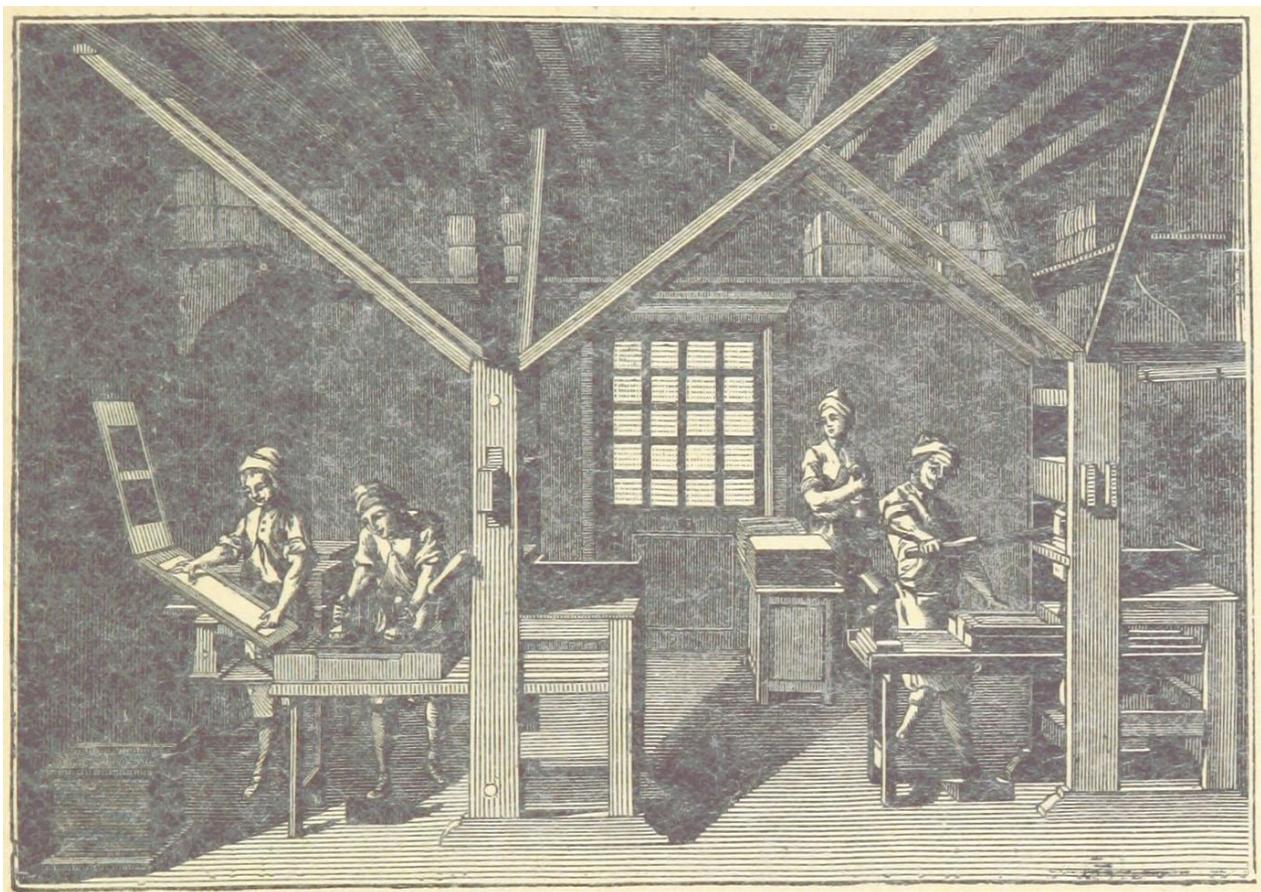# Europeana Publishing Guide v1.4

A guide to the metadata requirements for data partners publishing their collections via Europeana

Printing house from "La Veille de la Révolution", 1886, British Library, PDM

Table of Content

1. Background and purpose

The *Europeana Publishing Guide* is a resource for data partners who share collections with Europeana. It outlines the minimum metadata required to incorporate your data with Europeana.

