



USER MANUAL

OPEN DATA & OPEN CONTRIBUTORSHIP

Bina Nusantara University

Jakarta

2025

**BINUS
RESEARCH**

USER MANUAL

OPEN DATA & OPEN CONTRIBUTORSHIP

Research & Technology Transfer
Bina Nusantara University

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Sources of Examples:


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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.

Writing Data Availability Statement:

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]."

No new data was generated or analyzed	"No new data were generated or analyzed during this study."
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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](https://doi.org/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:

The data analysis of this study applies the JASP version 0.11.1.0 for Windows software. From the initial stages, the authors were aware of the limitations and statistical capacity of this software in simultaneously analyzing the hypotheses (H1, H2, and H3), and as such, the research comprised of the two following studies:

Study 1 analyzed the predictive relationship between inauthenticity/counterfeit self, moral disengagement, and corruption tendency (guilt and shame proneness/GASP) to test the H1 (H1a, H1b, H1c, H1d) and H2 hypotheses. Study 1 aims to confirm the existence of the following psychological processes (Figure 1):

- (a) Inauthenticity/counterfeit self → Moral disengagement → Guilt-NBE.
- (b) Inauthenticity/counterfeit self → Moral disengagement → Guilt-REP.
- (c) Inauthenticity/counterfeit self → Moral disengagement → Shame-NSE.
- (d) Inauthenticity/counterfeit self → Moral disengagement → Shame-WIT.

Study 2 analyzed the predictive relationship between counterfeit behavior and inauthenticity/counterfeit self. Study 2 aims to confirm the existence of the following psychological processes (Figure 1):

- (a) Backstabbing → Inauthenticity/counterfeit self (H3a)
- (b) Plagiarism tendency → Inauthenticity/counterfeit self (H3b)
- (c) Fake listening → Inauthenticity/counterfeit self (H3c)
- (d) Religious hypocrisy → Inauthenticity/counterfeit self (H3d)

The data and results of data processing (JASP output, including information on factor loadings of CFA, and estimates of mediation analysis) of this research can be accessed through the following link: <https://doi.org/10.5281/zenodo.5713365>. The data analysis applied in this study is as follows:

Study 1 applied mediation analysis with inauthenticity/counterfeit self as the predictor, moral disengagement as the mediator, and Guilt-NBE, Guilt-REP, Shame-NSE, and Shame-WIT as the criterion variables.


Study 2 is analyzed with simple linear regression, which was conducted four times. The predictors consisted of the four types of counterfeit behavior, ie, (a) backstabbing, (b) plagiarism, (c) fake listening, and (d) religious hypocrisy while the criterion is inauthenticity/ counterfeit self.

Reliability analyses of each measurement used standardized Cronbach's Alpha (α), whereas instrument validity used construct validity (Confirmatory Factor Analysis/CFA).

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.

 Data not available / The data that has been used is confidential

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 [REDACTED], entered on July 12th, 2024 between PT. [REDACTED], research data cannot be publicly shared.

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:

This research data is subject to a non-disclosure agreement (NDA). It was collected by [REDACTED]
[REDACTED], a government-affiliated institute in [REDACTED].
Corresponding author: [REDACTED]@binus.ac.id

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 [CRediT Author Statement](#) 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 Draft	Preparation, creation, and/or presentation of the published work, specifically writing the initial draft (including substantive translation).
Writing - Review & Editing	Preparation, creation, and/or presentation of the published work by those 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 administration	Management and coordination responsibility for the research activity 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, pre-processing, 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. Reporting in e-PDP

1. When reporting proof of Open Data & Open Contributorship in a paper to the e-PDP system, please check both checkboxes if there is evidence to upload. If the paper does not have proof of Open Data & Open Contributorship to upload, both checkboxes need not be checked.



The screenshot shows a form with the label "Research Request Type*" and a dropdown menu currently set to "Journal". Below these, there are two checkboxes: "Open Data" and "Open Contributorship". Both checkboxes are currently unchecked, and they are circled in red in the image.

2. After checking the two checkboxes, upload the proof of Open Data and Open Contributorship that has been stated in the paper for reporting to the e-PDP system in the sections below:

Open Data
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.

Choose a file or drop it here...
Browse

Upload

File	Action
There are no records to show	

Open Contributorship
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.

Choose a file or drop it here...
Browse

Upload

File	Action
There are no records to show	

3. Attach evidence of Open Data and Open Contributorship stated in the paper. Please do not attach evidence as a complete publication paper 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:

References

Author Contributorship

Conceptualization, Data Curation, Formal Analysis, Funding Acquisition, Investigation, Methodology, Resources, Validation, Visualization, Writing – Original Draft Preparation, Writing – Review and Editing; Supervision, Formal Analysis, Investigation, Project Administration, Validation, Visualization, Writing – Original Draft Preparation.

Data Availability

The authors: we demonstrate our commitment to data openness and transparency. To facilitate further research, we have made the data used in their study publicly available.

The data used by the author can be opened via the link below:

- [Journals related to keywords: Price, Live Shopping, Online Customer Reviews, and Purchase Decision](#)
- [TikTok Shop Respondent Data: This Data Comes from a Survey Conducted by the Authors.](#)

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

NON-DISCLOSURE AGREEMENT (NDA)	
This Non-Disclosure Agreement (the "Agreement") is entered into as of 12 July 2024, by and between:	
Disclosing Party (Business Organization): Name: [REDACTED]	
Address: [REDACTED], Jakarta, Daerah Khusus Ibukota Jakarta 11160	
Receiving Party (Researcher): Name: [REDACTED]	
Address: [REDACTED], Kota Tangerang, Banten 15143	
Purpose: The purpose of this Agreement is to set forth the terms and conditions under which confidential data ("Confidential Information") will be disclosed by the Disclosing Party to the Receiving Party for the purpose of conducting research and analysis.	
1. Definition of Confidential Information For purposes of this Agreement, "Confidential Information" includes all information or material provided by the Disclosing Party to the Receiving Party that has or could have commercial value or other utility in the business in which the Disclosing Party is engaged. Confidential Information includes, but is not limited to, the following types of information (whether or not reduced to writing): [business data, customer information, financial data, business plans, marketing strategies, product information], and any other information designated as confidential.	
2. Obligations of Receiving Party The Receiving Party agrees to:	
<ol style="list-style-type: none">1. Maintain the confidentiality of the Confidential Information with at least the same degree of care as it uses for its own confidential information, but in no event less than a reasonable degree of care.2. Use the Confidential Information solely for the Purpose and not for any other purpose.3. Not disclose Confidential Information to any third party without the prior written consent of the Disclosing Party, except to employees or contractors of the Receiving Party who have a need to know and are bound by confidentiality obligations at least as restrictive as those contained herein.4. Take all necessary steps to ensure that the Confidential Information is not disclosed or	

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

