

# Managing research data: good practices

**Cite date correctly:** instructions can be found in [Bibliotècnica](#).

**Assign a license to your data** such as the Open Data Commons Attribution License (ODC-BY). More information see [Bibliotècnica](#).

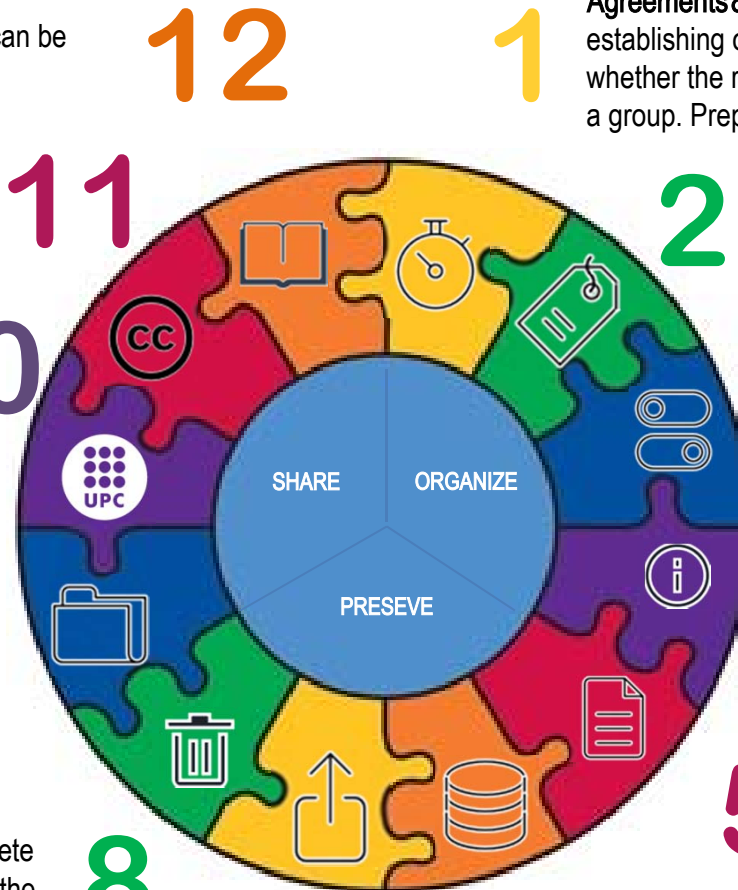
**Advantages of Research Data Repository (RDR):** trusted repository, standard, secure environment, guaranteed maintenance and accessibility, altmetrics, corporate environment, etc.

## Deposit data at:

- ✓ [CORARDR](#) 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.

**Files transmission:** Avoid sending data by-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 File names:** Use descriptive names and underscores. Indicate dates in format: YYYYMMDD. See the infographic [Organize your project files](#)

**3 File version:** Use a sequential, numerical system (namefile\_date\_version1) and avoid names that cause confusion. Delete obsolete versions. See the infographic [Organize your project files](#)

**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.