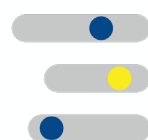


*Emma Lazzeri, Gina Pavone*  
Istituto di Scienza e Tecnologie dell'Informazione  
Consiglio Nazionale delle Ricerche

# Research Data Management e DMP

Train the trainers series  
Università di Milano-Bicocca  
Modulo 3



**EOSC**secretariat.eu  
Setup and management of the EOSC Secretariat supporting the EOSC Governance



# Il backup è quella cosa che andava fatta prima

S.Aliprandi, Sicurezza dati e  
privacy (le norme) 2017



# Riflettete: quanti di voi ...

- Avrebbero seri problemi se domani Dropbox o Google chiedessero il pagamento di un abbonamento per avere accesso ai propri file.
- Avrebbero problemi se perdessero il PC stasera.
- Avrebbero serie difficoltà sul lavoro se perdessero **quella** pennina USB.

Notizia vera:

[https://www.ilmessaggero.it/primopiano/cronaca/zainetto\\_campi\\_flegrei\\_tesi\\_laurea-503115.html](https://www.ilmessaggero.it/primopiano/cronaca/zainetto_campi_flegrei_tesi_laurea-503115.html)



# Siate consapevoli...

---

Gestire i dati non è  
semplice

Non esiste un «one size  
fits all»

---

Ci vuole tempo per  
prendersi cura e per  
gestire i dati

---

Molti aspetti da  
considerare

Esistono molti strumenti  
e buone pratiche

---

Ma... i vantaggi sono  
**ENORMI!**



# Quanto costa NON gestire i dati?

Tempo, costo dello storage, costo delle licenze di riuso, ritrattazione dei risultati scientifici, finanziamento multiplo, crescita economica potenziale e interdisciplinarietà.

Published: 2019-01-16

Corporate author(s): [Directorate-General for Research and Innovation \(European Commission\)](#) , [PwC EU Services](#)  
[Cost of not having FAIR research data](#)



***Following this approach, we found that the annual cost of not having FAIR research data costs the European economy at least €10.2bn every year. In addition, we also listed a number of consequences from not having FAIR which could not be reliably estimated, such as an impact on research quality, economic turnover, or machine readability of research data. By drawing a rough parallel with the European open data economy, we concluded that these unquantified elements could account for another €16bn annually on top of what we estimated. These results relied on a combination of desk research, interviews with the subject matter experts and our most conservative assumptions.***

***Moreover, while building on top of other available studies and being heavily reliant on existing material, we have come to realise ourselves how important is to have FAIR research data. Not only the time invested in this study could have been reduced by a significant amount, but the content could have been enhanced if more material had been accessible and reusable.***

# I dati sono così fragili

Per questo dobbiamo Gestirli nel modo corretto (Research Data

Managen The authors of the study, which is published today in *Current Biology*<sup>1</sup>, looked for the data behind 516 ecology papers published between 1991 and 2011. The researchers selected studies that involved measuring characteristics associated with the size and form of plants and animals, something that has been done in the same way for decades. By contacting the authors of the papers, they found that, whereas data for almost all studies published just two years ago were still accessible, the chance of them being so fell by 17% per year. Availability dropped to as little as 20% for research from the early 1990s.

"Most of the time, researchers said 'it's probably in this or that location', such as their parents' attic, or on a zip drive for which they haven't seen the hardware in 15 years," says Timothy Vines, the lead author on the study and an evolutionary ecologist at the University of British Columbia in Vancouver. "In theory, the data still exist, but the time and effort required by the researcher to get them to you is prohibitive."

Another challenge was simply tracking down authors and receiving a response, something at which the team was successful in just 37% of cases. The likelihood of being able to find a working e-mail address, even after an extensive online search, declined by 7% per year. Meanwhile, only around half of the authors with valid addresses responded to the requests, however old the paper.

NATURE | NEWS

## Scientists losing data at a rapid rate

Decline can mean 80% of data are unavailable after 20 years.

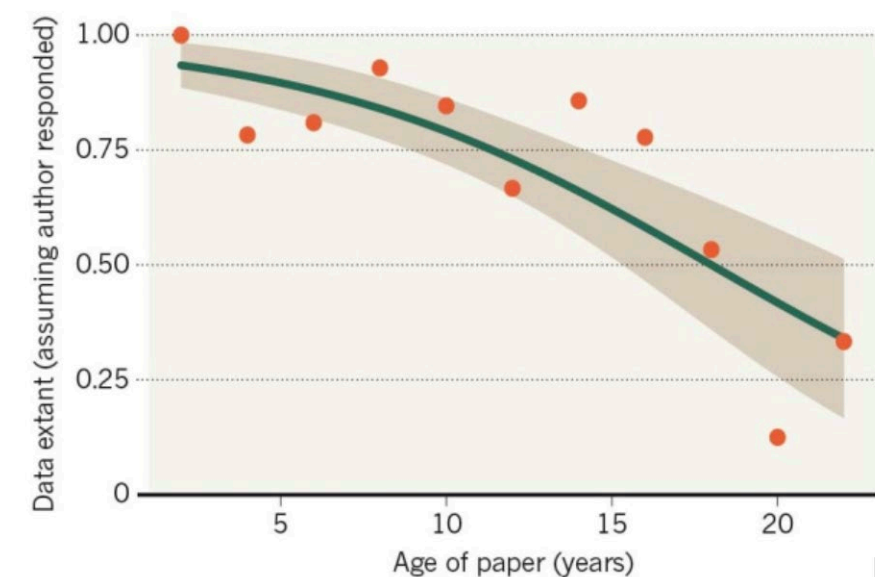
Elizabeth Gibney & Richard Van Noorden

19 December 2013

Rights & Permissions

### MISSING DATA

As research articles age, the odds of their raw data being extant drop dramatically.



# Che cosa sono i dati?

- **Oggetti digitali di vario tipo**
  - Dataset
  - Software
  - Codice
  - Modelli
  - Grafici
  - Tabelle
  - Immagini e video
  - Interviste
  - Articoli
  - ....

Anche le discipline umanistiche o artistiche.


“Quali informazioni espongo?”

“Come sostengo le mie conclusioni?”

“Cosa permette ad altri di replicare e arrivare alle stesse conclusioni?”

=

**Dati!**



Perché dovrei  
gestire i miei dati?

# Perché...

- Se gestite i dati nel modo corretto, probabilmente non li perderete
- Organizzare i vostri dati renderà il vostro lavoro più efficiente
- Alcuni dati sono unici e non riproducibili (metereologici, archeologici, osservazioni sul campo...), per questo dovrete averne cura
- Gestendo correttamente i dati, migliorerete la qualità e l'integrità della (vostra) ricerca
- Gestendo correttamente i dati, potrete assicurare il controllo e la validazione della vostra ricerca
- Qualcuno potrebbe utilizzare i vostri dati in futuro...

# Hubble Space Telescope

A wide banner image showing the Hubble Space Telescope in space. The telescope's solar panels are extended, and the Earth's horizon is visible in the background against a starry sky.

## News

Text Size

### Astronomers Find Elusive Planets in Decade-Old Hubble Data

10.06.11

In a painstaking re-analysis of Hubble Space Telescope images from 1998, astronomers have found visual evidence for two extrasolar planets that went undetected back then.

Finding these hidden gems in the Hubble archive gives astronomers an invaluable time machine for comparing much earlier planet orbital motion data to more recent observations. It also demonstrates a novel approach for planet hunting in archival Hubble data.

### Exoplanet HR 8799 System

A dark banner at the bottom of the page with the text 'Exoplanet HR 8799 System' in white. Below the text, there are three small, partially visible images showing the exoplanet system.

