QUICK-USE GUIDE TO THE OPEN SCIENCE FRAMEWORK

OSF provides several guides with instructions for its use. In a 2018 article in *Advances in Methods and Practices* in Psychological Science, Courtney K. Soderberg wrote a step-by-step guide for quickly using OSF to share data. The OSF user interface has since changed, so APS has updated Soderberg's tips as follows.

STEP 1. CREATE AN ACCOUNT AND SIGN IN
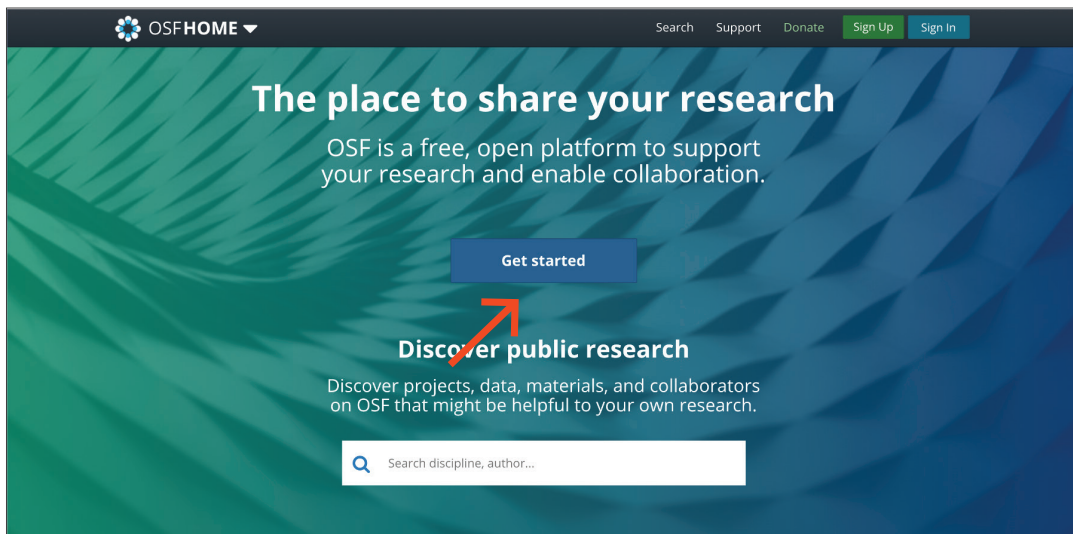Go to osf.io and click "Get Started." You will be prompted to create a free account.

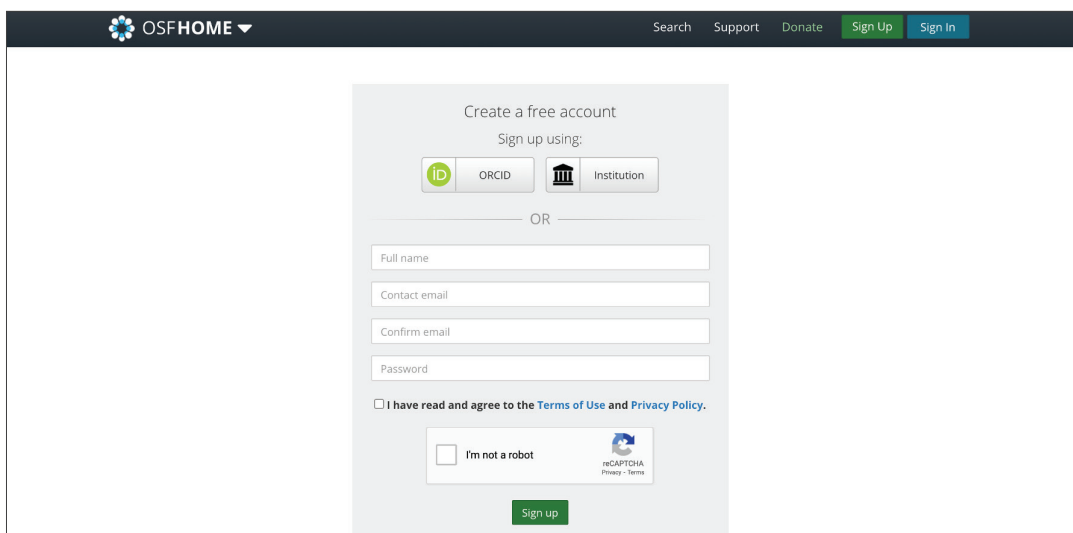FIG. 1. Screenshot of the initial OSF webpage. Click "Get Started" to create an account.

