

# User Manual: ZBW Journal Data Archive

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Dear Author,

First of all, many thanks for using our application! In this document you find useful notes for handling our application. In case of questions or equivocalities, this documentation is intended you support you in uploading research data, code of computation, readme-files or other materials that have been used in the course of obtaining the results of your research paper.

We will successively expand the documentation and also add some short ‚best-practise‘ examples for ‚typical‘ submissions to economics journals.

Furthermore, we are continually enhancing the application. In particular, we aim to significantly reduce the efforts for describing each file with additional metadata.

If there are additional questions, which are not covered by this documentation, please feel free to contact the product manager of the ZBW Journal Data Archive, Mr. Sven Vlaeminck (E-Mail: [journaldata@zbw.eu](mailto:journaldata@zbw.eu); Phone: +49(0)40-428 344 15).

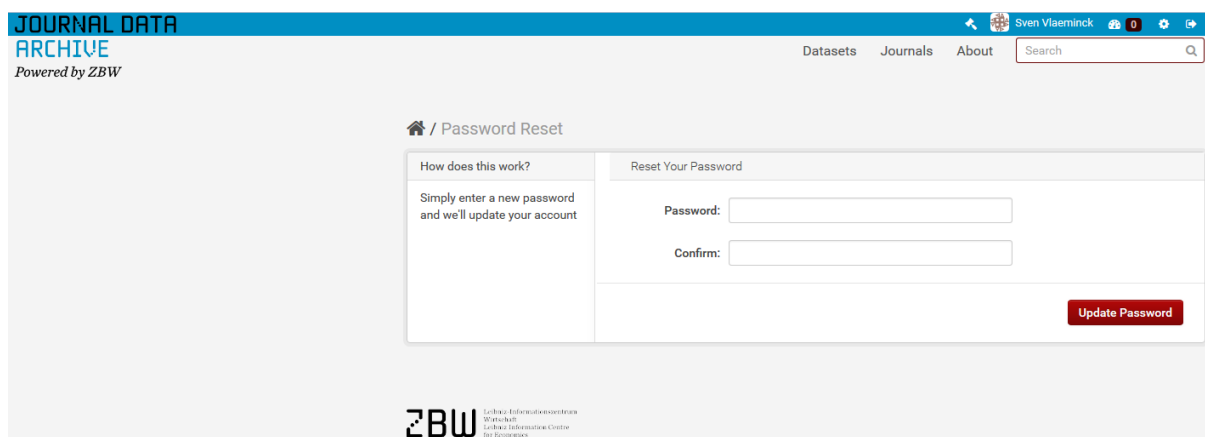
Many thanks in advance!

## 1. Your registration as an author

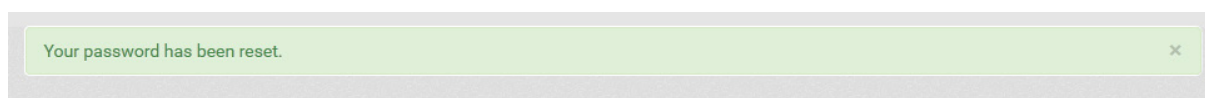
Every upload to the ZBW Journal Data Archive starts with a registration e-mail, triggered by the editor of your journal. This automatically generated e-mail (sent by [journaldata@zbw.eu](mailto:journaldata@zbw.eu)) also contains a link to the application.



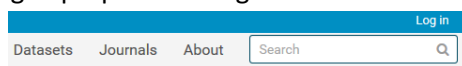
The hyperlink takes you to the website of the Journal Data Archive, where you will be asked to set a password for your account.



