

# **USER MANUAL**

# OPEN DATA & OPEN CONTRIBUTORSHIP

Bina Nusantara University

Jakarta

2025



# USER MANUAL OPEN DATA & OPEN CONTRIBUTORSHIP

Research & Technology Transfer Bina Nusantara University

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#### Sources of Examples:

Publication Practice in Bina Nusantara University

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# A. OPEN DATA

#### What is Open Data?

Open Data in scientific publications is the practice of providing **research data** that is raw or has not been processed at all. The basic principle of Open Data in a publication is **open** and **unrestricted access**. Open Data aims to make data **reusable**, verify the authenticity of data (**verifiable**), and open up opportunities for research sustainability (**replicable**).

Open Data has several benefits, such as:

- **Increased transparency:** Open data to the public allows for better oversight and evaluation, thereby increasing public trust in the research process.
- Increased accountability: With open data, researchers are responsible for the accuracy and integrity of their data.
- Improving the reputation of the research team: Data disclosure demonstrates a commitment to sound research practices and can enhance the reputation of the research team in the scientific community.
- **Encourages research collaboration:** Other researchers can use shared data to expand research or conduct new analyses, thus fostering collaboration and innovation.
- **Helps prevent data fraud:** Data disclosure allows for independent verification and detection of potential errors or data manipulation.
- **Enables impact measurement:** Open data can be cited in scientific publications, allowing measurement of how widely it is used and contributes to knowledge.

#### Legal basis for Open Data implementation in Indonesia

The practice of Open Data in Indonesia has a legal basis, namely based on the Law of the Republic of Indonesia (UU RI) Number 14 of 2008 concerning Public Information Disclosure (KIP) and Law of the Republic of Indonesia Number 11 of 2019 concerning the National System of Science and Technology (Sisnas Iptek). Specifically, the criteria for confidential and inaccessible public data and information have been regulated in Article 17, Law of the Republic of Indonesia Number 14 of 2008 concerning KIP.

The government has begun implementing the Open Data policy at the national level through One Data Indonesia (SDI). SDI is a repository portal Bappenas manages to centralize all government data and public datasets.

#### How is Open Data applied in scientific publications?

You can write a Data Availability Statement that at least contains:

- The accessible data location (preferably websites such as Zenodo, Figshare, Mendeley Data, Github, etc.).
- Has a fixed identifier such as a Digital Object Identifier (DOI), accession number, or a link to a permanent dataset repository.
- If the data is not publicly accessible, provide **a detailed** explanation of any **limitations** that prevent data disclosure and **can be accounted for** (ethical, legal, or commercial reasons).

You can implement Open Data by writing a Data Availability Statement in the "Data Availability" section. If there is no specific section, the data availability information can be written in the "Acknowledgement" section or described in the "Methodology" section.

#### What are the criteria for appropriate data to upload on public repository websites?

Open Data information needs to be stored in public repositories, which is adjusted to the principle of **FAIR** with the aim of:

- 1. **Findable,** stored data can be found, has a unique identifier such as a fixed DOI, complete metadata, and can be found easily, not easily lost or moved around.
- 2. Accessible, data can be accessed by others.
- 3. Interoperable, a standard data format, can be easily reused and referenced in other studies.
- 4. **Reusable**, data has clear documentation, has a transparent license for use and dissemination, and has accurate attributes or metadata information.

#### Things to note when uploading research data in public repositories:

- Data does not contain sensitive information elements such as personal data, confidential company data, data that can harm national defense/security, economic resilience, etc.
- Data does not interfere with the interests of protecting intellectual property rights and protecting against unfair business competition.
- Maintain data as open as possible, but if there are binding requirements such as Non-Disclosure Agreements (NDAs), paid data, etc., data can be closed as necessary.

