

This Finishing Touches module focuses on publishing research outcomes which include the supporting data. On completing this section you should be more aware of the considerations that should be made when choosing where to publish and what needs to be considered before publishing your research data.

These materials could be used as an introduction to scientific writing; continue by demonstrating the differences in the writing style used in journal papers and magazines. An activity could then be to write a 200 word summary of their project. Alternatively, this module can be used to highlight the benefits of putting details into the publication and making the research data that supports the research open access in an archive. You could use this as an introduction for publishing research data and ask the audience to select data to archive or demonstrate your institutional archive.

## Section 1: Publications

**Research Data Management  
Publication**

Where should you publish:

- Academic journal,
- Conference proceedings,
- Community magazine,
- Newspaper.

It's important to consider:

- Language,
- Impact,
- Audience,
- Cost of publication,
- Their open access policy.

University of Hertfordshire **UH** Finishing Touches of Research Data Management 

Focus: Publishing options

Main points:

- Journal papers aren't the only option.
- More than one medium can be used.
- There are importance issues to consider; these are discussed in the next few slides.

Highlight that publications are important for your professional reputation, but they can work against you if you do not acknowledge the contributors, the data, all opinions, and describe your work fully.

**Research Data Management  
Academic Journal**

**Journal Impact:** How frequently the 'average article' is cited.

Calculated by comparing the number of publications in a year to the number of times those papers were cited the following year.

Science Watch provides ranking and impact factors available per subject, country, author, and institute. These are the top three journals – all science publications.

Rank	2003 Impact Factor	Impact 2000-04	Impact 1981-2004
1	Nature (30.98)	Nature (50.99)	Nature (138.97)
2	Science (29.16)	Science (50.13)	Science (138.57)
3	PNAS (10.27)	PNAS (19.11)	PNAS (72.73)

University of Hertfordshire **UH** Finishing Touches of Research Data Management 

Focus: Journal Impact

Main points:

- High impact journals are more esteemed, and therefore more difficult to publish in.
- Nature and Science are magazines so they will edit your manuscript and they are not openly available.
- Check your subject for suitable journals in the web of knowledge citation reports.

Highlight that subject journals are targeted by your peers and can improve your papers citation.

**Research Data Management  
Academic Journal**

**Journal Expenses;**

Journals can charge per page, for coloured images/plots, or just a one off cost with free online additional material.

Some are free but charge subscriptions to view the articles which may affect your audience.

Your grant will include a budget for publication so balance impact with the cost of publication.

Choose your journal before getting funding to ensure your costs are covered.

University of Hertfordshire **UH** Finishing Touches of Research Data Management 

Focus: Expenses

Main points:

- Publishing is not free; either you pay to submit, your audience pays to read, or both.
- Charges may be per page, with additional charges for colour pages – do you need colour print or just online versions?

Highlight that you need to include publication costs within your funding bid.

**Research Data Management**  
Academic Journal

**Accessibility;**

Does the journal allow open access to the abstract or the whole text, limitation could damage your citation rate.

*Are you prevented from submitting a manuscript to an open access publication archive?*  
Most journals prevent reuse of the typeset, proof-read journal paper, but you may be able to make a preprint available.

*How long is access limited?*  
Some journals open up access after a few months of access limited to subscribers.

University of Hertfordshire **UH** Finishing Touches of Research Data Management 

Focus: Accessibility

Main points:

- How discoverable is your paper? Subscribers only? Open after a set period of time? Or completely open as you pay a premium.
- Can you submit a manuscript to an open access electronic print archive?

Highlight that funding bodies may require that you make your work open access so this could affect your journal options.

**Research Data Management**  
Conference Proceedings

**Presentations**

- Increase the audience of your research
- Allow Q&A on your work which encourage collaboration

**Conference proceedings**

- These articles are not peer-reviewed – arguably less reliable than journal publications
- Short articles - only a few, small pages long - so they contain very few details

It is therefore good practice to submit a journal article that contains the full details of your research in addition to a conference proceedings article.