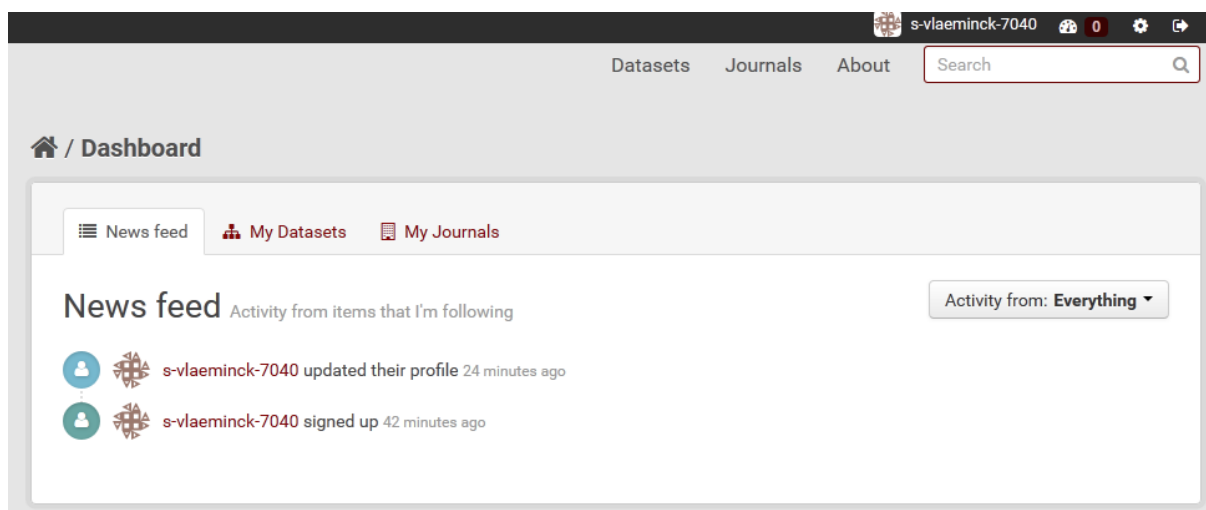
After setting your password, you receive a confirmation message:



Now, everything is prepared to login. Please click on the 'Login'-button in the upper right corner of your screen.



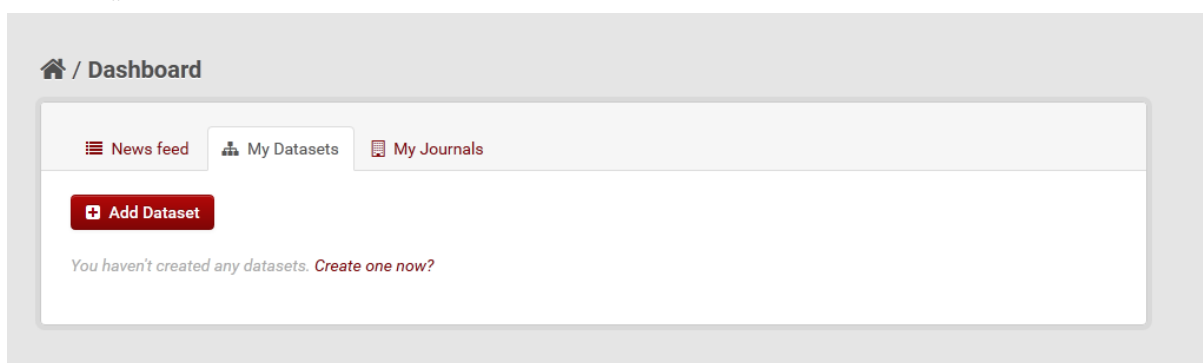
**Important:** Please use *exactly* the same username you received with your initial invitation e-mail (e.g. *name-8080*). Otherwise, your registration will fail! The application works best with the Firefox browser. When using other browsers (especially, when they are out-of-date), it is possible that not all functionalities are working in the indented way.



After successfully logging in, you are redirected to your personal dashboard. Within the dashboard your recent activities are listed (*News feed*) and an overview of all your submissions is available (*My Datasets*).

## 2. The start of the upload-process

Now you are ready to submit your data. First of all, please click on „*My Datasets*“ followed by a click on the „*Add Dataset*“ button.



The screen shown below opens:

The screenshot shows the 'Create Dataset' form with the following fields and values:

- Title:** eg. A descriptive title. (URL: 134. 000/dataset/<dataset> Edit)
- Description:** Abstract or similar (You can use Markdown formatting here)
- Publication Year:** eg. 2011
- Version:** 1
- Keywords:** eg. economy, mental health, government
- Authors:**
  - Author:**
    - Last Name: \*
    - First Name:
    - Affiliation: Your institution
    - URL: Personal URL of Author
    - Personal ID: ORCID, Scopus, GND or Web of Sc
  - Add Author
- Journal:** Test Journal

At the bottom, there is a legend for '\* Required field' and a red button labeled 'Next: Add Data'.