Scenario	Example	
Data are openly available in a repository	"Data supporting this study are openly available from [NAME OF REPOSITORY] at [DOI, ACCESSION NUMBER OR URL]."	
Data are available in a repository, but access is restricted due to legal, ethical, or commercial reasons	"Data supporting this study are not publicly available due to [GIVE REASONS WHY DATA ARE NOT PUBLIC]."	
Data available as supplementary information	"Data supporting this study are included within the article and/or supporting materials."	
Data are available on request only due to ethical, legal, or commercial reasons	"Data supporting this study are available from [NAME OF REPOSITORY] at [DOI, ACCESSION NUMBER OR URL]. Access to the data is subject to approval and a data sharing agreement due to [GIVE REASONS WHY ACCESS TO THE DATA IS RESTRICTED]."	
Data cannot be shared due to ethical, legal, or commercial restrictions	"Data supporting this study cannot be made available due to [GIVE REASONS WHY THE DATA CANNOT BE SHARED]."	

#### Writing Data Availability Statement:

No new data was generated or analyzed	"No new data were generated or analyzed during this
	study."

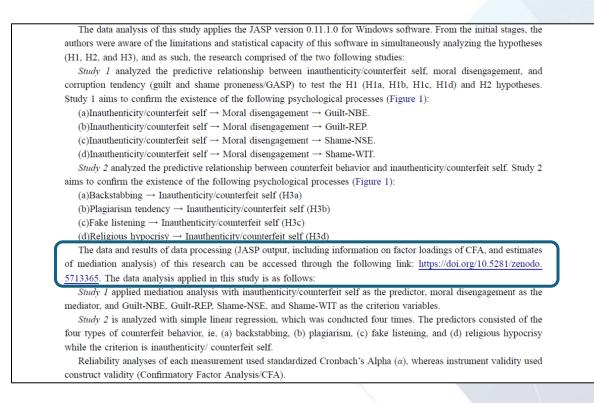
# Data Availability Statement writing examples:

#### Correct example

1. Writing a Data Availability Statement from Open Data in a separate section:

**Data Availability:** Dataset is available from the Zenodo Repository, DOI: 10.5281/zenodo.557043.

2. The writing of the Open Data statement is explained in the "Methodology" section if there is no "Data Availability" section:



#### 3. If the data contains sensitive information, explain why the data is not open to the public:

Research data for this article

Due to the sensitive nature of the questions asked in this study, survey respondents were assured raw data would remain confidential and would not be shared.

4. If a confidentiality agreement hinders Open Data, then the NDA contract number or any relevant details with the data provider are mentioned if there are any.

#### DATA AVAILABILITY STATEMENT

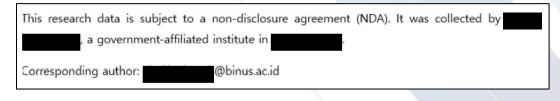
Due to a Non-Disclosure Agreement (NDA) with contract number the public of the public

#### Incorrect example

5. The data is not open to the public, and no explanation is given about the matters that hinder data disclosure:

**Data Availability Statement:** The data presented in this study are available upon request from the corresponding author.

6. Proof of name, agreement number, and summary of the agreement that precludes open data are not included:



#### Binus RTT Open Data policy related to cooperation with external parties

- In the context of research cooperation with external parties, Binus researchers are expected to comply with the Open Data policy set by RTT Binus.
- RTT Binus strongly recommends that researchers and their research teams are committed to opening access to their research data to the public.
- Therefore, researchers are expected to reach an agreement with the research team and external parties regarding data publication according to the principles of Open Data.
- If no agreement is reached between Binus researchers and external parties regarding the implementation of Open Data, it is required to make a statement explaining the reason. All members of the research team must sign this statement.

# B. Open Contributorship

#### What is Open Contributorship?

Open Contributorship is a form of recognition of the contribution of each member of the author in research that has a diverse role, aiming to minimize conflicts or disputes between authors and facilitate collaboration.

