Managing research data: good practices

12 Cite date correctly.

11 **Assign a license to your data** such as the Open Data Commons Attribution License (ODC-BY).

10 **Advantatges of Research Data Repository (RDR):** trusted repository, standard, secure environment, guaranteed maintenance and accessibility, altmetrics, corporate environment, etc.

9 **Deposit data at:**
- ✓ CORA.RDR the repository of Catalan universities and CERCA centres.
- ✓ In a specialised data centre or data bank. See Re3data.

Clean up data: Periodically delete obsolete data. At the end of the project, carry out a secure clean up of the devices used.

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7 **Files transmission:** Avoid sending data bye-mail. Use secure systems and preferably encrypt the data.

1 **Agreements & Data Management Plan (DMP):** Start by establishing organization conventions, regardless of whether the research is undertaken individually or in a group. Prepare a DMP.

2 **Filenames:** Use decriptive names and underscores. Indicate dates in format: YYYYMMDD.

3 **File version:** Use a sequential, numerical system (namefile_date_version1) and avoid names that cause confusion. Delete obsolete versions.

4 **Metadata:** Document the data you use in your research and add metadata to the data so that others can understand them.

5 **File format:** Work with standard formats in open access to ensure that the data can be interpreted and reused.

6 **Store:** Use passwords, automatic back-ups systems, encrypt private or confidential data and save copies in different secure places. At the end of the project, save the master copy of the data.

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