

Publication reporting guidelines

Background

NCCR researchers are required to report both their **publications** and the **published research data** for the publications. Importantly, the status of Open Access (OA) of a publication and the status of Open Research Data (ORD) should always be reported.

Publication ready? Follow the steps below to fulfil your reporting obligation.

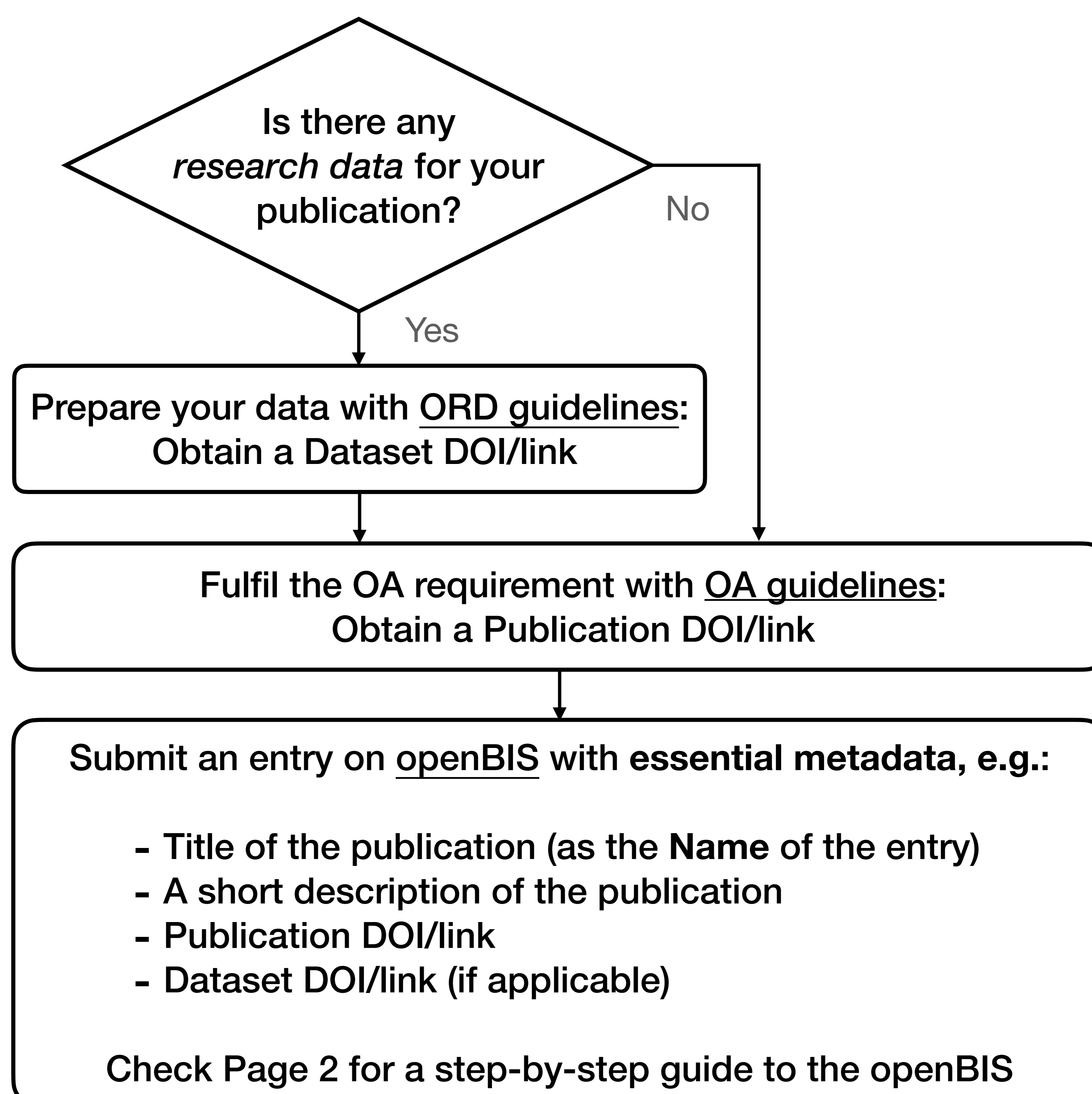


Figure 1. Basic steps to register your publication with the NCCR

Good to know

What is *research data*?

