

# Guidelines to add your datasets or your codes in Cybergeo Dataverse Collection

**Important: Please read carefully the Guidelines before submitting your paper and make sure that your data are anonymous and have not been published.**

## Cybergeo Guidelines for Data Papers and Model Papers

*Cybergeo's* data papers and model papers sections aim at becoming a central place of secondary geographical databases where:

1. the data production is transparent and citable (unlike unpublished data),
2. the work put by authors into the construction of geographical databases is documented so as to be reusable and transferable to new purposes,
3. the data production process is evaluated and peer-reviewed anonymously, unlike what simple repository services offer,
4. the datasets or/and codes softwares are accessible, identifiable and visible within the Cybergeo Dataverse collection (<https://dataverse.harvard.edu/dataverse/cybergeo>), allowing semantic and geographical queries.

**In your data paper, you should document, explain and justify all the procedures used to transform the original records into the final geodatabase, demonstrate its need and use, and guide the reader on how to reuse it.** The reader, given this information and the appropriate authorisation certificates, should be in a position to replicate your work entirely. *Cybergeo* Data Papers are stand-alone scientific articles that are devoted to the construction of geographical databases. Their publication can be followed by another article exploiting the analysis of such geographical data, but the two would be distinct in their scope and writing. The publication of a data paper does not ensure the acceptance of any other article, and vice versa.

On top of the generic guidelines that authors are asked to follow when they submit a paper to *Cybergeo* (regarding length, bibliographic styles, the presence of an abstract, introduction, keywords, etc.), data papers and model papers should follow specific guidelines in order to make the description of data standardised and comparable from paper to paper in the journal.

**Important: before submitting your paper make sure that your data and your data paper are anonymous and have not been published. Please make sure that your data**

Cybergegeo: Guide to add your additional material in Cybergegeo Dataverse

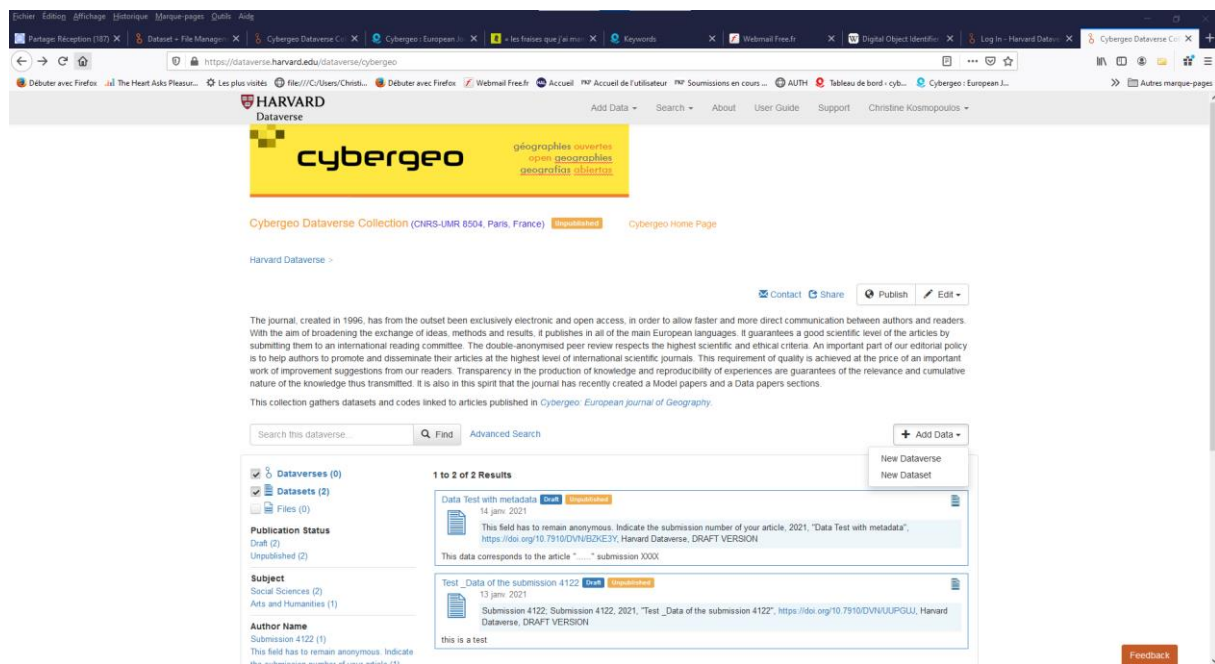
is accessible and provide a link to the anonymised data as part of your submission (otherwise we cannot evaluate the claims of the datapaper).

