APPENDIX A   Template Data Report   Version July 2020

Title	Comprehensive name of the data package (note: *not* the title of the publication). Examples: *'Health behaviour in school-aged children - HBSC Nederland'; 'General Household Survey, 2001-2002'.*

Organization

Author	Names of the primary and all other investigators / authors of the data (each on a separate line).
Affiliation	Affiliation of all investigators / authors of the data, e.g. 'Tilburg University, Tilburg School of Humanities'.
Email	Email address of the Author for correspondence.
Distributor	This always is: DataverseNL.
Ethical clearance	If applicable: Was this study reviewed by an ethical committee and did it receive ethical clearance?
Preregistration	If applicable: Was this study preregistered, and if so, where can this preregistration be found?

Research context

Description	Short description of the data, the topic of the research and the main research questions.
Kind of data	Define the type(s) of data. E.g. survey data, experimental data, annotated corpora. Even if no types are defined, here must be filled in: Miscellaneous data.
Publication	Citation of the related publication(s) (APA style), if available.
Keywords	Keywords describing the content of the data (about 5 keywords max.), always including: 'Tilburg University' and an indication of the research area: Economics, Humanities, Law, Religious Studies, or Social Sciences.

Data production

Producer	Tilburg University (this is always 'Tilburg University', even though the organization that had the financial and/or administrative responsibility for the data creation can be different).
Production date	Date of collecting or producing the data. [Begin date: day-month-year] - [End date: day-month-year].
Method	How the data were collected/retrieved. To be completed also when secondary data are used.
Universe	(if applicable) A description of the population covered by the data in the file. The group of people (or other elements, such as organisations, deaths, countries…) that are the object of the study. Age, nationality, residence, and other factors help to delineate a given universe.
Data sources	(if applicable) The books, articles, serials or machine readable data files that served as the sources for the data files.
Country / Nation	Geographic coverage of the data. For example: the Netherlands.

Rights and restrictions

Restrictions (file permission)	Restricted (when data can only be shared with other DataverseNL users on request) or Public (data are publically available).

License	When data are publically available, what is their license? (TiU recommends CC0 or CCBY; see 14 in the deposit manual in Appendix B).
Rights	If applicable, indicate any third party restrictions on the access to or use of the data.
Data retention period	The period you are required or wish to retain the research data in a repository (the Tilburg University research data management regulations state 10 years).

Read-me

Data files	Provide a list of the included data files, with type (e.g., SPSS, Excel) and a short description of each file (e.g., cleaned data file, raw data file, etc.)
Supplemental material	Provide a list of the supplemental material and a short description of each file (e.g., questionnaire, log book, lab book, informed consent form (empty), code book etc).
Structure data package	Describe how the files (data files and supplementary material) are related to each other (e.g., a tree structure of the files).