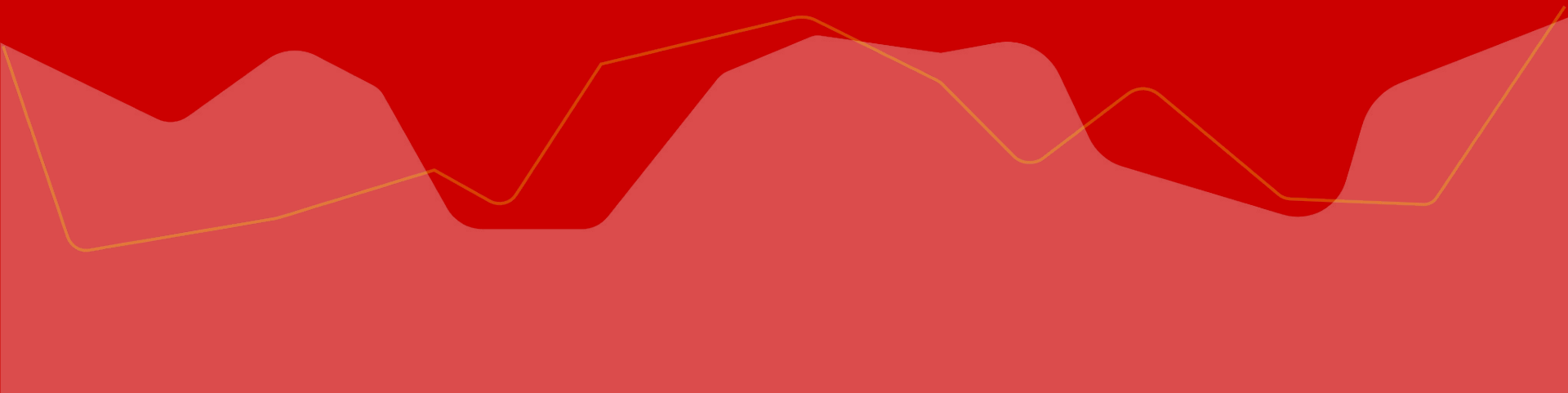


Tips and Tricks



1. Get an ORCID

A personal persistent identifier

- Name flexibility
- Customizable and portable
- Collates information in one place
- Automatically linked to (trusted) publication databases
- Linked to grant applications

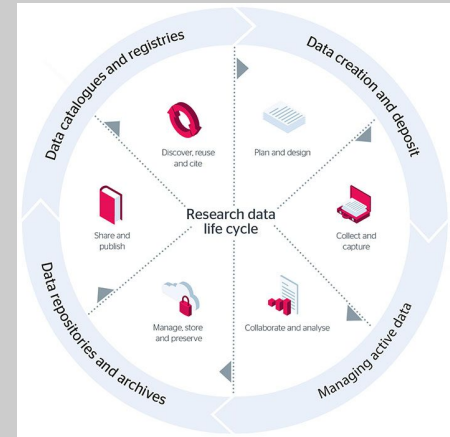


<https://orcid.org/>

2. Act early

Think about and plan for data management early

- Plan from the outset of your project
 - Resources and Time
- Prepare (and update) a data management plan
- Contact the data repository early for assistance and requirements/cost



3. Find a repository

Discover the most suitable repository for your data

- Use a trusted repositories (e.g. Core Trust Seal)
- Think discipline specific (if possible)
- Utilise a repository directory
 - Re3data <https://www.re3data.org/>
 - Open DOAR - Global Directory of Open Access Repositories <https://v2.sherpa.ac.uk/opensoar/>