# Il bastone e la carota del RDM

## Obblighi

- Ottemperanza ai regolamenti (di istituzioni e enti finanziatori)
- Alcune riviste richiedono di allegare i dati sottostanti la pubblicazione
- Essere responsabili (migliorare l'integrità della ricerca e consentire la validazione dei risultati)

## Vantaggi

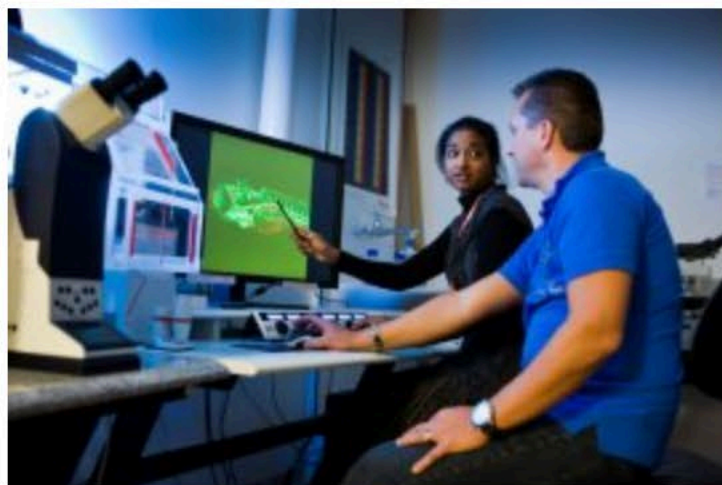
- Tenere al sicuro la vostra ricerca
- Aumentare l'efficienza del vostro lavoro
- Rendere i vostri risultati più visibili (curare i dati facilita la loro condivisione)
- Facorisce la collaborazione (all'interno o al di fuori della propria disciplina)

# La pagina del RDM support dell'università di Utrecht

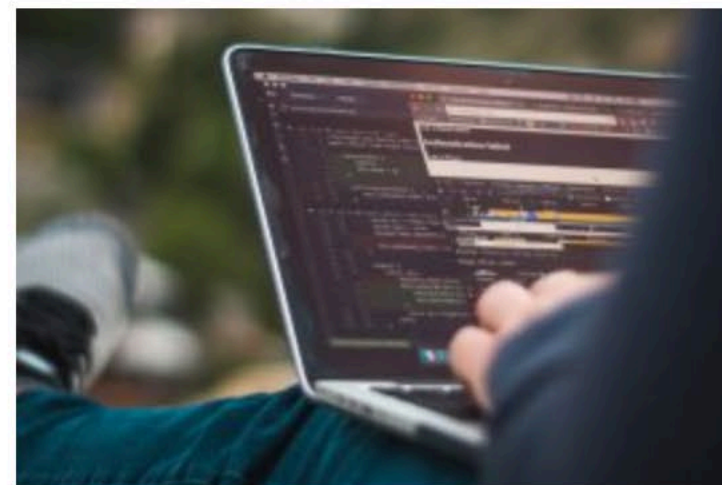
## Research Data Management Support

🏠 Guides Tools & Services Training & Workshops RDM Stories FAQ Contact us About Index

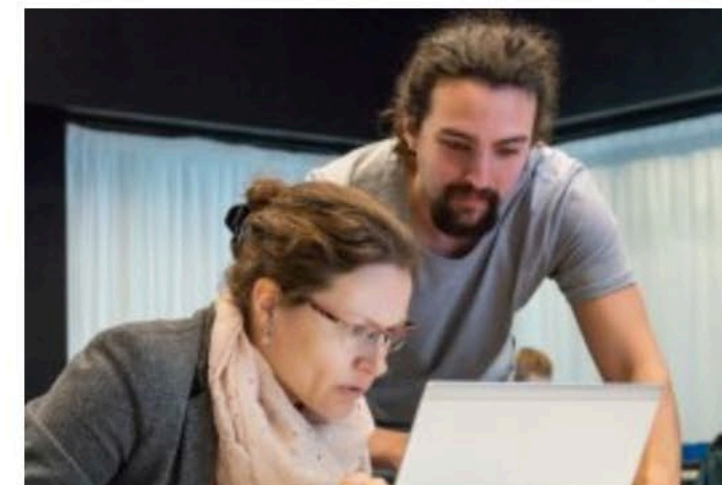
Utrecht University pursues integrity, sustainability and transparency in dealing with research data. Research Data Management Support, a multidisciplinary network of data experts within Utrecht University, offers its researchers and research groups the associated training, tools, infrastructure, guidance and support.



Guides



Tools & Services



Training & workshops



RDM Stories

Quindi...  
Che cos'è il  
Research Data  
Management?

”

Il Research Data Management è semplicemente la gestione efficace dell'informazione che viene creata nel corso del ciclo della ricerca.

[How and why you should manage your research data: a guide for researchers](#)

[An introduction to engaging with research data management processes.](#)

[Caroline Ingram](#), JISC Guides

# Per ora e per dopo

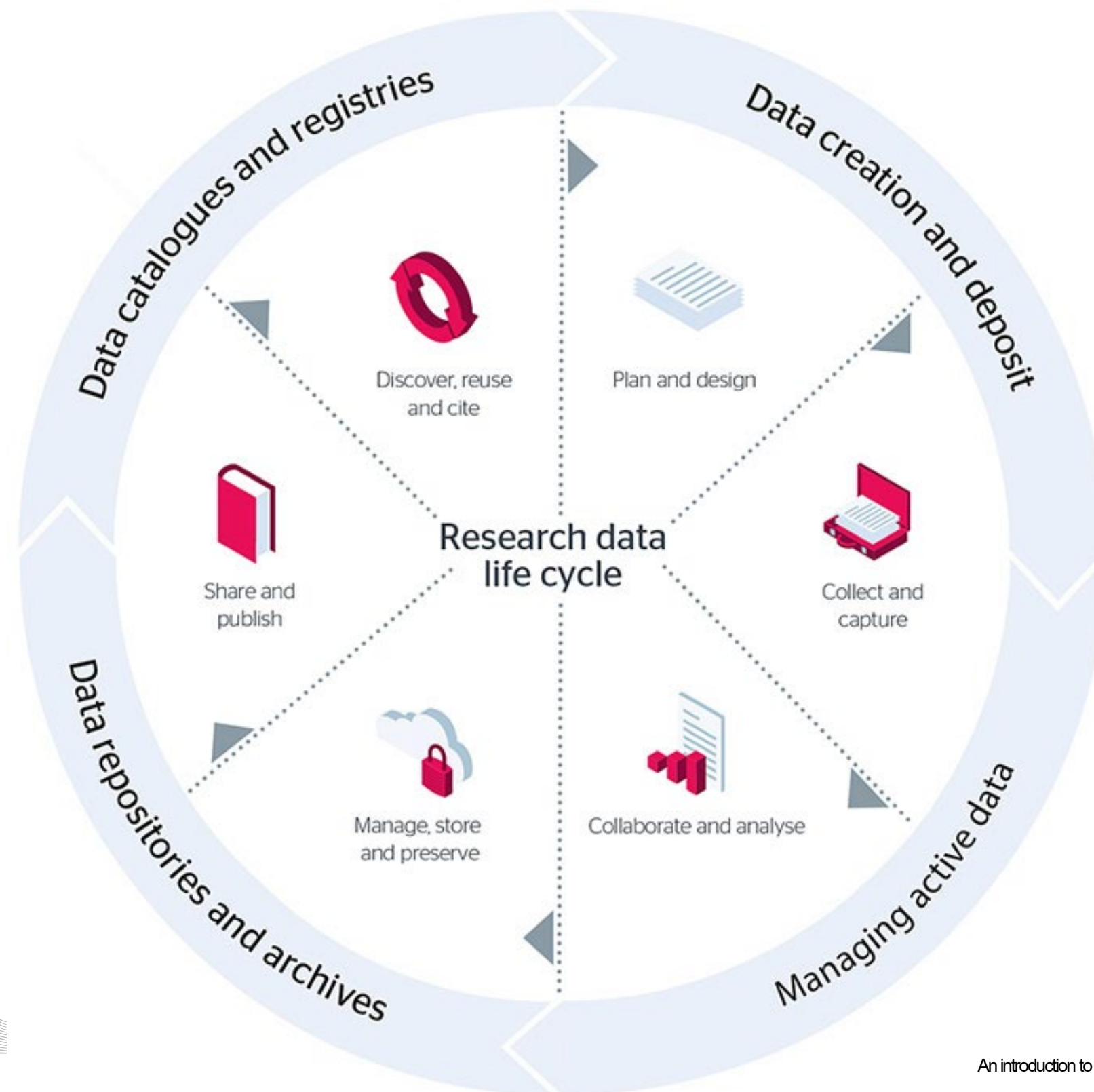
## Lavoro quotidiano

Azioni per tenere tutto sotto controllo:  
organizzazione del materiale, nominare  
i file in un certo modo, documentare

## Lungo termine

Conservazione e condivisione a  
distanza di anni, e anche dopo la fine  
del progetto

# Il ciclo dei dati della ricerca



# Non abbiate timore...

- Gestire i dati è una operazione che solitamente fa parte del processo di ricerca, **quindi probabilmente lo state già facendo**. Probabilmente avete solo bisogno di **migliorare le vostre pratiche**.
- La maggior parte delle attività legate al RDM vi sono probabilmente familiari:
  - **Nominare** correttamente i file per renderli facilmente trovabili;
  - Tenere traccia delle diverse **versioni**, e cancellare quelle che non servono;
  - **Eseguire un backup** dei dati e dei risultati importanti;
  - Controllare chi ha **accesso** ai vostri dati.

