## Appendix: Policy feature standard texts for policy template construction

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Please cite the associated paper when reusing the policies:

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Research Data Policy Framework for All Journals and Publishers. *Data Science Journal*, DOI: https://doi.org/10.5334/dsj-2020-006

### Standard text for policy 1

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| **Policy summary for authors**  |
| Authors are encouraged to make the research data that support their publications available but are not required to do so. The decision to publish will not be affected by whether or not authors share their research data.**Required*** No action

**Optional*** Data citation
* Data sharing via repositories for all research data
 |
| **Policy summary for Editors** |
| The journal will encourage authors to share data but the editor’s decision to publish will not be affected by whether or not authors share their research data.**Required*** Respond to questions about this policy.

 **Optional*** Data citation
* Data sharing via repositories for all research data
 |
| **Feature** | **Text** |
| **Definition of research data** | This policy applies to the research data that would be required to verify the results of research reported in articles published in the journal. Research data include data produced by the authors (“primary data”) and data from other sources that are analysed by authors in their study (“secondary data”). Research data includes any recorded factual material that are used to produce the results in digital and non-digital form. This includes tabular data, code, images, audio, documents, video, maps, raw and/or processed data. |
| **Definition of exceptions** | Research data that are not required to verify the results reported in articles are not covered by this policy.This policy does not require public sharing of quantitative or qualitative data that could identify a research participant unless participants have consented to data release. The policy also does not require public sharing of other sensitive data, such as the locations of endangered species. Alternatives to public sharing of sensitive or personal data include:* Deposition of research data in controlled access repositories
* Anonymisation or deidentification of data before public sharing
* Only sharing metadata about the research data
* Stating the procedures for accessing your research data in your article and managing data access requests from other researchers
 |
| **Embargoes** | Embargoes on data sharing are permitted. |
| **Supplementary materials** | Sharing research data as supplementary information files is discouraged. |
| **Data repositories** | The preferred mechanism for sharing research data is via data repositories. Please see <recommended repository list> or<https://repositoryfinder.datacite.org/> for help finding research data repositories. |
| **Data citation** | The journal encourages authors to cite any publicly available research data in their reference list. References to datasets (data citations) must include a persistent identifier (such as a DOI). Citations of datasets, when they appear in the reference list, should include the minimum information recommended by DataCite and follow journal style. |
| **Data licensing** | The journal encourages research data to be made available under open licences that permit reuse freely. The journal does not enforce particular licenses for research data, where research data are deposited in third party repositories. The publisher of the journal does not claim copyright in research data. |
| **Researcher/ author support** | Questions about complying with this policy should be sent to [**email**]. |

### Standard text for policy 2

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| **Policy summary for authors** |
| Authors are encouraged to share research data and encouraged to provide data availability statements but are not required to. The decision to publish will not be affected by whether or not authors share their research data.**Required*** No actions

 **Optional*** Data availability statements
* Data citation
* Data sharing via repositories for all research data
 |
| **Policy summary for Editors** |
| The journal will encourage data sharing and will publish data availability statements in articles, when they are provided by authors. The decision to publish will not be affected by whether or not authors share their research data.**Required*** Respond to questions about this policy.
* Publish data availability statements when they are provided

