

Data verification procedure

Once research data is uploaded and described in the repository, the user submits it for verification. The repository administrators are responsible for data verification.

This process (from submission for verification to the decision to publish or return the dataset for correction) usually takes up to 3 working days.

A formal confirmation of the publication of a dataset version is a notification sent to the depositor's e-mail address.

The verification procedure of a dataset is as follows:

1. Once a dataset has been prepared, the user submits it for verification.
2. The administrators are notified by e-mail that the dataset has been submitted for verification.
3. An administrator proceeds to verify the dataset. As part of the verification process, the following elements are checked:
 - a. Correctness of the structure and content of the provided metadata.
 - b. Language and linguistic coherence of metadata.
 - c. Linguistic correctness of metadata.
 - d. Encoding of text files.
 - e. Data formats, including the usage of open formats.
 - f. Clarity of documentation (e.g. no unexplained abbreviations unknown to persons uninvolved in the study).
 - g. Correctness of tabular data for automated analysis.
4. In the case of:
 - a. No errors – the administrator publishes the dataset.
 - b. Errors found – the administrator applies the corrections (in the case of minor and obvious defects) or returns the dataset for correction together with information on which dataset elements need to be modified.
5. Steps 1-4 are repeated as many times as necessary until an error-free version of the dataset is obtained and published. This iterative approach ensures that the data is carefully reviewed and any issues are addressed before publication.