

# Fact sheet:

## 10 tips to spring clean your data.



*Illustration by Estelle Curti, Librarian,  
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It is Wednesday! It's probably raining. You may be on your third cup of coffee.

Today is the perfect day to spring clean your data! But what to do...?

Here are some tips for you, for today, or another day, when you have some spare time for spring cleaning.

Created by the RDM Community of Practice & Open Science working group, University of Luxembourg as part of Love My Data week (11 – 15 March).

Wednesday 13 March 2024

	<b>What I can do</b>	<b>What is the point?</b>
1.	<b>Start a research logbook</b>	Do you use a research logbook? Perhaps today is the day you start one? This can be a digital one that you annotate each day in what you did that day, and you can for example refer to your data files here or describe how you name files. You can also use a physical logbook if you prefer and annotate it with links to your data.
2.	<b>Create project files on Atlas (the server)</b>	Have you saved data files all over the place? Perhaps they even sit only on your laptop? Why not spend some time and create meaningful project folder(s) on Atlas, add relevant security (if needed), and create a <u><a href="#">README file</a></u> or an Excel file outlining the project subfolders, their location and their content. You could even use a bibliographic tool, like Zotero or Endnote, to organise files. <u><a href="#">To create a ticket for a shared folder click here.</a></u>
3.	<b>Create a project bibliography</b>	Did you find lots of PDFs of papers going through your project files? You could use Zotero or Endnote to create a bibliography/library for your project.
4.	<b>Murphy's law – prevention (how not to lose data)</b>	How do you keep your data secure? Do you only have one single copy on a personal laptop? It needs to be backed up on Atlas and maybe other locations. If you generated the data, are there specific security/access requirements? Think about risks to your data.
5.	<b>Eliminate duplicate data</b>	Do you have multiple files with the same data? Decide which files you need to keep, since duplicate data causes confusion and bottlenecks, which also makes it difficult to accurately analyse information. It also wastes space within your database.

<p>6.</p>	<p><b>Repair data</b></p>	<p>This is the time to check misspellings, inconsistent naming conventions, incorrect word use, and other things broken related to your data. This is also one of the more difficult tasks to undertake. Data that are undefined, redundant, untrustworthy, complex, large, poor quality, or just mismanaged are expensive to ‘fix’ (and it gets harder over time) and often you only know how to repair what you actually see. It is what you don’t see that causes the biggest problems.</p> <p>Some ideas:</p> <p>How will you handle missing data?</p> <p>How will you remove irrelevant data?</p> <p>Will you document your repairs?</p> <p>Do a data quality check and think of ways to clean your data to remove the risks of data issues in the future.</p>
<p>7.</p>	<p><b>Find a repository</b></p>	<p>Perhaps this is the day you will share some data publicly! Or perhaps you just want to find out about repositories?</p> <p>A good place to start:</p> <ul style="list-style-type: none"> <li>• <a href="#">OpenAire</a> (find a trustworthy repository).</li> <li>• <a href="#">RE3data</a></li> <li>• <a href="#">FAIR sharing</a></li> </ul>
<p>8.</p>	<p><b>Revisit your DMP</b></p>	<p>When did you last update the DMP for your funded project? Perhaps you decided not to use certain data after all, or you found other data sources? It is time to revisit your DMP and <a href="#">create a new version using either DMPonline or download the Uni.lu templates</a> available to you. (Click on DMPonline and scroll down for two templates).</p>

<p>9.</p>	<p><b>Read up about RDM</b></p>	<p><u>Read up about RDM resources</u> are available to you here (Click on further resources).</p> <p>The LLC has also created an exhibition in the LLC on physical and digital books/resources available on RDM (Welcome Zone LLC), and readings lists for you:</p> <ul style="list-style-type: none"> <li>- Discover e-resources on research data management <a href="https://orbilu.uni.lu/handle/10993/60550">https://orbilu.uni.lu/handle/10993/60550</a></li> <li>- Check out our paper books on Research Data Management <a href="https://orbilu.uni.lu/handle/10993/60549">https://orbilu.uni.lu/handle/10993/60549</a></li> </ul>
<p>10.</p>	<p><b>Talk about data</b></p>	<p>Why not come to the LLC on Thursday 14th March 2-4pm to talk about your data with data specialists in Room LH 1.01? Or talk to your Research Facilitator? Your supervisor? Your colleague? Do you want to come to the RDM community of practice to share your ideas about RDM?</p> <p>Remember you can email <a href="mailto:ORBilu@uni.lu">ORBilu@uni.lu</a> with your RDM questions.</p>