 **Optional*** Data citation
* Data sharing via repositories for all research data
 |
| **Definition of research data** | This policy applies to the research data that would be required to verify the results of research reported in articles published in the journal. Research data include data produced by the authors (“primary data”) and data from other sources that are analysed by authors in their study (“secondary data”). Research data includes any recorded factual material that are used to produce the results in digital and non-digital form. This includes tabular data, code, images, audio, documents, video, maps, raw and/or processed data. |
| **Definition of exceptions** | Research data that are not required to verify the results reported in articles are not covered by this policy.This policy does not require public sharing of quantitative or qualitative data that could identify a research participant unless participants have consented to data release. The policy also does not require public sharing of other sensitive data, such as the locations of endangered species. Alternatives to public sharing of sensitive or personal data include:* Deposition of research data in controlled access repositories
* Anonymisation or deidentification of data before public sharing
* Only sharing metadata about the research data
* Stating the procedures for accessing your research data in your article and managing data access requests from other researchers
 |
| **Embargoes** | Embargoes on data sharing are permitted. |
| **Supplementary materials** | Sharing research data as supplementary information files is discouraged. |
| **Data repositories** | The preferred mechanism for sharing research data is via data repositories. Please see <recommended repository list> or<https://repositoryfinder.datacite.org/> for help finding research data repositories. |
| **Data citation** | The journal encourages authors to cite any publicly available research data in their reference list. References to datasets (data citations) must include a persistent identifier (such as a DOI). Citations of datasets, when they appear in the reference list, should include the minimum information recommended by DataCite and follow journal style. |
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| **Data availability statements** | The journal encourages authors to include in any articles that report results derived from research data to include a Data availability statement. Data availability statements should include information on where data supporting the results reported in the article can be found including, where applicable, hyperlinks to publicly archived datasets analysed or generated during the study. Where research data are not publicly available, this must be stated in the manuscript along with any conditions for accessing the data. Data Availability statements must take one of the following forms (or a combination of more than one if required for multiple types of research data): · The datasets generated during and/or analysed during the current study are available in the [NAME] repository, [PERSISTENT WEB LINK TO DATASETS]· The datasets generated during and/or analysed during the current study are not publicly available due [REASON WHY DATA ARE NOT PUBLIC] but are available from the corresponding author on reasonable request.· The datasets generated during and/or analysed during the current study are available from the corresponding author on reasonable request.· Data sharing not applicable to this article as no datasets were generated or analysed during the current study.· All data generated or analysed during this study are included in this published article [and its supplementary information files].· The data that support the findings of this study are available from [third party name] but restrictions apply to the availability of these data, which were used under license for the current study, and so are not publicly available. Data are however available from the authors upon reasonable request and with permission of [third party name]. More examples of template data availability statements, which include examples of openly available and restricted access datasets, are available at **<link>** |

### Standard text for policy 3

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| **Policy summary for authors** |
| By publishing in the journal authors are required to provide a data availability statement in their articles. Authors are encouraged to share their data but not required to. The decision to publish will not be affected by whether or not authors share their research data.**Required*** Data availability statements

**Optional*** Data citation
* Data sharing via repositories for all research data
 |
| **Policy summary for Editors** |
| The journal will encourage data sharing and ensure that every published article includes a data availability statement. The decision to publish will not be affected by whether or not authors share their research data.**Required*** Respond to questions about this policy.
* Data availability statements

