



Instructions for Authors

Scope

Research Data Journal for the Humanities and Social Sciences (RDJ) is a peer-reviewed e-only open access journal. The *RDJ* is designed to document and publish deposited data sets and to facilitate their online exploration. In this way, it wants to contribute to the transparency of research, accelerate the dissemination of research results and foster the reuse of data sets. The journal focuses on the Humanities and Social Sciences, covering history, archaeology, language and literature in particular. The publication language is English. 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 the research context for which it was created. A data paper gets a DOI; thus, it provides publication credits to the author, who is usually (but not necessarily) 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

RDJ is a fully Open Access journal, which means that all content is freely accessible online. All articles are published under a non-exclusive Open Access license in exchange for an Article Publication Charge (APC). Until 31 December 2021, DANS fully sponsors this journal, therefore the APC for the author is waived. The author(s) keep full copyright and give Brill permission to publish by signing a special Brill Open Consent to Publish. The responsible desk-editor will send the Brill Open Consent to Publish to the author(s). For more information on Brill Open, go to brill.com/brillopen or contact brillopen@brill.com.

Ethical and Legal Conditions

The publication of a manuscript in a peer-reviewed work is expected to follow standards of ethical behavior for all parties involved in the act of publishing: authors, editors, and reviewers. Authors, editors, and reviewers should thoroughly acquaint themselves with Brill's publication ethics, which may be downloaded here: brill.com/page/ethics/publication-ethics-cope-compliance.

Online Submission

RDJ uses online submission only. Authors should submit their manuscript 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.



Instructions for Authors

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. EM automatically generates an electronic (PDF) proof, which is then used by the editors for reviewing purposes.

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 that is discussed in the data paper, has been deposited. The submission must include the following:
 - the text of the data paper in a Word file;
 - a link (DOI or persistent identifier) to the archived data set described in the data paper (for preferred repositories see pp. 7-9 of these instructions);
 - (if applicable) supplementary materials, such as illustrations, tables, videos, soundtracks, infographics, etc. Image files must be submitted *separately*; images embedded in a Word file are not suitable for publication.

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 clearly described?
2. To what extent does the dataset contribute to relevant academic debates, substantive or methodological?
3. Even in the case of local or 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



Instructions for Authors

data collection? Is the data sufficiently user-friendly and accessible?

Please be aware that the data described in the text will be reviewed separately from the submitted article. The reviewers will pay special attention to the question whether the data comply with the FAIR principles (Findable, Accessible, Interoperable and Reusable). If the data do not pass the quality criteria, the article cannot be published.

File Format

The author(s) should upload the data paper as a Microsoft Word compatible document using default (Word) styles.

Language

The data paper should be written in English. 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 a 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 point 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



Instructions for Authors

- 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.:

- *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;
- USC Libraries Research Guides: APA Style: libguides.usc.edu/APA-citation-style (provides also a sample paper in APA style).

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). *Animal 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 xx/xx/20xx 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 the 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



Instructions for Authors

must have a caption. Illustrations should be consecutively numbered. The number of the caption must be part of the image file name.

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 legible, even if the image is displayed at a 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.

The Companion Website ‘Exhibit of Datasets’

Data Visualisation and Exploration

The journal has a companion website, ‘Exhibit of Datasets’ (dansdatajournal.nl/rdp/) containing so-called ‘showcases’: short introductions to datasets using not only illustrations but also other multimedia types. The Exhibit supports a comprehensive set of data visualisation tools, ranging from (interactive) charts and maps to video and audio clips. The gallery of ‘Data Visualisation Demos’ demonstrates the tools available and may provide some inspiration (dansdatajournal.nl/rdp/datavis/dvgallery.html). The technical aspects of making interactive data visualisations can be a real burden for authors. Therefore, DANS (in cooperation with ScieMedia) offers a limited free service to produce multimedia content for data showcases. Authors are encouraged to cooperate by delivering suitable examples with associated data and images. The journal’s technical editor will be happy to answer your questions and help you make choices. Feel free to contact ScieMedia for this purpose directly: info@sciemediamedia.com. A second important goal of the ‘Exhibit’ is getting visitors acquainted with the data set itself, through an interactive online spreadsheet, a data sample or link to the online database of a research project. This “playing with data” may contribute to a better understanding of the paper and makes it possible to quickly assess the usability of the data concerned in the visitor’s project. In line with this, the author can offer full insight into the processing of his research data through a Jupyter notebook. A Jupyter Notebook is an open-source web application that allows to create and share documents that contain live code (e.g. Python), equations, visualizations and narrative text. Such a notebook can be saved as a HTML document; if available, we will gladly include this in the showcase.

Please note that a data paper does not get a showcase automatically. It is an absolute condition that the material is suitable for data visualisation and/or data exploration. Also, there are budget limits, in particular concerning the production of multimedia add-ons.

More Information

- [About the Exhibit of Datasets](#) [About the Exhibit of Datasets](#)
- [Data Visualisation Demos](#)



Instructions for Authors

How to Submit Multimedia?

1. Sound and Video

The files for sound or video should be uploaded to Editorial Manager using the “Sound/Video” item type. Preferred file formats: avi, flv, m4v, mov, mp3, mp4, mpg, mpeg.

2. Slideshow

Document the slideshow in a separate Word file, which must contain a list of image files to be included in the show 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.

3. Interactive Map

Submit a Word file with a normal static map and additional information explaining what interactivity is required.

4. (Interactive) Timeline

Submit a Word file with a table containing date-description pairs.

5. Jupyter (or Azure) Notebook

A Jupyter notebook should be submitted in its HTML form. A notebook can be converted to HTML by means of [nbconvert](#), a utility that comes with Jupyter. Take care to submit not only the HTML file but also the additional directory with images and stylesheets. If the notebook is available online, also provide its url.

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. Because any 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*

Last update 19 September 2019

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 several recommended repositories for use by social sciences and humanities (SSH) disciplines.

Quality: Trustworthy and Certified Repositories

The repository of choice must be trustworthy. Trustworthy 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 as described here; certification or accreditation are a formalized way to accomplish 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): https://www.kuenste-im-exil.net/Subsites/nestor/DE/Siegel/siegel_node.html
- ISO 16363 certified repositories will be listed here: <http://www.iso16363.org/iso-certification/certified-clients/>



Instructions for Authors

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)
- 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 a private company)
- Mendeley Data: data.mendeley.com/ (free service provided by a private company)

Domain Repositories

Some repositories are discipline-specific and usually maintained by discipline-specific organisations or consortia.

Linguistics

- CLARIN depositing services: clarin.eu/content/depositing-services
- Linguistic 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. Some CESSDA archives also accept historical data sets.

Arts and Humanities

- Several CESSDA archives also accept humanities data

Archaeology

There are only a 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



Instructions for Authors

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. For an institutional repository to be acceptable as a trusted archive, the university/institute must have a data policy guaranteeing the support for data storage and sharing.

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.