

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

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