 **Optional*** Data citation
* Data sharing via repositories for all research data
 |
| **Feature** | **Text** |
| **Definition of research data** | This policy applies to the research data that would be required to verify the results of research reported in articles published in the journal. Research data include data produced by the authors (“primary data”) and data from other sources that are analysed by authors in their study (“secondary data”). Research data includes any recorded factual material that are used to produce the results in digital and non-digital form. This includes tabular data, code, images, audio, documents, video, maps, raw and/or processed data. |
| **Definition of exceptions** | Research data that are not required to verify the results reported in articles are not covered by this policy.This policy does not require public sharing of quantitative or qualitative data that could identify a research participant unless participants have consented to data release. The policy also does not require public sharing of other sensitive data, such as the locations of endangered species. Alternatives to public sharing of sensitive or personal data include:* Deposition of research data in controlled access repositories
* Anonymisation or deidentification of data before public sharing
* Only sharing metadata about the research data
* Stating the procedures for accessing your research data in your article and managing data access requests from other researchers
 |
| **Embargoes** | Embargoes on data sharing are permitted. |
| **Supplementary materials** | Sharing research data as supplementary information files is discouraged. |
| **Data repositories** | The preferred mechanism for sharing research data is via data repositories. Please see <recommended repository list> or<https://repositoryfinder.datacite.org/> for help finding research data repositories. |
| **Data citation** | The journal encourages authors to cite any publicly available research data in their reference list. References to datasets (data citations) must include a persistent identifier (such as a DOI). Citations of datasets, when they appear in the reference list, should include the minimum information recommended by DataCite and follow journal style. |
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| **Data availability statements** | The journal requires authors to include in any articles that report results derived from research data to include a Data availability statement. The provision of a Data availability statement will be verified as a condition of publication. Data availability statements should include information on where data supporting the results reported in the article can be found including, where applicable, hyperlinks to publicly archived datasets analysed or generated during the study. Where research data are not publicly available, this must be stated in the manuscript along with any conditions for accessing the data. Data Availability statements must take one of the following forms (or a combination of more than one if required for multiple types of research data): · The datasets generated during and/or analysed during the current study are available in the [NAME] repository, [PERSISTENT WEB LINK TO DATASETS]· The datasets generated during and/or analysed during the current study are not publicly available due [REASON WHY DATA ARE NOT PUBLIC] but are available from the corresponding author on reasonable request.· The datasets generated during and/or analysed during the current study are available from the corresponding author on reasonable request.· Data sharing not applicable to this article as no datasets were generated or analysed during the current study.· All data generated or analysed during this study are included in this published article [and its supplementary information files].· The data that support the findings of this study are available from [third party name] but restrictions apply to the availability of these data, which were used under license for the current study, and so are not publicly available. Data are however available from the authors upon reasonable request and with permission of [third party name]. More examples of template data availability statements, which include examples of openly available and restricted access datasets, are available at **<link>** |

### Standard text for policy 4

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| **Policy summary for authors** |
| By publishing in the journal authors are required to make research data available to editors and reviewers, and to readers upon request. For some research data, deposition in repositories is required and this is encouraged for all research data. For some papers, the decision to publish will be affected by whether or not authors share their research data.**Required*** Data sharing via repositories for some research data
* Data availability statements
* Data sharing on request

**Optional*** Data citation
* Data sharing via repositories for all research data
* Prepare and share Data Management Plans
 |
| **Policy summary for Editors** |
| The journal will require data sharing for specific types of research data and promote public data sharing by all its authors. The journal will ensure that its policy on data sharing is adhered to, including helping reviewers and readers access research data where needed. For some papers, the decision to publish will be affected by whether or not authors share their research data.**Required*** Data sharing via repositories for some research data
* Data availability statements
* Support readers and reviewers in making reasonable requests for data
* Respond to questions about this policy.

 **Optional*** Data citation
* Data sharing via repositories for all research data
* Peer reviewers assess compliance with research data policy
 |
| **Feature** | **Text** |
| **Definition of research data** | This policy applies to the research data that would be required to verify the results of research reported in articles published in the journal. Research data include data produced by the authors (“primary data”) and data from other sources that are analysed by authors in their study (“secondary data”). Research data includes any recorded factual material that are used to produce the results in digital and non-digital form. This includes tabular data, code, images, audio, documents, video, maps, raw and/or processed data. |
| **Definition of exceptions** | Research data that are not required to verify the results reported in articles are not covered by this policy.This policy does not require public sharing of quantitative or qualitative data that could identify a research participant unless participants have consented to data release. The policy also does not require public sharing of other sensitive data, such as the locations of endangered species. Alternatives to public sharing of sensitive or personal data include:* Deposition of research data in controlled access repositories
* Anonymisation or deidentification of data before public sharing
* Only sharing metadata about the research data
* Stating the procedures for accessing your research data in your article and managing data access requests from other researchers
 |
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| **Supplementary materials** | Sharing research data as supplementary information files is discouraged. Research data of the types listed in “Mandatory data sharing (specific papers)” must not be uploaded as supplementary information files. The journal will require authors to deposit these in an approved repository as a condition of publication. |
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| **Data citation** | The journal encourages authors to cite any publicly available research data in their reference list. References to datasets (data citations) must include a persistent identifier (such as a DOI). Citations of datasets, when they appear in the reference list, should include the minimum information recommended by DataCite and follow journal style. |
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| **Data formats and standards** | The journal encourages authors to share research data using data and metadata formats and standards recognised by their research community. Please see **FAIRsharing.org** for more information on established data sharing formats and standards.The journal prefers research data to be shared in open file formats – those that do not require proprietary software to access - where possible. For example, tabular data should be shared as CSV files rather than XLS files. |
| **Mandatory data sharing (specific papers)** | For the following types of research data, submission to a community-endorsed, public repository is mandatory:**<link to list of data types where deposition is mandatory>**The journal will require authors to deposit data of these types in an approved repository as a condition of publication. |
| **Research data and peer review** | Peer reviewers are encouraged to check the manuscript’s Data Availability statement. Where applicable, they should consider if the authors have complied with the journal’s policy on the availability of research data, and whether reasonable effort has been made to make the data that support the findings of the study available for replication or reuse by other researchers. Peer reviewers are entitled to request access to underlying data (and code) when needed for them to perform their evaluation of a manuscript. |
| **Data Management Plans** | The journal encourages authors to prepare Data Management Plans before conducting their research and encourages authors to make those plans available to editors, reviewers and readers who wish to assess them. |

