

0. Project title, author, version and date

Project: The Feel of Home: Emotions History in the Nineteenth Century British Middle-Class Home

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1. Defining your research

1.1 Type of study

This is a PhD thesis assessing the emotions felt in and about the home space, drawing from both prescriptive material in printed domestic economy guides and privately recorded material in diaries and letters.

1.2 Assessment of existing materials

Most of the material for this project exists in libraries and historical archives across the UK. The geographic range of the project means travel will be required, as the project will incorporate data from England, Scotland and Wales.

1.3 Type(s) of digital files your research will generate

The primary digital files will be:

- Master data files for primary and secondary source notes, kept in OmniOutliner*
- Written papers, primarily in Pages. These will need to be exported to Word (.doc) for commentary from supervisors, and for submission to journals or conferences.*
- Image files taken in archives that allow digital photography (.jpg)*
- Spreadsheet data created as part of the emotions lexicon developed in year one of the project, generated in Numbers, but exportable to Excel (.csv) for review and archive.*

1.4 Format and scale of the materials

The OmniOutliner files may reach one or two megabytes, as will the spreadsheet data, but there are no particularly large files or unusual data formats used.

1.5 Type(s) of non-digital materials, if any, will you need to manage as part of your research

Temporary hardcopies of some material will be used, and master chapters will be kept in a hard-copy format as a back-up option.

2. Looking after your research

2.1 Where will you securely store your research, both physical and digital?

All digital data will be stored on my university provided H:Drive, which is a Filestore service. The data is only accessible to me, backed up daily with a highly available offsite mirror. The provided H:Drive is 20Gb so will be sufficient for the expected data. The university provided Windows Virtual Desktop (WVD) will be used to gain access to the H:Drive while off-campus.

Printouts will primarily be temporary, and will be kept in a binder in the Annexe of the Armstrong Building, and/or at home in a secure location. All physical data will be digitised at the earliest practical stage to ensure the data is backed up.

2.2 How will you structure and name your digital folders/files?

Image files will be date and location tagged when taken in an archive. Imaging of each source will begin with a photograph of the archive reference number to denote the source. Other digital files will follow common-sense naming. The master data files in OmniOutliner will be tagged as Primary and Secondary with a date appended to them showing the last time the file was updated. Chapters and other written work will be named by content (i.e. chapter title) plus a version number, with versions below 1.0 being drafts, and versions at or above 1.0 being finalised work. Major changes to a chapter will be denoted by moving from 1.x to 2.x (or 3.x, etc).

3. Archiving your research

3.1 Suitability for archiving

The emotions lexicon should be archived and made available for other researchers to access and reuse. While the digital image files do not need to be retained past the completion of the project, and should not be publicly shared in line archive digital photo policies. The final electronic text of the thesis will also be archived and shared through the University Library.

3.2 Material preservation strategy and standards

This is to be determined, but a reasonable time frame might be ten years to meet the requirements of the University Research Data Policy. Where possible all files will be in an open file format to ensure long-term accessibility.

3.3 Where possible, how will you make material available for future reuse?

The emotions lexicon will be archived and shared with supporting documentation in data.ncl (<https://data.ncl.ac.uk/>), Newcastle's Open Research Data Repository. The datasets will be made public under a Creative Commons licence to ensure credit is given when the data is reused and access provided for at least ten years. Data deposited will also be assigned a persistent identifier (i.e. DOI) that can be included in project outputs, including publications and the thesis, to detail how and where the data can be accessed.

4. Responsibilities and Resources

4.1 Who is responsible for making sure this plan is followed?

I am primarily responsible for following this plan, with appropriate support from my supervisor and Research Data Service as appropriate.

4.2 What actions, if any, have you identified from the rest of the plan?

There are no additional actions required at this time.

5. Relevant institutional, departmental or study policies on data management and data security

Policy	URL or Reference
Data Management Policy & Procedures	https://www.ncl.ac.uk/media/wwwnclacuk/research/files/ResearchDataManagementPolicy.pdf
Information Security	https://services.ncl.ac.uk/itservice/policies/InformationSecurityPolicy-v2_1.pdf