Publication Policy & Procedures

Description

This document describes CESSDA's approach to internal dissemination, public release and curation of materials produced through CESSDA ERIC funding and other CESSDA-related information. All information is initially stored in CESSDA's information storage systems (Google Drive). Some material has limited dissemination to CESSDA Service Providers (e.g. through Google Drive or Basecamp) and some is made public and assigned a DOI through the Zenodo platform. Special measures are taken for multimedia not easily usable through Zenodo and for software source code which is maintained in code repositories.

Different thematic collections of resources for easy reference by Service Providers are curated using the Zotero reference manager.

Document info

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Version history

Version	Date	Comment	Revised by
0.1	Sept. 2019	First draft	Carsten Thiel
0.2	Feb. 2020	Review by SPF, Including comments from UKDS & SODA	Carsten Thiel
0.3	10.03.2020	Review by Mari Kleemola	Carsten Thiel
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0.6	09.06.2020	Review by Hervé L'Hours	Carsten Thiel
1.0	26.06.2020	Final review by Working Group Leaders and Main Office	Carsten Thiel

Contents

Purpose of the Document

This document describes CESSDA's approach to the curation and the internal and external release of CESSDA Co-Created outputs, either through CESSDA ERIC budget or when CESSDA ERIC is the coordinator of an EC project, as well as other CESSDA-related information. This covers both public and internal/restricted dissemination levels.

Work in CESSDA is coordinated by the Main Office and takes place in projects attached to the strategic pillars which are organised in Working Groups. The Working Group Leaders, together with Task Leaders and Main Office, form the Review Board that ensures the connection between project and pillars and monitors the outputs.

Information sources

CESSDA management information, including annual reports and official presentations.

Deliverables funded through the CESSDA workplan.

Deliverables funded through EC grants, where CESSDA ERIC or one of its linked third parties is the lead beneficiary.

Other CESSDA-related information, including presentations and publications at external conferences and journals.

Information Types and Formats

- Text-based documents (Reports, Presentations, final publication format PDF/A2)
- Multimedia (video and audio recordings, final format platform dependent)
- Software releases (source code)

Information Systems

- CESSDA Main Office Information Systems (Google Drive, Bitbucket and Basecamp)
- Zenodo Open Repository
- CESSDA Reference Management (Zotero)

Document Submission and Curation in the CESSDA Information Systems is coordinated by CESSDA Main Office. The internal systems (Google Drive, Bitbucket and Basecamp) are used to prepare and coordinate the curation process.

CESSDA uses Zenodo as its publication platform. In addition, Zotero groups are used to create thematic collections addressing specific topics or target audiences.

Publication

All public CESSDA Co-Created output shall be licensed under CC-BY-4.0[1] or Apache-2.0[2] for Software. CESSDA publishes through Zenodo[3] to support persistent identification and citation. All of the information sources listed above may be selected for inclusion in the CESSDA Zenodo Community[4].

For multimedia content, additional public release on a more usable platform can be agreed between creators and CESSDA Main Office. For Software Releases, links to the source code repositories are provided.

Branding and Templates

All CESSDA Co-Created output must use CESSDA templates where available and otherwise include clear CESSDA Branding. The templates are available from the Main Office on request and will be shared on the Information Systems.

CESSDA Main Office Information Systems

Google Shared Drive

CESSDA Main Office manages an internally accessible GSuite Shared Drive, covered by CESSDA's Data Processing Agreement with Google. This is made available read-only to all CESSDA Consortium members with all documents in final publication format. Where possible, documents will also be kept in editable format. The folder structure and file naming convention will be documented internally and continuously updated inside the drive and follow the DMEG[5] Recommendation for File Naming.

Material collected for General Assembly, Service Provider Forum and the Scientific Advisory Board are not stored in the this Shared Drive by default. Individual files can be made available in the "Relevant files" section upon decision by the body or the Director. These files are distributed to relevant stakeholders through Basecamp (see below) and upon request.