### Standard text for policy 5

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| **Policy summary for authors** |
| By publishing in the journal authors are required to make research data available to editors and reviewers, and to readers. For all research data deposition in repositories is required. For all papers, the decision to publish will be affected by whether or not authors share their research data.**Required*** Data sharing via repositories for all research data
* Data availability statements
* Data sharing on request
* Data citation

 **Optional*** Prepare and share Data Management Plans
 |
| **Policy summary for Editors** |
| The journal will require data sharing in repositories for all research data. The journal will ensure that its policy on data sharing is adhered to including ensuring reviewers and readers can access research data for all papers, if they wish to. The decision to publish will be affected by whether or not authors share their research data.**Required*** Data sharing via repositories for all research data
* Data availability statements
* Support readers and reviewers in making reasonable requests for data
* Respond to questions about this policy
* Data citation

 **Optional*** Peer reviewers assess compliance with research data policy
* Peer reviewers assess research data files
 |
| **Feature** | **Text** |
| **Definition of research data** | This policy applies to the research data that would be required to verify the results of research reported in articles published in the journal. Research data include data produced by the authors (“primary data”) and data from other sources that are analysed by authors in their study (“secondary data”). Research data includes any recorded factual material that are used to produce the results in digital and non-digital form. This includes tabular data, code, images, audio, documents, video, maps, raw and/or processed data. |
| **Definition of exceptions** | Research data that are not required to verify the results reported in articles are not covered by this policy.This policy does not require public sharing of quantitative or qualitative data that could identify a research participant (“personal data”) unless participants have consented to data release. The policy also does not require public sharing of other sensitive data, such as the locations of endangered species. Personal or sensitive data must be shared in a secure or controlled access way, in agreement with the Editors. Methods for sharing sensitive or personal data include:* Deposition of research data in an approved controlled access repositories and sharing metadata publicly about the research data
* Anonymisation or deidentification of data before public sharing

In these cases the procedures and conditions for accessing your research data must be included in your manuscript. |
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* Where data access is restricted, are the access controls warranted and appropriate?
* Where data are described as being included with the manuscript and/or supplementary information files, is this accurate?

For the data files, where available, reviewers should consider:* Are the data in the most appropriate repository?
* Were the data produced in a rigorous and methodologically sound manner?
* Are data and any metadata consistent with file format and reporting standards of the research community?
* Are the data files deposited by the authors complete and do they match the descriptions in the manuscript?
* Do they contain personally identifiable, sensitive or inappropriate information?

