Writing Tips for Your Data Management Plan

Chapter 1
We recommend you create a table in the first chapter with an overview of the different:
- Data types
- Data formats
- Data volumes

Example:

Nr..	Data type	Format	Description / source	Volume
1a	Description of the sample preparation	Hand written notes	Description of experimental conditions and observations during sample preparation. Created during the execution of the experiment.	-
1b	Description of the sample preparation	.pdf	1a is scanned once a week.	10-50 MB
1c	Description of the sample preparation	.txt	1b are converted to text using the handwriting recognition feature of Microsoft OneNote. Additional metadata is added to the file as described in section 1.3 for files 1c.	100-150 KB
2a	X-ray diffraction data	.xrdml	Raw data file created by the PANanalytical X-ray diffractometer. (contains the device type and measurement settings).	1-2 MB
2b	X-ray diffraction data	.asc	2a are background corrected with Malvern Panalytical Highscore Plus (version 4.6a) and converted to .asc files.	3-5 MB
2c	X-ray diffraction data	.opj	2b are imported into Origin2018b and various graphs will be created for further analysis.	50-150 MB

Number the data so that you can reference the respective data type in the following chapters of the DMP. If adjustments are made to the DMP during the project, the table can be edited quickly and only a few adjustments need to be made to the text.

Note: Tables cannot be created in mySNF, but tables generated in Word (maximum 15cm wide), can be copied into the input mask of mySNF and edited there.

Chapter 2
In order to check whether data are ethically safe, the Ethics Committee of the Faculty of Humanities has created a checklist for the self-assessment of studies for ethical approval. Further information on data protection can also be found on the UB website.

Chapter 3
Consult your institute's IT service about how and at what interval backups should be made. Not all data formats are suitable for long-term storage. We recommend using non-proprietary and open formats whenever possible. ETH Library has compiled a general overview of data formats that are suitable for long-term archiving.

Chapter 4

For better traceability, we recommend that you choose a discipline-specific repository whenever possible.

A possible starting point for searching for such repositories is the platform re3data.org.

The SNSF has compiled a list of FAIR-compliant repositories. However, these repositories are mainly general, i.e. discipline-independent repositories.

On the website of the University of Bern you can find a [few examples of SNF DMPs](#).

Important: Do not adopt any statements from the templates that are not applicable to your project.