On this screen, we would like you to provide us with some information to the entirety of your submission (not only to single parts or files of the submission).

Below we explain each field in detail:

**Title:** The title of your submission could be the title of your article, supplemented by the addition '(replication data)'. By adding the title of your paper and '(replication data)' the findability of your data by search engines is facilitated. In addition, it is much easier to interlink your paper with the replication files in our data archive. Please note: This is a **mandatory field**.

**URL:** You can leave the field as it is – except when you receive a failure notice. In cases, when the title of your submission

exceeds 100 characters, the URL must be manually shortened (-> 'Edit').

**Description:** Here, you are invited to provide would-be replicators and interested readers with some information on the entirety of your data submission. If you do not want or are not able to provide such information, we recommend pasting the abstract of your article into the description field. Thereby users of the Journal Data Archive receive an impression of your research topic, the aims and objectives of your paper as well as the methods and the type of data associated with your research article.

**Publication year:** Please provide us with the publication year of your article. If you do not know the year, yet, please choose the current year. Please note: This is a **mandatory field**.

**Version:** By default, the version number is '1'. You should only change the version number, if you submit a revised version of your replication files. In this case please choose an appropriate new version number (e.g. '1.1' for minor revisions or '2' for major revisions).

**Keywords:** Please provide some keywords that fit to your research article and/or to the data you would like to submit. Most often, you will simply use the keywords of your article. The easiest way is to type in all terms (one after another), but each one must to be separated by a comma.

**Authors:** Please list all authors involved in writing the paper. Please specify the first and the last name(s) of all authors (you can expand the list of authors by clicking on the 'add author' button). In case of a middle name, please add the middle name to the field 'first name'. Please note: This is a **mandatory field**.

To support correct identification of authors' names we have implemented a so called lookup-service: You can start to type in the last name of an author and receive a list of known economists from Germany and abroad (not comprehensive). If an author's name is available in the list, please choose the correct person to autocomplete all metadata fields for this author. In this case, the **personal-ID** is also added automatically (based on the GND- the German library authority file). Please do not alter the personal-ID in such cases.

**Affiliation:** Please state the affiliation you are working for (respectively the affiliation you mentioned in your paper).

**URL:** In this field, you are invited to state your personal or institutional website. Thereby, other users and visitors of your data submission can directly inform themselves about you and your fields of research.

**Personal ID:** Currently, the personal ID is only relevant for you, when you own an ORCID-ID ([www.orcid.org](http://www.orcid.org)). If this is the case, please state your ORCID-ID in this field. Please note that you also have to choose the corresponding **ID-type** (e.g. if you enter an ORCID ID in the 'personal-ID'-field you also have to choose ORCID as your ID-type). If you have selected an author's name via the lookup-service, please **do not** alter the displayed information in the field.

### 3. Submission of datasets and other files

In the next step you can submit so called 'resources' to the Journal Data Archive.

At the top of your screen you can choose which 'resource' to register (later you can upload identical or additional resources to the data archive). Among these resources you can choose between "Data", "Text, Documentation, PDF", "Code" and "other".

Please carefully choose the appropriate resource for each file, because the process of file submission files depends on the appropriate selection of a resource. Please note, that every dataset and every other files must be submitted in a separate process!

### 3.1 Submitting datasets

The availability of datasets and the accurate description of these datasets with so called metadata are an important cornerstone of reproducible research. Therefore there are a few more metadata fields to fill in compared to the number of metadata fields of other resources.

Please also consult the data policy of your respective journal to clarify which data, files and other materials have to be submitted to the data archive to satisfy the data policy.

The following metadata fields are available when you upload a dataset.

**File:** When you click on the 'Upload'-button, a pop-up window appears where you have to select the file to upload. **Important:** Please ensure that you have the right to submit the file you would like to upload to the application. Normally, datasets which include individual-related data or microdata are prohibited from sharing! Also purchased datasets normally are prohibited from sharing in public data repositories.