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[1] https://creativecommons.org/licenses/by/4.0/
[2] https://www.apache.org/licenses/LICENSE-2.0.txt
[3] https://about.zenodo.org/
[4] https://zenodo.org/communities/cessda
[5] Data Management Expert Guide, https://www.cessda.eu/DMGuide

Bitbucket

CESSDA uses Bitbucket source code repositories for developing and maintaining all source code for software products, infrastructure and associated documentation. The work is governed by the CESSDA Technical Guidelines[6]. The Technical Working Group defined the Quality Requirements for all components acceptable for production use in CESSDA. Code satisfying the requirements shall be open sourced and published.

Basecamp

CESSDA uses Basecamp for internal communication and dissemination of restricted information and outputs. All Service Providers and Members will be queried annually to confirm access to the relevant Basecamp areas.

Document Submission and Publication Process

All documents produced through CESSDA funding must be submitted to the Main Office respecting the agreed deadlines and communication channels identified for the output. Main Office performs a formal check and forwards the documents for review. After positive review of (revised) documents intended for public dissemination, the Working Group and the author(s) liaise for the publication to Zenodo. Each Working Group uses its own functional account linked to a cessda.eu address.

Copies of all submitted versions of the documents, including the final version for publication, are stored in the CESSDA Main Office Information Store.

The flow diagram in Figure 1 below illustrates the process and responsibilities.
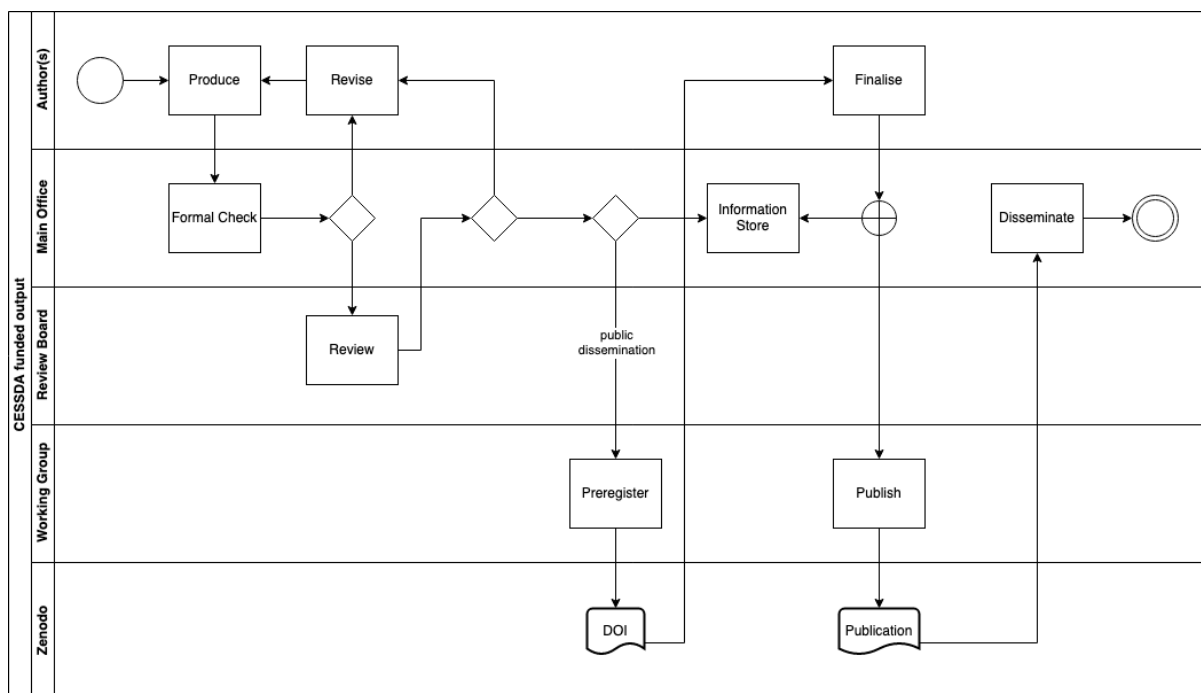
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[6] https://docs.tech.cessda.eu/

Figure 1: Flow diagram illustrating submission process

Special Publication Types

Presentations

Presentations from Events managed by CESSDA

For CESSDA organised events, the organising team must perform quality assurance, as approved by the Review Board. The reviewed presentations can be published following the event.