FIG. 2. Screenshot of the dialogue for creating an account. Users can use their ORCID or Institution accounts if they wish to.

STEP 2. CREATE A PROJECT

Once logged-in, click the green "Create new project" button in your dashboard. A project on OSF can be anything—an individual experiment, a line of research, a manuscript, a lab group, or a grant, for example. Give your project a title, choose the storage location (e.g., United States), and provide an optional description. Then click "Create."

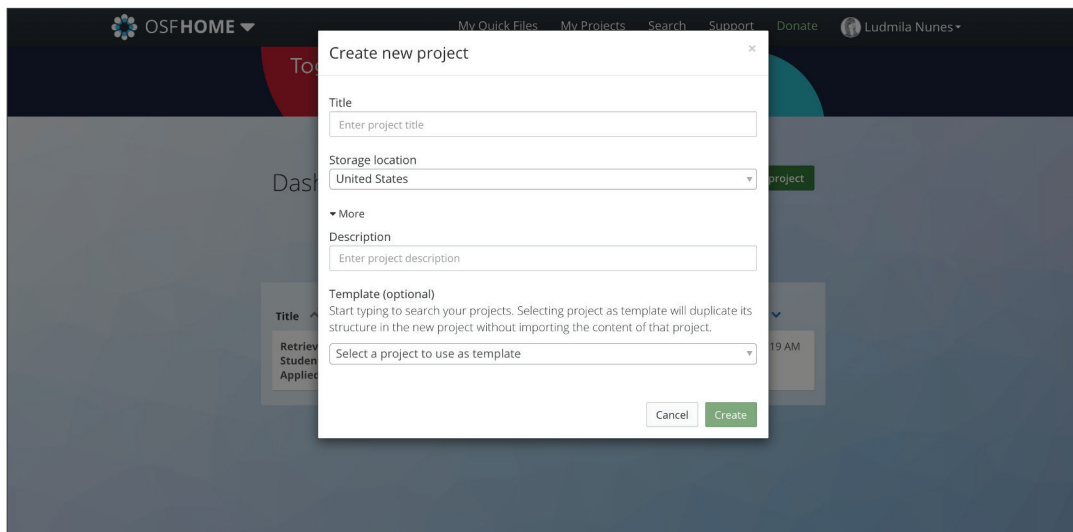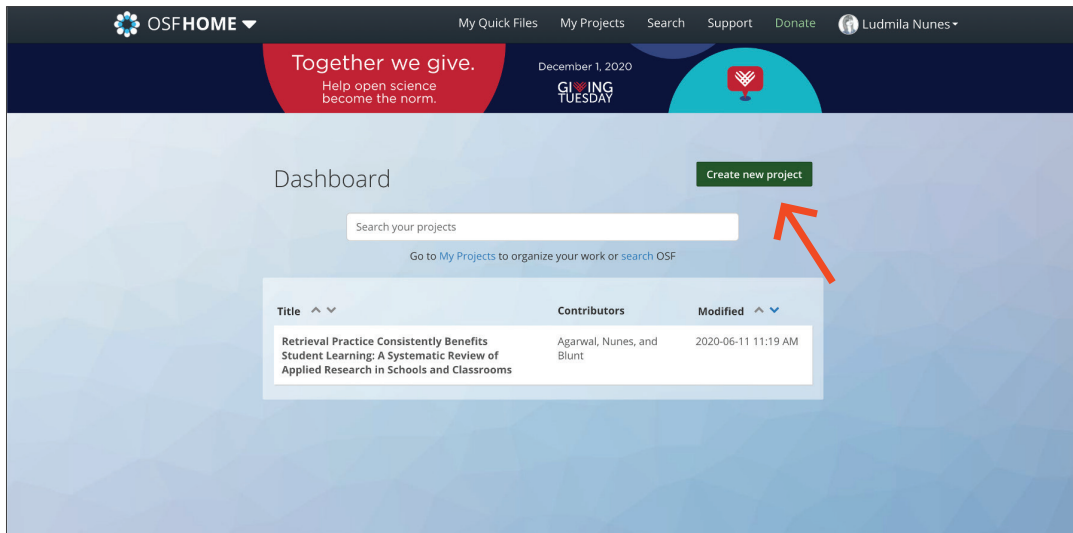To access your projects from your dashboard, click on the "My Projects" Tab.

