**VTEI Data Article Template** *Version 1.3*

*Vodohospodářské technicko-ekonomické informace* (VTEI – ISSN 0322–8916, ON-LINE ISSN 1805-6555) is a professional journal with open access, which enables the publication of so-called data articles to support the verifiability of conducted research and further use of scientific data.

**Note:**

* A data article is different from a research article; therefore, it is important to use the template below to prepare your data article manuscript.
* A data article should simply describe the data without drawing conclusions or providing an interpretation of the data.
* Authors of data articles published in VTEI are required to share their research data:
	+ If you have raw data (also referred to as primary, source, or atomic) related to any graphs or figures in the manuscript, this data must be made publicly available, either through a data article (e.g. as a supplementary file) or by storing it in a trusted data repository.
	+ If you describe secondary data, you are required to provide a list of the primary data sources used and make the complete secondary dataset publicly available, either through a data article (e.g. as a supplementary file) or by depositing it in a trusted data repository.
	+ You are required to store the dataset in a trusted data repository, which, according to the FAIR principles (Findable, Accessible, Interoperable and Re-usable), makes it possible to ensure the availability, accessibility, interoperability, and reuse of data.
	+ For data that requires access control for ethical reasons, a mechanism must be provided for our editors and reviewers to access the data without disclosing their identity to the authors (see the template below for more information).

Do you have any questions? Send an e-mail to the Editorial at:

info@vuv.cz and put "VTEI – data article inquiry" in the subject line.

Authors can submit data articles in two ways:

1. If you are only submitting your data article to VTEI, you can now skip the next section and complete the Data Article template.
2. If you are submitting a data article together with a professional article (i.e. a research article) to VTEI, please read the guidelines for joint submission on the next page before completing the data article template.

**Guidelines for submitting a data article together with a professional article**

The provision of data that will enable the validation of research conclusions should be an integral part of every scientific article. Data articles serve this purpose as well as facilitating the use of scientific data for further research.

Please note that authors should not republish the same data printed in their original research paper, as this could constitute duplicate publication; however, VTEI welcomes the publication of any data article that meets one or more of the following criteria:

* A description of supplementary data that would previously be hosted as supplementary electronic files alongside the original research article;\*
* A description of the entire dataset or additional information to help with data reuse;
* A detailed description of the raw data related to graphs, figures, or numbers in the co-submitted research article, if making the data available will substantially increase the reproducibility and/or reanalysis of the data;
* Any source datasets or data from experiments that are relevant to the research.

Notice: Review articles or supplementary files to review articles are not considered original data and are typically unsuitable for publication as a data article.

\*If you are describing supplementary data that you previously planned to publish as supplementary electronic files alongside the original research article, you are required to either deposit it in a repository (preferred) or submit it with the data article. They should not be published as supplementary files to your research article in another journal.

**Data Article template**

Please fill in the form below. Unless otherwise stated, all sections are mandatory. Please read all instructions in [square brackets] carefully and make sure to remove all instruction text (including questions) from the template before submitting your article.

Note: A data article only describes the data and should not provide conclusions or interpretive insights, so do not use words like "study", "results", and "conclusions".

We welcome feedback on this template and how it could be improved. To provide anonymous feedback via a very short survey, *click here*.

Before submitting the article, remove this line and everything above it, except for anything in [square brackets] below, including the specifications in the table.

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**Article title**

[Article title must contain the word "data" or "dataset". If possible, avoid abbreviations and acronyms. For co-submitted articles, the title should be unique, i.e. the data article and the professional article cannot have the same title. A maximum of 250 characters is allowed.

Tip: here are some examples of suitable article titles – short and to the point:

* Water quality in the Elbe between 2000 and 2020 – dataset
* Data on the grey water footprint of wastewater treatment plants in the Czech Republic
* Synthetic discharge series affected by climate change]

**Authors**

[First Name Last Name1 (ORCID), First Name Last Name2 (ORCID)]

**Affiliation**

[1. institution

2. institution]

**Corresponding author(s)**

[First Name Last Name (email@address)] – company email address is preferred.

**Abstract**

[One paragraph that describes the data collection process, the analysis performed, the data and its potential for reuse. It should not provide conclusions or data interpretation.]

Tip: do not use words like "study", "results", and "conclusions" because a data article should only describe your data.

[Min. 100 words – max. 250 words]

**Dataset:** [The DOI number or URL link to the stored data file (for each data file) in cases where the data file is published or set to be published separately.]

**Notice**: all data described in the data article must be available under a free licence.

**Licence:** [The licence under which the data file is made available (CC0, CC-BY, CC-BY-SA, CC-BY-NC, etc.).]

**Keywords:** [List 3–6 keywords or phrases.]

**Tip:** Try Google Scholar to see which terms are most common in your field.

**Data access mechanism:**

[For data that require access controls for ethical reasons (i.e., human patient data), describe how readers can request access to the data and provide a link to any data use agreement or attach a copy of it as an additional file.]

**Important:** If your data has access control, a mechanism must also be provided for our editors and reviewers to access the data without revealing the identity of the authors; please include these instructions with your submission. Please contact the editorial with any questions

 (josef.nistler@vuv.cz, zuzana.rehorova@vuv.cz).

