

# Preparing Your Linguistic Data for Deposit on SWISSUbase

## Clarify Intellectual Property Rights (IPR)

- > You can only deposit data on SWISSUbase if you hold the necessary rights to the data.
- > Please consider the IPR regulation of your institutional framework.

## Be in line with data protection regulations

- > Personal/sensitive data can only be deposited if an informed consent provides for the publication of the research data.
- > Please anonymize personal/sensitive data (by removing direct identifiers and/or indirect identifiers) if necessary.
- > Data can be shared on SWISSUbase by selecting a [↓ closed contract](#). This allows you to share data only with people who have a SWISSUbase account, or only with people who have a SWISSUbase account and need to further obtain prior consent from the data depositor. If you choose a [Creative Common license](#) instead, data will be made available directly in the catalogue.

## Provide documentation

- > Please document your data and provide adequate documentation to third parties.
- > Documentation can include codebooks, README files, metadata documentation, technical instructions etc.

## Use well established data formats

- > Please provide your data in well documented and widely used, and, if possible, in open, non-proprietary formats.
- > Please use community standards whenever possible.

## Prepare data as ZIP archive

- > The recommended way to upload linguistic data is to pack it into a ZIP file. On SWISSUbase you must choose 'File collection' to upload a ZIP file.
- > Please add the documentation to the ZIP file or upload it to SWISSUbase as separate documentation files ('documentation').
- > Put your data on top level: 'corpus.zip/your\_data'. Avoid a nested structure like 'corpus.zip/corpus/your\_data'.
- > Please remove hidden files such as '\_\_MACOSX' or '.DS\_store'.

## Log in to SWISSUbase

- > You need a SWITCH edu-ID: <https://eduid.ch>
- > Log in here: <https://www.swissubase.ch>

## Consult the guides, policy and contracts

- > [↓ Linguistic User Guide](#)
- > [↓ Linguistic Metadata Guide](#)
- > [↓ Policy Language Repository of Switzerland](#)
- > [↓ Deposit Contract Language Archive of Switzerland](#)
- > [General SWISSUbase User Guide](#)

## Get in touch

- > [swissubase@ub.uzh.ch](mailto:swissubase@ub.uzh.ch)