coretrustseal.org

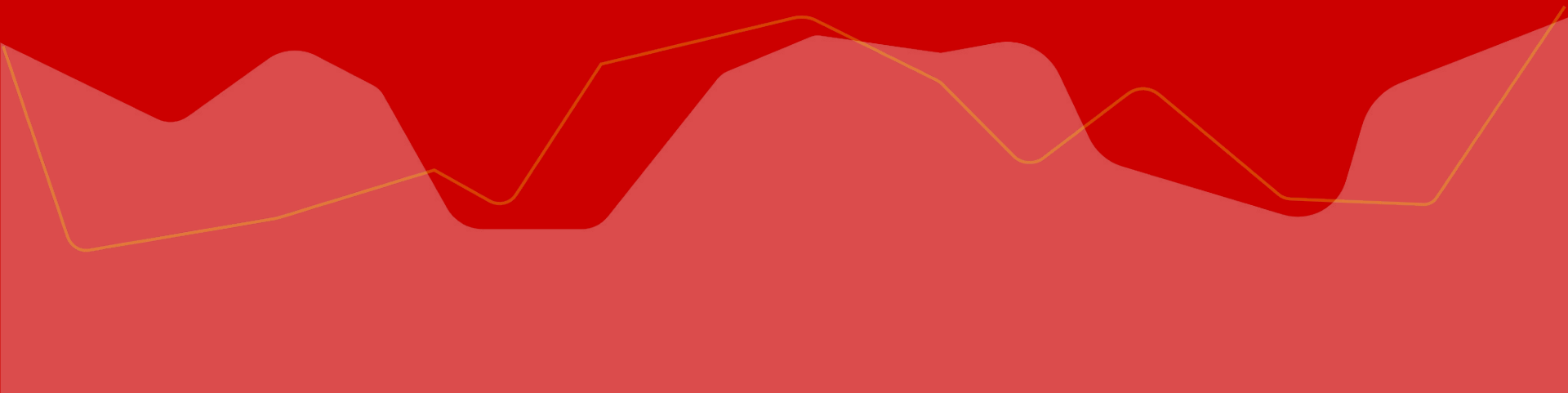
4. Think Open Access

Plan for your research to be as open (as possible)

- Research environment increasingly moving towards Open Access
- (Might be) Financial / administrative costs
- Not suitable for all data/articles etc (e.g. IPR) but part may be better than all



Resources



Guides to Good Practice

- First issue 1998
- 25 years of collaborative work between ADS and international partners.
- Provide information on the best way to create, manage, and document digital materia
- Freely available via [ADS Website](#)

The screenshot shows the ADS website's navigation bar with links for Search data, Deposit data, Help & guidance, News & events, Blog, and About. The main heading is 'Help & guidance'. Below this, there are several sections: 'DIGITAL ARCHIVING' (with sub-links like 'About these guidelines', 'How to use these guides', 'What is digital archiving?', 'Archival strategies', and 'Open Archival Information System (OAIS)'), 'THE PROJECT LIFECYCLE' (with sub-links like 'Planning for the creation of digital data', 'Project documentation', 'Project metadata', 'Data selection/preservation/intervention points', 'The project archive: storage and dissemination', and 'Copyright and Intellectual property rights (IPR)'), 'BASIC COMPONENTS' (with sub-links like 'Introduction', 'Documents and digital texts', 'Databases and spreadsheets', 'Raster images', 'Vector images', 'Digital video', and 'Digital audio'), 'DATA COLLECTION AND FIELDWORK' (with sub-links like 'Aerial survey', 'UAV survey', 'Geophysics', 'Marine survey', 'Laser scanning', 'Close-range photogrammetry', and 'Dendrochronology'), and 'DATA ANALYSIS AND VISUALISATION' (with sub-links like 'GIS' and '3D').

Guides to Good Practice

The Guides to Good Practice have been produced as the result of a two-year collaborative project between the UK Archaeology Data Service and Digital Antiquity in the US. The project has encompassed important revisions of the existing six ADS Guides as well as the development of entirely new documents covering areas such as marine survey, laser scanning, close-range photogrammetry, digital audio and digital video. The project has involved previous Guides authors revising existing content alongside new authors, from both Europe and the US, also contributing to the development of the guides into new themes and areas.