Open Contributorship provides several benefits for researchers, including:

- Improving the reputation of the author team: By transparently acknowledging each individual's contribution, Open Contributorship can strengthen the credibility and reputation of the author team as a whole.
- **Supports the self-development and portfolio of authors:** Open Contributorship allows authors to build their portfolios and gain recognition for their specific contributions.
- Facilitates communication with readers: By listing the roles and contributions of each author, readers can easily contact relevant contributors if they need further information or data related to the research.
- **Focus on contribution, not hierarchy:** Open Contributorship emphasizes each author's actual role and contribution in a publication, not on the order of authors or academic seniority.

#### How to declare Open Contributorship?

You can state the contribution of each involved author in accordance with the <u>CRediT Author Statement</u> taxonomy stated in the paper by using terms that describe the role of the involved author as follows:

Role	Definition
Conceptualization	Ideas; formulation or evolution of overarching research goals and aims.
Methodology	Development or design of methodology; creation of models.
Software	Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components
Validation	Verification, whether as a part of the activity or separate, of the overall
	replication/ reproducibility of results/experiments and other research outputs.
Formal analysis	Application of statistical, mathematical, computational, or other formal
	techniques to analyze or synthesize study data.
Investigation	Conducting a research and investigation process, specifically performing
	the experiments or data/evidence collection.
Resources	Provision of study materials, reagents, patients, laboratory samples,
	animals, instrumentation, computing resources, or other analysis tools.
Data Curation	Management activities include annotating (producing metadata),
	scrubbing data, and maintaining research data (including software code,
	where it is necessary to interpret the data) for initial use and later reuse.
Writing - Original	Preparation, creation, and/or presentation of the published work,
Draft	specifically writing the initial draft (including substantive translation).
Writing - Review &	Preparation, creation, and/or presentation of the published work by those
Editing	from the original research group, specifically critical review,
	commentary, or revision – including pre-or postpublication stages.

Visualization	Preparation, creation, and/or presentation of the published work,
	specifically visualization/ data presentation.
Supervision	Oversight and leadership responsibility for the research activity planning
	and execution, including mentorship external to the core team.
Project	Management and coordination responsibility for the research activity
administration	planning and execution.
Funding acquisition	Acquisition of the financial support for the project leading to this
	publication.

In addition to the CRediT taxonomy that has been explained, scientific publications also recognize the "Authorship" criteria recommended by the International Committee of Medical Journal Editors (ICMJE). ICMJE sets four main criteria to determine who is entitled to the status of "Author" in a scientific publication, namely:

- **Substantial Contributions:** Make a significant contribution in the conceptualization, design, or the acquisition, analysis, or interpretation of data for the work; AND
- **Critical Writing or Revision:** Drafting a work or conducting a critical review of it to ensure crucial intellectual content has been presented appropriately; AND
- Final Approval: Give final approval to the version of the work to be published; AND
- Accountability: Willing to take full responsibility for all aspects of the work, including ensuring that any questions regarding the accuracy or integrity of any part of the scientific work are appropriately investigated and resolved.

#### How do you write Open Contributorship in a paper?

You can write an open contributorship statement in a separate section. It can be written in the "Acknowledgement" section if unavailable. An example of writing an Open Contributorship in accordance with the CRediT Author Statement taxonomy is as follows:

**Zhang San**: Conceptualization, Methodology, Software. **Priya Singh**: Data curation, Writing- Original draft preparation. **Wang Wu**: Visualization, Investigation. Jan Jansen: Supervision. **Ajay Kumar**: Software, Validation. **Sun Qi**: Writing- Reviewing and Editing.

#### Correct example

1. Open Contributorship writing that has been integrated into the paper according to the CRediT Author Statement format:

#### CRediT authorship contribution statement

**Lukman Nul Hakim:** Conceptualization, Methodology, Data curation, Resources, Writing - original draft, Supervision. **Sali Susiana:** Conceptualization, Methodology, Data curation, Resources, Writing - original draft, Supervision. **Fieka Nurul Arifa:** Conceptualization, Data curation, Resources, Writing - original draft. **Achmad Muchaddam Fahham:** Conceptualization, Data curation, Resources, Writing - original draft. **Mohammad Teja:** Conceptualization, Data curation, Resources, Writing - original draft. **Juneman Abraham:** Conceptualization, Methodology, Validation, Formal analysis, Writing - original draft, Writing - review & editing, Supervision.

