When it’s time to publish

- Create an ORCID ID, if you don’t already have one. In addition to serving as a unique, persistent identifier clearly identifying your work as your own, a growing number of publishers now require you to include your ORCID when submitting articles for publication.

- Review your target journal/s policies on data ownership, formats for supplemental data, required citations for data hosted elsewhere, etc. to assess how the journal’s requirements match up with your funder requirements and any protections of your data required (e.g. IRB, other sensitive data)
  - Northeastern’s Digital Repository Service may be an option for hosting supplemental data for your publications. Contact us to find out more.

- Contact us if you’d like help negotiating the rights you retain before signing agreements with publishers

- Retain the data use and publisher agreements that govern your publication. These agreements will be helpful later on in understanding how you are able to share and reuse your work

When it’s time to share your data

- Identify a venue or repository that is an appropriate place to share data with your domain/community
  - Not sure which repository to use? We can help you identify options.
  - Northeastern’s Digital Repository Service may be an option for hosting interdisciplinary data, or data that lacks a clear domain repository ‘home’. Contact us to find out more.
When it’s time to share your data (con’t.)

- Review and create any additional data documentation (metadata) necessary to support data sharing
- Export data into sustainable, shareable formats
- Link your shared data to your ORCID ID
- Track and record data requests and distributions

When it’s time to wrap up your project and preserve your research

Locally/within your group

- Consider what ‘preservation’ means for the purposes of your project
- Establish the master copy of important files and document your decision
- Create an inventory of your files
- Consider file integrity monitoring or choose a provider that offers that service
- Document what worked effectively to reuse in future research

Externally

- Review and select long-term storage options
- Deposit your data into a venue or repository that is an appropriate place to preserve the products of your research

  - Northeastern’s Digital Repository Service may be an option for preserving your research outputs. Contact us to find out more.

Want to know more? Have questions? Contact us!