



How to make your data Psych-DS compliant

Psych-DS is a format, and will not host or store your data. For storage and sharing, consider OSF, suggested with a short guide below.

Extra Guides & Resources for Psych-DS: [Official PsychDS 'getting started' guide](#), [Metadata generator \(CEDAR wizard\)](#), [Metadata .JSON template](#), [Psych-DS Validator Tool](#), [Raw and primary data](#), [Error Reference and Troubleshooting](#).

For more information about OSF data and metadata management, see here: <https://help.osf.io/article/392-data-management>

Data Types: Psych-DS is intended for **Behavioral data**

File Format: CSV for tabular data

This guide aims to provide a short, simplified explanation of the Psych-DS format.

Before you start, consider reading the [official psych-DS in-depth guide](#). For any problem encountered, **always defer to the official guidelines**.

Folder Organization

Psych-DS Compliant data includes a **folder** tree organized as such:

- The **project folder**
 - “**dataset_description.json**” – named exactly that, describes what should be inside the project folder.
 - “**data**” folder – named exactly that, must contain.csv files only, named as “[**key-value**]+data.csv”, i.e. “**year-2022_data.csv**”. You can use multiple keys (“**participant-001_session-1_data**”).
 - “**raw**” folder – inside the **data** folder, containing the very first form in which data exists, regardless of format.

```
Sample-PsychDS-Project/  
  dataset_description.json  
  data/  
    subject-001_data.csv  
    raw/  
      questionnaire_1.jpg
```

These are the non-negotiable parts; Other helpful folders you might want to include to assist in the understanding and reuse your dataset might be “**analysis**”, “**code**”, “**writing**”, “**figures**”, and so on.

Data File Naming

filenames allowed in Psych-DS follow this naming scheme:

`[key-value_]+data.csv`

The + means that you can repeat as many key-value pairs as you need:

Example: “`participant-001_session-1_data`”

You put a dash (-) between each key and its value, and an underscore (_) between each pair.

“_data.csv” is the suffix to distinguish these files from any other CSV files that might exist elsewhere in your project directory. You can use as many keys as you’d like, or have a summary file that merges all the participant data together.

All data files in Psych-DS must be formatted as .csv. If you are having a hard time converting your files to this format, you can consult Karl Broman's [Data Organization in Spreadsheets](#), see also Broman & Woo (2018) [link](#).

Metadata

Your metadata file will always be named exactly “`dataset_description.json`”. This file, found in the project folder (NOT inside the ‘data’ sub-folder!) describes what should be inside the project folder. You can create the file by yourself, with the [CEDAR Metadata Wizard](#), or edit with the [Metadata .JSON template](#).

At a minimum, the metadata file needs to contain:

- "name" - A name for the dataset.
 - "description" - A description of the dataset, which can be as long or as short as you like.
 - "variableMeasured" - A list of all the variable names that appear anywhere in the CSV file headers in your dataset. This field must contain *all* of the column names that appear in any of your data files.

Validation – Ensure compliance!

Lastly, **use the [Psych-DS Validator Tool](#)** to make sure your work is compliant with the Psych-DS format. Select the project folder, not the data/ folder inside it.

This validation happens "client-side" – data is not being sent or stored anywhere. The validator can be used offline as well. If your data is VALID – it is now time to share it!

Uploading your data to OSF

1. Create a New Project

- Visit [OSF](#) and log in.
- Click on "Create new project."
- Provide a title, description, and select a category (e.g., Psychology).
- Choose the visibility settings (private, public, or restricted).

2. Organize Project Files

- Upload your organized folder structure to the project.
- Ensure that all files are named according to the conventions mentioned above.

3. Add Metadata

- Use the CEDAR metadata tool to add metadata to your project and files. See here: <https://help.osf.io/article/392-data-management>
- Include information such as authorship, funding sources, and data collection methods.

4. Set Access Permissions

- Determine who can view or edit your project.
- Set permissions for collaborators and the public as appropriate.

5. Publish and Share

- Once your project is complete, click "Publish."
- Share the DOI or project link with collaborators or include it in publications.