# Le tecnologie per supportare i ricercatori nella gestione dei dati esistono già

E consentono ai ricercatori di collaborare per fare avanzare in modo rapido la ricerca

*Danno Accesso ai Dati*

*Consentono di Analizzare i Dati*

*Consentono di Trasferire i Dati*

La gestione dei dati  
deve garantire  
l'adesione alle  
politiche e ai  
regolamenti del  
contesto di riferimento:  
Enti finanziatori,  
Istituzioni di ricerca, ...



# Data Management Plan



# Data Management Plan

- È un piano per gestire i dati all'interno di un progetto di ricerca (ogni tipo di progetto o attività)
- È un «living document» (deve essere aggiornato quando necessario)
- È un piano, quindi dovrete pensare al DMP dall'inizio (idealmente il DMP nasce con la proposta di progetto perché ad esempio aiuta a definire i costi della gestione dei dati) regole chiare significano meno errori dall'inizio della vostra attività!
- È un modo strutturato di pensare ai vostri dati

# Che cosa deve essere incluso in un DMP?

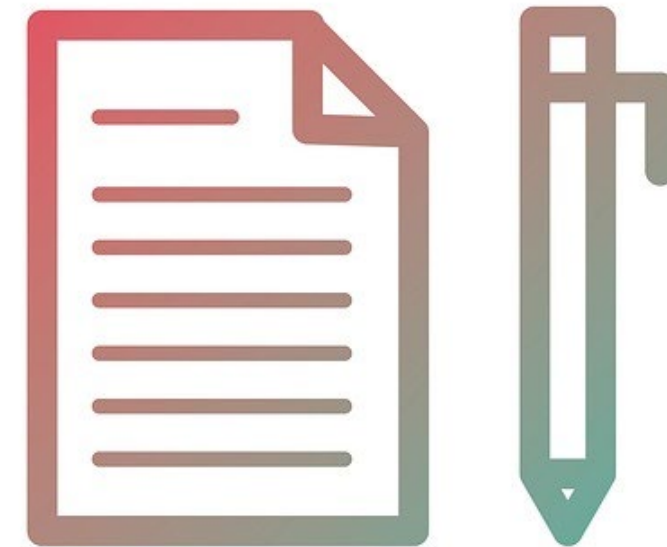
- Identificazione dei dati che verranno inclusi nelle attività del progetto (quelli prodotti e quelli utilizzati ma provenienti da altre fonti)
- Definizione della strategia per organizzare i dati e degli standard che verranno utilizzati per raccogliarli e descriverli
- Gestione giornaliera dei dati (come/chi produce i dati, dove li conserva, ...)
- Come si intende condividere i dati e con chi
- Quali ostacoli alla apertura dei dati
- Quali risorse (tempo e denaro) serviranno per la gestione dei dati



# Una Checklist per il DMP

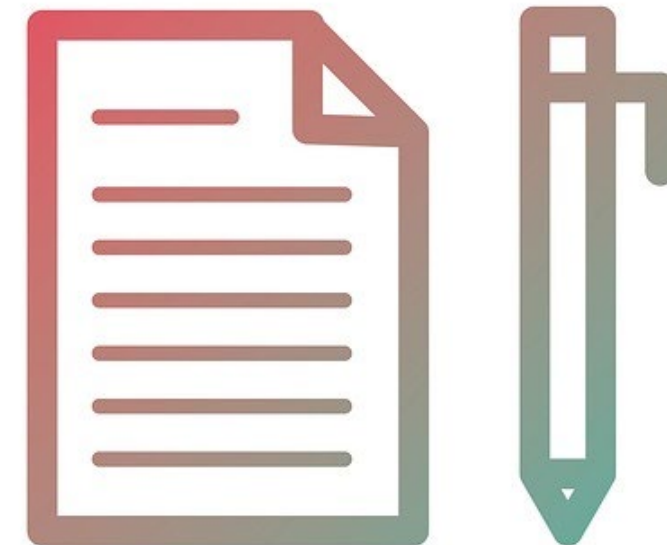
# 1. Dati amministrativi

- Informazioni sul progetto: titolo, acronimo, ID, persone e contatti di riferimento
- Un breve abstract del progetto che sottolinei lo scopo della creazione/collezione dei dati
- Dettagli relativi alle procedure e ai regolamenti di riferimento



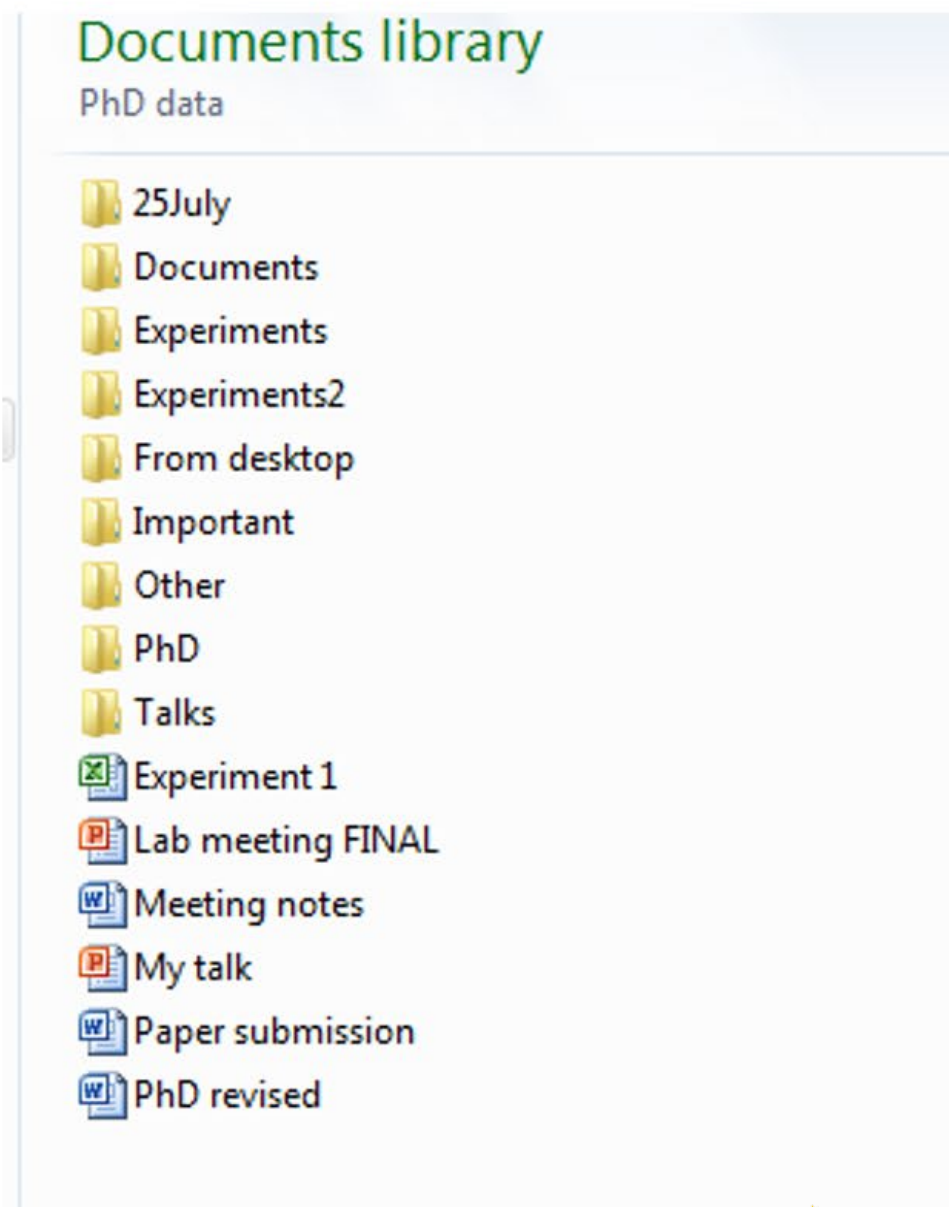
## 2. Data Collection

- Utilizzi dati già esistenti o ne stai creando di nuovi?
- Quali sono le standard e le metodologie utilizzate per collezionare i dati?
- Quali formati e software o altri strumenti verranno utilizzati?
- Come strutturerai le tue cartelle e come nominerai i file?

