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OFFICIAL GUIDE · EP-G-05

Data & Code Availability Guide

Writing a data availability statement, choosing a repository, licensing and citing datasets and software, and handling sensitive data, the FAIR way.

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BENCHMARKED AGAINST

FAIR Guiding Principles · Joint Declaration of Data Citation Principles · FORCE11 Software Citation Principles · TOP Guidelines · CARE Principles

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Purpose and scope

PURPOSE

To explain how to make the data and code underlying a published article findable, accessible, interoperable and reusable: writing the data availability statement, choosing a repository, licensing, citation and the handling of sensitive data.

SCOPE

Applies to all research articles. Every submission requires a data availability statement; open sharing is required where a funder mandates it and strongly encouraged everywhere else.

AUDIENCE

Authors of research that produces or uses data, code, models or other research materials.

At a glance: ten key requirements

1. Every submission needs a data availability statement; “not applicable” is valid only where no data were generated or analysed.
2. Share data in a trusted repository that issues persistent identifiers, ideally a discipline-specific one.
3. Zenodo records can be linked directly to your article and give the dataset its own citable DOI.
4. Follow the FAIR principles: rich metadata, persistent identifiers, open formats and a clear licence.
5. Cite datasets and software in the reference list, with version and DOI.
6. Release data under CC0 or CC BY, and code under an OSI-approved licence.
7. Archive the exact version of the code used, with its dependencies, and give it a DOI.
8. Sensitive data may be shared under controlled access; explain the conditions in the statement.
9. Respect Indigenous data sovereignty following the CARE principles.
10. Keep links current: broken data links are among the most common post-publication correction requests.

Benchmarked standards and basis

This guide is benchmarked against the external standards below. “Aligned with” describes the standard each requirement follows; it is not a claim of membership in, or certification by, the issuing body.

STANDARD AND ISSUING BODY	EDITION	HOW THIS GUIDE APPLIES IT
FAIR Guiding Principles Wilkinson et al., Scientific Data https://doi.org/10.1038/sdata.2016.18	2016	Findable, Accessible, Interoperable and Reusable: the overall standard for shared data and code.

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STANDARD AND ISSUING BODY	EDITION	HOW THIS GUIDE APPLIES IT
Joint Declaration of Data Citation Principles FORCE11 https://force11.org/info/joint-declaration-of-data-citation-principles-final/	2014	Data are cited in the reference list with persistent identifiers, like any other scholarly output.
Software Citation Principles FORCE11 (Smith, Katz & Niemeyer) https://doi.org/10.7717/peerj-cs.86	2016	Research software is cited by version and identifier, and its authors credited.
Transparency and Openness Promotion (TOP) Guidelines Center for Open Science https://www.cos.io/initiatives/top-guidelines	Current	Data, code and materials transparency, and citation standards for journals.
CARE Principles for Indigenous Data Governance Global Indigenous Data Alliance https://www.gida-global.org/care	2019	Collective benefit, authority to control, responsibility and ethics for data about Indigenous peoples.
Data Privacy Act of 2012 (Republic Act No. 10173) National Privacy Commission, Philippines https://privacy.gov.ph/data-privacy-act/	Current	Lawful processing, anonymisation and controlled sharing of personal data.

01 Why data and code availability matters

Readers can only evaluate, reproduce and build on research if they can access what it rests on. Shared data and code make errors easier to find and correct, allow results to be combined in syntheses, and give credit to the people who created them. Funders increasingly require sharing, and articles with available data are easier to trust.

For these reasons every submission to Eleventh Press includes a data availability statement. Linking open data is required where a funder mandate specifies it and strongly encouraged everywhere else.

02 What to share

Share the minimum material a qualified reader needs to verify and reproduce the reported results:

- The data underlying every figure, table and statistical result, in raw or processed form as appropriate.
- The code used for data collection, cleaning, analysis and figure generation.
- Codebooks, data dictionaries and README files describing variables, units and structure.
- Protocols, instruments, questionnaires, models and other research materials.

03 Writing the data availability statement

The statement tells readers where the data and code are and how to access them. Adapt one of these templates:

- Publicly available: “The data and code supporting this study are openly available in [repository] at https://doi.org/[DOI], under a [licence] licence.”

