

DMP Blueprint

Main info	Title of the DMP
	Description This DMP outlines how data will be handled during and after the “Anglophone Travellers in Portugal” research project.
	Researchers Maria Zulmira Castanheira, Luciano Moreira, Maria Beatriz Rodrigues
Funding	FCT – Fundação para a Ciência e a Tecnologia
	Grants Financed by national funds through FCT - Fundação para a Ciência e a Tecnologia, I.P., under the project UID/ELT/04097/2013; UID/ELT/04097/2016; UID/ELT/04097/2019; UIDB/04097/2020 / UIDP/04097/2020 - CETAPS
	Project Anglophone Travellers in Portugal
Licence	License CC BY-NC-SA 4.0 Access rights Open Access
Template	Description templates <i>FCT – Template in English</i>

0. Main info	Title of the Description
	Description The description introduces the project and gives indication to the dimension, types and goals of the data and metadata included.
	Tags Maria Zulmira Castanheira, Luciano Moreira, Maria Beatriz Rodrigues
	Template <i>FCT – Template in English</i>

1. Data information	1.1. What existing data will be re-used? 1.1.1. Will you re-use existing data for this project? Yes 1.1.2 Which existing data you will re-use and under which terms of use? Some data will be re-used to provide information about the works included in the database. We will use book covers from online sources that are in public domain, such as the Biblioteca Nacional de Portugal online catalogue. 1.1.3 Describe the data type you will re-use
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	Images 1.1.4 Describe the format of data you will re-use Images are usually found in several formats, including jpg, png. For consistency, we will encode them in jpg. 1.2. What will be created or produced? 1.2.1. Will new data be created in this project? Yes 1.2.2 Describe the data you expect your research will generate. We intend to develop the project with the inclusion of more literary works, and detailed information about the books already included. 1.2.3 Describe the data format you expect your research will generate. Textual content 1.3. What is the data volume? 1.3.1 How much data storage will your project require in total? Volume: 10-100 GB
2. Documentation and metadata	2.1. Documentation 2.1.1 Indicate what documentation will accompany the data. CETAPS is working on a template for Readme files, which will accompany the data and be continuously updated. 2.2. Metadata 2.2.1 Is there metadata associated with the data? Yes 2.2.2 Indicate which metadata will be provided to help others identify and discover the data. Dublin Core will be used to include descriptive information about the works present in the repository. When it comes to literary works, the following fields will be included: Title; Author; Date of publication; Description; URI; Language; Publisher. There are some optional fields, included when relevant: City of publication; Number of pages; Library where it is present; Date of first edition. 2.2.3 Please identify the metadata standard(s) that apply. Dublin Core (https://www.dublincore.org/specifications/dublin-core/dcmi-terms/) will be widely used, as well as Schema.org types, such as “person” (https://schema.org/Person).

	2.2.4 Please identify the controlled vocabularies that apply. Getty, GeoNames, Wikidata 2.2.5 Please select the appropriate language for metadata. eng; por Although we are using English for the metadata, some of it is presented in Portuguese, since it was the originally used language.
3. STORAGE AND SECURITY OF DATA AND METADATA	3.1. How will data and metadata be stored and backed up during the research? 3.1.1 Describe where the data and metadata will be stored during the project. Other (please specify) Institution networked research storage 3.1.2 Please specify. The data and metadata will be stored in researchers' work computers, data storage disks of the Digital Lab, institutional servers, and the CETAPS Repository. 3.1.3 Is there a policy in place for data backups during the project? Yes Beside the regular backups by the informatics department and the CETAPS Repository contracted company, researchers will, on a monthly basis or whenever a major change is introduced, keep an offline copy of the data in the data storage disks of the Digital Lab. 3.2. Protection and security of sensitive data 3.2.1 How will data security and protection of sensitive data be taken care of during the research? Default security measures of the institution networked research storage. 3.2.2 Please specify. Besides the default security measures of the institution networked research storage, researchers' work computers will be protected by password, as well as the data storage disks, although there is no sensitive data in this project. In case of an incident, data will be recovered through backups.
4. PERSONAL DATA, INTELLECTUAL	4.1. How will you handle issues regarding the processing of personal information and intellectual property rights and ownership?

