

STS-I Open Data: Mail templates to authors

Version 1. July 3, 2024.

- Mail 1. Inquiry about STS-I data

Subject [Research Data]

Dear [author],

I hope this email finds you well. In preparation for our next issue, we would like to ask you if you are thinking of publishing research data accompanying your contribution?

You can find out more about what we mean by research data here:

https://estsjournal.org/index.php/ests/publication_genres

It is published on the platform STS Infrastructures, and you can find examples from issue 9.2 here:

<https://stsinfrastructures.org/content/ests-issue-92>

Please let us know as soon as possible if you would like to publish data with your article?

We are of course happy to provide more information / guidance if you need it.

Best regards,

- Mail 2. uploading data on STS-I

Subject: [Submit full dataset]

Dear [author],

Please create an account on STS Infrastructures with your full name, and upload your data artifacts indicating your full name as creator (PECE user's guide [here](#), feel free to also reach out directly if you need help to do so). Feel free to ignore any fields that you aren't entirely sure what to input.

Please **email us the URLs for each artifact** once they are uploaded. You can view this [transcript file](#) as an example.

For each artifact in STS-I, authors also write a **"Critical Commentary."** This is usually no more than a paragraph, and it provides some context about the artifact, e.g.: What kind of thing is this? Who might be interested in this or might want to engage with it? Is there any other information about its context or creation or potential uses that you would like to share?

Ensure that the critical commentary field for every artifact is sufficiently detailed with context about the data artifact.

Please indicate in the list which of the data is **supplemental data**, and which is **source data** (source data is data that you have created yourself. See more [here](#) about what we mean by source data).

We hope to receive the completed items from you by [DATE] or sooner as we move closer to publication.

Thank you and let us know if you have any questions!

Best regards,

- Mail 3. (once the list of data has been received from the authors)

Subject: [complete and sign data availability statement]

Dear [author],

In order to publish the **source data** (i.e. data that you have created yourself. See more [here](#) about what we mean by source data) associated with your article on STS Infrastructures, we would like to ask you to review, complete, and sign the data availability statement & release form attached.

For your guidance, the document links to a guideline that can help you with writing the statement.

It is enough if you sign the document on behalf of your co-authors.

We hope to receive the form by [DATE], but let us know if you need more time. Feel free to let us know if you have any questions.

Thank you,

Best regards,