

[Note: This Data Policies boilerplate template shows up when OJS Journal Managers go to setup the [Dataverse plugin](#) for their journal. This allows for them to customize the Data Policies and Guidelines for authors and reviewers of their journal using the template we provide below. Since this template is generic and mostly discipline agnostic, it can also be used by non-OJS journals]

Data Policies

Configure data policies.

Data Availability Policy

General data availability policy for the journal. This will appear in About the Journal.

<< Journal >> requires, as a condition for publication, that data supporting the results in the paper should be archived in an appropriate public archive. <<Journal>> recommends <<the [Harvard Dataverse](#), which is free and open to all researchers worldwide to share, cite, reuse and archive research data >><< list of other approved archives here >>. Data are important products of the scientific enterprise, and they should be preserved and usable for decades in the future. Authors may elect to have the data publicly available at time of publication. Exceptions may be granted at the discretion of the editor, especially for sensitive information such as human subject data or the location of endangered species. Any exceptions should be documented in a statement in the public article. (Adapted from [Joint Data Archiving Policy](#) (JDAP))

Section Policies

Add data policies for specific journal sections.

» [Articles](#)

Data Submission and Citation Guidelines

Add data submission and citation guidelines for authors.

» [Author Guidelines](#)

1. *Definition of data that must be shared*

A “minimal dataset” can be defined to consist of the dataset used to reach the conclusions drawn in the manuscript with related metadata and methods, and any additional data required to replicate the reported study findings in their entirety. Include sufficient information for a researcher to understand data, and any citations to data from which the replication set is derived. Core descriptive data, methods, and study results should be included within the main



paper, regardless of data deposition. Authors who have datasets too large for sharing via repositories or uploaded files should contact <<journal>> for advice. (Adapted from [PLOS' Data Policy](#))

2. *Guidance on sharing datasets that derive from work involving human participants*

<<Journal>> recognizes that there are cases where for reasons of privacy, national security and commercial confidentiality the full data cannot be made openly available. In such cases researchers should share their data analysis under the least restrictive terms consistent with legal requirements, and abiding by the research ethics and guidelines of their community. This should include opening up non-sensitive data, summary data, metadata and code; and facilitating access if the owner of the original data grants other researchers permission to use the data. (Adapted from OKF's Open Economics Principles see more at: <http://openeconomics.net/principles/>)

3. *Guidance on Data Citation*

If your research data is deposited at the same time as your manuscript using OJS' article submission form then a Data Citation will automatically be generated by the Harvard Dataverse. However, if your research data is already in a repository then here is the suggested Data Citation format to include when you submit your manuscript:

Author(s), Year, Dataset Title, Global Persistent Identifier, Data Repository or Archive, version and subset.

For more information on Data Citation best practices please review Force11's Data Citation Principles <http://www.force11.org/datacitation>

» [Submission Preparation Checklist](#)

1. If intending to share datasets that derive from work involving human participants please review "*Guidance on sharing datasets that derive from work involving human participants*" above.
2. Prepare dataset for deposit by reviewing replication guidelines: <http://thedata.org/book/replication-guidelines>
3. [If depositing into the Harvard Dataverse] you may submit your dataset in OJS at the same time as your manuscript in <<Journal>>. This will be automatically deposited in the Harvard Dataverse and will generate a Data Citation with a persistent URL (DOI) which you can then refer others to cite your data when your article is published.
4. If your dataset is already in a recommended public archive please include a Data Citation with a persistent URL. For more information on Data Citation best practices



please review Force11's Data Citation Principles <http://www.force11.org/datacitation>

Data Review Guidelines

Add data review guidelines for editors and copyeditors.

» [Review Policy](#)

Toggle:

Option 1) Deposited datasets should be treated as part of the article for the purpose of peer review.

Option 2) At acceptance, and prior to the final version of the manuscript, underlying data must be submitted along with a description of how the dataset was created (including any differences from prior versions, and the name of any software packages that were used)

Option 3) Free text; add your own.

Datasets that derive from work involving human participants should demonstrate that the study participants' privacy was preserved as indicated in the Data Availability Policy. They should also <<preferably>> meet the "minimal dataset" requirement described in the Data Availability Policy.

» [Review Guidelines](#)

Checklist:

- This article and dataset comply with the journal's data submission policy
- The data appears consistent with the article.
- I was able to replicate the results presented in the manuscript, using the data and programs provided.
- The article and supplementary documentation are sufficient to understand the data provided, its origins and processing.

OR

Boilerplate that editors can then edit as desired:

"As regards an article's accompanying data, reviewers should verify that the article and dataset comply with the journal's data submission policy, that the data appear consistent with the article, and the article and supplementary documentation are sufficient to understand the data provided, as well as its origins and the way in which it was used."



» [Copyedit Instructions](#)

Option of two expandable boilerplates which editors can choose one or provide their own:

“Copyeditors have verified that data citation policy is followed”

“Copyeditors have verified that empirical claims are accompanied by appropriate citations to data.”