FIG. 3. Screenshots of the dashboard (in this example, it includes a project for which the user is a collaborator) and the dialogue box for the creation of a new project.
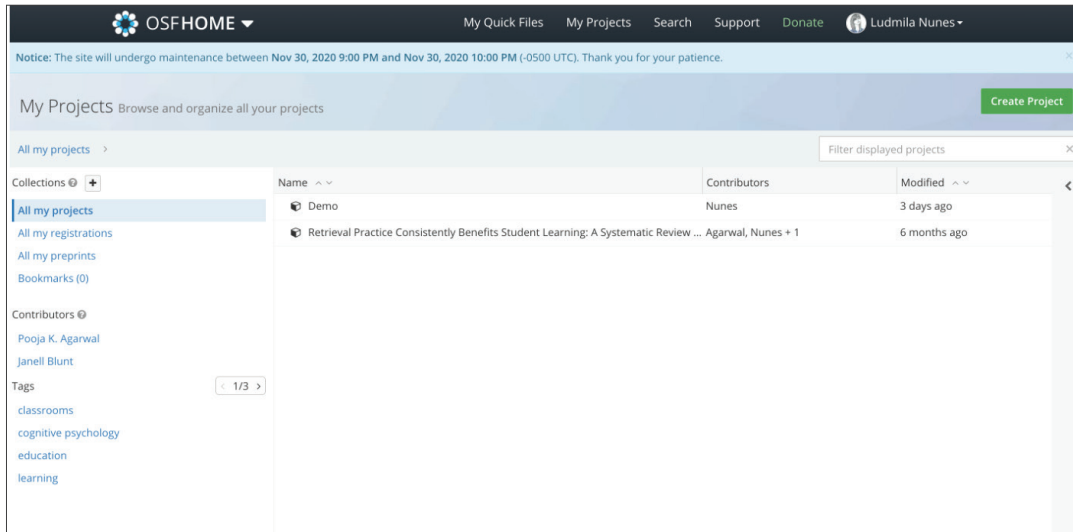
FIG. 4. Screenshot of the "My Projects" page, including the newly created project "Demo."

STEP 3. ADD COLLABORATORS

Projects on OSF are private by default, which means that only a project's creator can access it at first. When you add collaborators to a project, they can use and update the material you upload and also get appropriate credit if and when you share the project publicly.

To add a collaborator, open the project you want to add the collaborator to. Click on the "Contributors" tab and the green "+ Add" button. In the dialogue box, search for the contributors you wish to add. Click on the green plus sign in the id card of the collaborator you wish to add. If you wish to add an unregistered collaborator, click on "Add [Name] as unregistered collaborator" in the bottom of the dialogue box and you will be prompted to provide the collaborator's email address, so they will be notified that they were added to the project.
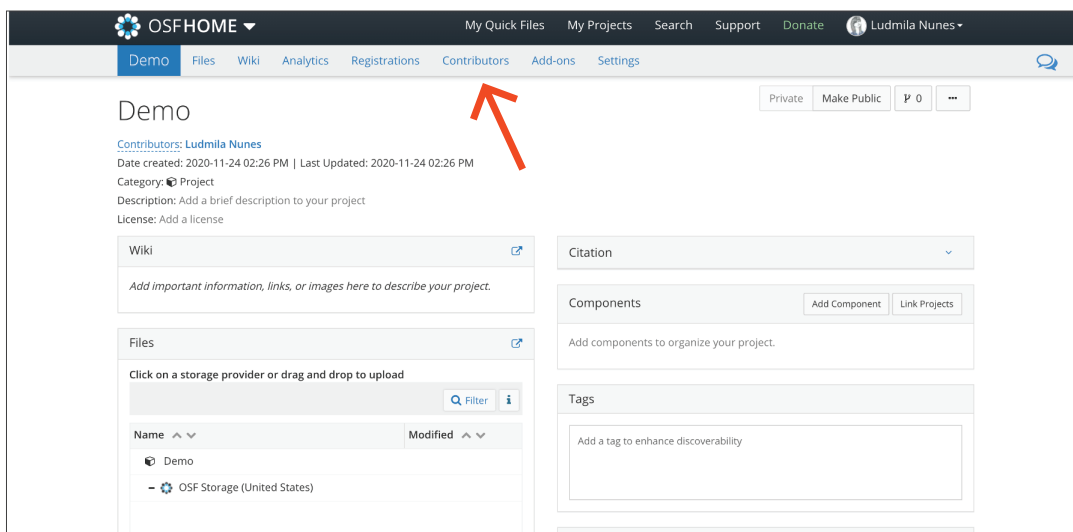

