Instructions for Authors

Scope

Research Data Journal for the Humanities and Social Sciences (*RDJ*) is a peer reviewed e-only open access journal, which is designed to comprehensively document and publish deposited data sets and to facilitate their online exploration. In this way it wants to contribute to transparency of research, accelerate dissemination and foster reuse. The journal concentrates on the Humanities and Social Sciences, covering history, archaeology, language and literature in particular. The publication languages are English and Dutch. The *RDJ* contains data papers: scholarly publications of medium length (with a maximum of 2500 words) containing a non-technical description of a data set and putting the data in a research context. A data paper gets a persistent identifier and provides publication credits to the author, who is usually (but not necessarily) also the data depositor. *Research Data Journal for the Humanities and Social Sciences* is published in collaboration with Data Archiving and Networked Services (DANS).

Open Access

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Ethical and Legal Conditions

Please note that submission of an article for publication in any of Brill's journals implies that you have read and agreed to Brill's Ethical and Legal Conditions. The Ethical and Legal Conditions can be found here: brill.com/downloads/conditions.pdf.

Online Submission

RDJ uses online submission only. Authors should submit their manuscript online via the Editorial Manager (EM) online submission system at: www.editorialmanager.com/rdj.
First-time users of EM need to register first. Go to the website and click on the "Register Now" link in the login menu. Enter the information requested.
When you register, select e-mail as your preferred method of contact. Upon successful registration, you will receive an e-mail message containing your Username and Password. If you should forget your Username and Password, click on the "Send Login Details" link in the login section, and enter your first name, last name and email address exactly as you had entered it when you registered. Your access codes will then be e-mailed to you.

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Prior to submission, authors are encouraged to read these 'Instructions for Authors' in full. When submitting via the website, you will be guided stepwise through the creation and uploading of the various files.

A revised document is uploaded the same way as the initial submission. The system automatically generates an electronic (PDF) proof, which is then used for reviewing purposes. All correspondence, including the editor's request for revision and final decision, is sent by e-mail.

Contact Address

For any questions or problems relating to your manuscript please contact the editors at: datajournal@dans.knaw.nl. For eventual questions about Editorial Manager, authors can also contact the Brill EM Support Department at: em@brill.com.

Submission Requirements

Manuscripts should be submitted in their final version, carefully spell-checked and, if applicable, accompanied by the supplementary multimedia material as described below.

Submission should take place together with or after a data set has been deposited.

The submission must include the following:

- the text of the data paper in a Word file; a link to the archived data set described in the data paper, for preferred repositories see pp. 7-9 of these instructions;
- supplementary materials, such as illustrations, tables, videos, sound tracks, infographics, etc.

Data Paper Structure

General

As the author, please pay attention to the following questions:

1. Is the relationship between the data paper and the data set made clear?
2. To what extent does the dataset contribute to relevant academic debates, substantive or methodological?
3. Even in the case of regional datasets: is the relevance to the international readership evident?
4. Does the paper adequately describe issues of reliability/representativeness of the data?
5. Is the data consistent (e.g. in terms of collecting data), and clearly organized in the database or data collection? Is the data sufficiently user friendly and accessible?"

File Format

Your data paper should be uploaded as a Microsoft Word document using the default Word styles.

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Language

The data paper should be written in English or Dutch. Spelling in English (British or American) should be consistent throughout.

Length

The maximum length of the data paper is 2500 words. All pages must be numbered consecutively.

Title

The title should be in 16 point **bold,** followed on the next lines by the authors' initials and last names, institutional affiliation and e-mail address.

Abstracts

The abstract should be intelligible to the general reader without previous reading of the text and should not exceed 200 words.

Keywords

Please supply 2-8 keywords (in lowercase letters), to be placed below the abstract, for indexing purposes.

Body Text

Use an 11 pt roman font body text.

The body of the paper should be comprised of the following sections, as far as relevant to the current data paper (if more appropriate, authors are free to change section titles and may slightly deviate from this list):

* Introduction: background and context of the research project (related research may also be mentioned);
* Problem: discussion of the research problem;
* Methods: methods of data gathering and analysis;
* Data: description of the data set (general characteristics, remarkable features; technical details should go into the documentation of the deposited data set);
* Concluding remarks (a real conclusion as in a research paper is allowed but not required);
* (Notes): this section is optional and not recommended. Please try to avoid notes if possible;
* References: literature referred to in the paper.

References

The journal uses APA style for literature references. Several convenient introductions and concise overviews are available on the web, e.g.:

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- *APA Citation Style Guide*, 6th ed. by Williams College Libraries (quite concise): library.williams.edu/citing/styles/apa.php
- *APA Formatting and Style Guide* by the Online Writing Lab of Purdue University (more detailed): owl.english.purdue.edu/owl/resource/560/01/
- APA style website: apastyle.org
- Bibme: online generator of references: bibme.org

References in the Text

Single Author: (Austin, 1998), or, if the author's name is mentioned in the narrative, only the date: Austin (1998), etc.