**Link:** A link to a so called landing page of a dataset should only be provided, if the dataset used for your research is proprietary or cannot be submitted to the data archive due to legal reasons. In such cases you can still provide a hyperlink to these datasets or to a website that describes the data and the possibilities to access the data.<sup>1</sup>

**Name:** The name of the file will be automatically taken over from the

filename. You can edit the name of the file, if you like to do so.

<sup>1</sup> For instance, for version 29 of the German Socio-Economic Panel (SOEP) the correct link is [http://www.diw.de/en/diw\\_01.c.431030.en/soep\\_v29.html](http://www.diw.de/en/diw_01.c.431030.en/soep_v29.html). An even better practise is to provide the DOI of the dataset: <http://dx.doi.org/10.5684/soep.v29>.

**Description:** You are free to submit additional information on the dataset within this field. For instance, you can describe the type of information that is available in the dataset or the way which has been used to collect the data.

**Format:** Please provide the file-format in capital letters (z.B. XLS, DTA, SAV, CSV...). For some of these data formats a preview of the data is enabled by this mechanism.

**Publication year:** The default displayed is the publication year you entered at the first screen. If you would like to change it (for instance because you know that the dataset has been published earlier already), you can do so. Please note: This is a **mandatory field**.

**Availability:** By default the availability is „Free Download“. You should only change this value in cases when you are not able/not allowed to upload the dataset used for your calculations **AND** when you provided a link to the dataset, instead. In this case please choose the appropriate value (for datasets available in research data centres only, choose “onsite only”). Please note: This is a **mandatory field**.

**Version:** The default version number is ,1‘. You should only change the version number, if you submit a revised version of your dataset. In this case, please choose an appropriate new version number (e.g. 1.1 for minor revisions or 2 for major revisions).

**Geographic Coverage:** Please state, which geographical areas are covered by your dataset. This is a free text field, therefore you are free to mention the region(s) that fit most (e.g. North-America; Eurozone, Germany, EU-Member States,...)

**Sampled Universe:** Please specify the sample on which your dataset relies (e.g. GDP of all states within the Eurozone, Companies in China, foreign students in Canada,...).

**Temporal Coverage:** Please state which time period is covered by your dataset. This can be a single year (e.g. 1990) or a time period (e.g. 2004-2008).

**Number of Units:** Please specify the number of units of your dataset. Such units can be persons, households, organisations, states, regions...please provide a whole number (e.g.43).

**Type of Units:** You can choose the appropriate type of unit from a (controlled) list (e.g. Household, Organisation,...).

**Number of Variables:** Please name the number of variables of the dataset (e.g. 22).

**Type of Data:** In this field we kindly ask you to provide some information on the type of data. For instance, it can be a longitudinal study, a cross-sectional study, experimental data, or something other.

**Additional Notes:** Here you can state additional remarks if needed (free text field).

**Caution!** By clicking on the „Finish“-button, you finish your submission, while choosing „Save & add another“ offers the possibility to submit additional files to the data archive.

### 3.2 Submitting syntax/code of computation

The screenshot shows a web form for submitting data. At the top, there are two steps: '1 Create dataset' and '2 Add data'. The 'This Resource is:' dropdown is set to 'Code'. Below this, there are two buttons: 'Upload' and 'Link'. The 'Name:' field contains 'MyCodeofComputation.do'. The 'Description:' field has a text area with the placeholder text 'Some information on this code of computation, e.g. Software and Version used or' and a note 'You can use Markdown formatting here'. The 'Format:' dropdown is set to 'DO' with a note 'This will be guessed automatically. Leave blank if you wish'. The 'Publication Year:\*' field contains '2016'. The 'Version:' field contains '1'. The 'Additional Notes:' field has a text area with the placeholder text 'You can use Markdown formatting here'. At the bottom right, there are two buttons: 'Save & add another' and 'Finish'.

If you would like to submit syntax or program code, please choose the resource 'Code' at the top of your screen. A screen with just a few metadata fields opens.

First of all, please upload the appropriate file containing the program code of your statistical analyses or simulation by clicking on „Upload“. Again, when you click on the 'Upload'-button, a pop-up window appears where you have to select the correct file.

**Name:** The name of the file will be automatically taken over from the filename. You can edit the name of the file within this field, if you like to do so.