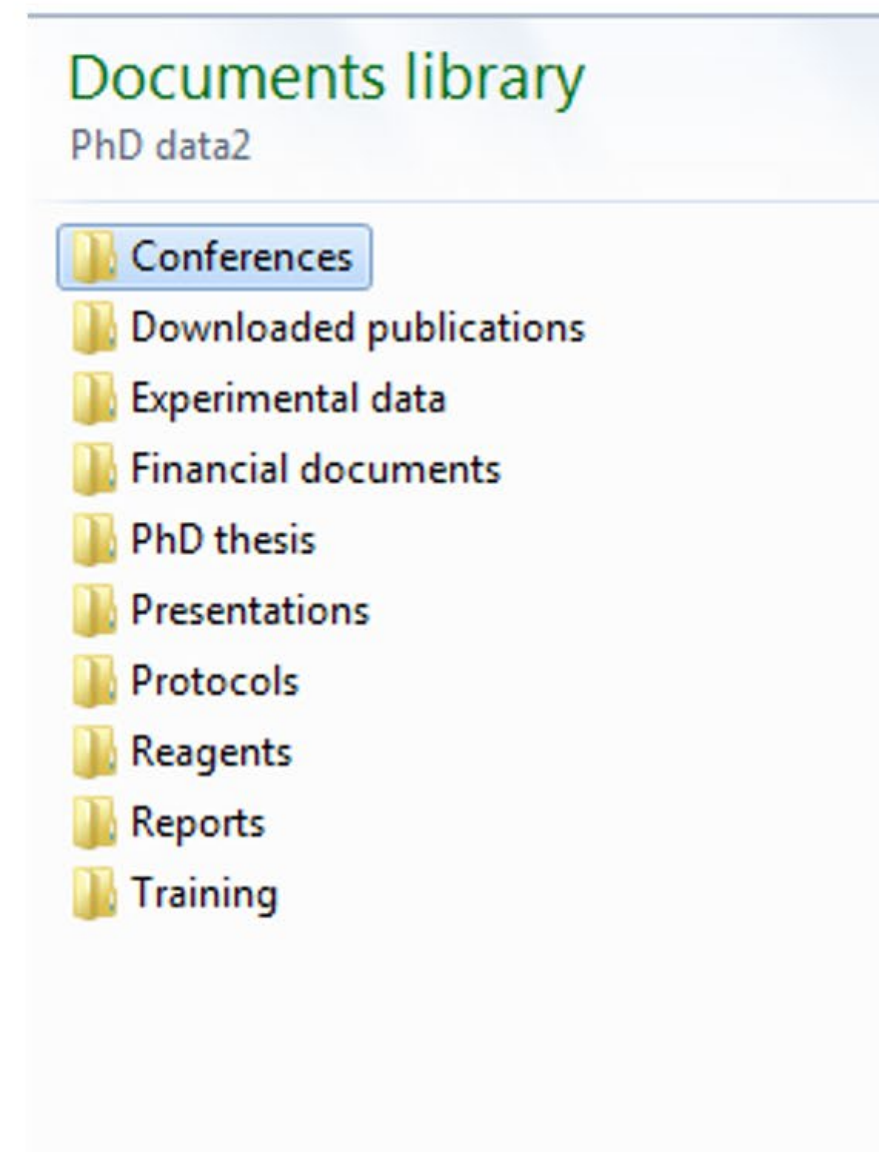


# Qual è la tua strategia?

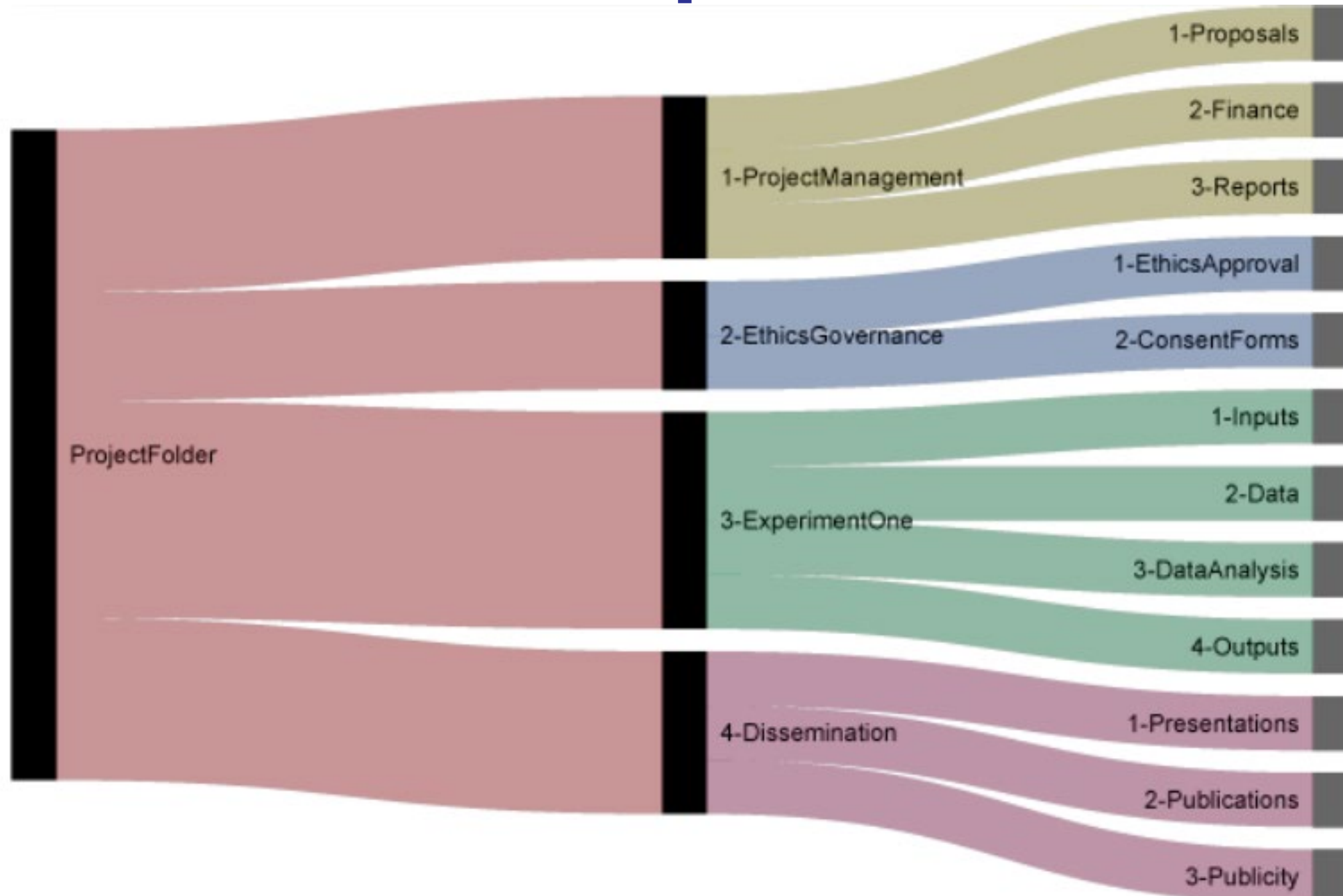
## Example A



## Example B



# Un buon esempio



Qui trovate un ottimo esempio e anche strumenti per organizzare le vostre cartelle (un esempio scaricabile, uno script per generare in modo automatico le cartelle)

# Nominare i File



Copyright: <http://10pm.com/>

# Un buon esempio: TILS document naming convention

[http://www.data.cam.ac.uk/files/gdl\\_tilsdocnaming\\_v1\\_20090612.pdf](http://www.data.cam.ac.uk/files/gdl_tilsdocnaming_v1_20090612.pdf)

## 3. Version

(upper case, max 4 chars, optional)

For documents that will continue in various versions use V followed by the version number. Use an underscore to indicate a decimal point if necessary.