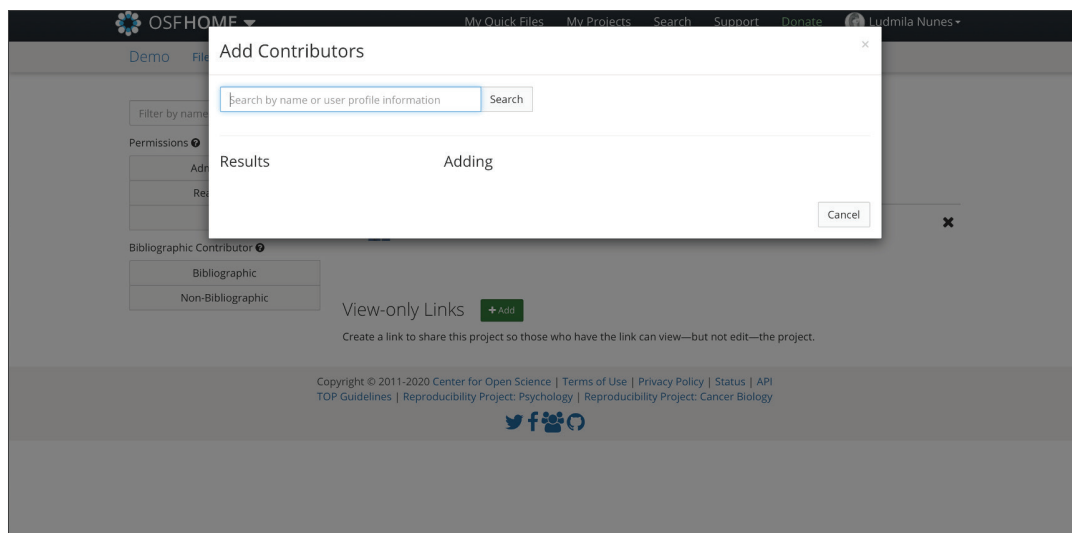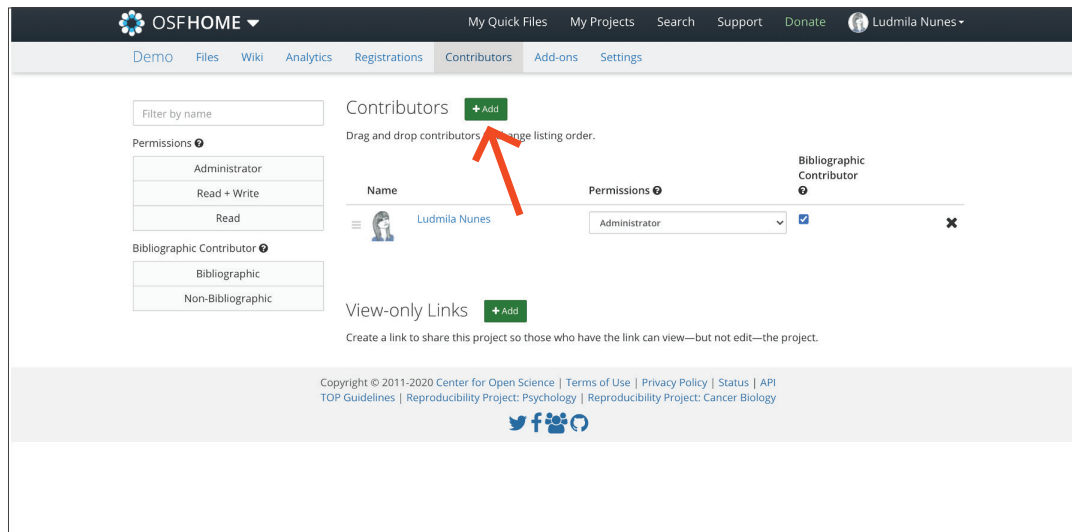FIG. 5. Screenshots of the process of adding collaborators/contributors (step 1).

FIG. 5. Screenshots of the process of adding collaborators/contributors (steps 2 and 3).

