



Lund University Humanities Lab - User Guidelines

Lund University Humanities Lab is a research infrastructure funded by the Joint Faculties of Humanities and Theology (HT) and Lund University (LU). The Lab provides access to research technology, associated methodological know-how, and to data management.

Lund University Humanities Lab responsibilities

- The Lab provides access to hardware and instruments, software and computing power to users' projects. The Lab also provides server space for user data during the lifetime of a research project (with some added buffer time). However, long-term archiving and data storage is the responsibility of the user. Also note that project data is backed up with a retention period of one year (see further below under User responsibilities).
- The Lab provides methodological advice and guidance. Courses and workshops are organised on a regular basis. These are announced in advance on the Lab's webpage.
- Booking of Lab facilities and equipment is regulated through an online booking system and access is given in strict chronological order (first come, first serve). You need to have a valid user agreement to receive access to calendars enabling booking and to facilities. If several parties wish to book at facility at the same time, priority will be given to employees at HT/LU over external users. Please note that block booking of equipment and rooms several days/weeks in a row in the absence of actual participants is not allowed.

Early contact

Well ahead (minimum two weeks ahead) of starting a new experiment/study/project/consecutive consultations in the Lab (including MA and PhD projects), all users (even experienced ones) must fill in a project application form, and then book a meeting with the directorship to discuss technical, methodological and ethical issues and any costs. This is especially critical if grant and other funding applications make reference to the Lab. It is also important to ensure maximum accessibility for different projects running in parallel, and to ensure that users have the necessary expertise.

User responsibilities

- The Lab equipment is expensive and sensitive and must be handled with care. It is crucial that users have the required practical expertise. The obligatory initial consulting meeting will help provide further information if necessary.
- All users should be familiar with the code of conduct in the lab (found on webpage).
- For all projects (including MA and PhD projects) it is crucial that good ethical practice is followed (see below). It is especially important that the necessary ethics approvals are secured before a study is conducted. The project manager is ultimately responsible for research design, data collection, analyses and

compliance with good ethical practice (see below). Lab staff can assist with these issues but is not responsible for research.

- All users must sign a User agreement form (generated from the project application online). Each project should have one user agreement form. It is signed jointly with the directorship. The agreement is archived in the Lab and a digital copy is sent to the user.
- The project manager is responsible for data management, that is, the storage, backup and long-term archiving of research data. The Lab provides server space during the lifetime of a research project (with some buffer time), but at the completion of the project, data is removed from Lab servers and the project manager is solely responsible for the data. The only exception to this rule is when data is archived on the Corpus server in corpus format with metadata in IMDI or CMDI format. Also note that project data on the Lab server is backed up with a retention period of one year. This means that in case of hardware failure, project data with an age of up to one year can be recreated. For data older than one year, the responsibility of backup rests with the user. Users are therefore encouraged to secure their own backup regularly and will be reminded to do so once per semester.
- Project managers must formulate a short project description for the Humanities Laboratory project database. Users should also mention Lund University Humanities Lab in Acknowledgements in any ensuing publication alongside funders using the following formulation: *"The author(s) gratefully acknowledge(s) Lund University Humanities Lab"*. Wherever possible, they should also list the Humanities Lab in Lund University research database (LUCRIS).

Ethics and co-authorship

Research conducted in Lund University Humanities Lab must comply with good research practice following the recommendations from the Swedish Research Council (CODEX, <http://www.codex.vr.se/forskarensetik.shtml>) and Lund University Ethics Guidelines (<http://www.researchethics.lu.se/>). Studies on human subjects may need approval from the Ethical Review Board (<https://etikprovningmyndigheten.se/>). A fee is charged for each application to be paid by the project leader, not by the Lab. Such applications must contain all documentation related to a project (consent forms, debriefing forms, experimental protocol, etc.).

Different levels of involvement by Lab staff have different implications for issues of co-authorship and intellectual property rights following the so-called Vancouver-rules (Uniform Requirements for Manuscripts Submitted to Biomedical Journals) and the rules and guidelines for research recommended by CODEX in consultation with the Swedish Research Council (<http://publicationethics.org/files/u2/2003pdf12.pdf>). These specify the following criteria for (co-)authorship:

- (1) substantial contributions to the design, data collection and data analysis;
- (2) work with the text writing and text revision;
- (3) reading of and responsibility for the final article.

The staff involved can decline co-authorship if a study is outside of their own sphere of research interests.

