Checklist for depositing datasets

☐ **Do I have the necessary authorisations to deposit this dataset?**

☐ **Does the dataset contain personal data or data indirectly allowing the identity of the persons involved to be traced?**

☐ **Have I established an access level and selected a licence for use?**

☐ **Is the level of access and the licence in line with the policies of my funding body?**

☐ **Are the files in a standard, open and non-proprietary format?**

☐ **If the data is not in an open format, have I attached a conversion of the data in an open format? Have I provided guidance on the software to be used to open files?**

☐ **Do file and folder names contain no special characters, follow a convention and are organised in a documented structure?**

☐ **If the dataset accompanies a publication, have I attributed the required descriptive metadata and am I able to insert the citation in the publication?**

☐ **Have I prepared and attached at least one documentation README file with the metadata and information required by the repository?**

Checklist for depositing software

☐ **Is the Item I have to deposit a software?**

☐ **Do I have the necessary authorisations to deposit this software?**

☐ **Is the level of access and the licence in line with the policies of my funding body?**

☐ **Has the software been developed using proprietary libraries?**

☐ **Have I complied with the terms of use of any open source modules and libraries I have used?**

☐ **Have I prepared and attached at least a documentation README file with the metadata and information required by the repository and a LICENSE file, which contains the full text of the licence?**

Checklist for depositing datasets and software in AMS Acta.

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December 2025

For further information, consult the *Guidelines for depositing datasets and software in AMS Acta*.