**Related research article**

[If your data article is related to a research article – especially if it is a joint submission – please list the related research article here. Authors should list only one article. For already published articles, cite the published article, preferably with a DOI.]

**Summary**

[This is a short summary of the datasets, the methods of their acquisition and background information on why and how the datasets were collected, a brief overview of publications already published based on the datasets. It is also appropriate to describe the potential benefits of making the dataset publicly available and describing it, i.e. in particular why the data is useful or important, who can benefit from the datasets and how the data can be used/reused for further research and/or experimental development. In general, the Summary section is similar to the opening section of a research paper. If possible, please keep the introduction comprehensible to scholars outside your particular field of research.]

**Data description**

[Describe each dataset individually (i.e., Figure 1, Figure 2, Table 1, Dataset, Source Data, Supplementary Data, etc.) that is included in the article. Please be sure to link to each data file and provide a clear description for each file. This section can be divided into subsections according to individual datasets. It should contain a brief and precise description of what data is contained in the datasets, what format the datasets have, how to read and interpret the data. For example, for tabular data, a description of what is contained in each column of the data table is appropriate. This section should not contain any findings, interpretations, connections, and conclusions. Please provide a legend for each table, figure, or graph.]

**Tip:** Do not forget to describe any additional data files.

**Experimental design, materials and methods**

[Provide a full description of the experimental design and the methods used to obtain and edit the datasets. Enter any programs or code files used for data filtering and analysis. It is very important that this section is as comprehensive as possible. There is no character limit for this section; however, no interpretations or conclusions should be included in it.]

**Tip:** Do not describe the data (numbers, tables, etc.) in this section; do so in the Data Description section above.

**Ethics agreement**

[More information on the ethical requirements for publishing a paper in the VTEI journal can be found in the "Instructions for the authors of the journal" (https://www.vtei.cz/pokyny-pro-autory/). In addition to these requirements:

**If the work involved the use of human subjects:** include a statement confirming that informed consent was obtained for experimentation on human subjects.

**If the work involved experiments on animals:** attach a statement confirming that all experiments are in accordance with the legislation in force in the Czech Republic and in the place where the experiments took place, and with EU Directive 2010/63/EU "on the protection of animals used for scientific purposes".

**If the work includes data collected from social media platforms:** attach an ethical statement regarding a) the participant's informed consent or that the participant's data is fully anonymized, and b) a statement regarding compliance with the platform(s') data redistribution policies.]

**Contribution of individual authors – CRediT**

[CRediT – Contributor Roles Taxonomy]

Conceptualization: Ideas; formulation or evolution of overarching research goals and aims.

Data management: Management activities to annotate (produce metadata), scrub data and maintain research data (including software code, where it is necessary for interpreting the data itself) for initial use and later reuse.

Formal analysis: Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data.

Funding acquisition: Acquisition of the financial support for the project leading to this publication.

Investigation: Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection.

Methodology: Development or design of methodology; creation of models.

Project administration: Management and coordination responsibility for the research activity planning and execution.

Resources: Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools.

Software: Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components.

Supervision: Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team.

Validation: Verification, whether as a part of the activity or separate, of the overall replication/ reproducibility of results/experiments and other research outputs.

Visualization: Preparation, creation and/or presentation of the published work, specifically visualization/ data presentation.

Writing – original draft: Preparation, creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation).

Writing – review and editing: Preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary or revision – including pre-or post-publication stages.

**Acknowledgements**

[In this section you can give thanks for any support that is not included in the paper or funding sections. This may include administrative and technical support or in-kind donations (e.g. materials used in experiments).]

**Conflict of Interest Statement**

[All authors must declare a conflict of interest or state “The authors declare no conflict of interest.” Authors must identify and declare any personal circumstances or interests that may be perceived as inappropriately influencing the presentation or interpretation of reported research results. Any role of funding entities in study design; when collecting, analysing or interpreting data; when writing the manuscript or when deciding to publish the results must be mentioned in this section. If there is no role, please state: “Investors had no role in study design; in the collection, analysis or interpretation of data; when writing the manuscript or when deciding whether to publish the results.”

As a general guideline, it is usually better to reveal a relationship than to hide it. This information will be acknowledged for publication in the manuscript. If there are no known competing financial interests or personal relationships that could affect the work presented in this document, please include the following statement.]

The authors declare that they have no known competing financial interests or personal ties that should or could be perceived as a conflict of interest, nor have there been no influences from funders or other stakeholders that have influenced the work presented in this article.

[If there are financial interests/personal ties that could be considered a potential conflict of interest, please list them here.]

**References**

[References are limited (around 15) and excessive self-citation is not permitted. **If a data article is submitted with a research article, please list it here.**]

*Citation style:*

A data article uses the same citation style as research articles – see Guidelines for Authors for details.

Literature citations are governed by the ČSN ISO 690:2011 standard. In the text, refer to the literature in the form of numerical references, in square brackets – e.g. [5, 7–9]. Users of citation.com, Zotero, Mendely, ReadCube, Colwiz, and other reference managers that use the Citation Style Language can use a style template prepared specifically for the VTEI journal.

**Reminder: before submitting, please delete all instruction text in [square brackets] above, including the text in the specification table. Thank you!**

Rubric – *Accepted for printing*

The articles are included in the Czech or English part of this section, depending on the language in which they were submitted by the authors.