

### Best Practice: Versioning, version 1.0

The versioning is critical for the long-term preservation of resources. This best practice paper serves to provide you with an overview of the process of versioning and to answer first questions that may arise. If something should remain unclear, you can contact us of course.

In general the following aspects should be considered regarding versioning<sup>1</sup>:

- An object with an assigned DOI name should not be changed.
- Each change must be saved as a new version and a new DOI name must be assigned.
- The publication agent is responsible for versioning.

At the beginning, it is useful to define milestone versions of the resource and to store those separately. Changes in these milestone versions should be documented and saved as a new version (see first example below). There are various ways to formulate versioning. However this is essential: unity and system!

### Our recommendations regarding versioning (three-digit version number X.X.X):

- Increase of the first digit if new data is added (e. g. waves, samples etc.)
- Change of the second digit if corrections are made, which influence the analysis (e. g. change of values of respondents)
- If the documentation is changed or emended (typing error or add more detailed text etc.) only the third digit will be increased

As an illustration some recommendable examples follow.

### Examples for the versioning of resources

These examples describe resources of DataCite publication agents and show you how the versioning of objects should ideally look like.

Resource (e. g. dataset)	Information about versioning
Schmitt-Beck, Rüdiger et al. (2009): Short-term Campaign Panel (GLES). Version 3.0.0. GESIS - Leibniz-Institute for Social Sciences. Dataset. doi:10.4232/1.11131. <a href="http://dx.doi.org/doi:10.4232/1.11131">http://dx.doi.org/doi:10.4232/1.11131</a>	1.0.0 was Pre-Release doi:10.4232/1.10364  2.0.0 The dataset has been supplemented with the missing weights (cross-sectional and panel weights) doi: 10.4232/1.10365  3.0.0 Incorrect values were replaced and new variables added doi:10.4232/1.11131
Office for National Statistics (2012): Quarterly Labour Force Survey 1992-2011: Secure Data Service Access. 3. Edition. UK Data Archive. Dataset. doi:10.5255/UKDA-SN-6727-2. <a href="http://dx.doi.org/10.5255/UKDA-SN-6727-2">http://dx.doi.org/10.5255/UKDA-SN-6727-2</a>	1. Edition was the release  2. Edition minor changes and DOI created  3. Edition further data was added

<sup>1</sup> From da|ra Policy (version 2.2)