



### *Instructions for Authors*

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## Scope

*Research Data Journal for the Humanities and Social Sciences (RDJ)* is a peer reviewed e-only open access journal, which is designed to comprehensively document and publish deposited data sets and to facilitate their online exploration. In this way it wants to contribute to transparency of research, accelerate dissemination and foster reuse. The journal concentrates on the Humanities and Social Sciences, covering history, archaeology, language and literature in particular. The publication languages are English and Dutch. The *RDJ* contains data papers: scholarly publications of medium length (with a maximum of 2500 words) containing a non-technical description of a data set and putting the data in a research context. A data paper gets a persistent identifier and provides publication credits to the author, who is usually (but not necessarily) also the data depositor. *Research Data Journal for the Humanities and Social Sciences* is published in collaboration with Data Archiving and Networked Services (DANS).

### *Open Access*

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## Ethical and Legal Conditions

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## Online Submission

*RDJ* uses online submission only. Authors should submit their manuscript online via the Editorial Manager (EM) online submission system at: [editorialmanager.com/rdj](http://editorialmanager.com/rdj).

First-time users of EM need to register first. Go to the website and click on the "Register Now" link in the login menu. Enter the information requested.

When you register, select e-mail as your preferred method of contact. Upon successful registration, you will receive an e-mail message containing your Username and Password. If you should forget your Username and Password, click on the "Send Login Details" link in the login section, and enter your first



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name, last name and email address exactly as you had entered it when you registered. Your access codes will then be e-mailed to you.

Prior to submission, authors are encouraged to read these 'Instructions for Authors' in full. When submitting via the website, you will be guided stepwise through the creation and uploading of the various files.

A revised document is uploaded the same way as the initial submission. The system automatically generates an electronic (PDF) proof, which is then used for reviewing purposes. All correspondence, including the editor's request for revision and final decision, is sent by e-mail.

### *Contact Address*

For any questions or problems relating to your manuscript please contact the editors at: [datajournal@dans.knaw.nl](mailto:datajournal@dans.knaw.nl). For eventual questions about Editorial Manager, authors can also contact the Brill EM Support Department at: [em@brill.com](mailto:em@brill.com).

## Submission Requirements

Manuscripts should be submitted in their final version, carefully spell-checked and, if applicable, accompanied by the supplementary multimedia material as described below.

Submission should take place together with or after a data set has been deposited.

The submission must include the following:

- the text of the data paper in a Word file;
- a link to the archived data set described in the data paper;
- supplementary materials, such as illustrations, tables, videos, sound tracks, infographics, etc.

## Data Paper Structure

### *General*

As the author, please pay attention to the following questions:

1. Is the relationship between the data paper and the data set made clear?
2. To what extent does the dataset contribute to relevant academic debates, substantive or methodological?
3. Even in the case of regional datasets: is the relevance to the international readership evident?
4. Does the paper adequately describe issues of reliability/representativeness of the data?
5. Is the data consistent (e.g. in terms of collecting data), and clearly organized in the database or data collection? Is the data sufficiently user friendly and accessible?"



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### *File Format*

Your data paper should be uploaded as a Microsoft Word document using the default Word styles.

### *Language*

The data paper should be written in English or Dutch. Spelling in English (British or American) should be consistent throughout.

### *Length*

The maximum length of the data paper is 2500 words. All pages must be numbered consecutively.

### *Title*

The title should be in 16 point bold, followed on the next lines by the authors' initials and last names, institutional affiliation and e-mail address.

### *Abstracts*

The abstract should be intelligible to the general reader without previous reading of the text and should not exceed 200 words.

### *Keywords*

Please supply 2-8 keywords (in lowercase letters), to be placed below the abstract, for indexing purposes.

### *Body Text*

Use an 11 pt roman font body text.

The body of the paper should be comprised of the following sections, as far as relevant to the current data paper (if more appropriate, authors are free to change section titles and may slightly deviate from this list):

- Introduction: background and context of the research project (related research may also be mentioned);
- Problem: discussion of the research problem;
- Methods: methods of data gathering and analysis;
- Data: description of the data set (general characteristics, remarkable features; technical details should go into the documentation of the deposited data set);
- Concluding remarks (a real conclusion as in a research paper is allowed but not required);
- (Notes): this section is optional and not recommended. Please try to avoid notes if possible;
- References: literature referred to in the paper.



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### References

The journal uses APA style for literature references. Several convenient introductions and concise overviews are available on the web, e.g.:

- APA Citation Style Guide, 6th ed. by Williams College Libraries (quite concise):  
[library.williams.edu/citing/styles/apa.php](http://library.williams.edu/citing/styles/apa.php)
- APA Formatting and Style Guide by the Online Writing Lab of Purdue University (more detailed):  
[owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/)
- APA Style website: [apastyle.org/](http://apastyle.org/)
- Bibme: online generator of references: [bibme.org/](http://bibme.org/)

### References in the Text

*Single Author:* (Austin, 1998), or, if the author's name is mentioned in the narrative, only the date:  
Austin (1998), etc.