FOR A COMPLETE SET OF OSF GUIDES AND FREQUENTLY ASKED QUESTIONS, VISIT HELP.OSF.IO
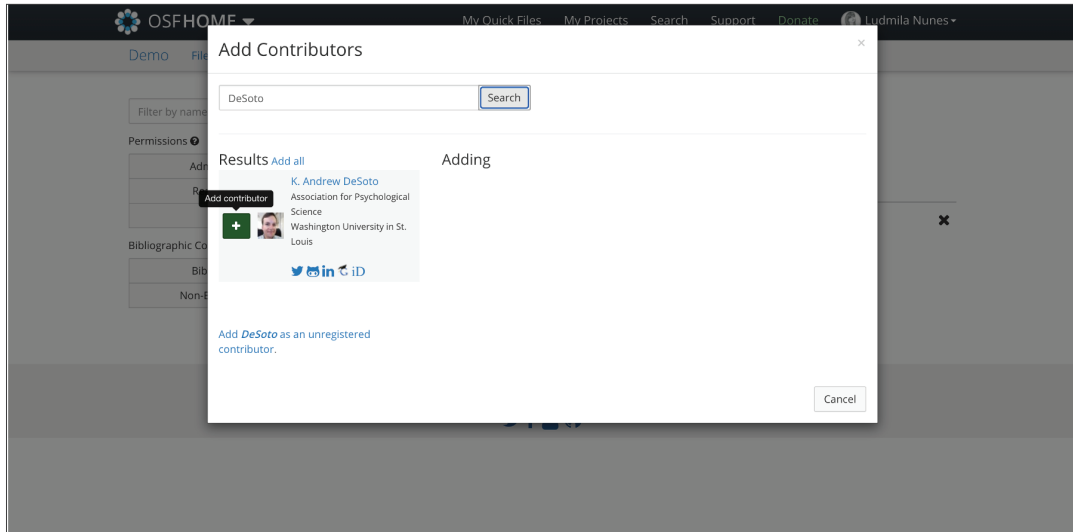
FIG. 5. Screenshots of the process of adding collaborators/contributors (step 4).

STEP 4. UPLOAD FILES

You can upload any type of data file to OSF, along with a key that will allow other researchers and collaborators to interpret your coded variables. Simply click on the "Files" tab in your project and drag and drop the files you want to upload.
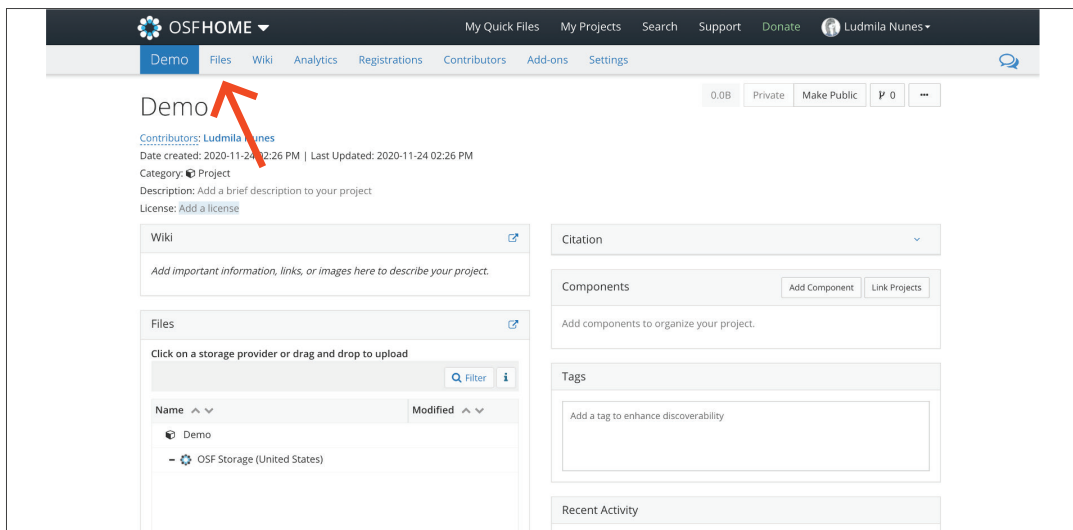

FIG. 6. Screenshot of the interface to add files to a project.