Research data denotes essential data for **reproducing** the results in your publication. Such data may contain personal data or copyright data, in which cases at least the **metadata** should be published, together with anonymized data and other unrestricted data.

Study being planned?

We encourage early submission on openBIS! If permitted, we can help share your Study data/metadata within the NCCR community. See more on page 2.

Reporting unpublished data collections?

Do you have internally stored or archived data collected during the course of NCCR, which have not been used in publications but would be valuable for future research? Please report them by submitting entries on openBIS (see Page 2) at the earliest possible time. Please also consider publishing such data on FAIR repositories to benefit the NCCR community and beyond.

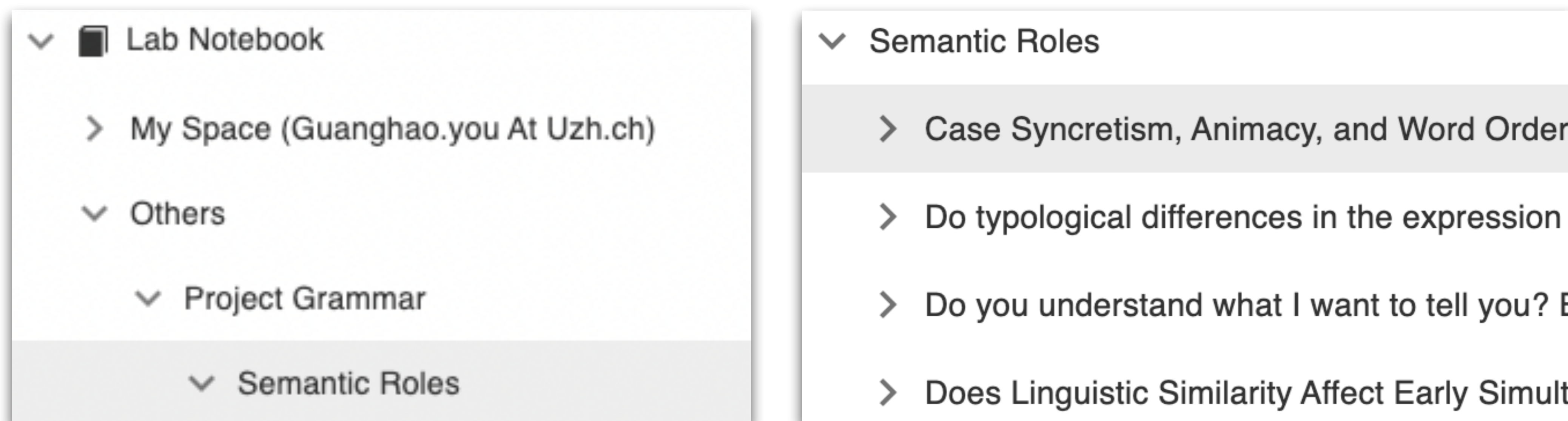
Assistance needed?

Please contact [datascience_request AT evolvinglanguage.ch](mailto:datascience_request@evolvinglanguage.ch).

