

Best Practice for Sharing Code using NACDA-OAR (self-publishing repository)

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Nacda-aging.org

- Remove identifying information from the data to protect confidentiality. NACDA and ICPSR do not review self-published submissions for disclosure risk.
- If applicable, request permission to share any secondary data you used by emailing icpsr-help@umich.edu before you publish your project. Please refer to the [ICPSR Redistribution Policy](#) prior to contacting us.
- What should my deposit/project include?
 - Syntax/code
 - We recommend that data users share the code/syntax they have prepared throughout the course of their projects.
 - The code should specifically note the study DOI(s); ICPSR DOIs contain the version number of the primary dataset.
 - Where multiple datasets were used, the study numbers, dataset names and numbers should be noted clearly.
 - Your code should have all the steps you used when manipulating the data so that other users can replicate the results, including computed variables, sorting, etc.
 - Write comments in your code to best aid secondary users.
 - Run your code in a clean environment to ensure the package is reproducible.
 - Documentation
 - Describe the manipulations you performed on the secondary data and the purpose.
 - Almost any file format is acceptable, but try to use file formats which allow other data users to best review the materials, such as PDF.
 - Metadata
 - Create a unique and descriptive title for your project; in terms of discovery, it helps data users to include the years and geography in the title.
 - Use subject terms to tag your project and identify topics that your project reflects.
 - Provide complete information for all relevant and applicable fields in the project space.
 - Clear reference (DOI) to data source, including version number
 - Any publications related to your project and the analysis you performed
- Refer to [NACDA Data Sharing Best Practices](#) for details about file-naming, metadata at the collection and variable level, and more; these best practices pertain to data sharing in general, whether it is to our curated NACDA archive or the NACDA-OAR self-publishing option.
- After you upload your materials to the [NACDA-OAR](#) and select “publish”, any person searching the NACDA or ICPSR websites will have the opportunity to discover your project!

If you have any questions or need assistance, please email icpsr-help@umich.edu.