The *[Europeana Publishing Framework](#)*[1] goes beyond the minimum metadata requirements and also addresses content quality. It outlines the four tiers of participation in Europeana and will help you to decide which tier suits your organisation, or particular collection, whether you want to provide minimum level metadata to make your collections available in Europeana, or higher quality data with direct links to content and open licences that people can build on.

Europeana has brought together more than 53 million digital objects from the online collections of more than 3,500 galleries, libraries, museums, audiovisual collections, and archives from across Europe. We will continue to be as inclusive as possible and collect a full range of diverse digital cultural heritage, but we must also focus on improving the quality of data. Accessibility, accuracy, and consistency of metadata and content are hugely important for the service we want to develop with you, our data partners. This focus on improving quality is a key priority in [Europeana's Strategy 2020](#)[2] and the [Business Plan 2015](#)[3].

So how can we achieve this? Our consultation with data partners highlighted a lack of clarity about the minimum standards or acceptance criteria for publishing collections on Europeana. Over the years, these acceptance criteria have been discussed and laid down in various documents ranging from the [Data Exchange Agreement](#)[4] (DEA) to the [Public Domain Charter](#)[5], but there has been no single document that clarifies all our policies for publication.

The Europeana Publishing Guide brings all the existing information into one place and outlines the criteria for submission of metadata to Europeana. It is intended to help aggregators and data partners share their data, become fully standardised and interoperable if desired, and to improve Europeana in a uniform and consistent way.

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[1] http://pro.europeana.eu/publication/publishing-framework

[2] http://strategy2020.europeana.eu/

[3] http://pro.europeana.eu/publication/make-the-beautiful-thing-business-plan-2015

[4] http://pro.europeana.eu/get-involved/europeana-ipr/the-data-exchange-agreement

[5] http://pro.europeana.eu/publications/the-europeana-public-domain-charter

We will work with you to make sure that your datasets meet the publication criteria. Because good data gives audiences a better experience and a greater connection with your collections.

We hope that the clear criteria will help you as data partners to understand what we need to ensure that your digital data is always considered to be authentic, trustworthy and robust by our audiences. The acceptance criteria are based on real life examples as well as existing documentation and policies (e.g. EDM mapping guidelines[6], Europeana Licensing Framework[7]).

The acceptance criteria will also be applied to legacy material (material already published on Europeana). This means data quality will be improved and metadata not compliant with the criteria might be removed. We will consult any affected data partners to manage and implement this over time, with the aim of ensuring a consistent improvement in data quality.

To accommodate new developments, all acceptance criteria will be reviewed quarterly and new criteria may be added where necessary. Partners will be notified of any new versions of the *Europeana Publishing Guide* in due time.

The acceptance criteria are divided into three sections to answer the following questions:
- Process: how should data be provided to Europeana?
- Technical: what are the minimal technical criteria?
- Legal: how should digital objects be labelled?

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[6] http://pro.europeana.eu/share-your-data/data-guidelines/edm-documentation

[7] http://pro.europeana.eu/get-involved/europeana-ipr/europeana-licensing-framework