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- Controlled access: “The data are available from [repository or body] under controlled access, subject to [conditions], because they contain [reason]. Code is openly available at https://doi.org/[DOI].”
- Third-party data: “The data were obtained from [provider] under licence and are available from them at [URL] subject to their terms.”
- On request (only where justified): “The data are available from the corresponding author on reasonable request, because [specific reason].”
- Not applicable: “No data were generated or analysed in this study.”

“Available on request” is a last resort, because such requests often go unanswered. Where it is used, the reason must be stated.

04 Choosing a repository

Use a trusted repository that issues persistent identifiers such as DOIs, commits to long-term preservation and supports rich metadata. Discipline-specific repositories are preferred where they exist, because their communities know how to find and reuse the data. Generalist repositories are a good alternative.

Eleventh Press supports linking Zenodo records directly to your submission as a dataset link. Zenodo, operated by CERN, gives the dataset its own citable DOI alongside the article's, supports versioning, and can archive GitHub releases automatically. Whatever repository you choose, enter the identifier in the submission form and in the statement.

05 Licensing data and code

Release data under CC0 (a public-domain dedication that removes legal barriers to reuse) or CC BY 4.0. Release code under a licence approved by the Open Source Initiative, such as MIT, BSD-3-Clause or Apache 2.0, or a copyleft licence such as GPL-3.0 if you want derivatives to stay open. Creative Commons licences are not designed for software.

Make sure you have the right to share: data obtained from third parties, or collected under consent forms that limit reuse, may need different arrangements.

06 Citing data and software

Cite datasets and software in the reference list, as you would articles, following the Joint Declaration of Data Citation Principles and the Software Citation Principles. A citation should include the creators, year, title, version, repository or publisher, and persistent identifier, for example: Author, A. A. (2026). Title of dataset (Version 1.2) [Data set]. Zenodo. https://doi.org/10.5281/zenodo.xxxxxxx.

Cite the specific version you used. For code, archive the exact release that produced your results, record its dependencies (for example with a requirements, environment or lock file) and give it a DOI.

07 Sensitive, personal and Indigenous data

Not all data can be fully open. Personal data must be processed lawfully, which for a journal based in the Philippines means in line with the Data Privacy Act of 2012 (Republic Act No. 10173) as well as the law that applies where the data were collected, such as the GDPR for data about people in Europe. Anonymise data where possible, remembering that combinations of variables can re-identify people. Where anonymisation would destroy the data's value, share through a controlled-access repository or data enclave and describe the

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access conditions.

Data about Indigenous peoples should follow the CARE Principles for Indigenous Data Governance — collective benefit, authority to control, responsibility and ethics — alongside FAIR. Data that could cause harm if released, such as the locations of endangered species or security-sensitive information, may also justify restrictions. Explain any restriction in the statement.

08 Keeping links current

Update the dataset link if your repository record moves or a new version is released. Broken data links are among the most common post-publication correction requests we receive. Persistent identifiers such as DOIs resolve even when the underlying URL changes, which is one more reason to prefer them over plain web addresses.

09 Compliance checklist

Use this checklist before you submit, review or report. Every item reflects a requirement set out above.

- [ ] A data availability statement is included and specific.
- [ ] Data underlying all reported results are deposited in a trusted repository.
- [ ] Analysis code is archived at the exact version used, with dependencies recorded.
- [ ] Each dataset and code release has a persistent identifier, such as a DOI.
- [ ] Data are licensed under CC0 or CC BY, and code under an OSI-approved licence.
- [ ] README files, codebooks or data dictionaries are included.
- [ ] Datasets and software are cited in the reference list with versions and DOIs.
- [ ] Any restriction on access is justified, with access conditions described.
- [ ] Personal data are anonymised or shared under controlled access.
- [ ] The dataset link is entered in the submission form.

10 Frequently asked questions

Is sharing data mandatory?
A data availability statement is mandatory for every submission. Open sharing is required where your funder mandates it and strongly encouraged in all other cases.

Can I link a Zenodo dataset to my article?
Yes. Zenodo records can be linked directly at submission and give the dataset its own citable DOI alongside the article's.

Which licence should I use for my data?
CC0 or CC BY 4.0 for data, and an OSI-approved licence such as MIT or Apache 2.0 for code.

My data contain personal information. What should I do?
Anonymise the data if possible; otherwise share them through a controlled-access repository and explain the access conditions in the statement.

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