University of Hertfordshire **UH** Finishing Touches of Research Data Management 

Focus: Conference Proceedings

Main points:

- Conferences are an excellent opportunity to promote your research.
- Posters, presentations, and proceedings all advertise your work.
- Be aware of poachers – you can decline photographs or sharing of your slides, but advertise your paper coming soon.

Highlight that funding for students to attend can be procured from professional societies, conference organisers, and industrial partners.

**Research Data Management**  
Press Release

Ground breaking and of interest to the public?

Releasing details of your work in a press release increases the audience of your work.

We have a team at UH committed to helping you communicate with the media, who you can contact through the Press Office.



**ReDNet, the prevention project on new drugs, scoops top European Health Award**  
The prestigious European Health Award 2013 has been awarded to Dr Ornella Corazza for the Recreational Drugs European Network (ReDNet), a collaborative prevention project on new psychoactive drugs led by University of Hertfordshire researchers Professor Fabrizio Schifano and Dr Corazza.  
3 October 2013

University of Hertfordshire **UH** Finishing Touches of Research Data Management 

Focus: Press release

Main points:

- Newspapers and university news articles can also promote your work.
- You may be asked to interview so make sure you know your stuff.

Highlight that they are not researchers, use basic language and be clear – you don't want them to get the wrong end of the stick.

## Section 2: Preserving Data

This section could be used as an introduction to preserving data which could continue to how to deposit in an institutional or subject archive.

**The issues of what to preserve and how to do so should be considered at the beginning of the project process during the funding application and ethics approval so that provision can be made for sharing.**

Research Data Management  
Why Preserve Data?

**More data available increases research productivity.** You cannot reduce the time it takes to collect new data, but if the data from previous studies were available, you may not need to gather new data at all.

**Increases the impact** of your research as you will be cited by everyone who reuses your data.

**Raise your research profile** which may affect your employability and the **success of future research** funding bids.

You can also rest assured that your **data will be safe** in the long term so your future self can also reuse your data.



Finishing Touches of Research Data Management



Focus: Benefits of sharing data

Main points:

- Reusing existing data cuts out data gathering time and expense.
- Sharing increases the impact of your work
- Essentially a backup of your data.

Highlight that most funders require that researchers preserve their data.

Research Data Management  
Preserving Data

**NOT EVERYTHING**

Select data that is

- difficult to reproduce, if it is even reproducible,
- tools that took months, perhaps years, to produce,
- any supporting data,
- electronic versions of results.

What data and tools would have saved you time if they were available to use when you started your project?

What do you need to redo your work and/or expand on it?



Finishing Touches of Research Data Management



Focus: Selection

Main points:

- Preserving every test, version, and stage of your analysis is **not useful**.
- Keep what can be reused easily.

Highlight that data that helped them, may help others; processed data? Analysis code? Electronic versions of results.

Research Data Management  
Preserving Data

It is important to retain quality data and tools of independent merit.

- your raw data,
- your reduced data, if it is at risk from software obsolescence,
- tools and scripts,
- design files,
- finalised measurements,
- supporting documentation and metadata.

Make sure there's enough information in your publication to reuse these data and therefore verify your work and use it for a concept study or comparison set.

If they can compare easily, they will and credit your research.



Finishing Touches of Research Data Management



Focus: Examples to preserve

Main points:

- Raw data is crucial if it is not stored at the facility where it was acquired.
- Processed data could be more useful, but are others likely to reprocess the raw data for consistency with new data.
- Bespoke software – maybe chargeable – and scripts that are difficult or time consuming to reproduce.

Highlight that metadata and documentation is required for all preserved data.

Research Data Management  
Preserving Data

Data in support...

- The data used to make the plots
- Full catalogues in digital form for easy reuse – abstracts of the catalogue may be printed, but excessive data sets are expensive to print in full.
- Electronic versions of images which contain additional 3D information.
- Videos of models – compressed to limit file size but retaining the essence.



Finishing Touches of Research Data Management



Focus: Supporting data

Main points:

- Your work needs to be verifiable, so make the numbers behind plots available.
- Electronic versions of tables can be downloaded and used as comparisons quickly and easily – you'll be cited.
- Electronic images hold extra information in the third dimension; e.g. intensity, noise measurements, background values.

Highlight that the more information shared, the more you can be credited for.