Eg. PMF\_PRP\_ZenMonkeyProject\_V2\_20090607.docx

New versions should not be created for each iteration of the document, but rather at significant changes or when it has been reviewed or changed by another author.

Document naming for the TILS Division should follow this convention:

GDL\_TILSDocNaming\_V1\_20090612.docx

A prefix shows the document type

The document title describes the content

The version number

The date in the format yyyymmdd

Prefix	Meaning
AGD	Agenda
AGR	Agreement
GDL	Guideline
MEM	Memorandum
MIN	Minutes and Notes
PRE	Presentation
PRO	Procedure
PRP	Proposal
REP	Report
TEM	Template

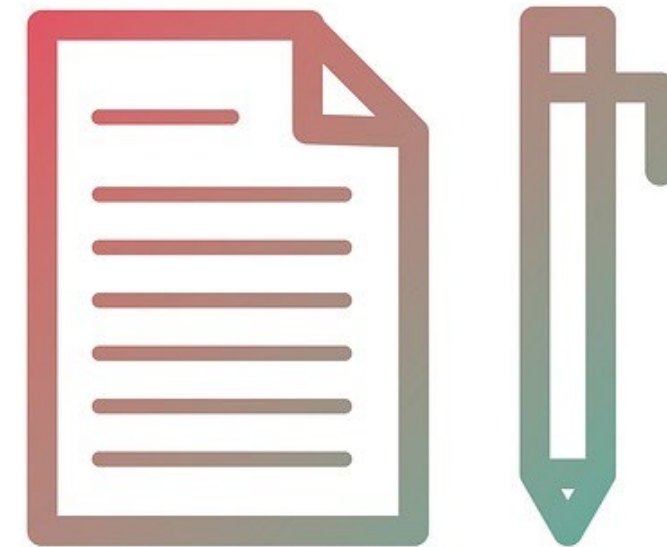
## 2. Document title/ Description

(mixed case, max 30 chars, no spaces)

- Describes the purpose or “business” of the document. Acronyms, capitalisations, abbreviations can be used, keep in mind that descriptions should be **meaningful** to anyone reading the file name.
- In the case of project documentation use the **project name** or its usual abbreviation
- If possible Departmental Branch and/or Section should be integrated into this field to indicate origin / ownership of document.
- Use only alpha-numeric characters, plus the hyphen and underscore.
- **Do not use spaces.**

# 3. Metadata e Documentazione di Supporto

- Quali metadati e quale documentazione di supporto descriveranno i vostri dati?
- Come creerete la documentazione e i metadati?
- Quali standard utilizzerete per i metadati?



# Molti modi per descrivere i dati...

Come creare dei file README utili: <https://data.research.cornell.edu/content/readme>

```
Cornell AUTHOR_DATASET_ReadmeTemplate.txt

This DATSETNAMEreadme.txt file was generated on [YYYYMMDD] by [Name]

-----
GENERAL INFORMATION
-----

1. Title of Dataset

2. Author Information

Principal Investigator Contact Information
  Name:
  Institution:
  Address:
  Email:
```

Un file readme dovrebbe dire:

- Cosa si sta facendo, per chi e perché
- Aspetti di interesse del progetto
- Da dove cominciare
- Dove trovare le risorse chiave

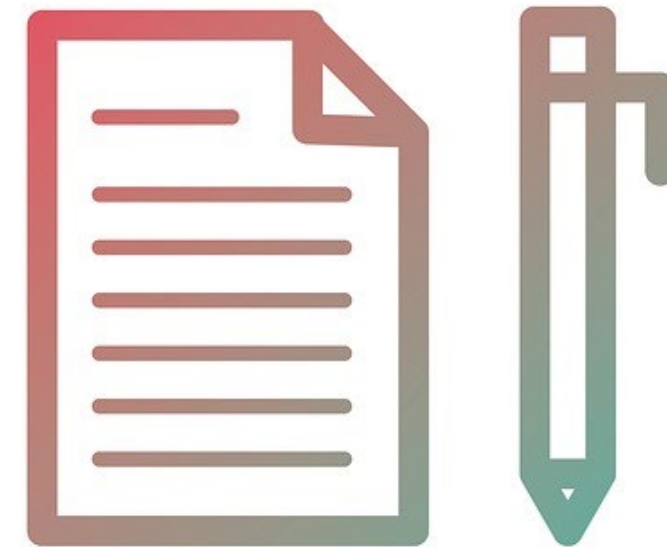
[https://the-turing-way.netlify.app/collaborating\\_github/1/readme\\_communication.html](https://the-turing-way.netlify.app/collaborating_github/1/readme_communication.html)

README files template:  
<https://cornell.app.box.com/v/ReadmeTemplate>



# 4. Aspetti etici e legali

- Hai distribuito un consenso informato per condividere e conservare i dati?
- Come proteggerai i dati personali?
- Quali licenze d'uso utilizzerai?



# 5. Conservazione dei dati e backup

- Hai abbastanza spazio per conservare i tuoi dati localmente o farai uso servizi di cloud? Prevedi di aumentare la tua capacità di storage? Utilizzerai servizi di terze parti? Sono affidabili?
- Come condividerai i dati con i tuoi collaboratori?
- Come pianificherai il backup dei dati? Con quale frequenza? Utilizzerai strategie condivise fra vari partner del progetto?



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<https://policies.google.com/terms?hl=en>

# Esistono alternative migliori

SWITCH

Services ▾

Stories ▾

About us ▾

Services → Share and sync files

## SWITCHdrive: store and share files online

Cloud-based storage services synchronise files automatically across several devices and make it easier to share them with other users. SWITCHdrive gives university members 50 GB of storage space. All files are stored securely in Switzerland.

SWITCHdrive offers the Swiss academic community a secure alternative to commercial cloud storage services. Files can be stored, synchronised, shared and worked on in collaboration with others – quickly and reliably. SWITCHdrive is easy to use with a browser, desktop client or mobile app. The academic cloud storage services differs from the commercial ones in one important respect: it runs entirely in the SWITCH cloud. It is connected to the academic network, and access is protected by AAI. All the IT resources and users' files are stored in SWITCH's data centres. This is the best way to meet university members' security needs.

<https://www.switch.ch/services/drive/>

SURF DRIVE

Home

Downloads

Tutorials

FAQ

About SURFdrive

Contact

## Personal cloud storage service for Dutch education and research



[Log in to SURFdrive](#)

### Why SURFdrive?

#### Secure file storage

Log in with your institutional account and obtain 250 GB right away.

#### Access anywhere, no matter where you are

Access to your files anywhere and anytime: from your smartphone, your tablet or your laptop.

### Latest news

17 NOV [Updates to SURFdrive](#)

17 NOV [Setting up WebDAV passwords](#)

09 OCT [From now on up to 250 gigabytes of storage](#)

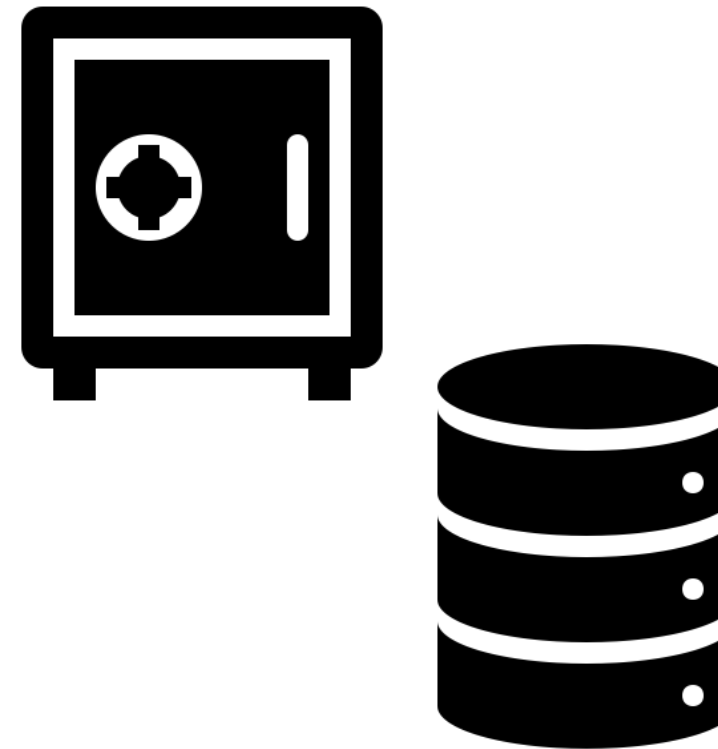
[All news items](#)