Two Authors: (Parker & Mokhesi-Parker, 1998) or Parker and Mokhesi-Parker (1998) as part of the narrative.

Reference List

Book (*single author*): Austin, J. H. (1998). *Zen and the brain: Toward an understanding of meditation and consciousness*. Cambridge, MA: MIT Press.

Book (*two authors*): Calarco, M., & Atterton, P. (2009). A*nimal philosophy: Essential readings in continental thought*. New York, NY: Continuum.

Journal Article: Ko, C. H., Yen, J. Y., Liua, S. C., Huanga, C. F., & Yen, C. F. (2009). The associations between aggressive behaviors and internet addiction and online activities in adolescents. *Journal of Adolescent Health*, 6, 598-605. doi:10.1016/j.jadohealth.2008.11.011

Web Page: Centers for Disease Control and Prevention. (2009). 2009 H1N1 Flu ("Swine Flu") and You. Retrieved from http://www.cdc.gov/h1n1flu/qa.htm

Please always add object identifiers (DOIs) if available.

Illustrations

Single images. These may comprise a broad variety of material, such as photos, maps, and diagrams. The files for illustrations should be uploaded to Editorial Manager using the "Illustration" item type. An illustration's intended location should be marked at the appropriate point in the data paper text and must have a caption. Illustrations should be consecutively numbered. The number of the caption must be part of the image file name.

Image gallery: some topics are best documented by means of a *set of images* in the form of an image gallery or slide show. The intended location should be marked at the appropriate point in the data paper text and must have a caption. Document the image gallery in a separate Word file, which must contain a list of image files to be included in the image gallery together with a *short* caption (label) for each image. This Word file and the related images may be packed as a separate zip, rar, or tar file, to be uploaded using the "Image Gallery" item type.

Image file format: in most cases jpg, tif, or svg files in high resolution are fine (at least 1000 × 1000 pixels and 300 dpi are preferred), but if the image contains a great deal of text and/or lines (e.g. a screen capture of a table or statistical chart), the png format is better. Any text in the image should be large and sharp enough to be clearly readable, even if the image is displayed at much smaller size, e.g. on a tablet in portrait position. Do not use gif or bmp. Do not use images embedded in Word or pdf files.

Sound and Video

The files for sound or video should be uploaded to Editorial Manager using the "Sound/Video" item type. The intended location should be marked at the appropriate point in the data paper text and must have a caption.

- Preferred file formats: avi, flv, m4v, mov, mp3, mp4, mpg, mpeg.
- File naming: please ensure the file's name is clearly referenced in the marking in the data paper text.

Infographics

An infographic is a graphic representation of data or knowledge intended to present complex information quickly and clearly. It is a well-known form of data visualization, used in a variety of forms, varying from public transport maps, statistical diagrams to interactive maps and timelines.

Infographics can be *static* or *interactive*. Interactivity and online publishing has given a new dimension to their use: information is displayed "just in time", when the user needs it. For example, an interactive statistical chart shows the precise numerical value when the mouse pointer is moved over a point on the curve and an interactive map can display detailed information that otherwise would have filled a long table. Nevertheless, in most cases a table is still required for printing, but the interactive variant is far more convenient for a quick look-up and understanding of a data set.

If you have one or more *static* infographics, use them as illustrations (see above). *RDJ* offers a limited possibility to add *interactive* infographics. Authors are not expected to create these themselves; they should only provide the data and graphical assets (map, image, data etc.) and specify the purpose of the illustration.

If you want to add an interactive infographic, describe your idea shortly in a separate Word file, and include this with any relevant images and data in a zip, rar, or tar file. This can then be uploaded using the "Infographic" item type. The infographic will be produced in consultation with the journal's technical editor.

For examples, please see section 4 of [About Research Data Journal](#).

Data Exploration

RDJ fosters the (optional) exploration of the data described in the data paper. This does not necessarily imply access to the full data set; a sample may suffice to get an impression of the nature and quality of the data.

The facility for online data exploration will vary from project to project. Examples are:

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- A link to the project's online database interface;
- An (interactive) online spreadsheet made read-only;
- In case of a desktop database (e.g. Microsoft Access), output in the form of one of more database reports in PDF format, which can be searched by keywords.

If you are not sure, feel free to discuss this point with the Technical Editor at datajournal@dans.knaw.nl, who will assist in creating a suitable data exploration facility.