STEP 5. ADD A LICENSE

When you're ready to share your data for other researchers' use, let them know. If you do not license your data other researchers attempting to use them might infringe copyrights. According to Soderberg, for data to be efficiently reused they should be available under an open license (usually a CC0 or CC0 1.0 Universal), which is the most permissive license that does not place restrictions on the reuse of data.
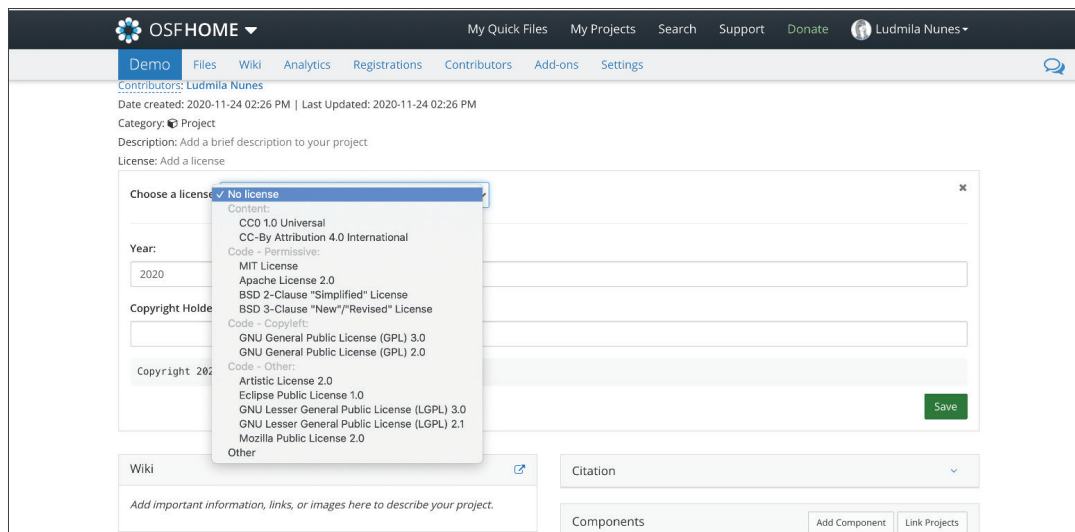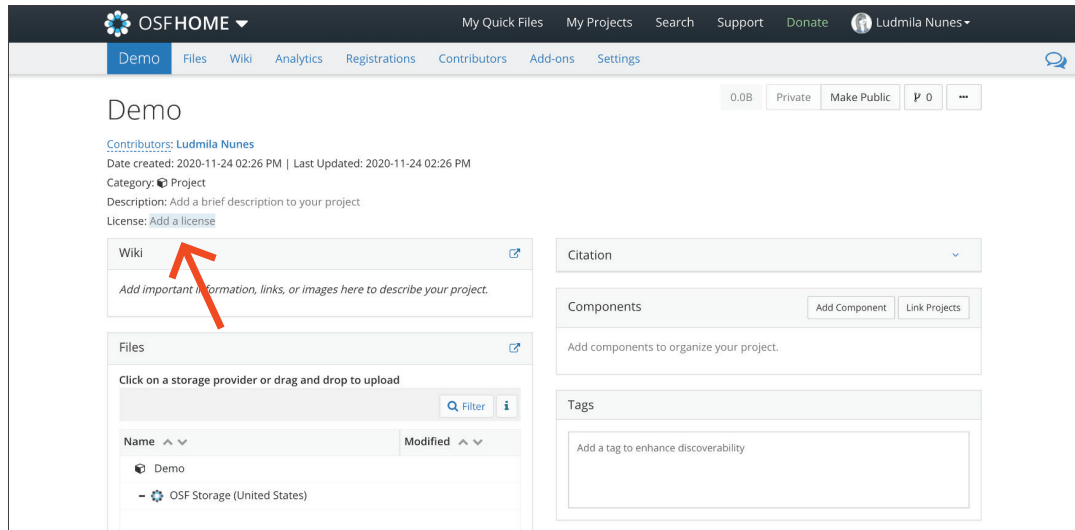

FIG. 7. Screenshots showing how to add a license to a project.

STEP 6. SHARE YOUR PROJECT (VIEW ONLY)

