

Author Guidelines

1. *Submitting a Paper*

RDJ uses online submission only and the journal will only consider submissions that have not concurrently been submitted to other journals. Authors should submit their manuscript via the “Make a Submission” button on the website and will be guided stepwise through the creation and uploading of the various files.

Manuscripts should be submitted in their final version, carefully spell-checked and, if applicable, accompanied by the supplementary materials as described below. Submission should take place together with or after a dataset that is discussed in the data paper has been deposited in a trusted repository (see other document). The submission must include the following:

- the text of the data paper in a Word file.
- a link (DOI or persistent identifier) to the archived dataset described in the data paper.
- (if applicable) supplementary materials such as illustrations (see below). Submit these in separate files and do not embed them in the data paper.

Also note the following:

- All authors identified on the submission must consent to be identified as an author.
- Where appropriate, research should be approved by an appropriate ethics committee in accordance with the legal requirements of the study’s country.
- Prior to submission, authors are encouraged to read these Author Guidelines in full.

2. *Structure*

The body of the paper should comprise the following, as far as relevant to the current data paper. If more appropriate, authors are free to change section titles and may slightly deviate from this list:

- Title, author name(s) and author affiliation(s).
- Abstract.
- Keywords.
- Related dataset(s): information about the trusted repository in which the dataset was published, with DOI or persistent identifier.
- Introduction: background and context of the research project (related research may also be mentioned).
- Problem: discussion of the research problem.
- Methods: methods of data gathering and analysis.
- Data: description of the dataset (general characteristics; remarkable features; technical details; documentation of the deposited dataset).
- Concluding remarks (a conclusion as in a research paper is allowed but not required).
- Acknowledgements: this section is optional, will be placed at the end of the paper, and has to be submitted as a separate file.
- References: literature referred to in the paper.

As the author, please pay attention to the following questions:

- Is the relationship between the data paper and the dataset clearly described?
- To what extent does the dataset contribute to relevant academic debates, substantive or methodological?
- Is the relevance of the dataset to the international readership evident?
- Does the paper adequately describe issues of reliability/representativeness of the data?
- Is the data consistent (e.g. in terms of collecting data) and organized in the database or data collection? Is the data sufficiently user-friendly and accessible?

Please be aware that the data described in the text will be reviewed separately from the submitted paper. The reviewers will pay special attention to whether the data comply with the FAIR principles (Findable,

Accessible, Interoperable and Reusable). If the data do not pass the quality criteria, the paper cannot be published.

3. Formatting

- The maximum length of the data paper is 2,500 words.
- The maximum length of the abstract is 200 words. The abstract should be intelligible to the general reader without a previous reading of the text.
- The author(s) should upload the data paper as a Word-compatible document using default (Word) styles.
- The data paper should be written in English. Spelling in English (British or American) should be consistent throughout.
- The title should be in 16-point bold, followed on the next lines by the author(s)' first and last name(s), institutional affiliation and e-mail address.
- Use an 11-point roman font body text.
- All pages must be numbered consecutively.
- Please supply 2-8 keywords (in lowercase letters), to be placed below the abstract, for indexing purposes.
- Use footnotes instead of endnotes, but use them as sparingly as possible.
- Remove internal links (cross-references) and unformat the links to reference managers (such as Zotero).

4. References

The journal uses APA style 7th edition (released in October 2019) for literature references. Several convenient introductions and concise overviews are available on the web:

- APA style website: <https://apastyle.apa.org/> (with examples and sample papers).
- Purdue Online Writing Lab, *APA Style* (7th Edition): https://owl.purdue.edu/owl/research_and_citation/apa_style/index.html.
- University Library of the Californian State University, Dominguez Hills, *About APA 7th ed.*: <https://libguides.csudh.edu/citation/apa-7>.

References in the Text

- Single author: (Austin, 1998) or Austin (1998) as part of the narrative.
- Two authors: (Parker & Mokhesi-Parker, 1998) or Parker and Mokhesi-Parker (1998) as part of the narrative.
- Three or more authors: (Martin et al., 2020) or Martin et al. (2020) as part of the narrative.
- Two or more parenthetical references (Gras et al., 2011; Ko et al., 2009; Parker & Mokhesi-Parker, 1998) as part of the narrative: apply alphabetical order first, then chronological order.
- Each work cited in the text must appear in the Reference List (cf. APA7, section 8.4).

Reference List

- Journal article: Ko, C. H., Yen, J. Y., Liua, S. C., Huanga, C. F., & Yen, C. F. (2009). The associations between aggressive behaviors and internet addiction and online activities in adolescents. *Journal of Adolescent Health*, 44(6), 598-605. <https://doi.org/10.1016/j.jadohealth.2008.11.011>
- Book (single author): Austin, J. H. (1998). *Zen and the brain: Toward an understanding of meditation and consciousness*. MIT Press.
- Book (two authors): Calarco, M., & Atterton, P. (2009). *Animal philosophy: Essential readings in continental thought*. Continuum.
- Book (three up to 20 authors): Gras, H., Franses, P. H., van Vliet, H., & Pratasik, B. (2011). *Theatre as a prison of Longue Durée*. Peter Lang.
- Web page: Centers for Disease Control and Prevention. (2009). 2009 H1N1 Flu ("Swine Flu") and You. <https://www.cdc.gov/h1n1flu/qa.htm#a>
- Always add object identifiers (DOIs) to journal articles when available. Format DOIs the same as URLs; do not add a period after DOIs or URLs.

- Only when needed, a retrieval date appears before the URL (“Retrieved Month Day, Year, from URL”).
- Each work in the Reference List must be cited in the text (cf. APA7, section 8.4).

5. *Illustrations*

Illustrations may comprise a broad variety of material, such as photos, maps, tables and diagrams. Illustrations should be sequentially numbered, using Arabic numerals and following the order in which each illustration type is used in the text (e.g. Figure 1, Table 1, Figure 2, Table 2, Figure 3, Table 3, etc.). An illustration’s intended location should be marked at the appropriate point in the text and must have a short title (caption). For example:

Figure 1 (bold)

Title (italics)

<file Figure1.png here>

Note (italics). Place clarifying notes, legends, and source references underneath the illustration, using the Roman font.

Illustrations should be submitted as separate files and their type and number must be part of the illustration’s file name (e.g. Figure1.jpg, Table1.png).

In most cases JPG, TIF, or SVG files in high resolution are fine (at least 1,000 × 1,000 pixels and 300 dpi are preferred), but if the image contains a great deal of text and/or lines (e.g. a screen capture of a table or statistical chart), the PNG format is better. Any text in the image should be large and sharp enough to be legible, even if the image is displayed at a much smaller size, e.g. on a tablet in portrait position. Do not use GIF or BMP. Do not use images embedded in Word or PDF files.

Before making a submission, authors are responsible for obtaining permission to publish any illustrations.

6. *Proofs*

Authors of accepted contributions will receive one set of proofs for proofreading in the form of a PDF file. In the event of a multi-authored contribution, proofs are sent to the first-named author unless otherwise requested. The proofs should be returned promptly within the period requested, with no corrections marked other than those made in the typesetting or conversion process.