## Cybergegeo Dataverse Collection

Cybergegeo provides a sustainable repository in Harvard Dataverse:

<https://dataverse.harvard.edu/dataverse/cybergegeo>

After creating an account, you will be able to deposit your dataset(s) and associated code scripts as part of the [Cybergegeo Dataverse Collection](#) ("Add Data"+"New Dataset").



Make sure to provide the appropriate authorisation certificates if the data includes elements under proprietary license. [CC0-1.0](#), [CC-BY-4.0](#), and [CC-BY-SA-4.0](#) are [open](#) licenses used for non-software material ranging from datasets to videos that we recommend. Note that CC-BY-4.0 and CC-BY-SA-4.0 should [not be used for software](#). For more information check on: <https://choosealicense.com/>

At this stage of submission, the dataset is only accessible to you and Cybergegeo editors. A private link can however be generated to allow your anonymous reviewers to evaluate the data, therefore all metadata should remain anonymous, as indicated in [Cybergegeo Metadata Template in Dataverse](#) (the only identifiable field being your email address, which will not be communicated to the reviewers). Once your data paper is accepted for publication, these fields are populated with your name(s) and other identifiable information and the dataset is published for all to see. In the unfortunate case where your data paper is not accepted for publication, the dataset is then removed from the Cybergegeo Dataverse collection, either by you or by Cybergegeo editors.

In line with FAIR principles (<https://www.go-fair.org/fair-principles/>), it is very important that your data paper provides detail on:

- all the sources of the original records which were used to construct the database (organisation, timestamp, format, variables selected, link to the repository, etc.).
- all the processes which have led from the original records to the final database (data cleaning, aggregation, estimation, interpolation, modelling, etc.). This can be supported by the publication of the programming code used to produce the final database together with the database.
- the spatial and scalar features of the data (points, lines, polygons, local, regional, etc.). What spatial units are they composed of? Are they compatible with any available GIS geometry? How do the output objects relate to the input objects (aggregation, transformation, etc.)?
- the validation process of the geodatabase which guarantees its quality (technical validation, sensitivity and robustness analyses, comparisons with other data benchmarks, etc.). Make sure to mention the level of adequacy between the results of this validation process and the initial objectives for the construction of the geodatabase. State very clearly the strengths and limitations of the published dataset compared to other existing materials if any.
- the value added of this database and any specific usage instructions to potential future users if necessary.

If necessary, *Cybergegeo* reviewers may ask you to give temporary access to any intermediate data (that you do not intend to publish) and programming scripts (that we encourage you to publish alongside the data) so as to validate the process of data production and its added value.

Submissions in French, in Spanish and in English will be considered, but we recommend using the English language to ensure the maximum openness of the dataset.

## Specific Metadata Fields required for the Data Papers section when adding your dataset to Cybergegeo Dataverse

Concerning the data associated with the articles submitted in the Data Papers section, here are the required fields that must be filled in

### Title

Replication Data for: *Indicate the title of your submitted Data Paper.*

### Author

*At the stage of submission, this field (as well as Contributor) should include the number of the submission of your article to keep the submission anonymous.*

After acceptation, you will refer only to the author(s) of the Data paper. If other

## Cybergeog: Guide to add your additional material in Cybergeog Dataverse

people have contributed to the production of the dataset, you should list them as "Contributors".

### Contact

"Name": add the number of the data paper's submission in this field in order to respect the anonymous peer review. "Affiliation" will be completed once the submission is accepted for publishing.

Add you e-mail contact in the required field "E-mail".

### Description

The summary should allow the reader to understand the information offered by the content of the data in a clear and concise way. It is recommended not to use acronyms without explanation and to summarize the most important details in the first sentence.

### Keywords

Use the keywords indicated in your article. Please write only one keyword per field, and use the "+" button to add new fields.