**Description:** Within this metadata field, you can provide some additional information on the program code/syntax. For instance, you may state the software's

name and version (e.g. STATA 13) to clarify which application opens the file.

**Format:** Please provide the file-format in capital letters (z.B. DO, SPS, TXT...). For some data formats a preview of the data is enabled by this mechanism.

**Publication year:** The default displayed is the publication year you entered at the first screen. If you would like to change it (for instance because you published the program code earlier already), you can do so. Please note: **This is a mandatory field.**

**Version:** The default version number is ,1'. You should only change the version number, if you submit a revised version of your code of computation. In this case, please choose an appropriate new version number (e.g. 1.1 for minor revisions or 2 for major revisions).

**Additional Notes:** Here you can state additional remarks, if needed (free text field).

**Caution!** By clicking on the 'Finish'-button you complete your submission, while choosing 'Save & add another' offers the possibility to submit additional replication files to the data archive.

### 3.3 Submitting text files (documentation, instructions, codebooks, readme-file, questionnaires)

Often, text files are important parts of the data's documentation. In particular this applies to the typical 'readme-file' in which authors normally give a summary on how to use the files in a data archive to achieve the results claimed in a research paper.



1 Create dataset 2 Add data

This Resource is: Text/Documentation/PDF

File:

Name:

Description:

You can use [Markdown formatting here](#)

Format:

ⓘ This will be guessed automatically. Leave blank if you wish

Publication Year\*:

Again, when you click on the 'Upload'-button, a pop-up screen appears. Please select the appropriate text file to be uploaded to the data archive.

**Name:** The name of the file will be automatically taken over from the filename. You can edit the name of the file within this field, if you like to do so.

**Description:** Within this field you can provide readers with additional information on your text file. For instance you can mention the type of the text file: Is it part of the documentation? Is it a codebook or

a questionnaire? Or is it the readme-file that lists all replication files and its purposes for replication attempts? In either case it is useful to mention the purpose of the file in the context of your research article.

**Format:** Please provide the file-format in capital letters (z.B. TXT, PDF, DOC...). For some data formats a preview of the data is enabled by this mechanism.

**Publication year:** The default displayed is the publication year you entered at the first screen. If you would like to change it (for instance because a documentation has already been published earlier), you can do so. Please note: **This is a mandatory field.**

**Caution!** By clicking on the „Finish“-button you complete your submission, while choosing 'Save & add another' offers the possibility to submit additional files to the data archive.

### 3.4 Submitting other files

If you would like to submit some more files to the data archive, but you have got a notion that none of the above mentioned categories is suitable to describe these files, you may also choose the category 'other' for these resources. Examples for such files cover screenshots or other graphic formats, but also audio- or video files.

Also for these files the same upload procedure applies: When you click on the 'Upload'-button, a pop-up window appears. Within this window you have to select the file that should be uploaded to the data archive.

**Name:** The file's name will be automatically taken over. Nevertheless, you can edit the file's name within this field, if you like to do so.

**Description:** Within this field, you can provide readers with additional information on this particular file.

In either case it is useful to mention the purpose of the file.

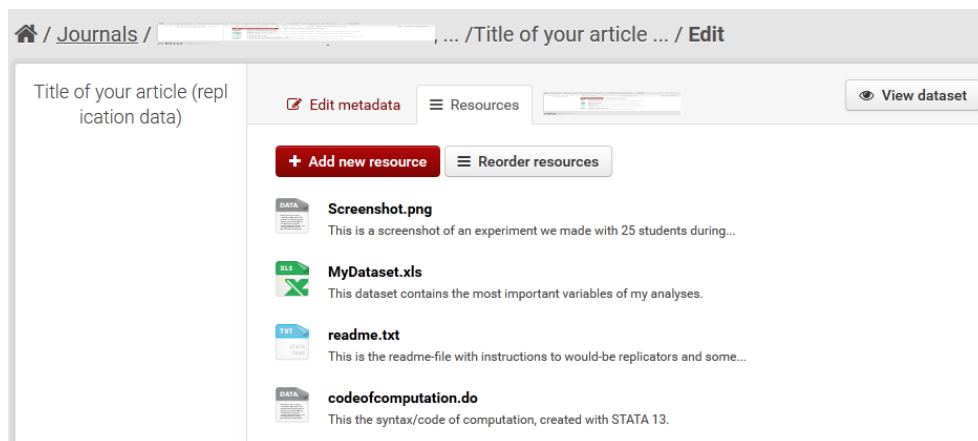
**Caution!** By clicking on the 'Finish'-button you complete your submission, while choosing 'Save & add another' offers the possibility to submit additional files to the data archive.

