

Quality, storage and access to databases.

Annex 2 to the research policy of the Department of Aquaculture and Fish Biology, Hólar University College.

The department acknowledges the work and money that is put into acquiring data. Thus, it is important that the storage and quality of data is secured and when applicable, data is made accessible to other scientists. It is the responsibility of project leaders, and/or student supervisors, that data within their project are of the highest possible quality. For student projects, agreements on how data are to be proofread and stored, during and after the completion of the study programs should be included as annexes to the supervision contracts. Below are best practices regarding quality of data and data storing.

1. Quality of data

- a. If possible store data both as digital copies and as paper copies.
- b. Create digital copies of all field books on regular basis, e.g. after field trips.
- c. Maintain a “basic” data file, where raw data, prior to all changes or calculations is maintained.
- d. Provide a clear explanation for each column in a data file, so that it is understandable for a number of years after the end of the study.
- e. When more than one person will type in the data, clear guidelines on how to type in data should be created.
- f. Make sure all data files are proofread;
 - i. Paper and digital copies compared.
 - ii. Data plotted to seek for abnormalities.

2. Data storing

- a. Project leaders determine on when data should be stored centrally. Prior to such storage the department offers possibility to backup data and research material on an internal storage drive
- b. For the storing of data: Project leaders should upload a minimum of three files.
 - i. Raw data file(s)
 - ii. A file explaining data files, so that an outsider can understand what is in the data files.
 - iii. All publication(s) (e.g. thesis, reports and papers) that have used the data file.
- c. The department will maintain a list on the departmental website of accessible data files, including information on publications using the data, links to any external open access storage, and a contact person, for those interested in getting access to the data.
- d. Project leaders are responsible for updating the list.