<https://www.surf.nl/en>



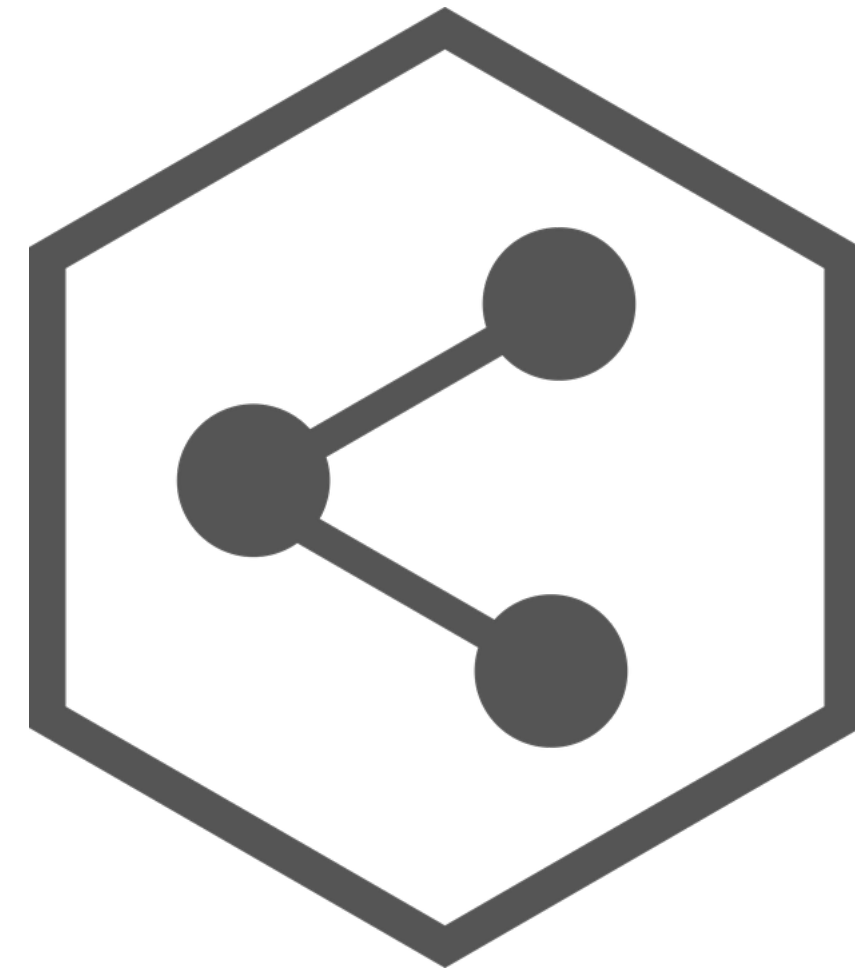
# 6. Selezione e conservazione

- Quali dati devono essere conservati e quali, invece, devono essere distrutti per motivi contrattuali, legali o amministrativi?
- Quali usi prevedi possano essere fatti per motivi di ricerca?
- Quali dati devono essere conservati e possibilmente (o potenzialmente) condivisi?
- Qual è la tua strategia di conservazione a lungo termine?
- Hai considerato nel budget del tuo progetto il tempo e i costi necessari a preparare i tuoi dati a scopo di conservazione e condivisione?



# 7. Condivisione dei dati

- Con chi condividerai i tuoi dati? Sotto quali condizioni
- Quando renderai i tuoi dati accessibili?
- Applicherai restrizioni per l'accesso?
- Quali azioni prevedi per ridurre o evitare la restrizione all'accesso? (ad esempio anonimizzazione dei dati personali)
- Come faranno altri ricercatori/utenti a trovare i tuoi dati?



# Diversi repository di dati

## General purpose



**DRYAD**



**figshare**

**zenodo**

## Discipline specific

European Genome-phenome Archive

UniProt

**ENA**  
European Nucleotide Archive

**IDR**

Image Data Resource

# Obblighi degli enti finanziatori su Open Access

Sherpa Juliet

Browse

Search

Statistics

Our APIs

Suggest

Admin

## Search

Please enter a name or acronym of a funder.

Funder Name

Search

This quick search will find any items whose name or acronym (in any language) match any of the words entered.

<http://v2.sherpa.ac.uk/juliet/search.html>

# Software: renderlo citabile

GitHub



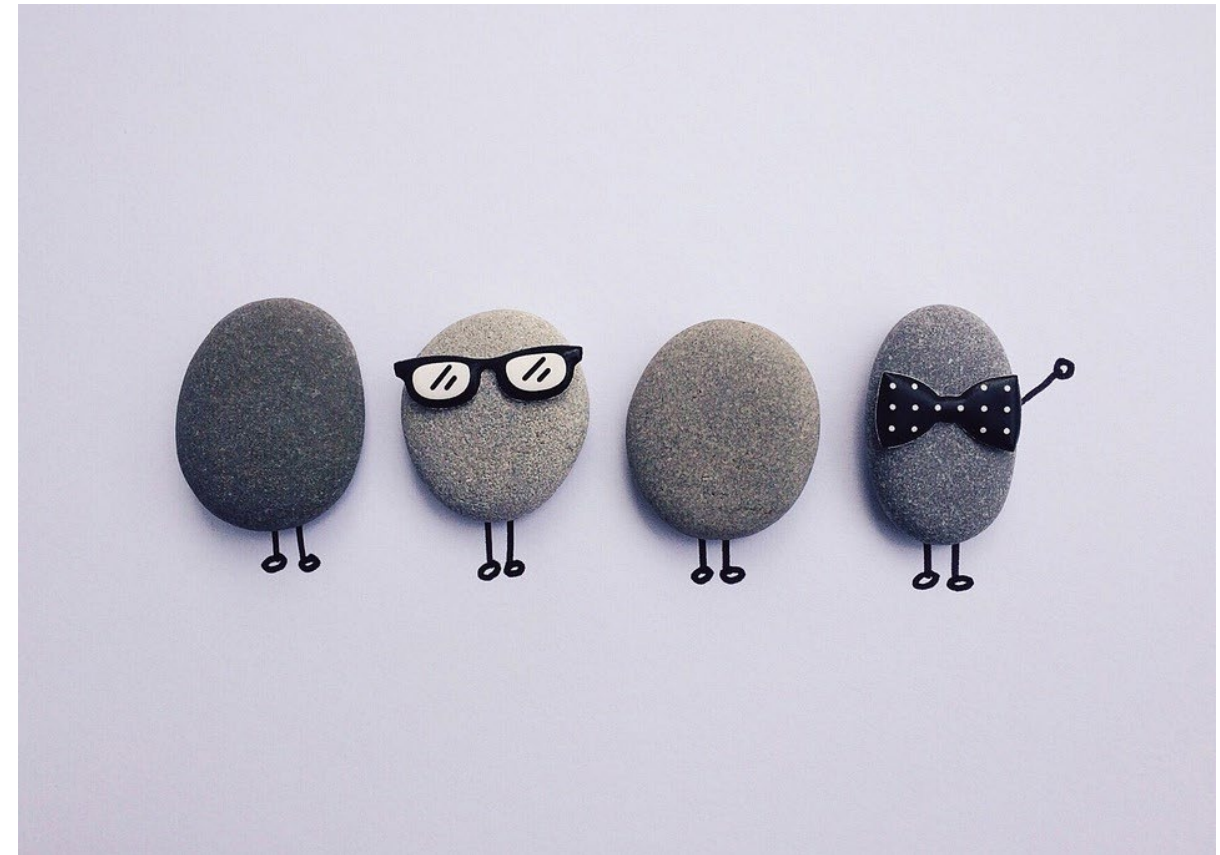
+



<https://guides.github.com/activities/citable-code/>

# 8. Responsabilità e risorse

- Chi è responsabile dell'implementazione, monitoraggio e revisione del DMP?
- Queste responsabilità verranno condivise tra i partner di un progetto collaborativo?
- Di quali risorse avrai bisogno per implementare il tuo DMP?
- Avrai bisogno di competenze o strumenti specifici forniti da terzi?



