

## The Journal of Politics

Dataverse: <https://dataverse.harvard.edu/dataverse/jop>

1. Login or Create Login account
2. Click on **Create Study** in the orange box labeled “OPEN DATAVERSE”
3. Agree to the study creation terms of use
4. Select Study Template: The Journal of Politics Template
5. Complete the information template: (Note: *some fields are required-do not change Distributor information*)
  - **Title:** full title as it appears in the JOP
  - **Study Global ID:** do not change – this is system-generated
  - **Author:** author names and affiliations. If there is more than one author, click on the plus sign at the right to add co-authors’ names and affiliations.
  - **Producer:** Enter your name (as the person producing the data); enter an abbreviation; your affiliation, a URL to your own website if you like
  - **Contact:** name, affiliation and email of the author to contact regarding the replication files
  - **Distribution Date:** Enter the year the data was generated
  - **Deposit Date:** do not change --system-generated
  - Complete the **Description and Scope** field as instructed
  - Enter **keywords** related to your study
  - **Time Periods:** Enter the pertinent dates for the time period the data covers and when it was collected
  - **Miscellaneous Data:** Enter particulars about the type of data and areas from which it was collected
6. **Save**
7. Click on **Add Files** (top right)
  - Enter a brief description of the file: such as type README, SPSS, STATA, RData, etc. (note that the system automatically converts SPSS, R, and STATA files to ASCII)
  - Take advantage of the system’s organizational capabilities; it allows users to organize files by categories
8. When you are done uploading your files, click on **Submit for review** (top right box).

*The files will be sent to the JOP editorial office for release to the Dataverse site.*