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Four steps to preparing your data for submission

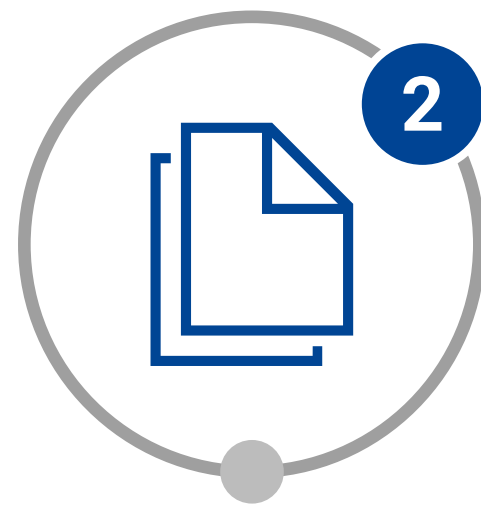


Step One

Before you begin, we strongly advise you to consult [FAIRSharing.org](https://www.fairsharing.org) for details of data standards that are specific to the topic of your research. Depending on your field of study, there may already be standards in place that will help guide how your data should be structured, formatted, and annotated.

Step Two

Label your data files so readers can understand the contents and differences between files. The key things to include are: a single short title describing the contents, and a more detailed description of each dataset to make clear the files are distinct and downloadable. You should then include a brief summary of all the data files in a data availability statement.



Step Three

Include details of any software required to view the datasets described or to replicate the analysis. If you have coded software yourself then you should make the code available.

Step Four

If your data involves human participants, make sure that the data has been de-identified.



For more information, including specifics on spreadsheet data and software source code, please visit the Open Research Europe [Data Guidelines](#).