

# Archiving and publishing data in Research Data JCU – a quick guide

## 1. Identify the research data that directly supports the validity and integrity of the findings in your thesis, publications, or other research outputs

It's highly likely that you have generated research data and information that needs to be archived via a Data Record – to comply with the Code for the Responsible Conduct of Research.

Not all data needs to be archived e.g. if it is included in your output. Our [Identifying Data for Archiving](#) information sheet (written for non-STEM researchers) has some examples from the creative arts, history and ethnographic fieldwork – as well as these general principles:

If you need to refer to something in your research output that you have generated, then it is research data or information;

Working notes, reflections and observations that are used to develop your findings or creative output, but that are not required for validation (referred to) do not constitute research data in this context;

Academic referencing can be used for external source documents and materials, and these do not need to be archived.

Every project is unique so please contact us at [researchdata@jcu.edu.au](mailto:researchdata@jcu.edu.au) if you would like to discuss your data and archiving - we can help you decide what needs to be retained (and where to store it) or grant an exemption.

## 2. Prepare your completed (read-only) data and supporting documentation for archiving (Data Record) and data sharing (Data Publication)

For example, you may need to consider:

Saving or exporting your data into other file formats e.g. save MS Word files as PDF, export SPSS .sav as CSV etc. Durable file formats facilitate long-term preservation and access to your datasets, as required by the Code and data sharing norms;

Revisiting your folder structures and file names with sharing and storage in mind i.e. ensure



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**Ethical and other limitations on data sharing:** You may need to limit or restrict access to your data due to ethical or legal obligations, such as intellectual property arrangements, confidentiality obligations made to participants or restrictions on the publication of sensitive information. If your data cannot be shared you can create a metadata only Data Publication (this “advertises” your work and can even attract collaborators) or (if you are an HDR) contact us for an exemption.

**You need to have obtained consent (check your ethics documentation) to share data – this applies to de-identified data being made available via conditional access as well as open data.**

**Support for publishing papers & data:** We can issue a DOI urgently, and (optionally) embargo your Data Publication (tick the box in the Submit tab in Research Data JCU) and organise anonymous peer review of datasets on request, should you need this for a manuscript submission. Please let us know (email

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