You may also want to share your project with other researchers in view-only mode (for example, with reviewers). Go to the "Contributors" tab on your project page and click on the green "+Add" button by "View-only Links." In the dialogue box, create a name for your link and click create. This will create a link that provides view-only access while keeping the project itself private. You can also select the "Anonymize" checkbox before creating the link if, for example, you are sharing the project with reviewers of a blind-review journal. This will prevent your identity from being attached to any of the submitted materials.
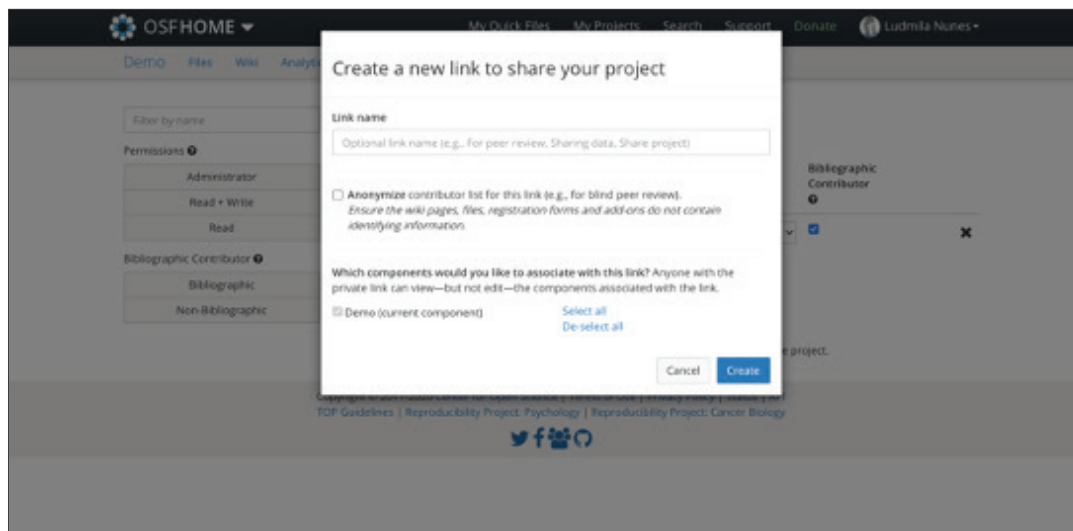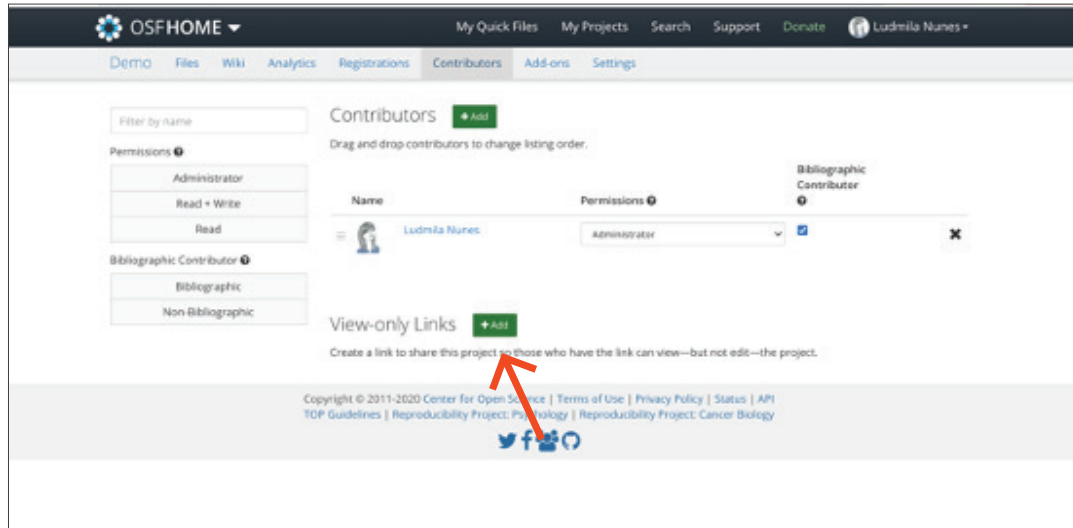

FIG. 8. Screenshots showing how to create view-only links.

STEP 7. MAKE YOUR PROJECT PUBLIC

When you are ready to make your project public, simply click "Make Public" on the top right, on the main project page.
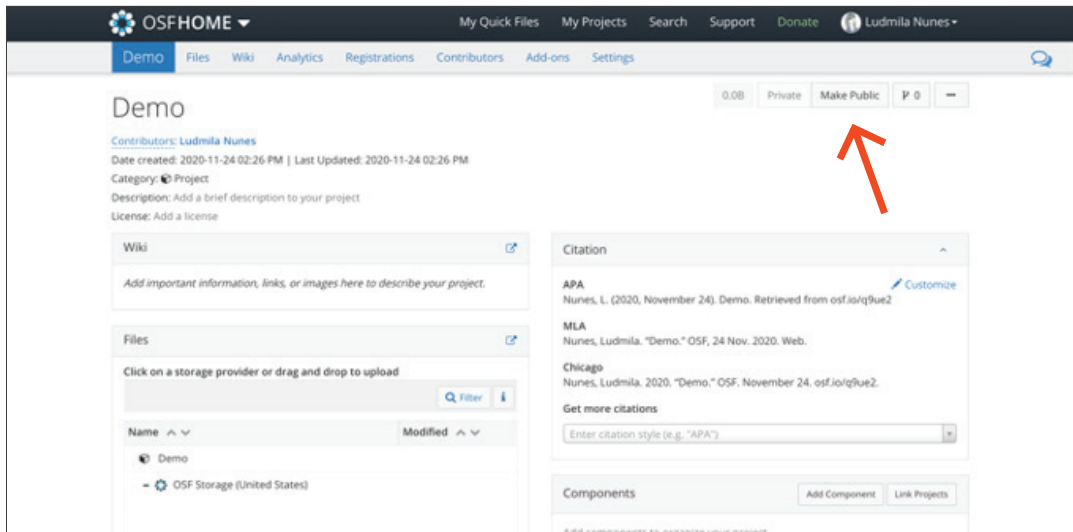

FIG. 9. Screenshot showing how to make a study public.

