

Open Research Europe



ARTICLE TYPES

Data Notes

Submission template

A guide for authors preparing
a Data Note for submission
to **Open Research Europe**

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About

This template is a guide for authors preparing a Data Note for submission to **Open Research Europe**.

The [article guidelines](#) for Data Notes contain further information specifically about this article type. More information about our publishing process is available on [our website](#), and any additional questions might be answered in our online [FAQs](#).

For editorial questions, please contact us on info@open-research-europe.ec.europa.eu

Please note: not all fields included in this template will be applicable to your research project, so feel free to modify or delete sections accordingly.

What is a Data Note?

Data Notes are brief descriptions of scientific datasets that promote the potential reuse of research data and include details of why and how the data were created. They do not include any analyses or conclusions. Data Notes must describe research data generated and owned by the authors. Where applicable, authors should cite and summarise any previous publications that use the data presented. Data Notes should support the [FAIR Principles](#).

Why should I publish a Data Note?

Data Notes allow you to share scientific datasets in a discoverable, usable, and reproducible way. This can help foster new collaborations across disciplines and allows you to get appropriate credit for data you have produced with a fully citable publication. At Open Research Europe, our Editorial team will help you with the deposition of your data with the most appropriate data repository, and facilitate rigorous peer review.

1 Title page

Authors

- List all authors who played a significant role in developing the points presented in the article.
- Provide full affiliation information (full institutional address and ZIP or postal code, and email address) for all authors.
- Indicate who is/are the corresponding author(s).

Title

- The title should be concise and specific, clearly reflecting the content of the article.

Abstract

- Abstracts should be up to 300 words long and provide a succinct summary of the Data Note. Although the abstract should explain why the article might be interesting, the importance of the work should not be over-emphasized.
- Citations should not be used in the abstract.
- Abbreviations, if needed, should be spelled out.
- For datasets generated in clinical trials, registration information must be included in the abstract; this should indicate the registry, registration number, and date of registration.

2 Main body

The main body text of a Data Note is flexible; however, Data Notes usually contain the following sections.

Introduction

- What is the rationale for creating the dataset?
- What are the objectives behind the experiment resulting in creation of the dataset? (e.g. why were the data gathered/produced?)

Materials and methods

This is a compulsory section of a Data Note. This section should provide a detailed account of the protocol used to generate the dataset, so that it could be repeated by readers. The following information should be provided:

- Details of the source of all samples, reagents, antibodies etc.
- Details of how samples were selected, and what exclusions were made (if any).
- Details of what was being measured.
- For processed data, this section should include details of any software used to process the data, including the version used, details of where the software can be accessed, and any parameters that could impact the outcome of the results.
- For standard protocols that have been published elsewhere, a brief description and reference is sufficient.

All research must have been conducted within an appropriate ethical framework. For studies involving humans or animals, details of approval by the authors' institution or an ethics committee must be provided in the Methods section. Please refer to the detailed 'Ethics' section in our [editorial policies](#) for more information.

Dataset validation

- Provide any further information about dataset validation performed.
- Explain any limitations of the dataset, including allowances made for controlling bias or unwanted sources of variability.

3 Data availability

Underlying data

The Data Availability section should provide full details of how, where, and under what conditions the data underlying the results can be accessed. For practical guidance please see [Add a Data Availability statement to your manuscript](#). See also [Prepare your Data](#) and [Select a Repository](#) for further guidance on data presentation, formatting, and deposition.

If you have deposited your datasets or used data that are already available in a repository, please include the name of the repository, the DOI or accession number, and license.

Where data are held in a generalist repository, this should be done in the following style:

<Name of repository>: <Title of repository project>. <https://doi.org/<DOI>> <reference>.

This project contains the following underlying data:

<Name of data file 1> (<Description of data file>)

<Name of data file 2> (<Description of data file>)

Data are available under the terms of the [Creative Commons Zero “No rights reserved” data waiver](#) (CC0 1.0 Public domain dedication).

Where data are held in a structured, subject-specific repository, the following example would be appropriate:

<Name of repository>: <Title of repository project> Accession number <hyperlinked accession number>; <identifiers.org/URL>

For other scenarios, such as where data cannot be shared, please see [Add a Data Availability statement to your manuscript](#), which provides details of what must be indicated in your Data Availability statement.

Extended data

There are no figure or table limits for articles on Open Research Europe. Additional materials that support the key claims in the paper but are not absolutely required to follow the study design and analysis of the results, such as questionnaires, supporting images or tables, can be included as extended data; descriptions of the materials and methods should be in the main article.

Extended data should be in a format that supports reuse under a [CC0 license](#). Care should be taken to ensure that the publication of extended data in this instance does not preclude primary publication elsewhere.

If you have any extended data, please deposit these materials in an [approved repository](#) and include the title, the name of the repository, the DOI or accession number, and license in the manuscript under the subheading ‘Extended data’; formatting should be identical to that used for ‘Underlying data’. Please also include citations to extended data in the main body of the article.

Underlying and extended data should be cited in the text where appropriate using a conventional literature reference.

4 Software availability

If your methods included the use of previously undescribed software, please make the source code available on a Version Control System (VCS) such as GitHub, BitBucket or SourceForge. You should also provide details of the repository and the license under which the software can be used in the article.

5 Other required information

Grant information

Please state who funded the work, whether it is your employer, a grant funder etc. Please do not list funding that you have that is not relevant to this specific piece of research. For each funder, please state:

- Funder name
- Grant number (where applicable)
- The individual to whom the grant was assigned

If your work was not funded by any grants, please include the section entitled 'Grant information' and state: 'The author(s) declared that no grants were involved in supporting this work'.

Competing interests

Articles published in Open Research Europe must not contain content that could be perceived as 'advertising' and must include a Competing Interests section. Any financial, personal, or professional competing interests for any of the authors that could be construed to unduly influence the content of the article must be disclosed and will be displayed alongside the article.

More information on what might be construed as a competing interest is available in Open Research Europe's [editorial policies](#).

If you do not have any competing interests, please include the section entitled 'Competing interests' and state: 'No competing interests were disclosed'.

Registration

Clinical trials

If the dataset relates to a clinical trial then the Trial Registration details must be provided:

- Name of registry
- Registry number
- Registration date
- URL of the trial in the registry database

For further details about trial registration, please refer to our [editorial policies](#).

Acknowledgments

This section should acknowledge anyone who contributed to the research or the writing of the article but who does not [qualify as an author](#); please clearly state how they contributed. Authors should obtain permission to include the name and affiliation, from all those mentioned in the Acknowledgments section. Please note that grant funding should not be listed here.

If your author list includes a collective, a full list of members should be provided here.

6 References

References can be listed in any standard referencing style as long as it is consistent between references within a given article.