Open Science Compliance Checklist for Authors

Draft to Publication

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Open Science Compliance Checklist for Authors

This document is intended to provide a detailed overview of ASAP's Open Science Policies and compliance requirements.The [ASAP Open Science Policy](#) can be found on our website.

If you have additional questions, please see the [Open Science Compliance FAQs](#) or email the Open Science Team at **openscience@parkinsonsroadmap.org** with the subject title: "Compliance Question:...".

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Compliance Checklist for Original Research

☐ **Share all research outputs in publicly accessible repositories:** All datasets (excluding representative images and quality control datasets), code & software, lab materials, and protocols generated in the manuscript must be deposited and/or registered in recognized community repositories so that they are publicly available **at the time of publication**. The persistent identifier (DOI, RRID, or accession number) should be cited for all research outputs, both new and reused. **We strongly recommend including a Data Availability Statement where all research output information is cited**. For more information, see the Appendices, or Open Science Compliance FAQs.

☐ **Create a Key Resource Table (KRT) of all resources used or generated in the manuscript:** All datasets, code & software, lab materials, and protocols in the manuscript must be included in a key resource table. Each row must have enough information to unambiguously identify the resource. **If you have not provided the requested information, include reasoning for why not in the KRT.** For more information, see the Key Resource Table Appendix or Key Resource Table FAQ.

☐ **Assign author affiliations to all ASAP Team Members:** Your home institution plus: "Aligning Science Across Parkinson's (ASAP) Collaborative Research Network, Chevy Chase, MD 20815." For more information, see the Open Science Compliance FAQs.

☐ **Include the ORCID for all ASAP Team Members.**

☐ **Include Acknowledgement to ASAP and MJFF Funding:** "This research was funded in whole or in part by Aligning Science Across Parkinson's [Grant number] through the Michael J. Fox Foundation for Parkinson's Research (MJFF). For the purpose of open access, the author has applied a CC BY public copyright license to all Author Accepted Manuscripts arising from this submission." For more information, see the Open Science Compliance FAQs.

☐ **Submit preprint:** Preprint posted in an open access preprint repository (Biorxiv recommended) **no later than submission** to a journal for review. For more information, see the Open Science Compliance FAQs.

☐ **Compliance check:** Compliance checks may occur during multiple stages of the manuscript lifecycle (i.e., draft, preprint, and publication phase). **We strongly recommend that you submit a manuscript for a compliance check as early in the process as possible.** For more information, see the Open Science Compliance FAQs.

Draft: A compliance check of a draft manuscript is not required. However, we strongly recommend that you submit a manuscript for compliance reporting as early in the process as possible.

Preprint: Once your preprint has been posted, request a compliance check.

Publication: The Open Science team will conduct a compliance check on the final publication to ensure that all required action items have been resolved.

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☐ **Share any research outputs generated in this manuscript on the CRN Hub:**
All manuscript-generated outputs should be [shared on the Hub](#) **at the time of preprint or at the time that they are made publicly available, whichever happens first**. However, teams are also encouraged to privately share outputs with the CRN by uploading them to the Hub prior to this time point

Compliance Checklist for Reviews

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☐ **Include the ORCID for all ASAP Team Members.**

☐ **Include Acknowledgement to ASAP and MJFF Funding:** "This research was funded in whole or in part by Aligning Science Across Parkinson's [Grant number] through the Michael J. Fox Foundation for Parkinson's Research (MJFF). For the purpose of open access, the author has applied a CC BY public copyright license to all Author Accepted Manuscripts arising from this submission." For more information, see the Open Science Compliance FAQs.

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Appendix

Key Resource Tables

We strongly recommend that all manuscripts submitted for a compliance check include a Key Resource Table (KRT) using our CSV template. Using a KRT is the easiest way to show that your team has made all of your research outputs publicly available. Your KRT should include all new and pre-existing resources you used, including datasets, code & software, lab materials, and protocols. You should publish your KRT as a table in the Methods section of the manuscript or as a part of your Zenodo upload.

For each resource, you should include (1) the resource type, (2) the resource name, (3) the resource source, (4) the resource identifier, and (5) if the resource is new or reused. If the resource was generated in the manuscript, enter "new" in the source column. Each row must have enough information to unambiguously identify the resource. **If you have not provided the requested information in the KRT, include reasoning for why not. This includes cases in which you have deposited a new lab material but it has not yet been assigned an RRID.** For more information, see the [Guidance for Creating a Key Resource Table](#) and the [Key Resource Table FAQ](#).

Datasets

We require all datasets generated in a manuscript to be uploaded to Zenodo or another reputable repository. We do not require representative images and quality control data to be included in this upload. However, any tabular data associated with image quantification should be included. Please refer to this [flow chart](#) for questions about what to include.

For more information on how to upload your datasets to public repositories, see the [Zenodo Workspace Guide](#) and the [Data Repository Wiki](#).

