

Quality and selection as well as technical guidelines

Information for Depositors

PsychArchives Profile

PsychArchives accepts content that corresponds to its profile in terms of content, form, object type and quality of metadata.

- Objects must belong to the discipline of psychology or related disciplines to fit the scope of PsychArchives.
- Have a look at our [DRO \(digital research object\) list](#) to see which object types we store. Research data must be accompanied by a codebook.
- The maximum size of submissions is 5 GB. Upon request, larger submissions may be accepted.
- Objects and metadata must be provided in English or German. Decisions on submissions in other languages will be made on a case-by-case basis. Title, abstract and keywords can be provided as translations.
- Describing your content with the help of standardized metadata ensures its findability and searchability. To find out which metadata are required for different DROs, you may consult our [submission forms](#). Please choose meaningful titles for your objects.
- Please make sure to submit your content in file formats recommended for long-term archiving, e.g. PDF/A, CSV etc. File formats should ideally be open, standard, non-proprietary, and well-established. You may upload your content in a format defined as acceptable in our guidelines but we kindly ask you to additionally provide it in a recommended format. For more information on preferred and acceptable formats, see the table below:

Type	Preferred Format	Acceptable Format
Text	PDF/A; Text data (with UTF-8 encoding)	ODT (LibreOffice); HTML; PDF; RTF
Source Code	Text data (with UTF-8 encoding)	Text data (with non-UTF-8 encoding); SPS; R; R.Rmd; Rtxt; INP; PY; MD
Tabular Data	CSV	SAV; TSV; ODS (LibreOffice); XLSX; XML; XLIFF; JSON; Text

Type	Preferred Format	Acceptable Format
Still Images	PNG; JPEG; SVG	ODG (LibreOffice); TIFF; GIF; DNG; PDF/A
Moving Images	VP9 + WebM (if applicable, Opus audio)	h.265 + MP4 h.264 + MP4 h.263 + MP4 VP8 + MKV Theora + MKV MPEG-1, MPEG-2 (*.mpg, *.mpeg, wrapped in AVI, MOV)
Sounds	FLAC; WAV with PCM	AIFF; MP3; Opus; OGG Vorbis
Presentations	PDF/A	ODP (LibreOffice); PPTX; PPT; PDF
Compression Formats (although generally to be avoided)	ZIP	7Z; GZIP; BZIP2; XZ

Technical Requirements for DROs

- Files may not be subject to any technical protective measures or access restrictions, such as, for example, digital rights management (DRM) or password-protection.
- Documents must not contain any external images, dependencies and/or dynamic elements.
- Fonts must be embedded. It is best to use standard fonts and to specify the language in the document properties.
- Our recommendation is to upload single files instead of zipped files. If you are sure that a zipped file is the best option for your content, please provide a table of contents for the item via the submission form.