# Commissione Europea e DMP

Un DMP descrive il ciclo di vita della gestione dei dati per i dati che devono essere raccolti, elaborati e/o generati da un progetto Horizon 2020. Per rendere i dati di ricerca reperibili, accessibili, interoperabili e riutilizzabili (FAIR), un DMP dovrebbe includere informazioni su:

- la gestione dei dati di ricerca durante e dopo la fine del progetto
- quali dati saranno raccolti, elaborati e/o generati
- quale metodologia e standard saranno applicati
- se i dati saranno condivisi/resi accessibili e
- come i dati saranno curati e conservati (anche dopo la fine del progetto).

È richiesto un DMP per tutti i progetti che partecipano al pilotaggio ORD esteso, a meno che non si esca dall'ORD pilot. Tuttavia, i progetti che rinunciano sono ancora incoraggiati a presentare un DMP su base volontaria.

# Ci sono tantissimi strumenti per il DMP

Vediamone alcuni...



# Core Requirements



CORE REQUIREMENTS  
FOR DATA MANAGEMENT PLANS



SCIENCE EUROPE  
PRACTICAL GUIDE TO  
THE INTERNATIONAL ALIGNMENT OF  
RESEARCH DATA MANAGEMENT



## CORE REQUIREMENTS FOR DATA MANAGEMENT PLANS



When developing solid data management plans, researchers are required to deal with the following topics and answer the following questions:

- 1. Data description and collection or re-use of existing data**
  - a. How will new data be collected or produced and/or how will existing data be re-used?
  - b. What data (for example the kinds, formats, and volumes) will be collected or produced?

---

- 2. Documentation and data quality**
  - a. What metadata and documentation (for example the methodology of data collection and way of organising data) will accompany data?
  - b. What data quality control measures will be used?

---

- 3. Storage and backup during the research process**
  - a. How will data and metadata be stored and backed up during the research process?
  - b. How will data security and protection of sensitive data be taken care of during the research?

---

- 4. Legal and ethical requirements, codes of conduct**
  - a. If personal data are processed, how will compliance with legislation on personal data and on data security be ensured?
  - b. How will other legal issues, such as intellectual property rights and ownership, be managed? What legislation is applicable?
  - c. How will possible ethical issues be taken into account, and codes of conduct followed?

- 5. Data sharing and long-term preservation**
  - a. How and when will data be shared? Are there possible restrictions to data sharing or embargo reasons?
  - b. How will data for preservation be selected, and where will data be preserved long-term (for example a data repository or archive)?
  - c. What methods or software tools will be needed to access and use the data?
  - d. How will the application of a unique and persistent identifier (such as a Digital Object Identifier (DOI)) to each data set be ensured?

---

- 6. Data management responsibilities and resources**
  - a. Who (for example role, position, and institution) will be responsible for data management (i.e. the data steward)?
  - b. What resources (for example financial and time) will be dedicated to data management and ensuring that data will be FAIR (Findable, Accessible, Interoperable, Re-usable)?

# CESSDA DMP Expert guide

## Adapt your Data Management Plan

A list of Data Management Questions based on the Expert Tour Guide on Data Management



### Overview

Title of the project

Date of this plan

Description of the project

- What is the nature of the project?
- What is the research question?
- What is the project time line?

Origin of Data

- What kind of data will be used during the project?
- If you are reusing existing data: What is the scope, volume and format? How are different data sources integrated?
- If you are collecting new data can you clarify why this is necessary?

Principal researchers

- Who are the main researchers involved?
- What are their contact details?

Collaborating researchers (if applicable)

- What are their contact details and their roles in the project?

Funder (if applicable)

- If funding is granted, what is the reference number of the funding granted?

Data producer

- Which organisation has the administrative responsibility for the data?

Project data contact

- Who can be contacted about the project after it has finished?

Data owner(s)

- Which organisation(s) own(s) the data?
- If several organisations are involved, which organisation owns what data?

Roles

- Who is responsible for updating the DMP and making sure that it's followed?
- Do project participants have any specific roles?
- What is the project time line?

Costs

- Are there costs you need to consider to buy specific software or hardware?
- Are there costs you need to consider for storage and backup?
- Are potential expenses for (preparing the data for) archiving covered?



### Organising and documenting your data

Data collection

- How will the data be collected?
- Is specific software or hardware or staff required?
- Who will be responsible for the data collection?
- During which period will the data be collected?
- Where will the data be collected?

Data organisation

- How will you organise your data?
- Will the data be organised in simple files or more complex databases?
- How will the data quality during the project be ensured?
- If data consists of many different file types (e.g. videos, text, photos), is it possible to structure the data in a logical way?

Data type and size

- What type(s) of data will be collected?
- What is the scope, quantity and format of the material?
- After the project: What is the total amount of data collected (in MB/GB)?

File format

- In what format will your data be?
- Does the format change from the original to the processed/final data?
- Will your (final) data be available in an open format?

Folder structure and names

- How will you structure and name your folders?

File structure and names

- How will you structure and name your files?

Documentation

- What documentation will be created during the different phases of the project?
- How will the documentation be structured?

Metadata

- What metadata will be provided with the collected/ generated/ reused data?
- How will metadata for each object be created?
- Is there any program that can be used to document the data?
- Can metadata be added directly into the files or will the metadata be produced in another program or document?

Metadata standard (if applicable)

- What metadata standard(s) will you use?

# DCC guides



Home | Digital curation | About us | News | Events | Resources | Training | Projects

[Home](#) > [Resources](#) > [How Guides](#) > [How Develop Rdm Services](#)

In this section [How to Develop RDM Services - a guide for HEIs](#)



[How to develop](#)

## Establishing criteria for selection decisions

You should establish criteria to guide selection decisions. The DCC's [How to Select and Appraise Research Data for Curation](#)<sup>[56]</sup> proposes seven criteria as outlined below:

1. **Relevance to mission:** the resource content fits any priorities stated in the institution's mission, or funding body policy including any legal requirement to retain the data beyond its immediate use.
2. **Scientific or historical value:** is the data scientifically, socially, or culturally significant? Assessing this involves inferring anticipated future use, from evidence of current research and educational value.
3. **Uniqueness:** the extent to which the resource is the only or most complete source of the information that can be derived from it, and whether it is at risk of loss if not accepted, or may be preserved elsewhere.
4. **Potential for redistribution:** the reliability, integrity, and usability of the data files may be determined; these are received in formats that meet designated technical criteria; and Intellectual Property or human subjects issues are addressed.
5. **Non-replicability:** it would not be feasible to replicate the data/resource or doing so would not be financially viable.
6. **Economic case:** costs may be estimated for managing and preserving the resource, and are justifiable when assessed against evidence of potential future benefits; funding has been secured where appropriate.
7. **Full documentation:** the information necessary to facilitate future discovery, access, and reuse is comprehensive and correct; including metadata on the resource's provenance and the context of its creation

# Citing data

Citing data is important in order to:

- Give the data producer appropriate credit
- Allow easier access to the data for repurposing or reuse
- Enable readers to verify your results

## Citation Elements

A dataset should be cited formally in an article's reference list, not just informally in the text. Many data repositories and publishers provide explicit instructions for citing their contents. If no citation information is provided, you can still construct a citation following generally agreed-upon guidelines from sources such as the [Force 11 Joint Declaration of Data Citation Principles](#) and the current [DataCite Metadata Schema](#).

### Core elements

- There are 5 core elements usually included in a dataset citation, with additional elements added as appropriate.
  - **Creator(s)** – may be individuals or organizations
  - **Title**
  - **Publication year** when the dataset was released (may be different from the Access date)
  - **Publisher** – the data center, archive, or repository
  - **Identifier** – a unique public identifier (e.g., an ARK or DOI)
- Creator names in non-Roman scripts should be transliterated using the [ALA-LC Romanization Tables](#).