**Research Data Management**  
Anonymisation

If you have information that is not vital to the study, then don't share it, anonymise it.

- Remove direct identifiers (e.g., personal information such as addresses)
- Aggregate or reduce the precision of variables that might be identifiable (such as postcode).
- Generalise text variables to reduce identifiability
- Restrict continuous variables to reduce outliers
- Pay particular attention to anonymising relational data - some anonymised variables may become identifiable when considered in combination.

*Whenever editing is done, researchers need to be aware of the potential for distorting the data. For example, deleting all possible identifiers from text or sound recordings is a simple but blunt tool that creates data that are confidential but may be unusable.*

UK Data Archive

University of Hertfordshire **UH** Safeguarding data with Research Data Management



**Focus:** Anonymisation

**Main points:**

- If you can anonymise for your paper, you can anonymise your data for sharing.
- Make sure your ethic approval allows you to share your data.
- Open access does not necessarily mean anyone can download it – you can apply restrictions.

**Highlight** that you should not breach DPA to share your sensitive data.

### Section 3: Anonymisation

**Research Data Management**  
Sensitive Data

Sensitive Data is information covering:

- The racial or ethnic origin of the Data Subject
- Political opinions
- Religious or other beliefs of a similar nature
- Membership of trade unions
- Physical or mental health or condition
- Sexual Life
- The commission of any offence or criminal records

Sensitive data must be collected using an opt-in and should be carefully handled. Other classes of data which might be regarded as sensitive are data relating to children and financial information, and also data related to national defence.

Sensitive data also includes any information that is protected by University policy from unauthorized access. This information must be restricted to those with a legitimate business need for access.

University of Hertfordshire **UH** Finishing Touches of Research Data Management



**Focus:** Sensitive data

**Main points:**

- Generally these data are personal information that can lead to discrimination.
- If your research focuses on links between these data, then identifiers should not be published alongside these data.

**Highlight** that these data can be collected, but care should be taken in the sharing and storage of these data. This should be considered thoroughly at the beginning of the project when ethics is applied for.

**Research Data Management**  
Personal and Confidential Information (PCI)

**Personal data**  
Personal data are data which relate to a living individual who can be identified from those data or from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller and includes any expression of opinion about the individual and any indication of the intentions of the data controller. This includes any other person in respect of the individual (Data Protection Act 1998).

**Confidential data**  
Confidential data are data given in confidence or data agreed to be kept confidential, i.e. secret, between two parties, that are not in the public domain such as information on business, income, health, medical details, and political opinion.

The University UPR12 sets out the acceptable practice for managing PCI.

University of Hertfordshire **UH** Finishing Touches of Research Data Management



**Focus:** Personal and confidential data

**Main points:**

- Personal data relates to a living individual and may include sensitive information.
- Confidential data is only given if agreed that it will not be shared.

**Highlight** that personal data can be collected, but confidential data cannot be shared without permission, even among colleagues.

**Research Data Management**  
Anonymisation

A person's identity can be disclosed from:

**direct identifiers** such as names, addresses, postcode information, telephone numbers or pictures

**indirect identifiers** which, when linked with other publicly available information sources, could identify someone, e.g. information on workplace, occupation or exceptional values of characteristics like salary or age

Direct identifiers are often collected as part of the research administration process but are usually not essential research information and can therefore easily be removed from the data.

UK Data Archive

University of Hertfordshire **UH** Finishing Touches of Research Data Management



**Focus:** Direct Identifiers

**Main points:**

- Obvious information like names, addresses, phone numbers and dates of birth.
- Less obvious are occupations, places of work, and age.

**Highlight** that these data can be collected, but care should be taken in the sharing and storage of these data and together they can identify individuals.

**Research Data Management**  
Anonymisation

- Assign each participant an anonymity code, which would be their identifier in a SPSS or Excel database.
- Only the PI can match an individual to their code and each participant can be given their own code in case they wish to withdraw from the study.

Most data are used en masse so individuals are difficult to identify, it is the grouped responses that researchers are interested in.

When publishing the data, information that identifies participants cannot be published such as name, address, telephone and email contact information. Apply this same anonymisation to the data sets, what doesn't need to be shared?

