Ethics, Storage & Publication Policies For Personal Network Data. August 2007

This set of guidelines is intended for research projects that involve fieldwork and that are open to multiple collaborations with scholars from other fields of knowledge.

In a research project there are IPs (one individual or more), senior researchers (doctors or experienced researchers), and graduate students or research assistants.

Storage and sharing of data

1. The IPs have the commitment of preserve the personal information stored following the consent form obtained from informants. Sometimes this commitment implies split the database in two masters files, one of them anonymous.
2. All researchers working with the full database should sign a form accepting the commitments of the consent form.
3. The master files with the cleaned data from the research projects will be available in a secure server for authorized users.
4. The data can be shared with other groups/researchers after a commitment to follow the good practices code and the rest of rules of this document. The database provided to third parties will be anonymous unless research goals justify the use of personal data fields.

Publication

5. All publications that involve *all* the data collected from the project should include as co-authors the IPs and the seniors researchers involved in the fieldwork even if they not contribute to the analysis of the data or to the write up of the paper (unless they decline to be included).
6. All the PhD students that contribute to the collection of the particular data, analysis of the data or to write up the paper should also appear as co-authors.
7. All papers for publication using data collected from the project should be circulated among all other researchers of the project for comments/suggestions before they are sent out for publication. If people do not respond in a month, the author can assume there are no objections to the paper being sent out. Draft papers should include the authors in the order they would appear in print, so researchers who disagree with the order of authors have a chance to comment.
8. The first author of the paper should decide the order of authors depending on their participation in raising the original idea of the paper, data analysis, and comments to the paper.
9. If people want to share their data with another researcher, research group or a student, then the invited researcher/student has to abide by the publishing rules of the team (e.g., include the names of all the researchers involved as co-authors, distribute a draft of the paper to all for comments, etc.).
10. All publications should acknowledge financial support from the corresponding funding agencies.