UNIVERSITÄT BERN

SNSF Data Management Plan

1. Data collection and documentation

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1. Data collection and documentation

DMP template

1 Data collection and documentation
1.1 What data will you collect, observe, generate or reuse?
1.2 How will the data be collected, observed or generated?
1.3 What documentation and metadata will you provide with the data?

SNF (2017): Data Management Plan – mySNF form. http://www.snf.ch/SiteCollectionDocuments/DMP_content_mySNF-form_en.pdf

1. Data collection and documentation

1.1 What data will you collect, observe, generate or reuse?

Describe the data you will collect, observe or generate
+ any data that will be reused.

Description should include (for each dataset):

- type
- file format
- content
- estimated volume

1. Data collection and documentation

1.1 What data will you collect, observe, generate or reuse?

- Give your datasets a **name** or a **number** in the description. Refer to this name or number later in the DMP (when necessary).

- For working in groups, publishing or archiving it is recommended to prefer (whenever possible) **open, non-proprietary** file formats. They have the best chance of being readable for others, also in the future.

More information on file format recommendations:
ETH-library (EN) or KOST (DE & FR)

1. Data collection and documentation

1.2 How will the data be collected, observed or generated?

Explain how your data will be collected, observed or generated.

This should contain:

- How you plan to control and document the consistency and quality of the collected data (standards, methodologies or quality assurance processes)
- How you will organize your files and handle versioning

1. Data collection and documentation

1.2 How will the data be collected, observed or generated?

File and folder naming and structuring:

- Define + document a system
- Use your system consistently

Inspiration for file naming: TILS
(example PRE_TILSNaming_V1_202206.pptx)

1. Data collection and documentation

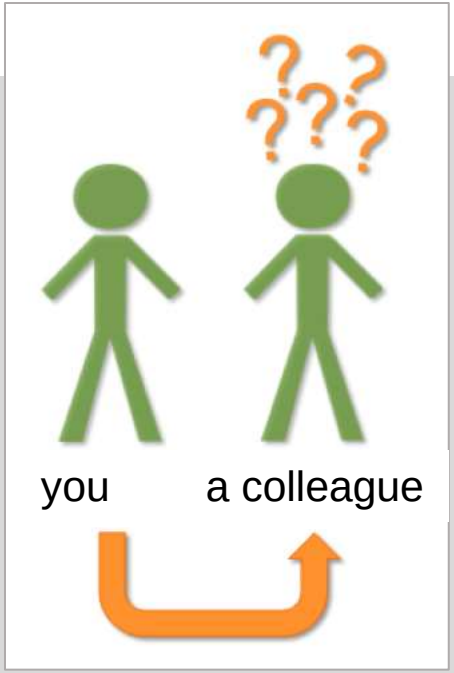
1.3 What documentation and metadata will you provide with the data?

Describe all types of documentation you will provide with your data:

- Readme file, codebook
- Metadata

Documentation informs about:

- Why, how and by whom data were created, prepared, etc.
- What the data mean (in the context of your project)
- Content and structure of the data
- Alterations that have taken place
- Any other explanations needed to make sense of the data



1. Data collection and documentation

Readme-file and Codebook:

```
[![DOI](https://zenodo.org/badge/DOI/10.5281/zenodo.3462535.svg)](https://doi.org/10.5281/zenodo.3462535)

# ELTeC-fra

This is the French novel corpus for the ELTeC, the *European Literary Text Collection*, produced by the CO

Note that this corpus is also available in a linguistically-annotated format prepared for direct import in

## Contributors

* Collection editors: Christof Schöch and Lou Burnard
* Contributors: Pia Geißel, Rezearta Murati, Evagnia Fileva
* Sources: Bibliothèque nationale de France (Gallica), Ebooks libres et gratuits / Bibliothèque électronic

## Licence

All texts included in this collection are in the public domain. No claim to copyright or similar protectio

## Citation suggestion

If you use this corpus in your research or teaching, please follow good scholarly practice and use the fol

* *French Novel Corpus (ELTeC-fra)*, edited by Christof Schöch and Lou Burnard. Version v1.0.1, April 2021

---
@collection{schoech_ELTeCfra_2020,
  title = {French Novel Collection (ELTeC-fra)},
  maintitle = {European Literary Text Collection (ELTeC)},
  editor = {Schöch, Christof and Burnard, Lou},
  version = {v1.0.1},
```

Christof Schöch, & Lou Burnard. (2021). French Novel Corpus (ELTeC-fra): April 2021 release (v1.0.1) [Data set]. Zenodo. https://doi.org/10.5281/zenodo.4662433

Readme-templates are available here (UniBE) or here (Cornell University) and can be customized.

Codebook

Date - The date of the riot

Category - Was the content of the riot political, economic, identity-based or some combination

Summary - A rough description of what happened during the riot. For more detail please see the individual sources.

Prison rescue - Did the riot involve a 'prison rescue' (large groups of people trying to rescue prisoners from the police/authorities and pursuing the police in a systematic way) (0 = No, 1 = Yes).

Begging - Did the riot involve 'begging' (a routine where rioters asked for relief/donations from shops, houses or wealthy individual) (0 = No, 1 = Yes).

Factory visiting - Did the riot involve 'factory visiting' (rioters moving from factory to factory demanding the workers turn out and join their strike, using violence to enforce the strike) (0 = No, 1 = Yes).

