

## Instruction for archiving publication packages<sup>1</sup>

Make sure that the information in the publication package is sufficient to allow other researchers to replicate your study or your analyses. A publication package consists of the following materials:

1. A preprint of the published (or accepted) manuscript.
2. The task instructions, questionnaires, stimulus presentation scripts and other materials that are necessary for an exact replication of the research.
3. The anonymised raw data files (e.g., E-Prime, EEG, in separate zip files). In case the raw data files have been stored in another external archive (e.g., openfmri.org), a reference to the files in this archive will suffice.
4. Computer code (e.g., SPSS syntaxfile, MATLAB analysis scripts, code in R) that describes the steps necessary to process and convert the raw data into the results published in the article.
5. Processed data files that were eventually used for the creation of the journal article (e.g., an SPSS datafile after transformation of the variables, applied selections, etc).
6. A README file which records how data files are organized and internally structured, as well as any other information that a researcher in your field would need to reproduce the published results or carry out new analyses based on the components of your publication package. In addition, the README file contains the following information:
  - a. Names of the individuals who collected the data
  - b. Time period during which data were collected
  - c. If applicable: Addresses of the field locations where data were collected and names of contact persons
  - d. Names of the authors who analysed the data
  - e. A list of excluded subjects, corrupted data files, and any other exceptions to the standard analysis pipeline, to enhance understanding of the data and the data analysis.
7. The approved ethics protocol.

Each of the 7 components should consist of one file (e.g., the manuscript or the ethics protocol) or one zip file (including multiple files) except in case there are multiple types of data files (e.g., E-Prime, EEG, heart rate); in that case make one zip file per data type. Please use 7-Zip, available upon right-click in Windows Explorer, to zip your files. Do not use WinZip, because Dataverse automatically unpacks WinZip files.

Number the 7 components so they appear in the correct order in Dataverse. If the size of a file (e.g., MRI data or digital video material) exceeds the maximum file size allowed in DataverseNL (October 2019: 9.3 GB), archive this file in another data archive. Move the publication package to J:\ResearchData\FSW\Archivering DataverseNL\ (choose folder of unit) and inform the unit's data manager.

In line with the open science movement, the default in DataverseNL is that all components of the publication package are “open access” (i.e. can be downloaded by anyone who visits the website). If one or more of the components of your publication package should have restricted access, then the researcher should explicitly indicate this when contacting the data manager. The researcher can choose between “restricted” (no access to file) or “download request” (no direct access, but request for access can be sent by other researcher to contact person via DataverseNL).

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<sup>1</sup> This instruction is based on the Guidelines for the archiving of academic research for faculties of BSS NL Version 2.1, April 2018.