### 3.5 Reworking your submission

It can happen that you accidentally clicked on the 'finish'-button before completing your whole submission. In such cases or if you would simply like to submit additional files, change the information within a metadata field, or reorder the

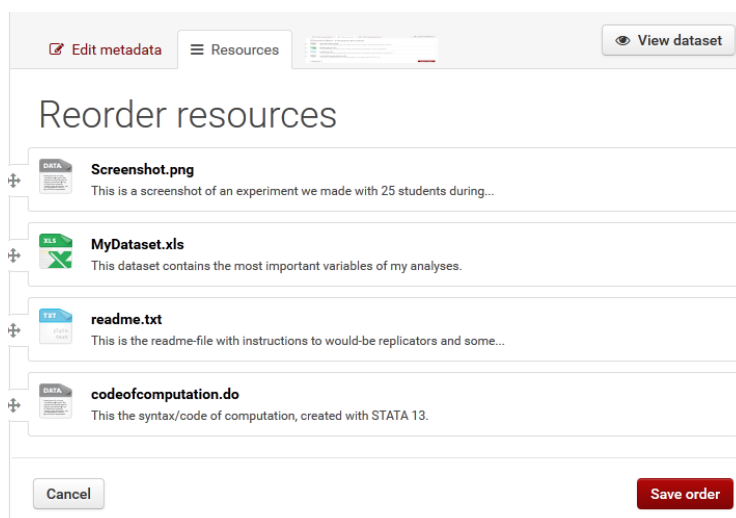
submitted files you can click on the „Manage“-Button in the upper right corner of your screen.

The now opening screen offers several possibilities:



- 1) You can reorder submitted resources
- 2) You can add additional resources
- 3) You can edit the metadata of already uploaded resources
- 4) You can delete a resource
- 5) You can edit the resources of the entire submission

### 3.5.1 Reorder resources



Sometimes you would like to change the order of the files displayed on your screen (the order is determined by the sequence of your uploads).

If you would like to reorder the resources of your submission, please click on the *'Reorder Resources'*-button.

A new screen opens in which you can arrange the order of your files by clicking on a particular resource and then move it to the right place.

### 3.5.2 Append additional resources to the data archive

You can simply add a new resource (*"Data"*, *"Text, Documentation, PDF"*, *"Code"* or *"other"*) by clicking on the *"Add new resource"* button (screenshot at the top of this page). Subsequently the process for uploading these resources begins as usual (described in chapter 3).

[Edit resource](#) [Views](#) [All resources](#) [View resource](#)

This Resource is: **Text/Documentation/PDF**

URL:

Name:

Description:

Format:

Publication Year:

[Delete](#) [Update Resource](#)

### 3.5.3 Changing metadata of existing resources

If you would like to change the metadata of a resource already submitted to the journal data archive, please click on the desired resource as shown in the screenshot in chapter 3.5. Afterwards, the metadata fields again become visible and editable. Now you are free to update the metadata for this particular resource (see chapters 3.1 to 3.4). You terminate the process of revising the metadata of a resource by clicking on the 'Update Resource' button.

### 3.5.4 Deleting resources

From time to time it might happen that you uploaded a wrong file by mistake. You can easily delete this resource by clicking on desired resource as shown in the screenshot above: Beside updating the resource you can also delete the resource by clicking on the „Delete“ button (at the bottom left).

### 3.5.5 Changing the metadata of the first screen

The metadata of the entirety of your submission can also be altered. To change the information of these fields, please click on „Edit metadata“ at the top left corner of the screen shown in chapter 3.5. Subsequently the metadata fields of the entire submission (displayed in chapter 2) opens again and you can update the information.

## 3.6 Completing your submission

[Dataset](#) [Activity Stream](#) [Related](#) [Send to Review](#) [Manage](#)

Sven Vlaeminck

Title of your article (replication data) **PRIVATE**

Some information on the files you want to submit or abstract of your article.

