

Negotiation Data Repository

Data Deposit Manual (v 1.0)

(<https://dataverse.harvard.edu/dataverse/NegotiationDataRepository>)

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Table of Contents:

- A. Before you begin
- B. Deposit Location
- C. Guide to Metadata
- D. Uploading Data Files
- E. Submitting for Review
- F. Citing the Dataset
- G. Editing the Dataset

A. Before you begin

1. To do **almost anything** with data in the NDR, you must have a Dataverse account, and log in before opening the NDR page. You can log in (or sign up for an account) at <https://dataverse.harvard.edu> . Note you can log in with Harvard affiliations, ORCID, etc... **Make sure to log in every time you visit the NDR!**

2. To make a data deposit, you must have the following in hand before you begin:

- The data files to be contributed
- The supporting documentation/data dictionary associated with the dataset.
- Relevant metadata information about the dataset (described in detail below).

3. You will also be asked to provide the following assurances about the dataset, which are part of the terms of acceptance when you upload the data:

- You have the right to share the data.
- Identifying information has been removed.
- Noting where the data has been collected under the auspices of an Institutional Review Board (IRB).
- Indicating if an embargo period is needed before open use.

B. Deposit Location

1. You must choose the correct “collection” within the NDR to host your dataset.

Most users’ data are not connected to either of the co-ordinating journals, in which case you should deposit your data into the main collection:

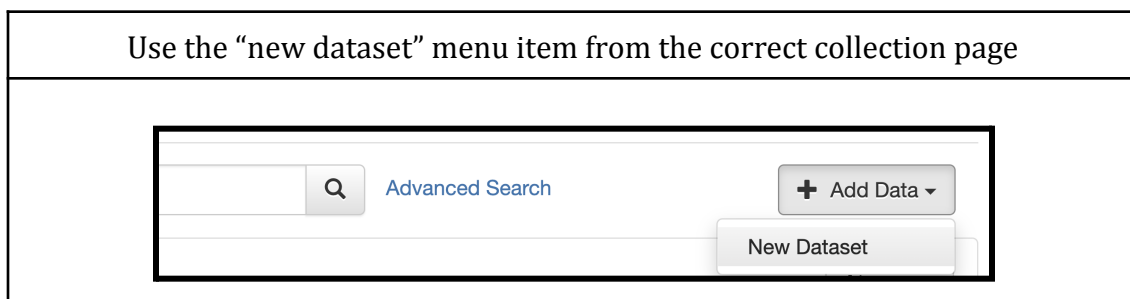
<https://dataverse.harvard.edu/dataverse/NegotiationDataRepository>

If your data are connected to one of the two co-ordinating journals - Negotiation Journal or Negotiation and Conflict Management Review - you should deposit your data into one of their collections directly:

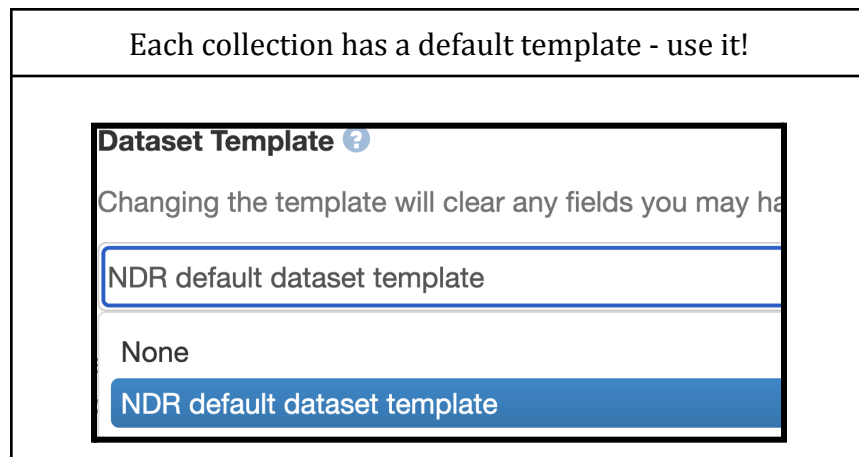
NJ - <https://dataverse.harvard.edu/dataverse/NegotiationJournal>

NCMR - <https://dataverse.harvard.edu/dataverse/NCMR>

2. When you are in the correct collection, click on the **Add Data** button on the right and select **New Dataset** in the dropdown. This will open the **dataset deposit page** on which to start describing your research study.



