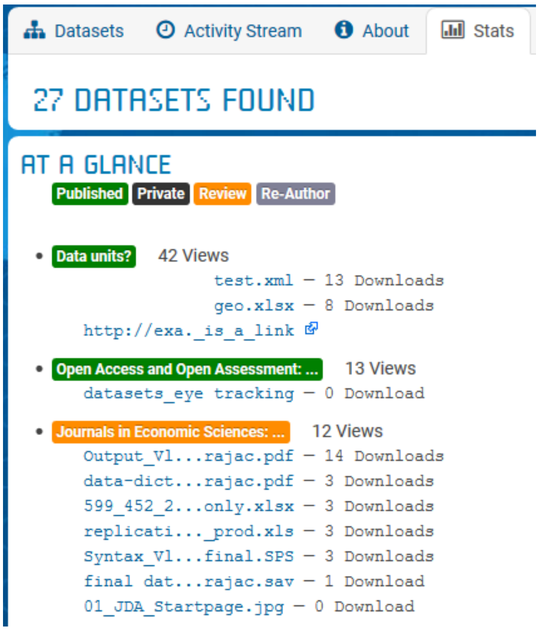
Summary of Data Submissions & Resources:

Published? *	Data Submission	Views	Resource	Downloads (Last 30 Days)	Downloads (Total)
True	One and One	19	3		
			image.png	0	11
			cigch10.dta	0	0
			http://example.com/link		
True	One more cancel	8	4		
			image.png	3	4
			tag_count.txt	2	3
			test.txt	1	1
			file_example_XLSX_10.xlsx	0	0
True	Check Dev_Update	7	3		
			cigarette-consumption.pdf	0	3
			image.png	0	1
			do-file.do	0	1
True	Article1	7	2		

Below the journal summary is a detailed access statistics in which each *data submission* is listed and all files (*resources*) of these data submissions. Individual files are only displayed for published submissions.

In addition, this information is also permanently available on the JDA-webpage for each journal (https://journaldata.zbw.eu/journals/JOURNALABBREVIATION/stats). The counter on the web page always shows the most recent access numbers.

To reach this page, you may also log in and navigate to your journal's page. Pages are only accessible to the journal's editors. On this page, you will find a new tab called *Stats* (please see the screenshot on the right side). The colours of the headings show the recent publication status of the data submissions (green = published, black = in 'private' status, orange = currently 'in review', grey = 're-author', the author has to rework the submission).



Contact

If you are unsure about some of the processes described within the manual or if you have questions that are not covered by the manual please contact us by writing an email to journaldata@zbw.eu or simply call us. Also, we are always interested in your feedback and we are grateful for suggestions how we can improve our software.

Thank you very much!

> *We are constantly updating the manual and the application. If you feel, that the manual does not cover a specific aspect, please get in touch with us. Same goes for the requirements you might have regarding new features of the software.*

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