STEP 8. REFERENCING OSF FILES

How can you make sure your public OSF files are found? By using the URL for each shared file and component of a project and including these URLs in your manuscript, published article, or website. These URLs will always be attached to the files even if you move the files within your project or rename the files or project. You also have the option to share each file via a link or embed it on a website. A citation is also automatically generated for each project.
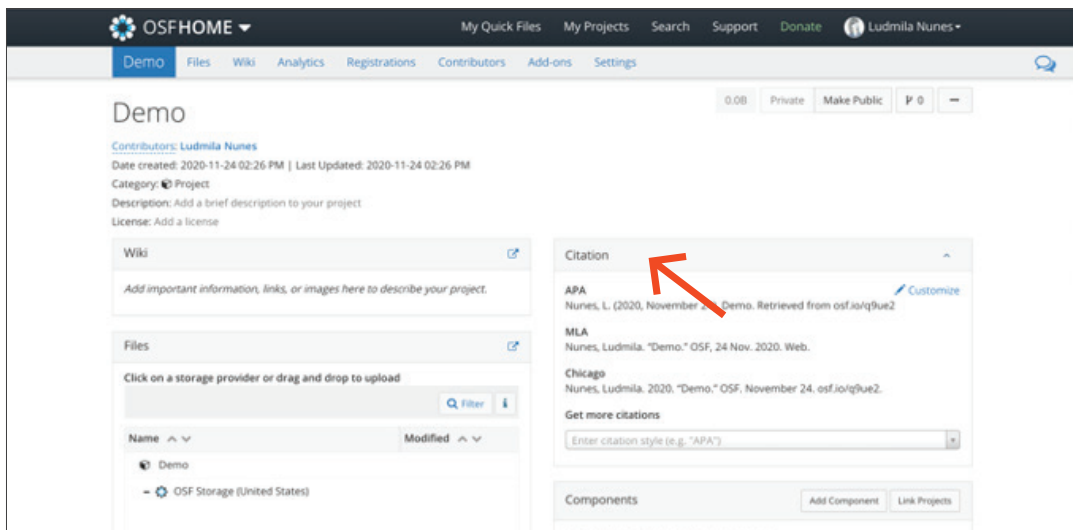

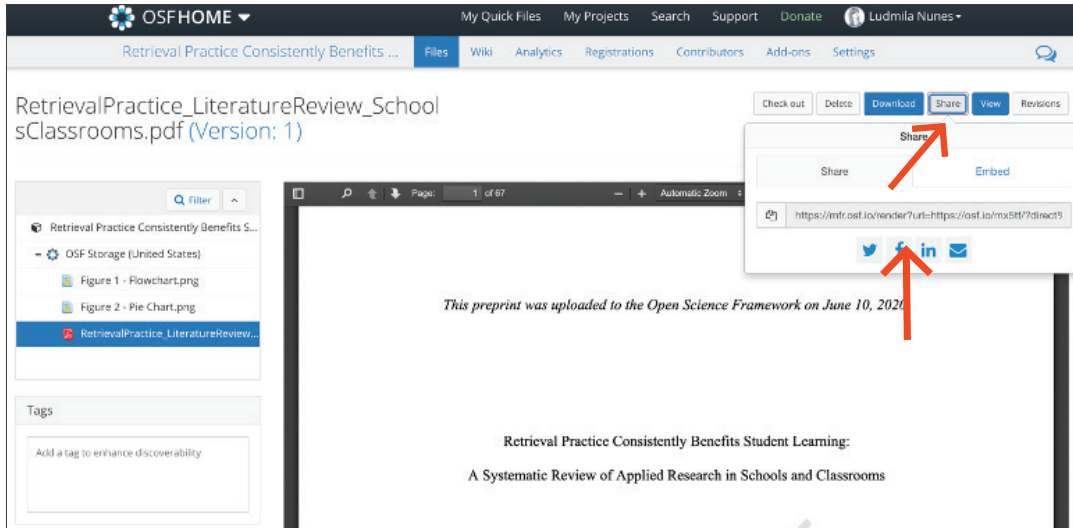**FIG. 10.** Screenshot showing how to find your project's citation.

FIG. 11. Screenshot showing how to obtain a link to share individual files.

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PSYCHOLOGICALSCIENCE.ORG/OBSERVER/JAN-FEB21