Unless you are uploading dataset to data-type-specific repositories, **we recommend that you upload all the datasets that come from a single paper to a single DOI**.

When someone clicks on a DOI linked to one of your datasets it should ideally bring them to a webpage that includes (1) the **dataset(s)**, (2) a **codebook** (a document that

explains each variable in each dataset), and (3) a **readme** file for how to navigate the contents of this DOI. It is best practice to upload tabular data in a .csv format, readme files in .txt format, and codebooks in either .csv or .txt format.

If your manuscript contains novel datasets, cite the persistent identifier (DOI or accession number) and URL in the manuscript text. We strongly recommend including a Data Availability Statement where all research output information is cited. *Examples: "All data can be found in [repository name]: [DOI, URL]. This includes (i) [dataset A], (ii) [dataset B], (iii) [dataset C], (iv) [dataset D], and (v) [dataset E]." OR "The data that support the findings of this study are deposited on [repository name] [DOI, URL]." OR Include this information in your KRT.*

If your manuscript contains a reused dataset, cite the persistent identifier (DOI or accession number), URL, and date accessed in the manuscript text. *Example: "Existing datasets used in this manuscript include [type of data] datasets from [Citation, DOI, URL, date accessed], [Citation, DOI, URL, date accessed], and [Citation, DOI, URL, date accessed]." OR "Publicly available [datatype] data was downloaded from [repository] [accession number, URL, date accessed]." OR Include this information in your KRT.*

Code & Software

We require that all code and software generated in a manuscript be uploaded to a repository that provides a permanent identifier (DOI or accession number), such as Zenodo**.** Code must be uploaded as a native file (e.g., .py or .R) or as a .txt file. **Linking to GitHub alone is not accepted unless the page is archived.**

For more information on how to cite GitHub code through Zenodo, see this video.

When someone clicks on a DOI linked to your code or software it should ideally bring them to a webpage that includes (1) the **code/software**, (2) a **codebook** (a document that explains each variable in each dataset; include if the dataset can be found at the same DOI as the code), (3) a **readme** file for how to navigate the contents of this DOI, and (4) **metadata** (reference data that helps sort and identify attributes of the information being described). You can use the CodeMeta wizard to create metadata for your code and software.

If you generated new software in your manuscript, you should license the software tool with a permissive license. Permissive code licenses accepted by ASAP include: MIT license, Apache 2.0, BSD 2-Clause "Simplified," and BAS 3-Clause "New/Revised."

If your manuscript contains code or software generated with ASAP funds, cite the persistent identifier (<u>DOI</u> or <u>accession number</u>), URL, and RRID in the manuscript text. We strongly recommend including a Code Availability Statement where this information is cited. *Example: "All original code used for analysis of [datatype A] and [datatype B] is available at GitHub [URL] and has been deposited in Zenodo [DOI, URL]." OR Include this information in your KRT.*

If your manuscript contains reused code or software, cite the URL, version number, and RRID (if available) in the manuscript text. *Example: "Data was acquired using [software, version #] [Vendor, URL, RRID]." OR Include this information in your KRT.*

Lab Materials

We require all lab materials generated in a manuscript to be deposited and/or registered with a <u>public repository</u>. This includes cell lines, transgenic models, plasmids/clones, antibodies, and other reagents. *Yeast, c.elegans, and monkeys are exempt from this process as no registering body exists.*

For more information on how to register/deposit materials for your publication, see the [Preclinical Tool Registration Guide](). You can also reach out to the [MJFF Sponsored Tools Program]() for more information.

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If your manuscript contains reused lab materials, cite the persistent identifier (<u>RRID</u>), source, and catalog number in the manuscript text. Check [SciCrunch]() and [DataCite Commons]() for pre-existing identifiers associated with research outputs generated by another group. *Examples: "[virus name] [vendor, catalog #, RRID] was*

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Protocols

We require all protocols used in a manuscript to be uploaded and publicly-shared on protocols.io. Each section in the Methods should have its own protocol associated with it. *In silico protocols are exempt from this process because they would be associated with code deposition.* All ASAP members have the ability to join the private ASAP workspace on protocols.io to privately draft protocols and share them with their team members prior to publishing. Protocols are required to be published with a DOI at time of manuscript publication acceptance (*preprint preferred but not required*).

For more information about how to write a recipe-style protocol, see this guide. For more information about how to create a protocol, see the Protocols.io Tutorial.

If your manuscript contains protocols generated by your lab, cite the persistent identifier (DOI) and URL in the manuscript text. We recommend that you cite the protocol DOI and URL in the Data Availability Statement and cite the URL to each specific protocol in the appropriate Methods section. *Examples: In each Methods section; "For more details, see online protocol URL." or "Details of the accelerating rotarod and open field tests can be found at DOI XXXXX, URL." OR Include this information in your KRT.*

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Compliance Report

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