### Common additional elements

- Although the core elements are sufficient in the simplest case – citation to the entirety of a static dataset – additional elements may be needed if you wish to cite a dynamic dataset or a subset of a larger dataset.
  - **Version** of the dataset analyzed in the citing paper
  - **Access date** when the data was accessed for analysis in the citing paper
  - **Subset** of the dataset analyzed (e.g., a range of dates or record numbers, a list of variables)
  - **Verifier** that the dataset or subset accessed by a reader is identical to the one analyzed by the author (e.g., a Checksum)
  - **Location** of the dataset on the internet, needed if the identifier is not "actionable" (convertable to a web address)

### Example citations

- Kumar, Sujai (2012): 20 Nematode Proteomes. figshare. <https://doi.org/10.6084/m9.figshare.96035.v2> (Accessed 2016-09-06).
- Morran LT, Parrish II RC, Gelarden IA, Lively CM (2012) Data from: Temporal dynamics of outcrossing and host mortality rates in host-pathogen experimental coevolution. Dryad Digital Repository. <https://doi.org/10.5061/dryad.c3gh6>
- Donna Strahan. "08-B-1 from Jordan/Petra Great Temple/Upper Temenos/Trench 94/Locus 41". (2009) In Petra Great Temple Excavations. Martha Sharp Joukowsky (Ed.) Releases: 2009-10-26. Open Context. <https://opencontext.org/subjects/30C3F340-5D14-497A-B9D0-7A0DA2C019F1> ARK (Archive): <http://n2t.net/ark:/28722/k2125xk7p>
- OECD (2008), Social Expenditures aggregates, OECD Social Expenditure Statistics (database). <https://doi.org/10.1787/000530172303> (Accessed on 2008-12-02).
- Denhard, Michael (2009): dphase\_mpeps: MicroPEPS LAF-Ensemble run by DWD for the MAP D-PHASE project. World Data Center for Climate. [https://doi.org/10.1594/WDCC/dphase\\_mpeps](https://doi.org/10.1594/WDCC/dphase_mpeps)
- Manoug, J L (1882): Useful data on the rise of the Nile. Alexandria : Printing-Office V Penasson. <http://n2t.net/ark:/13960/t44q88124>

# OpenAIRE: una guida per il DMP

- **OpenAIRE guides**
  - [How to create a Data Management Plan](#)
  - [How to comply with H2020 mandate - for research data](#)
  - [How to make your data FAIR](#)
- **OpenAIRE services guides**
  - [Zenodo - A universal repository for all your research outcomes](#)
  - [Amnesia - Anonymize your data before publishing](#)
- **OpenAIRE Fact sheet**
  - [Factsheet - H2020 Open Data Pilot](#)
- **OpenAIRE FAQs**
  - [When do I have to create a Data Management Plan?](#)
  - [What is a Data Management Plan \(DMP\) and how do I create one?](#)
- **Webinars**
  - [Data Management Plans](#)
  - [Basics of Research Data Management](#)
  - [Webinar in italiano 2018 e 2019](#)



The screenshot shows the OpenAIRE website interface. At the top, there is a navigation bar with links for EXPLORE, PROVIDE, CONNECT, MONITOR, and DEVELOP. Below this, the OpenAIRE logo is visible on the left, and a search bar and SIGN IN link are on the right. The main content area is titled 'Argos' and 'More information'. It lists 'OpenAIRE guides' (How to create a Data Management Plan, How to comply with H2020 mandate, How to make your data FAIR) and 'OpenAIRE services guides' (Zenodo, Amnesia). There is also a section for 'OpenAIRE Fact sheet' (Factsheet - H2020 Open Data Pilot) and 'OpenAIRE FAQs' (When do I have to create a Data Management Plan?, What is a Data Management Plan (DMP) and how do I create one?). A 'Webinars' section lists 'Data Management Plans' and 'Basics of Research Data Management'. A search bar at the bottom of the page returns results for 'dmp, research data management., data management plan, argos' and indicates it was last updated on 10 October 2019. On the right side, there are two vertical panels: 'View all our guides' and 'Support'. The 'Support' panel includes sections for 'RESOURCES' (Open Science Primers, Guides, Factsheets, Use cases), 'HELPDESK' (FAQs, Ask a Question), and 'TRAINING' (Webinars, Workshops, Community of Practice, Content Providers, Community Calls). At the bottom of the screenshot, there are two boxes: 'There are two ways of creating a DMP:' (the 'Wizard' and the 'Expert') and 'ARGOS - Create, Link, Share Data Management Plans'. The 'ARGOS' box describes it as an online tool for automated processes to create, manage, share, and link DMPs with research artifacts. It is a joint effort of OpenAIRE and EUDAT CDI. The 'DMP Wizard' combines necessary fields of the DMP template and the Data Description template. The 'DMP expert' contains extra fields for describing the project, grant, funding, contributors, and associations between DMP authors, etc. Below these boxes, it says 'ARGOS can be used for: A. viewing/ consulting publicly released DMPs'. The ARGOS logo is at the bottom right of the screenshot.

<https://www.openaire.eu/argos/>



# Strumenti per creare un DMP: ARGOS

The screenshot shows the ARGOS web application interface. At the top left is the ARGOS logo. A navigation menu on the left includes sections for GENERAL (Home, About), DATA MANAGEMENT PLANS (My DMPs, Published DMPs, New DMP (Wizard), New DMP (Expert)), DATASET DESCRIPTIONS (My Dataset Descriptions, Published Dataset Descriptions, Add Dataset Description (Wizard)), and Glossary/FAQ. The main content area features a welcome message: "Welcome to ARGOS. Create, Link, Share Data Management Plans". Below this are two prominent teal buttons: "CREATE NEW DMP" (with a play icon) and "ADD A DATASET DESCRIPTION INTO AN EXISTING DMP" (with a play icon). Underneath are four summary cards: "My DM..." (0), "My Dat..." (0), "My Gra..." (0), and "Related ..." (0), each with a "VIEW ALL" link. To the right is a "DRAFT" section for "Draft Registrations" with a "VIEW ALL" link. At the bottom, a section titled "LAST EDITED DATA MANAGEMENT PLAN" includes a table with columns: NAME, TEMPLATE, GRANT, ROLE, ORGANIZATION, STATUS, and EDITED. A "VIEW ALL" link is also present for this section.

Machine Actionable DMPs

# Strumenti per creare un DMP: DMPOnline

The screenshot shows the DMPOnline website interface. At the top, there is a navigation bar with the DMPOnline logo and links for Home, Public DMPs, Funder requirements, and Help. A language dropdown menu is also present. The main content area features a 'Welcome' section with a brief description of the service and statistics: 17,622 Users, 203 Organisations, 23,083 Plans, and 89 Countries. A sign-in and create account form is displayed on the right, including fields for email and password, a 'Remember email' checkbox, and buttons for 'Sign in' and 'Sign in with your institutional credentials'. A footer contains copyright information and various links.

**Home** Public DMPs Funder requirements Help Language ▾

## Welcome

DMPonline helps you to create, review, and share data management plans that meet institutional and funder requirements. It is provided by the Digital Curation Centre (DCC).

Join the growing international community that have adopted DMPonline:

- 17,622 Users
- 203 Organisations
- 23,083 Plans
- 89 Countries

Some funders mandate the use of DMPonline, while others point to it as a useful option. You can [download funder templates](#) without logging in, but the tool provides tailored guidance and example answers from the DCC and many research organisations. Why not sign up for an account and try it out?

**Sign in** Create account

\* **Email**  
emma.lazzeri@cni.it

\* **Password**  
.....

[Forgot password?](#)

Remember email

**Sign in**

- or -

**Sign in with your institutional credentials**

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<https://dmponline.dcc.ac.uk/>



# ◦ Risorse utili

OpenAIRE Portal

**Content provider Dashboard**

<https://provide.openaire.eu/home>

**OpenAIRE Connect: Build a Gateway for your community**

<https://connect.openaire.eu/>

**OpenAIRE Support**

<https://www.openaire.eu/support>

FAIR Data

**How FAIR are your data? Checklist**

<https://zenodo.org/record/1065991#.Xrvx1RMzZPU>

# ◦ Risorse utili

DMP Tools

**DMPOnline (DCC)**

<https://dmponline.dcc.ac.uk/>

**ARGOS (OpenAIRE)**

<https://argos.openaire.eu/home>

Esempi di DMP

**Guida agli esempi di DMPs del DCC**

<http://www.dcc.ac.uk/resources/data-management-plans/guidance-examples>

**Catalogo DMP di LIBER (European Research Library Association):**

<https://libereurope.eu/dmpcatalogue/>

**DMPs in Zenodo:**

<https://zenodo.org/search?page=1&size=20&q=Data%20Management%20Plan>

# Thank you!

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