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| **Data Management Plans** | The journal encourages authors to prepare Data Management Plans before conducting their research and encourages authors to make those plans available to editors, reviewers and readers who wish to assess them. |

### Standard text for policy 6

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| **Policy summary for authors** |
| The journal will require data sharing for all types of research data and peer review of research data. The journal will ensure that its policy on data sharing is adhered to and, for all papers, the decision to publish will be affected by whether or not authors share their research data.**Required*** Data sharing via repositories for all research data
* Data availability statements
* Data sharing on request
* Data citation
* Share data with editors and peer reviewers

 **Optional*** Prepare and share Data Management Plans
 |
| **Policy summary for Editors** |
| The journal will require data sharing for all types of research data and peer review of research data. The journal will ensure that its policy on data sharing is adhered to and, for all papers, the decision to publish will be affected by whether or not authors share their research data.**Required*** Data sharing via repositories for all research data
* Data availability statements
* Support readers and reviewers in making reasonable requests for data
* Respond to questions about this policy
* Data citation
* Peer reviewers assess compliance with research data policy
* Peer reviewers assess research data files

 **Optional*** None
 |
| **Feature** | **Text** |
| **Definition of research data** | This policy applies to the research data that would be required to verify the results of research reported in articles published in the journal. Research data include data produced by the authors (“primary data”) and data from other sources that are analysed by authors in their study (“secondary data”). Research data includes any recorded factual material that are used to produce the results in digital and non-digital form. This includes tabular data, code, images, audio, documents, video, maps, raw and/or processed data. |
| **Definition of exceptions** | Research data that are not required to verify the results reported in articles are not covered by this policy.This policy does not require public sharing of quantitative or qualitative data that could identify a research participant (“personal data”) unless participants have consented to data release. The policy also does not require public sharing of other sensitive data, such as the locations of endangered species. Personal or sensitive data must be shared in a secure or controlled access way, in agreement with the Editors, ensuring Editors and peer reviewers may access the data. Methods for sharing sensitive or personal data include:* Deposition of research data in an approved controlled access repositories and sharing metadata publicly about the research data
* Anonymisation or deidentification of data before public sharing

In these cases the procedures and conditions for accessing your research data must be included in your manuscript. |
| **Embargoes** | Embargoes on data sharing are not permitted. |
| **Supplementary materials** | Sharing research data as supplementary information files is not permitted. The journal will require authors to deposit these in an approved repository as a condition of publication. |
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| **Data citation** | The journal requires authors to cite any publicly available research data in their reference list, and will verify this as a condition of publication. References to datasets (data citations) must include a persistent identifier (such as a DOI). Citations of datasets, when they appear in the reference list, should include the minimum information recommended by DataCite and follow journal style. |
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| **Data formats and standards** | The journal requires authors to share research data using data and metadata formats and standards recognised by their research community. The sharing of data using appropriate formats and standards will be verified as a condition of publication. Please see **FAIRsharing.org** for more information on established data sharing formats and standards.The journal prefers research data to be shared in open file formats – those that do not require proprietary software to access - where possible. For example, tabular data should be shared as CSV files rather than XLS files. |
| **Mandatory data sharing (all papers)** | The journal requires that all research data that support articles published in the journal, except those covered by the “Definition of exceptions”, must be available in public repositories. |
| **Research data and peer review** | Peer reviewers are required to consider a manuscript’s Data availability statement (DAS), and the supporting research dataPeer reviewers must consider if the authors have complied with the journal’s policy on the availability of research data, and whether reasonable effort has been made to make the data that support the findings of the study available for replication or reuse by other researchers.For the Data availability statement, reviewers should consider:* Has an appropriate DAS been provided?
* Is it clear how a reader can access the data?
* Where links are provided in the DAS, are they working/valid?
* Where data access is restricted, are the access controls warranted and appropriate?
* Where data are described as being included with the manuscript and/or supplementary information files, is this accurate?

For the data files, where available, reviewers should consider:* Are the data in the most appropriate repository?
* Were the data produced in a rigorous and methodologically sound manner?
* Are data and any metadata consistent with file format and reporting standards of the research community?
* Are the data files deposited by the authors complete and do they match the descriptions in the manuscript?
* Do they contain personally identifiable, sensitive or inappropriate information?
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| **Data Management Plans** | The journal encourages authors to prepare Data Management Plans before conducting their research and encourages authors to make those plans available to editors, reviewers and readers who wish to assess them. |