edition | topoi

Publication of Digital Research Data I

Instructions for researchers and research groups

1   General

Edition Topoi is the publication and research platform of the Excellence Cluster 264 Topoi – The Formation and Transformation of Space and Knowledge in Ancient Civilizations, a research association of the Freier Universität Berlin and Humboldt-Universität zu Berlin in cooperation with the Berlin-Brandenburg Academy of Sciences and Humanities, the German Archaeological Institute, the Max Planck Institute for the History of Science and the Stiftung Preußischer Kulturbesitz.

Edition Topoi champions open access to knowledge in the sciences and humanities. Via

www.edition-topoi.org

barrier-free digital content is provided without charge and may be used according to open access principles. As far as possible, the data are published under an open content licence and can be used in line with the corresponding licence terms.

Edition Topoi publishes books using the print-on-demand process and simultaneously as digital open access versions.

When publishing research data Edition Topoi distinguishes between **Collections** and **Bags**. Collections are comprehensive, thematically defined collections of data that are created in the course of research projects and are published as independent research sources. Bags are smaller sets of research data linked to a focused research question or book publication. Both types of repository can be subjected to revisions providing additional data to supplement and extend them.

EDITION TOPOI COLLECTIONS
EDITION TOPOI BAGS

With **Citable** the Excellence Cluster Topoi has developed an innovative publication format allowing the further use of academic data. Citables are written in JSON format. This is a future-proof and widespread standard that permits the software- and system-independent integration of Citables in other applications.

CITABLE

Edition Topoi publishes primarily data derived from the research and cooperation projects of the Excellence Cluster Topoi. The research platform is barrier-free, institutional and serves only scientific and educational purposes.

2 Data publication

2.1 Scientific evaluation of data material

Inclusion in the Edition Topoi Collections requires a publication application to be addressed to the data editorial department, on the basis of which an initial scientific evaluation of the data (e.g. format and quality) will be conducted. If the dataset is to be published in the repository then the project will be discussed in detail with the data editorial department, in the course of which it will be decided whether the dataset will be held as an independent collection or as a bag. A data management plan will also be required from the researcher. The data editorial department takes on an advisory role here.

CONTACT:
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2.2 Data management plan

A data management plan (DMP) is required so that the data can be integrated in Edition Topoi without further editing. Instructions for drawing up the data management plan are provided by the Computer and Media Service (CMS) of the Humboldt-Universität zu Berlin. A checklist for producing the data management plan is also available (Instructions and Checklist for a Data Management Plan).

The preparation of the data in line with the agreed DMP must be undertaken by the researcher supplying the data.

In the data management plan at least the following points and questions must be considered and itemised:

DMP CHECKLISTE

- **Administrative information** (project name, project head, lead researcher, relevant policies)

- **Data collection / project metadata** (description of the research data to be collected, research group, if appropriate bibliographic references, related links. Forms are available upon request from Edition Topoi).

- **Documentation and metadata** (standards and metadata: type of data collection and data formats used).

- **File structure:** each individual resource should ideally be saved in a dedicated folder. In any case, each folder may contain only one data format. Data retention and archiving (including storage and backup).

- **Names and designations,** i.e. rigorous naming of the digital resources so that they are identifiable for the appropriate metadata and additional information.

- **Hierarchy/categorisation of the resources**, i.e. the criteria according to which they should be filtered or searched. This is possible via the metadata or an additional hierarchy file.

- **Legal aspects:** legal parameters must be observed when publishing research results on the internet and under open content licences. These parameters vary from project to project. Particularly when publishing ancient text materials or digitalisations of ancient artefacts created during research projects, copyrights and legitimate third party interests, e.g.

museums, archives, libraries, must be protected. Appropriate permissions (permission for photographs or scans from museums, permission for online publication, creative commons licensing) must be obtained and documented by the researcher. As obtaining such permission can be very time-consuming and the documentation is the sole responsibility of the researcher, it is recommended that the legal situation is clarified as early as possible. The Excellence Cluster Topoi can provide the researcher with advice about such issues.

- **Data quality:** to be eligible for publication, the data must correspond with the quality standards of Edition Topoi in terms of their evaluability and calculability.

- **List of data formats:** in line with the open access strategy, Edition Topoi favours open data formats. In keeping with the goal of creating a long-term archive, research data with a broad range of formats may be published providing that the formats are not proprietary and are widespread, open and future-proof. It must be ensured that the metadata for the resources are complete. Please include other particulars, information, links or supplementary fields in the metadata standards to provide sufficient detail about the file formats.

In addition to the compulsory information necessary for the allocation of the DOI (see 'Publication of Digital Research Data II'), metadata fields can be added as desired.

2.3 Handover

As soon as the points listed above have been worked through, the dataset can be handed over to the Edition Topoi.

DATA TRANSFER

The data supplier (i.e. the researcher) and the data provider (Excellence Cluster Topoi and Humboldt-Universität zu Berlin) will enter into a contract concerning the publication of digital data on Edition Topoi. In the context of this contract the data supplier gives the Excellence Cluster Topoi and Humboldt-Universität zu Berlin the non-exclusive right, unlimited in time and space, to provide open access to the data on Edition Topoi, i.e. online under the use of an open content licence. The data supplier furthermore confirms to the Excellence Cluster Topoi and Humboldt-Universität zu Berlin that he/she holds the necessary rights of use for the publication of the data.

A complete dataset ideally contains the following components:

- **Research data:** the digital resources.

- **Documentation:** project information (templates available on request), supplementary information (designations, filter categories, cover image/ logo, thumbnails etc.).

- **Legal documents:** rights of use and permission from third parties (museums, archives, etc.).

- **Database:** the required hierarchy of research objects and all metadata information should emerge from the databank. The databank should, if possible, be in an open format. Preferred formats are JSON or also CSV.

- **Metadata template (resource)** with the definition of values to be loaded from the databank (template and further explanation available on request).
- **Additional documents**, if necessary.

After handover of the data a draft version of the collection will be placed on the test server; this must then be assessed and approved by the researcher responsible.

2.4 Publication process

After receiving the data the Collection/Bag is prepared for publication. For each resource or data publication a Citable and JSON-File is then created that contains the entire databank and all information on the individual resources. It may be necessary to convert the data into additional formats for visualisation.

PUBLICATION

When the researcher has given his/her approval and the presentation of the data is correct, the final step is to register the data publications with a DOI. This DOI consists of the Edition Topoi prefix (10.17171) and a numerical suffix that classifies the dataset within Edition Topoi (see 'Publication of Digital Research Data II').

Finally, the publication is registered with the harvesting platform re3data.

3 Long-term archiving

To ensure the long-term accessibility and citability of the research data, implementation is carried out in cooperation with the Working Group *Elektronisches Publizieren* of the University Library of the Humboldt-Universität zu Berlin. The contract partner of the Humboldt-Universität zu Berlin for the registration of the DOIs with the not-for-profit organisation DataCite is the *Technische Informationsbibliothek Hannover (TIB)*.

PERSISTENCY

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