Presentations from Events not managed by CESSDA

If presentations are published by the conference or event organisers, their solution and quality assurance is considered sufficient without formal review by CESSDA, see Publication by a third party below.

Webinars & other multimedia material

Zenodo does not have built-in viewing support for multimedia content. Multimedia content will still be published on Zenodo to receive a DOI, ideally together with any accompanying material. The multimedia files should then also be made available on suitable platforms, such as YouTube, including the official citation of the Zenodo record. The Zenodo record should also point to this secondary publication.

Event recordings, such as webinars videos, should be finalised directly after the event and sent to Main Office together with all accompanying material.

All multimedia content has to comply with the CESSDA visual identity and can be published immediately after successful review.

Software Releases

Software releases of public open source code for software developed should be published to Zenodo as release tarballs, with the version independent DOI suggested for citation unless referring to specific releases.

For a new version of a software product meeting the CESSDA Software Requirements to be released, the manual evaluation by the responsible user representative must first be successfully concluded.

Zenodo Publications

In general, documents should be records of type *Publication* with one of the subtypes *Conference Paper*, *Journal Article*, *Project Deliverable* or *Report*. For *Poster*, *Presentation* and *Software*, the respective type should be chosen. For webinars, slides and video and all additional material should be one record of type *Other* with [webinar] in the title. Title and Abstract must match the document's content and the EC grant must be specified if applicable, following the EC rules for visibility. Authors should be named individually, unless the specific document requires otherwise, and the use of ORCIDs is strongly recommended. The DOI should be pre-registered and added to the document during preparation. Other fields, e.g. Related Publications, should be filled as appropriate.

Zenodo CESSDA Community

This community serves as an unstructured collection of all public CESSDA outputs, new publications are listed in the CESSDA updates feed on the CESSDA website.

Publications involving CESSDA funding

Publications co-created through CESSDA, i.e. CESSDA workplan tasks or grants where CESSDA ERIC is involved, must be submitted to the Zenodo *CESSDA community* by selecting it in the upload's settings.

Proposing other Documents for inclusion in CESSDA Community

Other documents that relate to CESSDA can be submitted to the community as well. Reports and presentations featuring CESSDA work prominently and with clear attribution should be

included, the mere mention of a CESSDA tool or service does not qualify the work for submission alone.

Publication by a third party

In exceptional cases where a third party performs the publication, e.g. conference organisers publishing all conference material on behalf of the authors, the authors should request the third party to submit the publication for inclusion to the CESSDA community when consenting to the publication.

The community can be found as "CESSDA" in the communities list or with the direct deposit link https://zenodo.org/deposit/new?c=cessda

Zotero Thematic Collections

CESSDA uses public Zotero groups for creating thematic collections addressing different target audiences. These can include CESSDA-related material as well as external resources. Each group must have a designated contact person in charge of the editorial work.

The CESSDA Zotero groups are meant to provide thematic introductions to specific topics considered relevant for a specific audience. This includes the Resource Directory for new Service Providers and the Resources for Service Users & Scientists as well as a collection of Technical Documents for developers to start with. Further groups can be created if needed and a target audience is defined.

The groups are owned by the CESSDA Main Office Zotero account. Individual users can be granted access to relevant groups through the Main Office.

The contact person is responsible for appropriate dissemination of the group. All contact persons will be notified regularly about publications becoming known to the Main Office.