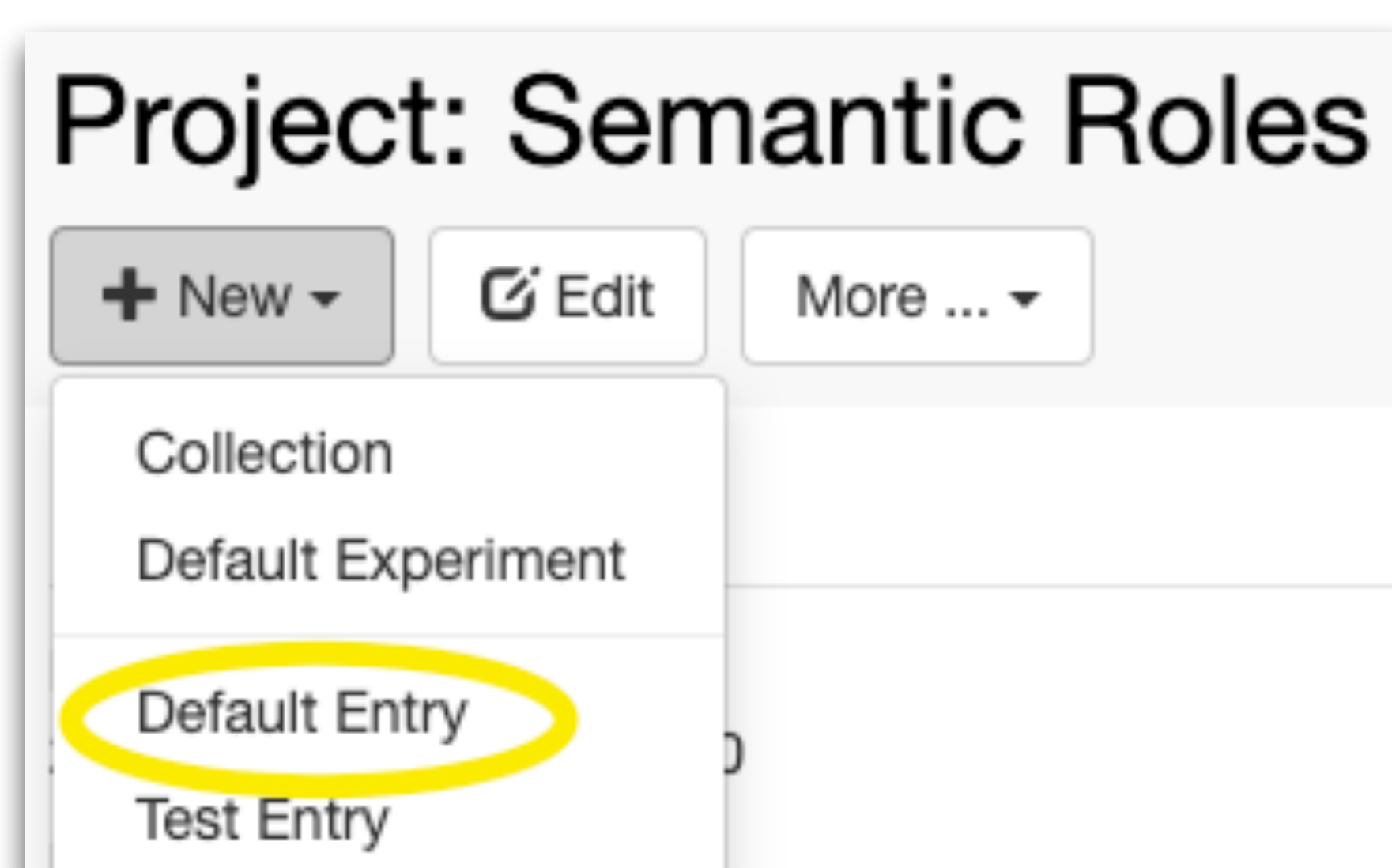
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Step-by-step guide to openBIS submission

1. Log in to <https://openbis-evolvinglanguage.ethz.ch/> with your Switch edu-ID¹.
2. Go to “**Others**” on the left bar, find your WP² under the respective project. This WP is the one under which the publication should be reported.



3. Check first if your publication has already been entered under your WP.
 - If so, click on the entry and "Edit" to put in any missing information.
 - If not, **click on the WP name** on the left bar and create a **Default entry** (unless you have created one for this publication under “My Space”; see the *Additional notes* below).