Each collection has a **template** that has been created to provide instructions on how to populate each field. These are set as a default within each collection, and we recommend using them as they will simplify the metadata section on the next page. They are called “NDR default dataset template”, “Negotiation Journal default dataset template”, and “NCMR default dataset template”, respectively.



C. Guide to Metadata

In addition to the raw data files and data dictionary, you will also be asked to fill out a form detailing metadata that describes your dataset. This is important to help users find your dataset when they search through the repository.

The NDR includes two metadata blocks - one specific to the NDR, and one generic block for citation information. All of the fields in both blocks **must** be completed for your submission, except for the “other” fields in the NDR block, and the final three fields in the citation block.

The NDR metadata block includes the following fields:

1. **Data Type** - The type of data included in the dataset's files. Check all that apply. If the current options do not suit, you can check “other” and fill in the text box below.
2. **Source of Data/Participants** - The source of the data/participants (e.g. students, practitioners, representative sampling from population)
3. **Negotiation Context** - The context in which the data was collected. If the current options do not suit, you can check “other” and fill in the text box below.
4. **Study Protocol** - The general protocol of the study (e.g. negotiation simulation, real negotiations in the field, survey about past negotiations or hypothetical scenarios)
5. **Sample Size** - The number of individual people from whom data was collected.
6. **Randomization** - Randomization in the study design (e.g. to different conditions, roles).
7. **Outcomes** - Primary measures collected in the study (e.g. final deal agreements, bonuses awarded, subjective satisfaction, impression of partner, behavioral intentions)

The NDR block also includes these four yes/no assurances, as reminders of the depositor requirements. ***All must be answered “yes” for you to make a deposit.***

8. **I confirm that I have IRB approval to share these data for academic purposes**
9. **I confirm that these data do not contain any direct personal identifiers**
10. **I confirm that all people in this dataset have given informed consent**
11. **I confirm that I am including a data dictionary/survey legend explaining the variables in my dataset**



The generic citation metadata block includes the following fields:


1. **Title:** complete title as it will appear in your article.
2. **Author:** author names (LastName, FirstName) and affiliations. If there is more than one author, click on the **plus sign** at the right to add co-authors' names and affiliations.
3. **Contact:** name, affiliation, and email of the author to contact regarding the data files.
4. **Description:** A short summary describing the purpose, nature, and scope of the dataset. This summary can be the abstract from your publication, or copied from the "protocol" section above.
5. Enter the **Subject(s)** that are relevant to your dataset.
6. Enter **Keywords** related to your dataset. Use the plus sign for additional keywords.
7. Enter **Related Publication** information to connect the dataset to your research article. You can select "**DOI**" from the "**ID TYPE**" to add the DOI that links to your article. **Be sure your article also has the DOI coming back to your dataset. This creates a bidirectional link between your article and your dataset. Contact the journal for any questions.*
8. **Notes** is an optional field, if you would like to explain how the data were collected
9. **Depositor** should auto-fill with your name, but is not required.
10. **Deposit Date** should auto-fill, but is not required.



D. Uploading Data Files

After you have entered the required metadata, you can upload your files. You will be asked to enter a brief description for each file.

Each uploaded file should have a short description



File Name

File Path

Comma Separated Values
MD5: aad0c32330393812d3370dc3113f5f2c

Description

You must have at least two files: a *data dictionary* and at least one *dataset*. You could have several *dataset* files - for example, one file with transcripts and one file with survey measures from the same study. All file types are supported for upload. The dataverse provides special features for tabular files (e.g. CSV, XLSX), and attempts to “ingest” these files. However, this is not necessary, and if it does not ingest, the original file will still be stored.

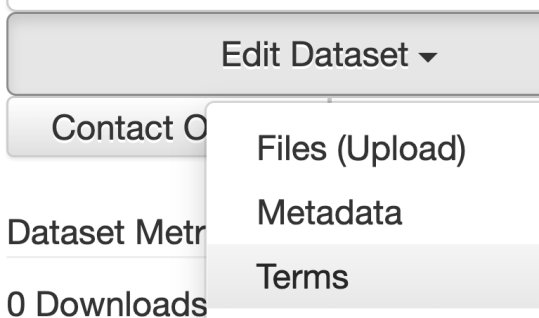
The *data dictionary* should (briefly) explain every column in every dataset. If there are multiple dataset files, your one data dictionary should describe all your dataset files. If a variable is repeated across datasets (e.g. an unique ID number for each individual) please use the same name and format for that variable for each dataset in which it appears.