PROPERTY RIGHTS AND OWNERSHIP	4.1.1 Will you process and/or store personal data during your project? No 4.1.2 How will compliance with legislation and (institutional) regulation on personal data be ensured? Does not apply because there is no personal data to be ensured. In any case, the CETAPS has a data management officer who can help in case of need. 4.1.3 How will ownership of the data and intellectual property rights to the data be managed? To be defined with the team and the institution's policy.
5. DATA SHARING AND LONG-TERM PRESERVATION	5.1. Long-term data preservation 5.1.1 How will data be selected for long-term preservation? All data resulting from the project will be preserved at least for 10 years. 5.2. Data available for re-use 5.2.1 What data will be made available for re-use? All data resulting from the project will be made available for re-use. 5.2.2 Please specify. 5.2.3 When will the data be available for re-use, and for how long will the data be available? The data underpinning research will be made available as soon as curated by the researchers. 5.2.4 In which repository will the data be archived and made available for re-use, and under which license? CETAPS Repository 5.2.5 Please confirm if: None of the above 5.2.6 Please indicate whether a persistent identifier will be pursued. Yes https://cetapsrepository.letras.up.pt/id/cetaps/113865 5.2.7 Under which license will the data be archived and made available for re-use? CC BY-NC-SA 4.0

	https://creativecommons.org/licenses/by-nc-sa/4.0/ The license goes into effect as soon as the data is made available. 5.2.8 Describe your strategy for publishing the analysis software that will be generated in this project. Data will be analysed through R programming language, using R Studio software, and scripts will be made available via GitHub. The scripts will also be archived in the CETAPS Repository.
6. RESPONSIBILITIES AND RESOURCES	6.1.1 Who (for example role, position, and institution) will be responsible for data management? Researchers, with the support of the data management officer. Researchers are responsible for data capture and metadata production. Alongside the data management officer, they share the responsibility for storage and backup, data archiving and data sharing. 6.1.2 What resources (for example financial and time) will be dedicated to data management and ensuring that data will be FAIR (Findable, Accessible, Interoperable, Reusable)? We expect 5% of the time of the project and the budget to be dedicated to ensuring FAIR principles.

1. Data information	1.1. What existing data will be re-used? 1.1.1. Will you re-use existing data for this project? No 1.1.2 Which existing data you will re-use and under which terms of use? 1.1.3 Describe the data type you will re-use 1.1.4 Describe the format of data you will re-use 1.2. What will be created or produced? 1.2.1. Will new data be created in this project? Yes 1.2.2 Describe the data you expect your research will generate. We intend to develop the project through the scanning of illustrations present in the works, as well as detailed information about them.
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	1.2.3 Describe the data format you expect your research will generate. Images 1.3. What is the data volume? 1.3.1 How much data storage will your project require in total? Volume: 10-100 GB
2. Documentation and metadata	2.1. Documentation 2.1.1 Indicate what documentation will accompany the data. CETAPS is working on a template for Readme files, which will accompany the data and be continuously updated. 2.2. Metadata 2.2.1 Is there metadata associated with the data? Yes 2.2.2 Indicate which metadata will be provided to help others identify and discover the data. Dublin Core will be used to include descriptive information about the illustrations present in the repository. When it comes to scanned illustrations, the following fields will be included: Title; Author; Book where it was published; Date of publication; Measures; Colour; Caption; Type of media; Description; Page of the book where it was found; Spatial reference. 2.2.3 Please identify the metadata standard(s) that apply. Dublin Core (https://www.dublincore.org/specifications/dublin-core/dcmi-terms/) will be widely used, as well as Schema.org types, such as “person” (https://schema.org/Person). 2.2.4 Please identify the controlled vocabularies that apply. Getty, GeoNames, Wikidata 2.2.5 Please select the appropriate language for metadata. eng; por Although we are using English for the metadata, some of it is presented in Portuguese, since it was the originally used language.
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