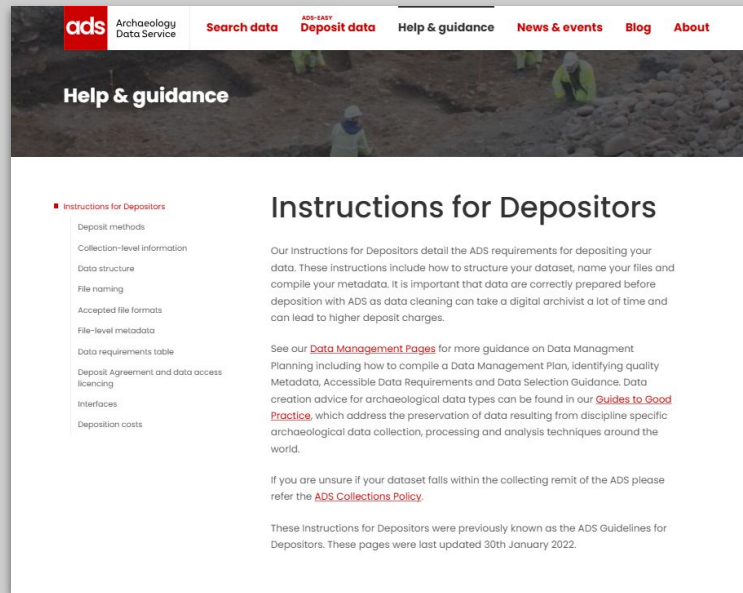
The project has been undertaken in collaboration with the Digital Antiquity Initiative, a US-based project with the aim of enhancing the preservation of and access to digital records of archaeological investigations. A major aim of the Guides is to provide the basis for archaeological project workflows that will create digital datasets that can be archived and shared effectively by Digital Antiquity's tDAR archive and repository in the US and by the Archaeology Data Service in the UK. The development of the Guides involves close collaboration with teams in the US at both the University of Arkansas and Arizona State University.

Other ADS projects have also fed into the revision and development of the Guides. ADS involvement in the European VENUS project has formed the basis of a guide focused on marine survey. In addition, the incorporation of findings from the ADS Big Data project, together with the revision of the existing guide on aerial photography and remote sensing data, has seen a significant contribution to the guides from English Heritage funded projects.

Two new hard copy Guides to Good Practice, "Caring for Digital Data in Archaeology" and "Geophysical Data in Archaeology", are also now available to purchase from Oxbow Books.

Instruction for Depositors

- [ADS requirements for depositing your data](#)
- Info on file naming, folder structure and file formats
- Templates for metadata requirements
- Specialist interfaces
- Costings



The screenshot shows the ADS website's navigation bar with links for Search data, Deposit data, Help & guidance, News & events, Blog, and About. The main content area is titled 'Help & guidance' and features a sidebar with a list of topics: Deposit methods, Collection-level information, Data structure, File naming, Accepted file formats, File-level metadata, Data requirements table, Deposit Agreement and data access licensing, Interfaces, and Deposition costs. The 'Instructions for Depositors' page is selected, showing introductory text about ADS requirements and links to further resources like 'Data Management Pages' and 'Guides to Good Practice'.

ads Archaeology Data Service

Search data **ADS-EASY Deposit data** Help & guidance News & events Blog About

Help & guidance

- **Instructions for Depositors**
- Deposit methods
- Collection-level information
- Data structure
- File naming
- Accepted file formats
- File-level metadata
- Data requirements table
- Deposit Agreement and data access licensing
- Interfaces
- Deposition costs

Instructions for Depositors

Our instructions for Depositors detail the ADS requirements for depositing your data. These instructions include how to structure your dataset, name your files and compile your metadata. It is important that data are correctly prepared before deposition with ADS as data cleaning can take a digital archivist a lot of time and can lead to higher deposit charges.

See our [Data Management Pages](#) for more guidance on Data Management Planning including how to compile a Data Management Plan, identifying quality Metadata, Accessible Data Requirements and Data Selection Guidance. Data creation advice for archaeological data types can be found in our [Guides to Good Practice](#), which address the preservation of data resulting from discipline specific archaeological data collection, processing and analysis techniques around the world.

If you are unsure if your dataset falls within the collecting remit of the ADS please refer the [ADS Collections Policy](#).

These instructions for Depositors were previously known as the ADS Guidelines for Depositors. These pages were last updated 30th January 2022.

**Any resources that
you would like to
share?!**

The bottom of the slide features a decorative graphic consisting of several overlapping, wavy, light purple lines that create a sense of movement and depth against the solid purple background.

Questions?