**You can ask the participants for permission to publish certain disclosed information when you're ready to archive it if you did not do so when it was collected.**




Finishing Touches of Research Data Management

**Focus:** Anonymisation methods

**Main points:**

- The simplest method is to remove direct identifiers and replace with a reference number.
- This reference can be used to identify individuals if you need to contact them.

**Highlight** that how you're going to anonymise data should be declared when you apply for ethics approval.

**Research Data Management**  
Ethics approved sharing

Your sensitive data is most at risk when you share it between devices and people.

If you are working with the NHS, you will be provided with an encrypted email account that you need to use to contact them.

In your everyday environment, you can;

- encrypt your emails using **Outlook**; this also encrypts the attachments but you will need ensure the recipient can decrypt it.
- encrypt your data and files using **TrueCrypt** before attaching them to your email or using the file exchange.






Finishing Touches of Research Data Management

**Focus:** Ethics approved sharing

**Main points:**

- Data is most at risk when you're passing it between colleagues.
- Use encryption to protect your data either directly in your email client, or using software.

**Highlight** the tools used by your institution.

**Research Data Management**  
Open Access with restrictions

The term "Open Data" is unsettling and can have different connotations depending on who you talk to. Generally, it means that data is accessible by everyone. With respect to repositories, it is unreasonable and unlikely that all data is available without restrictions.

- If data is discoverable, then it is open to the public and accessible.
- It may not be **downloadable** by everyone
- You can restrict access to professionals, members of a particular group i.e. NHS workers.

Archives will offer different levels of access so your data is protected against misuse.




Finishing Touches of Research Data Management

**Focus:** Open Access for Sensitive Data

**Main points:**

- If the metadata can be discovered then it's open access.
- You can restrict access to authorised institutions or professional at a university.

**Highlight** that different archives offer different levels of restrictions. This should be considered when choosing an archive. Funders may specify which archive has to be used.

**Research Data Management**  
NHS Data archives

Sensitive data has to be anonymised before being preserved in an archive; however, this is not a new concept as data must be anonymised for publication.

Databases with sensitive information tend to have access control so that data is not misused. The National Institute of Health and Care Excellence (NICE), provide an evidence search which is accessed using NHS Athens.

The University of Hertfordshire is a member of Athens, so if you are supporting NHS patients, you can get a NHS Athens account for free.

NHS approved databases are reviewed by their ethics committee and meet their requirements for the preservation of research data.




Finishing Touches of Research Data Management

**Focus:** NHS archives

**Main points:**

- The NHS provides an encrypted email for use when communicating with them.
- The NHS has a list of approved archives where their security and treatment of sensitive data has been ethics approved.

**Highlight** that the University's institutional archive may have been approved by the NHS.

**Section 4: Archiving Data**

These materials could be used as part of an introduction to preserving data which could continue to how to deposit in an institutional or subject archive. This includes a summary of which data should be deposited in an institutional archive, as well as using openDOAR to search for a suitable archive.

**The researcher’s funding body may dictate what data is deposited when and where. This should be considered when applying for funding.**

**Research Data Management**  
Which Archive

**Archive** - a place where public records or other historical documents are kept. An extensive record or collection of data.

**Repository** - a receptacle or place where things are deposited, stored, or offered for sale

**Catalogue** - a list or record, as of items for sale or courses at a university, systematically arranged and often including descriptive material

**Library** - a collection of any materials for study and enjoyment, as films, musical recordings, or maps.

In the context of research data, repository, library, and archive are generally interchangeable. It is a place where data is deposited, managed and kept in perpetuity.

University of Hertfordshire **UH** Finishing Touches of Research Data Management

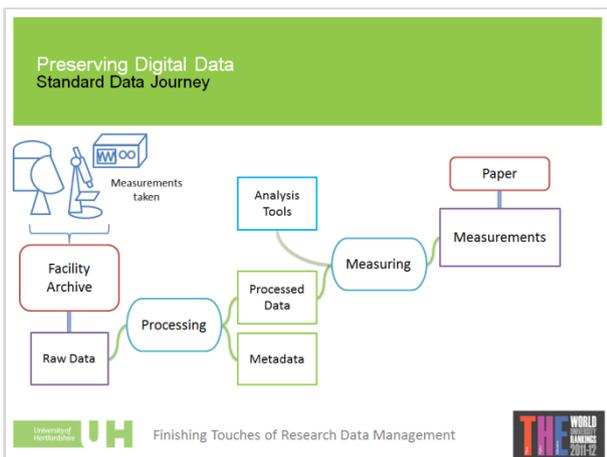


Focus: Definitions

Main points:

- There is a subtle difference between a repository and an archive.
- A catalogue does not necessary mean that the objects are stored locally.

