Open Science Policy for the Humanities at the University of Southern Denmark

Department of Design, Media and Educational Science
and
Department of Culture and Language

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Open Science

means that scientific knowledge including research data and publications should be openly shared as early as possible with reuse in mind. Therefore, you support Open Science if you publish data, publications and other aspects of scientific research in a way that allows for usage beyond reading.

1. Preamble

This document guides implementation of SDU's Open Science Policy (established 2018 – revised 2024)[1] at the Department of Design, Media and Educational Science and Department of Culture and Language. The policy promotes transparent research processes and open access to research results and data.

The purpose of the open science policy is to

- increase scientific impact through open access to publications and data
- guide researchers to efficient use of existing resources and tools
- ensure compliance with funding requirements, legal obligations, and ethical protocols
- make primary materials available for future research where possible
- enable Open Science through FAIR data principles
- promote visibility of the research conducted at the University of Southern Denmark

This policy applies to all scientific personnel at the departments (including PhD students). The guidelines are communicated by the Head of Departments to all employees as part of their introduction to the department. In addition, implementation of the guidelines can be discussed at departmental meetings, may be included in courses in responsible conduct of research in MA programs, and must be included in courses in responsible conduct in research in PhD programs.[2]

1.1. Open Science challenges for the Humanities

Researchers within the Humanities are facing different challenges in implementing the policy than e.g. researchers within natural science and health science departments.

1. Data often consists of qualitative, context-sensitive, or person-related materials, and they are often closely linked to the individual researcher. These features challenge the value and the interoperability of the data with regards to its potential reuse by other researchers.
2. Person-related data must adhere to the GDPR rules
3. Many researchers collect and use data from social media. Management of data from such platforms must be in accordance with ethical guidelines for internet research[3]
4. Within the humanities, significant publications often include books (monographs and anthologies) which are challenging to make open access.

[1] [1] SDU Open Science Policy is available on: https://www.sdu.dk/Flexpaper/aspnet/pdf/SDU-Open-Science-Policy.pdf and key statements: https://sdunet.dk/da/research/research-data-management-support/the-sdu-open-science-policy

[2] The policy will undergo revision every second year or when the SDU Open Science Policy is revised.
[3] see Internet Research: Ethical Guidelines 3.0: link

1.2. Research Assessment

Our departments support DORA[4] and CoARA[5] principles. When assessing research, we consider all outputs including datasets, software, knowledge sharing, networks, dissemination, and teaching, to avoid simplified measures based solely on journal metrics.

The engagement of citizens in research (Citizen Science) for a more inclusive and participatory society better equipped to handle the profound transformations of the coming years is encouraged whenever this is feasible or makes sense for the project.

2. Key Requirements for all researchers

To align with the Open Science Policy at our two departments, all researchers (including PhD Students) must align with the following requirements:

1) ORCID Registration

All researchers must register with ORCID (https://orcid.org/) via PURE and create a public ORCID profile.

Guideline

- The easiest way to register with ORCID at SDU is through PURE, see https://sdunet.dk/en/research#scholarlypublication . Researchers should be aware that duplicates may appear in ORCID; this might be resolved by contacting the PURE support team on puresupport@bib.sdu.dk. To make the ORCID profile public, edit the "Visibility preferences" in the "Account settings" in ORCID.

2) FAIR handling of research data

Our two departments support the *Sorbonne Declaration on Research Data Rights*[6] and are thus committed to practice and promote data handling in accordance with the FAIR principles whenever relevant and in consideration of the special circumstances pertaining to research within the Humanities.

Adhering to the FAIR principles means that researchers aim at making data Findable, Accessible, Interoperable and Re-usable[7]:

- **Findable:** Publish in repositories with persistent identifiers and metadata

[4] San Francisco Declaration on Research Assessment, see https://sfdora.org/read
[5] https://coara.eu/
[6] The *Sorbonne Declaration on Research Data Rights:* https://sorbonnedatadeclaration.ent.upmc.fr/
[7] For elaborated description, see https://sdunet.dk/da/research/research-data-management-support/the-sdu-open-science-policy#whatisfairresearchdata

- **Accessible:** Make available through download or contact, with clear licensing
- **Interoperable:** Use standardized metadata and formats
- **Reusable:** Provide documentation and open licensing where possible

At our departments, researchers are committed to practice and promote data handling in accordance with these principles whenever relevant and possible, considering the special circumstances regarding research within the Humanities.

- All kinds of data handling must adhere to the framework of the GDPR, including the issue of identifiability of individuals in anonymous data, and ensure that unwanted knowledge transfer affecting national security does not take place.[8]
- All kinds of data handling must be compliant with legal requirements, such as privacy and data protection, policies by the funding agencies, the rules of Good Scholarly Practice at SDU and The Danish Code of Conduct for Research Integrity[9] and the University of Southern Denmark Open Science Policy.
- If data can be shared (common data, non-personal, non-confidential), it is required by SDU that researchers deposit the research data needed to validate the results presented in scientific publications in trusted repositories with information on how access can be gained. Research data should be provided with persistent identifiers (e.g. a digital object identifier - DOI) and must be linked with publications where possible.
- The SDU Open Science Policy encourages transparent methods and public access to results, including publications, data, codebooks related to the data sets, and syntaxes in statistics programs (e.g. SPSS syntaxes, STATA do-files, R code) for data management as well as statistical analyses.