To respect the interoperability principles and increase the dissemination, you may also add one by one some key-words extracted from LCSH:

<https://id.loc.gov/authorities/subjects.html>

Please indicate for each key-word the url. For the example:

Key-word: Spatial analysis (Statistics)

url: <http://id.loc.gov/authorities/subjects/sh85126347>

### Related Publication

Once your data paper is published, this field will contain its reference and the DOI of your published dataset.

### Notes

In this field, please indicate:

1. the type of the license under which the additional material is distributed

For data you may apply a creative commons license: CC BY 4.0 or CC BY-NC 4.0

To choose, see: <https://creativecommons.org/faq/>

For your codes and software, you may apply an open license such as:

- in english: <https://opensource.org/licenses>

- in french: <https://www.data.gouv.fr/fr/licenses>

For more information check on: <https://choosealicense.com/>

2. the specific use that has already been given to the resource

3. other possible uses of the additional material

### Language

Language used in the dataset.

### Time Period Covered

This refers to the time period covered of the data.

### Kind of data

## Cybergeog: Guide to add your additional material in Cybergeog Dataverse

Indicate the nature of the data submitted, as well as the projection Reference System Identifier if applicable (for example: "Code: EPSG:4258. Authority: European Petroleum Survey Group (EPSG)):

- vector: Vector datagrid: Data mesh
- text table: Text or tabular data
- tin: Irregular triangular network
- code: programming code
- stereoscopic model: Three-dimensional vision formed by the intersections of the homologous rays of a pair of overlapping images
- video: Scene of a video recording
- photography

### **Data Sources**

Please provide precise information and links about the data sources used in the creation of the data.

### **Geographical Coverage**

Indicate geographical coverage of your data using the categories available (Country, province, city), or "Other" if they do not apply.

### **Geographical Unit**

Indicate the unit in which data are available, for example: municipalities, IRIS, counties or urban agglomerations.

### **Geographic Bounding Box**

Coordinates of the minimum bounding rectangle

### **Type of article**

Choose "data paper"

### **Submit your data for Review**

You can submit your dataset for review when you have finished uploading your files and filling in all of the relevant metadata fields. To Submit for Review, go to your dataset and click on the "Submit for Review" button, which is located next to the "Edit" button on the upper-right. Once Submitted for Review, the Admin or Curator for this Dataverse will be notified to review this dataset. A private link will then be generated to allow your anonymous reviewers to access to your dataset. Once the peer review is completed, they decide to either "Publish" the dataset or "Return to Author". If the dataset is published the contributor will be notified that it is now published and linked to the data paper. If the dataset is returned to the author, the contributor of this dataset will be notified that they need to make modifications before it can be submitted for peer review again.

In the unfortunate case where your data paper is not accepted for publication, the dataset is then removed from the Cybergeog Dataverse collection, either by you or by

Cybergeog editors.

### Publication

Once your data paper is accepted for publication, all fields are populated with your name(s) and other identifiable information and the dataset is published for all to see. Your data will then be published in the Cybergeog/Dataverse collection in accordance with the [FAIR principles](#).

A DOI, permanent publication identifier, specific to your datasets or codes will be assigned to them.

Please fulfil all the required fields in Cybergeog Dataverse (authors, contributors, key-words etc.).

The field "Related publication" should include the entire citation of you original data paper published in Cybergeog with its specific DOI.

## To help you:

### Dataverse Guide for authors

In case of difficulties to use Dataverse, please refer to the guide:

<https://guides.dataverse.org/en/5.3/user/dataset-management.html>

Once your data paper is accepted for publication, all fields are populated with your name(s) and other identifiable information and the dataset is published for all to see. Your data will then be published in the Cybergeog/Dataverse collection in accordance with the FAIR principles. A DOI, permanent publication identifier, specific to your datasets or codes will be assigned to them.

In the unfortunate case where your data paper is not accepted for publication, the dataset is then removed from the Cybergeog Dataverse collection, either by you or by Cybergeog editors.

For more information about the submission of the data paper itself:

<https://journals.openedition.org/cybergeog/5021>

### About the Data Papers section in Cybergeog

For more information about the submission of the data paper itself:

<https://journals.openedition.org/cybergeog/5021>