Publication

Proofs

Authors of accepted contributions will receive one set of galley proofs for proofreading, in the form of a PDF file per e-mail attachment. In the event of a multi-authored contribution, proofs are sent to the first-named author unless otherwise requested. The proofs should be returned promptly within the period requested, with no corrections marked other than those made in the typesetting or conversion process. As copy should be submitted in the final form intended, substantial author's rewriting will be charged to the contributor in question.

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Preferred Repositories for Archiving and Sharing Data Connected to the *Research Data Journal*

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There are many options available to scholars and scientists for archiving and sharing data, in both general and discipline-specific repositories, hosted by public organisations as well as by private companies. There are local/institutional, national and international repository services.
The list below mentions a number of recommended repositories for use by social sciences and humanities (SSH) disciplines.

Quality: Trustworthy and Certified Repositories
It is important that the repository of choice is trustworthy. Such repositories guarantee to safeguard your data and make sure that the data will remain findable, accessible and reusable for either an indefinite or a specific period. Important criteria for the trustworthiness of repositories are that the data can be found via a persistent identifier (such as a DOI, URN or Handle), meaning that the link to the data is maintained, also when something changes in the location of the data (i.e., if the web-address changes). The trusted repository also guarantees a standard way of describing the data (with metadata and additional documentation), and that there is a license specifying the access conditions for sharing and reuse.
There are several ways in which a repository may comply with quality criteria such as these, and certification or accreditation are formalized way for this. We consider repositories complying with the following certification standards as trustworthy:

- Core Trust Seal: https://www.coretrustseal.org/why-certification/certified-repositories/ (this list includes repositories certified by the Data Seal of Approval and accredited by the World Data System)
- Nestor seal (DIN-Norm 31644): http://www.dnb.de/Subsites/nestor/EN/Siegel/siegel.html
- ISO 16363 certified repositories will be listed here: http://www.iso16363.org/iso-certification/certified-clients/

General Repositories
Repositories that accept data from many disciplines, including SSH:

- Open Science Framework, osf.io: developed and maintained by the Center for Open Science, cos.io (not-for-profit)
- Inter-university Consortium for Political and Social Research ICPSR, icpsr.umich.edu (not-for-profit membership organisation)

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- Dryad, datadryad.org (not-for-profit membership organisation; mainly oriented at data belonging to research articles in the life sciences)
- Zenodo, zenodo.org (not-for-profit, hosted by CERN)
- Harvard Dataverse, dataverse.harvard.edu (not-for-profit, hosted by Institute for Quantitative Social Studies IQSS at Harvard University)
- Figshare, figshare.com (free service provided by private company)
- Mendeley Data: data.mendeley.com/ (free service provided by private company)

Domain Repositories

There are a number of repositories that are discipline-specific, and that are usually maintained by discipline-specific organisations or consortia.

Linguistics

- CLARIN depositing services: clarin.eu/content/depositing-services
- Linguistics Linked Open Data: linguistic-lod.org

Social Sciences

- CESSDA data archives: cessda.eu/Consortium

Historical Sciences

Repositories for historical sciences are mostly at the institutional or national level. A number of CESSDA archives also accept historical data sets.

Arts and humanities

- Several CESSDA archives also accept humanities data

Archaeology

There are only few repositories dedicated to archaeology. Most of these have a national focus, such as:

- Archaeological Data Service (UK): archaeologydataservice.ac.uk/
  e-Depot for Dutch Archaeology (part of DANS, The Netherlands): easy.dans.knaw.nl/

Demography

- ICPSR: http://www.icpsr.umich.edu/icpsrweb/DSDR/
- CESSDA archives will normally accept demographic data sets

Institutional Repositories

A growing number of universities and research institutes host a repository for use by their research staff. Most of these institutional repositories are originally set up for storing (open access) publications, but dedicated research data repositories also occur. In order for an institutional repository to be acceptable as a trusted archive, it is essential that the university/institute has a data policy guaranteeing the support for data storage and sharing.

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Further Information

More information on persistent identifiers can be found here:
dpconline.org/handbook/technical-solutions-and-tools/persistent-identifiers.

For further information on the FAIR data principles, see: nature.com/articles/sdata201618 or
dx.doi.org/10.1038/sdata.2016.18.

For an extensive overview of data repositories across all disciplines, see the Registry of Research Data
Repositories of Re3Data and DataCite: re3data.org.

For more information on trustworthy repositories and certification see: coretrustseal.org/.

At the European level EUDAT, eudat.eu/eudat-cdi, bundles a large number of general and discipline-
specific data services.

DARIAH is a pan-European infrastructure for arts and humanities scholars working with computational
methods. It supports digital research as well as the teaching of digital research methods, see: dariah.eu/.
For an overview of data repositories in psychology, cf., psychologicalscience.org/observer/finding-a-
home-for-your-science#.WIG2vcuVuhA.