Many humanities researchers collect data over extended periods of time as ongoing work. Researchers are only required to give access to data that underpin publications. Therefore, data that represents work in progress and may be sources for upcoming publications do not have to be accessible.

Research Data Management support (rdm-support@bib.sdu.dk) and system administrator Erik B. Madsen (erikm@sdu.dk) can advise on options.

Guideline

All researchers at our two departments must take the following requirements into consideration when embarking on a new research project:

- Data behind publications are published in a data repository (e.g. Zenodo or Dataverse). Both the paper publication should link to the data, and the data to link back to the paper via persistent identifiers (e.g. DOIs).
- Data that are personal or confidential, must as a minimum be made publicly accessible as metadata (i.e. a description of the content of a given data set, methods used and contact

[8] See the General Data Protection Regulation (GDPR) guidelines and URIS' guidelines (https://ufm.dk/publikationer/2022/filer/uris-retningslinjer.pdf)
[9] https://ufm.dk/en/publications/2014/the-danish-code-of-conduct-for-research-integrity

information of the researcher). In situations where the content and/or form of data warrant it, such a description can be the required data management plan (see below). We encourage that the description is also covered in the publication itself by specifically addressing data handling.
- Use open and long-lived file formats such as .csv alongside R, SPSS, STATA, SAS or other files for statistical or data management software.
- Use Danish National Archives/Danish Data Archive (Rigsarkivet/Dansk Data Arkiv), only for preservation (if accepted).

The university library offers guidance and links to a directory of academic open access repositories on how to publish research data: https://sdunet.dk/en/research/open-access If the researcher cannot identify a repository of special relevance for his/her research, the Zenodo repository is recommended.[10]

3) Data Management Plan

All research projects must have a data management plan. Principal investigators are responsible for the plan (supervisors for PhD students[11])

A data management plan addresses planning, collecting, processing, storing, securing, sharing and archiving primary empirical material and research data.

The plan describes the actions needed to collect, process, store, secure, share, preserve and possibly reuse research data in a research project.

- Plans must be written at project start (after funding has been granted)
- Plans must be updated when necessary
- The data management plan must be stored along with other documentation relating to the project.
- Plans must address data retention/deletion when projects end, or staff leave their positions

Guideline

- Support and guidelines for writing the plan can be found at sdunet: https://sdunet.dk/da/research/research-data-management-support/data-management-plan
- Use templates from funding agencies or Digital Curation Center via https://dmp.deic.dk/

Required Content

- A description of the data to be collected in the project. Use guidelines from the Danish National Archives (Rigsarkivet). See (in Danish): https://www.rigsarkivet.dk/aflever-data/for-dig-der-skaber-forskningsdata/

[10] https://zenodo.org/
[11] PhD supervisors must ensure that a section on data management is included in the PhD plan

- Estimation of the value of the data for long-term preservation or reuse, using the researcher's or student's best judgement and knowledge of the data and subject area.[12]
- Considerations as to what happens to the data when someone leaves the department, or the project have ended.[13]

Research data

refer to material, records, files, and other documentation underpinning the research projects' findings, or other outcomes (the list is not exhaustive)[1]. These include:

- Experimental and observational data.
- Questionnaires, tests, surveys, interviews, respecting copyright and protected psychometric tests and survey instruments.
- Responses to questionnaires, tests, surveys and interviews.
- Audio and video recordings.
- A collection of datasets, for example a collection of letters or an archive of historical images.
- Linguistic corpora
- Transcriptions of interviews and other audio recordings.
- Annotations and coding of data.
- Data, regardless of form of storage (paper, electronically) or storage media.

3. Open Access Publishing

Green Open Access (self-archiving in PURE) is recommended for all articles if permitted by the journal.

In general, we recommend Diamond Open Access (no fees), or, if funding is available, Gold Open Access

The version of Gold Open Access called Hybrid Open Access is not recommended.

For an overview of Open Access journals see Directory of Open Access Journals (www.doaj.org).

The SDU library does not reimburse fees for Open Access publications. But employees are encouraged to use SDU's publisher agreements for discounts and waivers.[14]

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[12] This general requirement is of specific relevance for the decision of the Danish National Archives as to whether the data can be archived under the proposed ministerial order of mandatory data reporting (See (in Danish): link).

[13] If a research employee with data responsibility leaves SDU and does not want to keep the data, the data and data responsibility are transferred to the research program leader or project leader. It is the head of department's responsibility to ensure that the transfer takes place before the employee leaves the department

[14] https://sdunet.dk/da/research/open-access/publiceringsaftaler

The departments do not provide any funding for publishing Open Access.

Open Access

means publishing research results in a way that provides immediate, free online access to the publication and/or research data without any barriers. The Danish government encourages use of the so called “green” mode of Open Access, or self-archiving. Self-archiving means publishing in a journal which is not Open Access and at the same time - or following an embargo period - depositing a copy of the publication in a personal or institutional repository (e.g. PURE).

Support Resources

- SDUnet for data management plan guidance: https://sdunet.dk/da/research/research-data-management-support
- Research Data Management Support team: rdm-support@bib.sdu.dk
- University library for data publication guidance
- Data storage: GDPR guidelines (Danish: https://eur-lex.europa.eu/legal-content/DA/TXT/PDF/?uri=CELEX:32016R0679&from=DA English: https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:02016R0679-20160504) and/or system administrator Erik B. Madsen erikm@sdu.dk
- Danish National Archives for long-term preservation: https://www.rigsarkivet.dk/aflever-data/for-dig-der-skaber-forskningsdata/