Highlight that the requirement to preserve data cannot be satisfied by keeping the data on your website and listing it in a catalogue as this cannot be persistently cited.

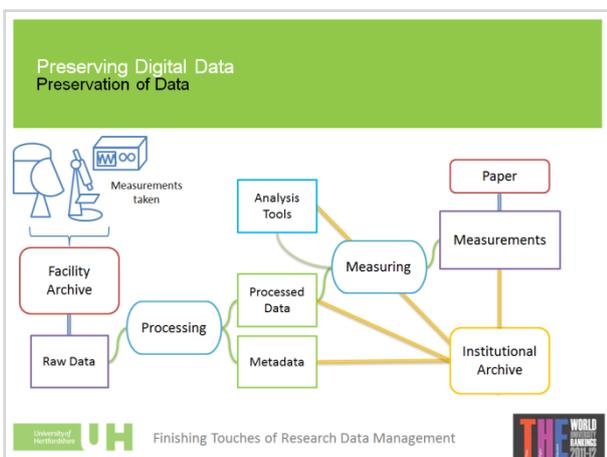


Focus: Standard practice

Main points:

- Currently, collected data is processed and analysed before the results are presented and explained in a paper.

Highlight that the processed data, metadata, and analysis tools are not preserved.



Focus: Data preservation

Main points:

- New emphasis on preserving data within an institutional or subject archive.
- If enough data is stored in institutional archives from a specific subject, a subject archive could be installed later due to this demand.

Highlight that institutional archives are there to allow you to share your data when you do not have access to a subject archive; a subject archive should be the first place people would look for data.

**Research Data Management Subject Archives**

OpenDOAR is a authoritative directory of academic open access repositories; repositories and their content are fully searchable.

<http://www.opendoar.org>

Refine your search to subjects, languages, countries and the type of repository...

**OpenDOAR** Directory of Open Access Repositories

Search or Browse for Repositories

Any Subject Area Any Country Any Language Any Software Any Content Type Any Repository Type

Summaries 25 per page Sort by Repository Name

To search the contents of the repositories listed in OpenDOAR, please see our [Custom Search](#) page.

Results 1 - 28 of 2462 Page: Previous 1 2 3 4 5 6 7 8 9 10 Next >>

Subjects in OpenDOAR Worldwide

University of Hertfordshire **UH** Finishing Touches of Research Data Management

**T** **WORLD** **RANKINGS** 2011-12

**Focus:** Archive catalogue

**Main points:**

- OpenDOAR is constantly growing as more archives are created.
- Refining to your language, country, or subject reduces the transformations required before you can deposit.

**Highlight** some archives charge for management of your data and that retention periods vary.

**Research Data Management Institutional Archives**

No dedicated subject repository?

- Deposit within an institutional repository linked to one of the investigators (PI/CoI).
- Limits discoverability; subject repositories are more likely to be searched first.
- Relies on citations within publications to locate supporting and archived data.

Check if you can include data with your publication that is then hosted by the publisher.

Even if you can deposit your data in a subject repository, you may need to enter a record of these data with your institutional repository in their data catalogue.

University of Hertfordshire **UH** Finishing Touches of Research Data Management

**T** **WORLD** **RANKINGS** 2011-12

**Focus:** Institutional archives

**Main points:**

- You cannot reupload somewhere else later, as you need a persistent citation; however, you can enter a record elsewhere referencing your data's location.
- Discoverability is less than in a subject repository, so ensure you declare your data's location and its unique digital identifier in your publication.

**Highlight** that a record of data in a subject repository should also be entered in your institutional data catalogue.