Public/Private - Did the riot take place in public or private space (0 = No, 1 = Yes).

People/Property - Did rioters target people or property?

People targeted in their homes - Were the victims of the riot attacked in their own homes? (Yes/No)

Specific individuals targeted - Were specific individuals targeted for particular reasons? (Yes/No)

Locations - A list of all the locations mentioned in the various accounts of the riots

example: Tiratelli, Matteo (2019). *Catalogue of riots in Glasgow, Liverpool and Manchester, 1800-1939*. UK Data Service. https://dx.doi.org/10.5255/UKDA-SN-853781

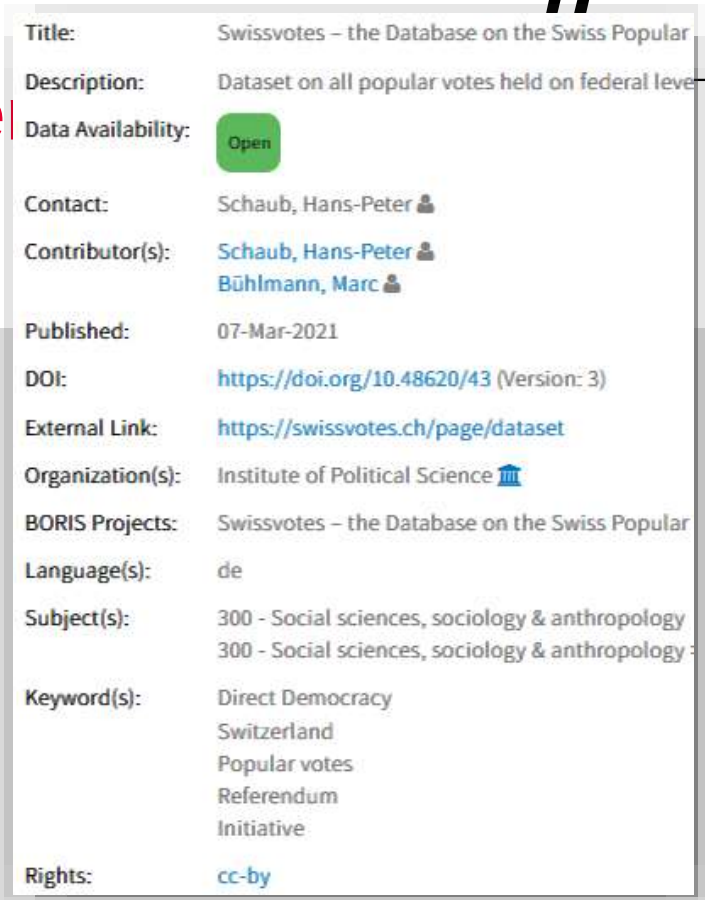
1. Data collection and documen

Metadata/-standards

Metadata are highly structured and standardised information, encoded and stored in a machine readable language.

Advantages of standardised metadata:

- Processable by human and machines
- Interoperability of data between different repositories or databases
- Higher visibility of scientific results
- Higher reusability of scientific results



Title:	Swissvotes – the Database on the Swiss Popular
Description:	Dataset on all popular votes held on federal leve
Data Availability:	Open
Contact:	Schaub, Hans-Peter
Contributor(s):	Schaub, Hans-Peter Bühlmann, Marc
Published:	07-Mar-2021
DOI:	https://doi.org/10.48620/43 (Version: 3)
External Link:	https://swissvotes.ch/page/dataset
Organization(s):	Institute of Political Science
BORIS Projects:	Swissvotes – the Database on the Swiss Popular
Language(s):	de
Subject(s):	300 - Social sciences, sociology & anthropology 300 - Social sciences, sociology & anthropology
Keyword(s):	Direct Democracy Switzerland Popular votes Referendum Initiative
Rights:	cc-by

https://boris-portal.unibe.ch/handle/20.500.12422/14

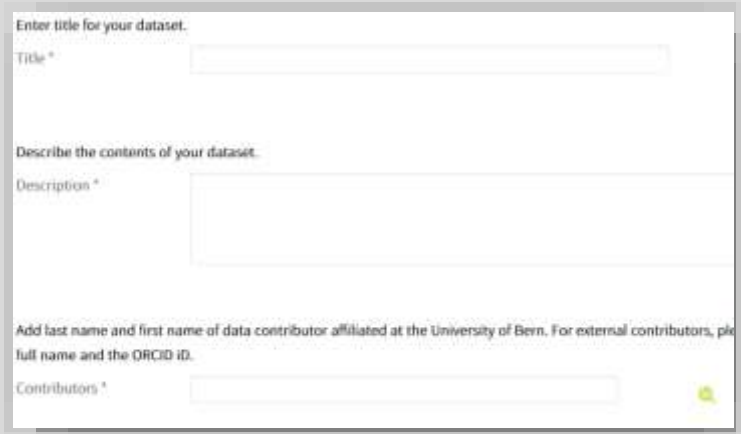
1. Data collection and documentation

Metadata/-standards

How to create metadata:

- Metadata are generated (in the background) when you describe your data in a form during the upload process in a repository.
- Generate metadata as separate file with a metadata generator (example DataCite Metadata Generator).

Information about repositories: www.re3data.org



https://boris-portal.unibe.ch/