2. Open Contributorship writing that has been integrated into the paper but does not follow the CRediT Author Statement format:

Darel Yeshe: Darel Yeshe was primarily responsible for the data collection, preprocessing, and initial analysis. He also contributed significantly to the writing of the first draft of the manuscript, and performed the necessary revisions based on feedback from the co-authors.

Irma Kartika Wairooy: Irma Kartika Wairooy provided expert guidance and valuable input throughout the article writing process. She reviewed and refined the manuscript drafts, ensuring academic rigor and coherence, and offered advice on the structure and presentation of the research findings.

Brilly Andro Makalew: Brilly Andro Makalew provided technical expertise in the area of predictive analytics and machine learning models used in the study. He assisted in the validation of the models and offered critical input during the writing and revision stages of the manuscript, particularly in the discussion and conclusion sections. Additionally, he was involved in the final review and approval of the manuscript for submission.

## C. <u>Reporting in e-PDP</u>

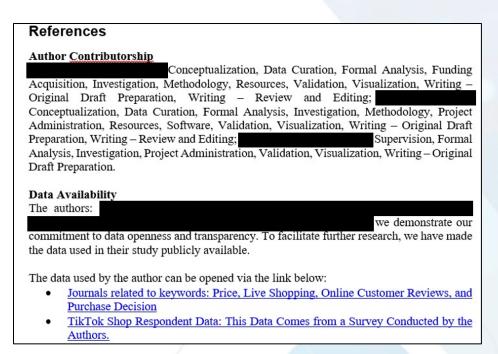
1. Upload the Open Data and Open Contributorship statement evidence in the e-PDP sections below:

Open Data	Choose a file or drop it here	Browse
Please provide the public repository where your research data is located. If the data is subject to a non-disclosure agreement (NDA), please state so and provide the corresponding contract number. Alternatively, you may include the research data directly within this submission.	Upload	
File		Action
	There are no records to show	
Open Contributorship	Choose a file or drop it here	Browse
Please provide the author contributorship statement for your article, detailing each author's specific contributions to the work. This can be included directly in the designated field or uploaded as a separate document.	Upload	
File		Action
	There are no records to show	

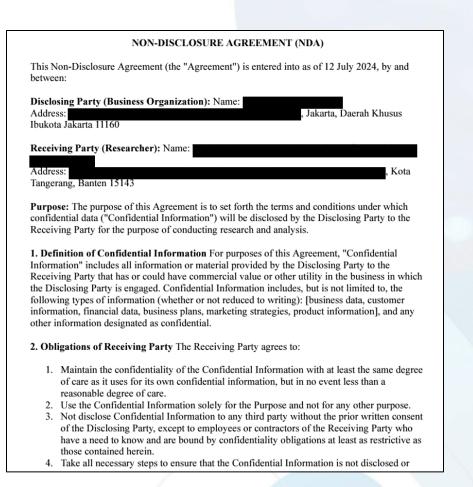
2. Attach evidence of Open Data and Open Contributorship stated in the paper. Please do not attach evidence as a complete publication paper, attach the research data directly to e-PDP, or a screenshot of the repository page containing the uploaded data.

#### Correct example

a. Open Data and Open Contributorship correct proof example to upload to e-PDP:



b. An example of Open Data proof is an NDA contract letter if the data cannot be opened to the public.



# More information regarding various frequently asked Open Data questions has been summarized in "Frequently Asked Questions (FAQ) Open Data"

FAQ can be accessed via the link:

https://research.binus.ac.id/wp-content/uploads/2025/01/Frequently-Asked-Questions-FAQ-Open-Data\_TRANSLATED.pdf