*Two Authors:* (Parker & Mokhesi-Parker, 1998) or Parker and Mokhesi-Parker (1998) as part of the narrative.

### Reference List

*Book (single author):* Austin, J. H. (1998). *Zen and the brain: Toward an understanding of meditation and consciousness*. Cambridge, MA: MIT Press.

*Book (two authors):* Calarco, M., & Atterton, P. (2009). *Animal philosophy: Essential readings in continental thought*. New York, NY: Continuum.

*Article:* Ko, C. H., Yen, J. Y., Liua, S. C., Huang, C. F., & Yen, C. F. (2009). The associations between aggressive behaviors and internet addiction and online activities in adolescents. *Journal of Adolescent Health*, 6, 598-605. doi:10.1016/j.jadohealth.2008.11.011

*Web page:* Centers for Disease Control and Prevention. (2009). 2009 H1N1 Flu ("Swine Flu") and You. Retrieved from <http://www.cdc.gov/h1n1flu/qa.htm>

Please always add object identifiers (DOIs) if available.

### Illustrations

*Single images.* These may comprise a broad variety of material, such as photos, maps, and diagrams. The files for illustrations should be uploaded to Editorial Manager using the "Illustration" item type. An illustration's intended location should be marked at the appropriate point in the data paper text and must have a caption. Illustrations should be consecutively numbered. The number of the caption must be part of the image file name.

*Image gallery:* some topics are best documented by means of a *set of images* in the form of an image gallery or slide show. The intended location should be marked at the appropriate point in the data paper text and must have a caption. Document the image gallery in a separate Word file, which must



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contain a list of image files to be included in the image gallery together with a *short* caption (label) for each image. This Word file and the related images may be packed as a separate zip, rar, or tar file, to be uploaded using the “Image Gallery” item type.

*Image file format:* in most cases jpg, tif, or svg files in high resolution are fine (at least 300 dpi is preferred), but if the image contains a great deal of text and/or lines (e.g. a screen capture of a table or statistical chart) the png format is better. Do not use gif or bmp. Do not use images embedded in Word or pdf files.

### *Sound and Video*

The files for sound or video should be uploaded to Editorial Manager using the “Sound/Video” item type. The intended location should be marked at the appropriate point in the data paper text and must have a caption.

- Preferred file formats: avi, flv, m4v, mov, mp3, mp4, mpg, mpeg.
- File naming: please ensure the file’s name is clearly referenced in the marking in the data paper text.

### *Infographics*

An infographic is a graphic representation of data or knowledge intended to present complex information quickly and clearly. It is a well-known form of data visualization, used in a variety of forms, varying from public transport maps, statistical diagrams to interactive maps and timelines.

Infographics can be *static* or *interactive*. Interactivity and online publishing has given a new dimension to their use: information is displayed “just in time”, when the user needs it. For example, an interactive statistical chart shows the precise numerical value when the mouse pointer is moved over a point on the curve and an interactive map can display detailed information that otherwise would have filled a long table. Nevertheless, in most cases a table is still required for printing, but the interactive variant is far more convenient for a quick look-up and understanding of a data set.

If you have one or more *static* infographics, use them as illustrations (see above). *RDJ* offers a limited possibility to add *interactive* infographics. Authors are not expected to create these themselves; they should only provide the data and graphical assets (map, image, data etc.) and specify the purpose of the illustration.

If you want to add an interactive infographic, describe your idea shortly in a separate Word file, and include this with any relevant images and data in a zip, rar, or tar file. This can then be uploaded using the “Infographic” item type. The infographic will be produced in consultation with the journal’s technical editor.

For examples, please see section 4 of [About Research Data Journal](#).



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#### *Data Exploration*

RDJ fosters the (optional) exploration of the data described in the data paper. This does not necessarily imply access to the full data set; a sample may suffice to get an impression of the nature and quality of the data.

The facility for online data exploration will vary from project to project. Examples are:

- A link to the project's online database interface;
- An (interactive) online spreadsheet made read-only;
- In case of a desktop database (e.g. Microsoft Access), output in the form of one or more database reports in PDF format, which can be searched by keywords.

If you are not sure, feel free to discuss this point with the Technical Editor at [datajournal@dans.knaw.nl](mailto:datajournal@dans.knaw.nl), who will assist in creating a suitable data exploration facility.

### **Publication**

#### *Proofs*

Authors of accepted contributions will receive one set of galley proofs for proofreading, in the form of a PDF file per e-mail attachment. In the event of a multi-authored contribution, proofs are sent to the first-named author unless otherwise requested. The proofs should be returned promptly within the period requested, with no corrections marked other than those made in the typesetting or conversion process. As copy should be submitted in the final form intended, substantial author's rewriting will be charged to the contributor in question.

### **Consent to Publish**

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