

DEPOSIT YOUR SOCIAL SCIENCES DATA ON SWISSUBASE: BASIC REQUIREMENTS

FORS uses the SWISSUbase online platform to facilitate research data management and data archiving for all social science disciplines in a secure and controlled environment.

It is a non-commercial, national, public and transdisciplinary archiving service solution that provides controlled access to research data, ranging from open access to restricted access, in a secure and controlled environment.

In order to deposit social science data in [SWISSUbase](https://www.swissubase.ch) you must meet the following requirements.

Have a SWITCH edu-ID account requirement to use swissubase

- Log in to SWISSUbase using your edu-id account: <https://www.swissubase.ch>
- If you do not have a SWITCH edu-ID account, you can get one here: <https://www.switch.ch/edu-id/>

Requirements concerning the data

The deposited data can be quantitative and qualitative and must meet the following requirements:

- Represent works of general interest for social science research with a Swiss component
- Have been collected in accordance with prevailing data protection laws and permit reuse by way of sufficient anonymisation and/or explicit consent for sharing
- Have been sufficiently documented so that the context of the data can be understood and the data can be reused

These points imply for the depositor to prepare the data for sharing and thus to consider the following aspects of data preparation.

Requirements concerning data preparation

- Check whether **copyright** permission should be sought with regard to data **ownership**
- Provide an appropriate level of **anonymisation** so that the participants can not be recognized
- Consistently use meaningful and self-explanatory **file names**, **variable names**, codes and abbreviations
- Make sure there is consistent handling and labeling of **missing values**
- Remove all your own **temporaty or administrative variables** created for internal puposes
- Check our [transcription format](#) for qualitative textual data
- Use our prepered **file formats**: .sav; .por; .xls ; .xlsx; .csv; pdf; .rtf; .txt; doc ; .docx; .odt; .jpeg ; .jpg; .jp2, .tif; .tiff; .raw ; .bmp ; .png ; .mp3 ; .flac ; .wav ; .aac ; .mp4 ; .mov ; .avi ; .mj2
- Check the **size** of your data file(s) and contact our data service if your data files are larger than 1 TB

Consult our guides and documentation

- [Sharing data: a step-by-step checklist](#)
- [Preparing your data for deposit in SWISSUbase: in brief](#)
- [Preparing your data for deposit in SWISSUBase: in detail](#)
- [SWISSUbase user guide](#)
- [SWISSUbase advantages](#)