4. Fill out the **Name** of the entry as the (provisional) **title** of your publication.

Publication title (provisional title if not yet published)

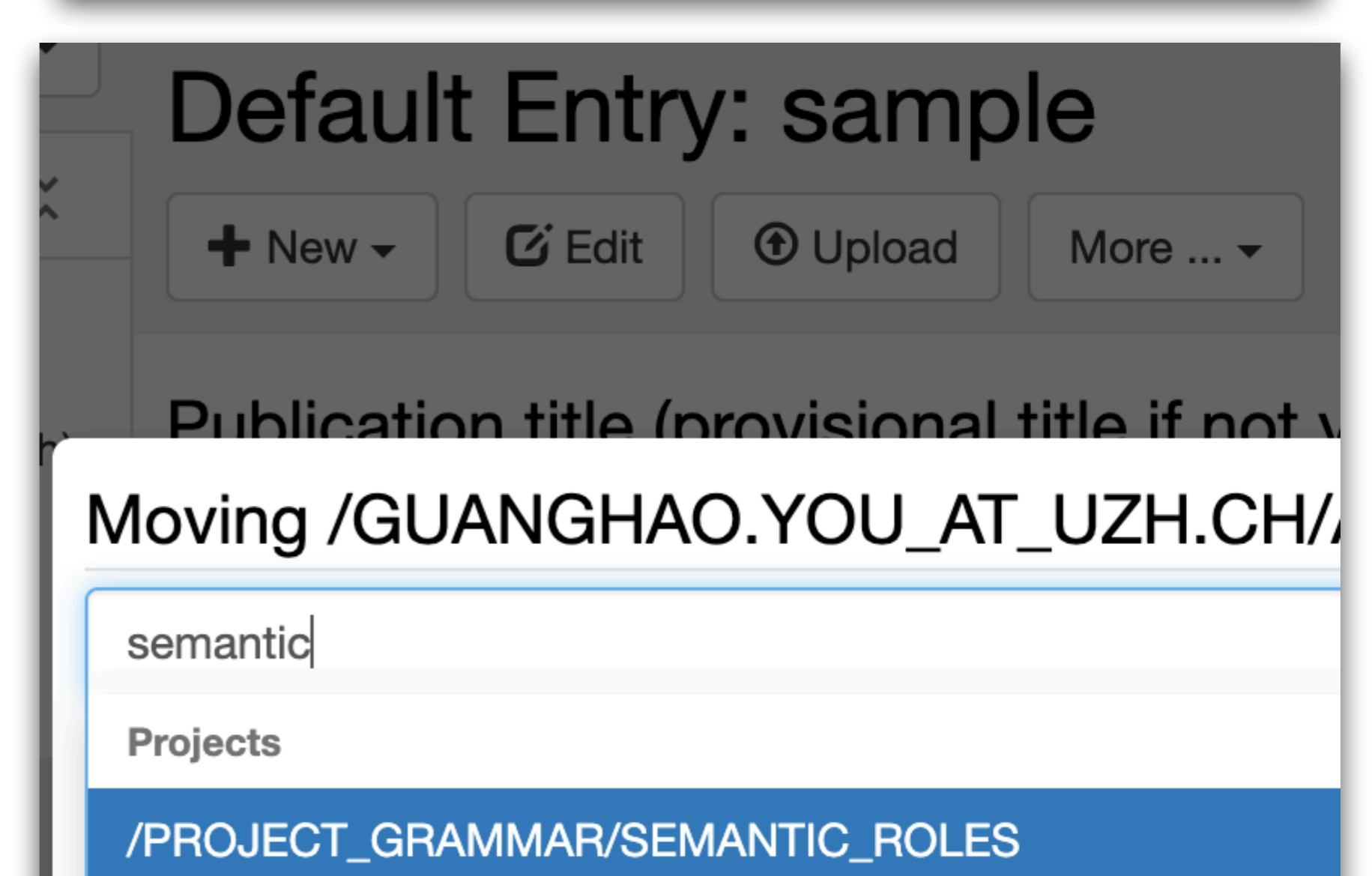
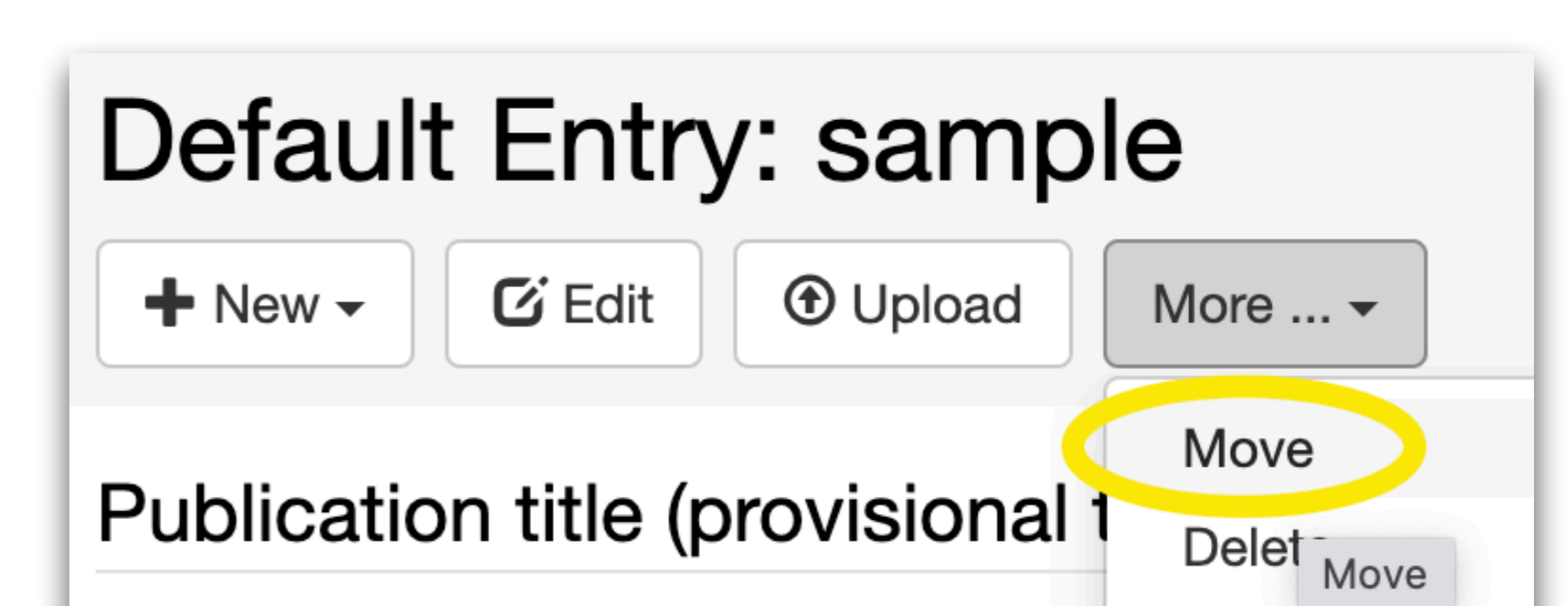
Name (*):

5. Fill out the rest of the form and **Save**. Fields with (*) are **mandatory**. Please provide as much information as possible about the research data associated with the publication. Please note:
 - i. Open Access status of the publication: Check [OA guidelines](#) (Page 5) to choose
 - ii. Open Research Data status: For published data, choose between “*Restricted dataset*” and “*Open dataset*” based on the **data restriction diagnosis** in ORD guidelines (Page 2)

Additional notes on submission of ongoing studies and unpublished data collections

Do you want to report ongoing studies or unpublished data collections? We encourage you to submit entries (of the type “*Default entry*”) of such early on openBIS under “My Space”. All information can be edited later in the entries. You are free to organize your own space and upload your data there, and your space is, by default, only accessible by you.

Once the studies or data collections are published, you can edit the entries and **move** them under the respective WP (see screenshots on the right). Alternatively - if data access is not a concern - you can already create an entry under your WP from the start.



1. For ETH users: please use Default login and enter your ETH shortname credentials.
2. For SIGs, the publications should be put under “publications” of the respective SIG.