An example of a data dictionary for a transcript file		
Name	Type	Comments
study	character	ID of experiment
study_group	character	unique ID of each group
id	character	unique ID for each speaker
time	time	timestamp of message
text	character	content of sent message
partner_id	character	partner's unique ID
turn	numeric	turn number in conversation
seller	binary	Speaker role (1 = seller, 0 = buyer)
span	numeric	number of seconds since beginning of conversation

If you have filled out the metadata fields correctly and uploaded your files, then you should be able to post your data by clicking “save dataset” at the bottom of the page. This will take you to the main page for your new deposit.

Please add a “guestbook” to your dataset so there will be a record of every person who downloads your dataset. If you do not enable a guestbook, it will be enabled by the administrator.

To enable a guestbook for your deposit, click on “edit dataset” and then “terms” menu item. From that page, scroll down to the bottom and find the guestbook item, where you can click the button to turn on the guestbook feature.



The screenshot shows a dropdown menu for 'Edit Dataset' with the following options: Contact O, Files (Upload), Metadata, and Terms. The 'Terms' option is highlighted.

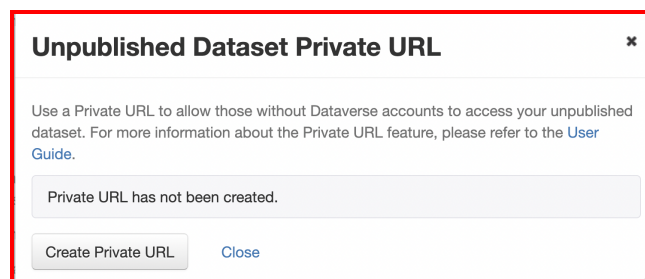
Guestbook ?

Select a guestbook to have a user provide additional information when downloading a file. To learn more about guestbooks, visit the [Dataset Guestbook](#) section of the User Guide.

Clear Selection

Guestbook for using data in the Negotiation Data Repository Preview Guestbook

If you would like to share your draft with coauthors who do not have dataverse accounts, you can create a private URL link for co-authors from your dataset page. Select “edit dataset” -> PRIVATE URL and CREATE PRIVATE URL. This URL can be disabled by following the same steps.

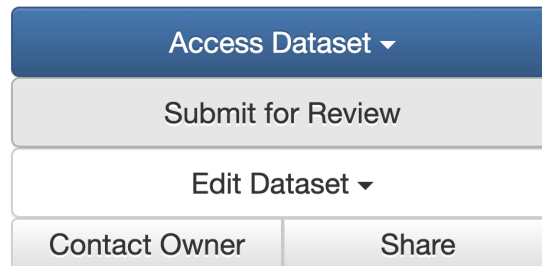


The dialog box is titled 'Unpublished Dataset Private URL' and contains the following text: 'Use a Private URL to allow those without Dataverse accounts to access your unpublished dataset. For more information about the Private URL feature, please refer to the [User Guide](#).' Below this is a text input field containing the message 'Private URL has not been created.' At the bottom, there are two buttons: 'Create Private URL' and 'Close'.



E. Submitting for Review

When you are finished preparing your deposit draft, click on **Submit for review** (top right). This will send a notification to the collection administrator to review your deposit for publishing. The Editor will receive an email that your dataset is ready to be reviewed. Editors reviewing your dataset can either publish it or send it back to you for corrections and updates. The editors will mostly focus on compliance with the guidelines for metadata.



F. Citing the Dataset

Once the dataset is saved in DRAFT format, you can use the DOI to cite the dataset in your article. The DOI is reserved for your DRAFT dataset, but won't be registered with DataCite until the dataset is accepted and published. Note that the dataset is being shared under a CC 1.0 license - this requires users to cite the dataset if they use it for any future publications.

G. Editing the Dataset

1. When you are logged into your dataverse account, click on your account name on the top right and choose My Data.
2. When you find your dataset, click to **edit** either the **File (Upload)** or **Metadata**.
3. When you are done making changes, click on **Save Changes and "submit for review"** again, which repeats the process listed above in section E above.

If you need to edit your files while they are under review, please use the contact form on the website.

