PsychArchives FAQs

This page contains a list of frequently asked questions (FAQs) concerning the use of PsychArchives. We are steadily expanding the list of FAQ topics, so if you have any feedback or questions, just contact us.

Disclaimer
Although the information on these pages has been carefully checked by the PsychArchives team, it does not constitute legal advice.

Why should I deposit content in PsychArchives?

PsychArchives enables you to publish digital research objects (DROs) quickly and free of charge. Uploads in PsychArchives are assigned a Digital Object Identifier (DOI) to render them easily and uniquely citable. In the repository, DROs are safely stored and made available for the long term. All your research-related output is available in one place and linked within PsychArchives, so that users easily find what they need. Metadata quality is assured by formal control procedures run by PsychArchives staff, which enhances the online findability of your research. To increase the international visibility of PsychArchives DROs, they are indexed in public search engines such as GoogleScholar and PubPsych. Research shows that Open Access articles are generally cited more often than paywalled papers. Publishing your research in PsychArchives through sharing level 0 or 0+ – be it via the Green or Gold road – can therefore be considered an effective impact maximization strategy for researchers. If you wish to learn how many people have looked at or downloaded your DRO(s), you can easily look up usage statistics, including download numbers, for your DRO(s) in PsychArchives. If necessary, you may embargo your content for up to 3 years upon publication in the repository. This is important, for example, if you want to safeguard first use of your research data. To find out more about the PsychArchives submission process, visit our Contribute page.

Is this service only for academic users?

No, PsychArchives is a disciplinary repository for psychological science and neighboring disciplines and open to anyone. Although researchers are our main audience, we also address psychology professionals, members of media and politics as well as anyone interested in psychological content.

What are the charges for submitting and downloading content?

There are no charges, our services are free.

Which legal conditions must I observe when publishing in PsychArchives?

As a depositor, you must ensure that publishing a respective object and making it publicly available on PsychArchives does not infringe the rights of third parties (e.g. copyright, trademark, personality or other rights of third parties such as co-authors, publishers, copyright collecting agencies and providers of third-party funds). This means that you must ensure that you are respecting applicable copyright and license conditions for the content you upload. In cases of multiple authorship, you must ensure that all co-authors are aware of the submission of the work and give their unconditional agreement. For more information about this, see our Rights and Licenses page. In the case of research data, all human subjects data must be properly prepared under applicable legal and ethical guidelines. To find further information on this issue, visit our Resources page.

Which license should I use for my DRO?

To learn more about this, see the Rights and Licenses page in PsychArchives.

What sharing levels does PsychArchives offer?

To learn more about this, see the Sharing Levels page in PsychArchives.

Which PsychArchives collection does my content belong to?

Have a look at this list of DRO examples and their corresponding PsychArchives collections. If you want to contribute a bundle of supplementary materials for a journal article, you should consult our Submission Guidelines for Supplementary Materials in PsychArchives.
If you're still unsure where your DRO belongs, you may contact us at psycharchives-submission@leibniz-psychology.org.

What manuscript version of an article can/should I contribute?

We publish preprints, postprints, and publisher's versions of published works. If a manuscript has been peer-reviewed and published elsewhere, the version deposited in PsychArchives should ideally be the publisher's version, but we also accept authors' preprint or postprint versions. For the latter, we recommend that you use a version with pagination corresponding to the publisher's version. Different versions of one manuscript are linked within PsychArchives, so that different stages of the manuscript development are made transparent.

Do I have the option of embargoing my content?

Yes, contributors have the option of embargoing their content in PsychArchives. Embargoed DROs are made available according to the chosen sharing level at a pre-specified future date set by the contributor. Until the embargo period expires, only the metadata of the DRO and not the DRO itself are publicly available. After expiration of the embargo period, both DRO and metadata are made available in PsychArchives. The maximum embargo duration

is 3 years from the time of contribution and has to be requested with the first submission of the DRO. If you wish to lift the embargo of your DRO prematurely, this is also possible. Just send us an email and let us know.

Can I edit/replace files and/or my DRO's metadata after publication in PsychArchives?

Files and metadata of published DROs may be modified upon request of the original contributor within one week after publication in PsychArchives. To request modifications within this timeframe, send an email to psycharchives-submission@leibniz-psychology.org.

After this one-week period, no essential changes can be made to files and metadata for reasons of transparency. Instead, if the original contributor wishes to update their DRO, a new version of the DRO will be generated. The new version receives its own DOI and the changes undertaken are made transparent by means of a change log on the landing page of the DRO. This does not remove the existing version of the DRO but links the different versions together into a publicly visible version history. Users accessing a previous version are pointed towards the existence of a more recent version. If you want to generate a new version of your DRO, please send the DOI of the existing DRO and a short change log (max. 255 characters, including spaces) to psycharchives-submission@leibniz-psychology.org. Make sure to include the file(s) that need to be updated or replaced as well as information about any changes to the metadata that might have to be made in the new version.

If you want to add bibliographic information of a corresponding article to your DRO's metadata retroactively, such additions are welcome at any time. Just let us know via email and include the DOI of the DRO whose metadata you want to update.

Can DROs be deleted from PsychArchives?

DROs in PsychArchives cannot be deleted; they may be withdrawn from the repository in exceptional cases. Because PsychArchives is a long-term archival system, withdrawals of already published DROs are generally not desirable. Upon express request of the original contributor, however, any DRO can be withdrawn from PsychArchives. A withdrawn DRO cannot be retrieved via PsychArchives anymore. The DOI remains intact, but the DRO content is no longer displayed. Users who access the DOI directly will be informed on the landing page that the DRO is no longer available. If you want to withdraw a DRO, contact us. Please provide a reasoning for the requested withdrawal. We will publicly display the withdrawal reason in the future.

Can I receive a DOI before handing in my DRO?

Yes, you can. If necessary, for instance if you want to include the DOI in a file you intend to upload, we can "reserve" a DOI in PsychArchives and communicate it to you before the DRO goes online. To do this, please contact us via email. Note that the DOI is not registered before your DRO is finally published in PsychArchives. DOIs can be "reserved" for up to six months. After expiration of this time, the DOI will be deleted and cannot be retrieved

afterwards. It is your responsibility to make sure to submit your files and metadata as soon as you can after receiving the DOI.

Can I get one DOI for all of my supplements?

Some repositories offer such a mechanism, but we observed that this often creates an unsystematic heap of DROs that are hard to reuse. We therefore split up supplementary files of journal articles into individual categories and then *link* them together in PsychArchives. This policy ensures that each DRO is uniquely citable. For instance, datasets belong in the "research data" collection, images go into the "image" collection, and any material that does not fit into any other collection, such as analyses, tables, figures, maps, appendices and surveys, is allocated to the "other" collection. As a result, if you contribute a bundle of supplements for a journal article, you might receive more than one DOI for your material. If your publisher explicitly requires you to provide only one DOI for your supplements, our suggestion is to use one of the DOIs as a "start DOI" or "representative DOI" in your article. For more information on contributing supplementary materials to PsychArchives, please consult our [Submission Guidelines for Supplementary Materials in PsychArchives](#).

Do you provide usage statistics for DROs?

Yes. For each item in PsychArchives, usage statistics, including download numbers, are provided. You can find them at the bottom of each DRO's landing page by clicking on the bar chart symbol.