Data and Resources

**Screenshot.png**  
 This is a screenshot of an experiment we made with 25 students during... [Explore](#)

**MyDataset.xls**  
 This dataset contains the most important variables of my analyses. [Explore](#)

**readme.txt**  
 This is the readme-file with instructions to would-be replicators and some... [Explore](#)

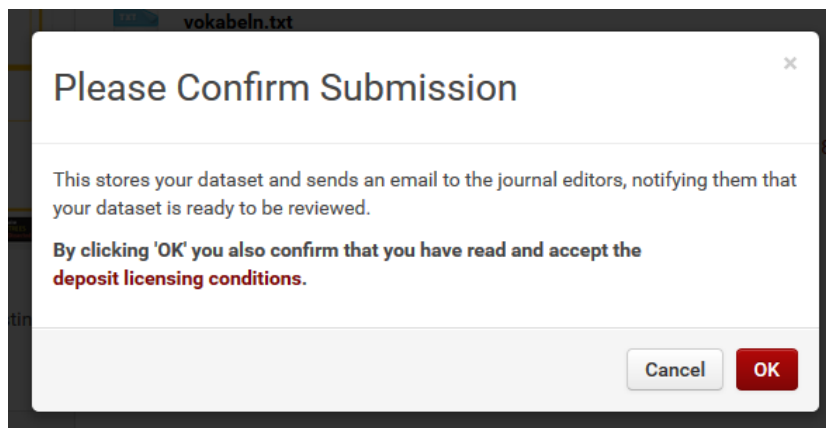
**codeofcomputation.do**  
 This the syntax/code of computation, created with STATA 13. [Explore](#)

Citation

Vlaeminck, Sven (2016): Title of your article (replication data). Version: 1. Economics: The Open Access, Open Assessment E-Journal. Dataset. **No DOI yet**

If all files necessary have been uploaded to the data archive you can terminate the submission by clicking on the 'Finish'-Button. Subsequently a new screen opens. The screen displays all submitted replication files and also parts of the metadata you provided to the data archive. This screen also serves as the preview of your submission.

Again, please carefully examine the information you provided. When you are sure that the submitted files and information are correct and sufficient, you can terminate the whole upload process by clicking on the 'Send to Review' button.



Hereupon a new dialogue box opens. Now you have to confirm a final step: By clicking on "OK" you confirm that you have read and agree to our terms of use and our [deposit licensing conditions](#).

After confirming to our terms of use, the editor / the editorial office of the journal

will be notified by the application that your submission is ready to be reviewed.

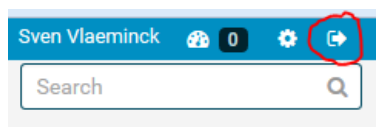


The information above will be displayed. In addition your submission obtains the mark-up that the replication files are under review now. **REVIEW**

From this point on, further changes are no longer possible till the end of the review process.

### 3.8 Log-off

After completing your submission, you terminate the session by ticking the log-out button at the top



right corner of the screen. If these buttons are not visible, please ensure to use the Firefox-browser.

## 4. Restoring your account details

We all have many accounts for a multitude of portals und services – and of course, it is possible that someone does not remember his or her account details.

### 4.1 Restoring your password

To restore your password is quite easy. Simply click on the "Forgot your password" button at the left bottom of the login-screen.

Home / Login

Need an Account?  
Then sign right up, it only takes a minute.  
[Create an Account](#)

Forgotten your password?  
No problem, use our password recovery form to reset it.  
[Forgot your password?](#)

## Login

Username:

Password:

Remember me

[Login](#)

## 4.2 Restoring your username

To restore your username you may first have a look at the list of registered users by typing <http://journaldata.zbw.eu/journals/members/ABBREVIATION-OF-YOUR-JOURNAL>, e.g. <http://journaldata.zbw.eu/journals/members/jbnst>

If the list of registered users does not help you to determine your user name or your account details, please contact us by e-mail: [journaldata@zbw.eu](mailto:journaldata@zbw.eu). Due to reasons of privacy protection we are not able to provide the e-mail addresses of our users online.