2. Process: how to provide data to Europeana

This section specifies the acceptance criteria with regard to the ingestion workflow. It gives exact deadlines for each part of the process and guidelines for prioritising your metadata for publication. Figure 1 provides a clear visualisation of the process.
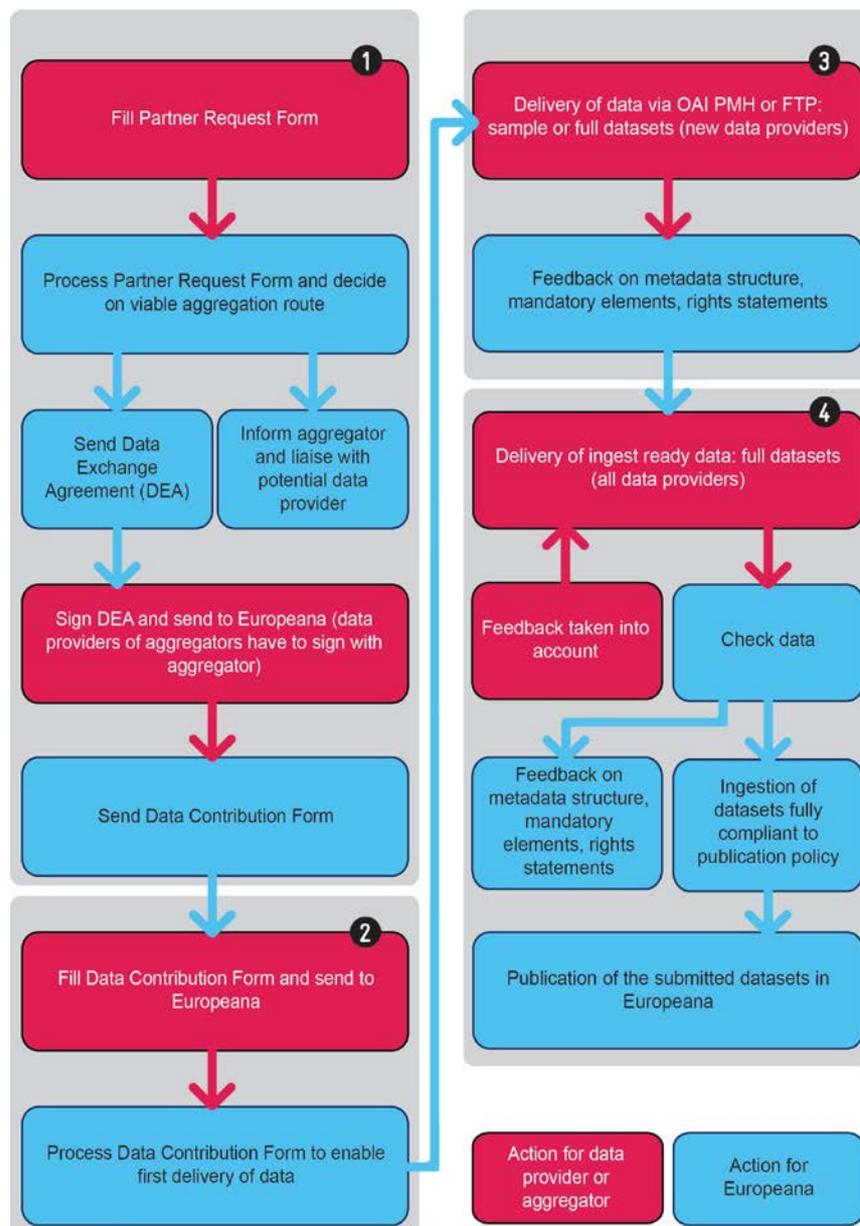

Fig. 1. The process for becoming a data partner and publishing datasets on Europeana. The four steps labelled in the chart are explained in more detail in the text (see chapters 2.1-2.3).

2.1. Potential data partners

Every cultural institution in Europe with digitised collections can provide their collections to Europeana. Currently, more than 3,500 data partners, working largely through more than 110 aggregators, publish collections on Europeana. To keep this number of partners and datasets manageable, all institutions (interested in) providing data to Europeana need to follow the process we have developed. (See Fig. 1 and Europeana Professional[8] for more details.)

A potential data partner must first fill in the Partner Request Form[9] (see step 1 in Fig. 1), which gives us information about the data partner and its digital collections. Europeana can then advise whether the data partner should join Europeana directly or whether an aggregator is better positioned to process the data and make it available to Europeana. If we route the potential data partner through an aggregator, we will connect both institutions and make sure that a working relationship is established between them.

2.2. Data Exchange Agreement

The Europeana DEA[10] establishes the terms under which Europeana can make use of the previews and descriptive metadata provided by cultural institutions (see also chapter 4 for the rules relating to the intellectual property rights (IPR) in the metadata and content). Before metadata will be accepted for publication, all data partners must sign either the DEA or an agreement with their aggregator that reflects the terms of the DEA. New data partners should always include an accompanying letter with the signed DEA, stating through which aggregator they will be delivering their metadata.

Potential aggregators (including European Commission-funded projects) must ensure that all their data partners have either signed the DEA or an agreement with the aggregators that reflects the terms of the DEA. (Find more information and the template clauses for aggregators on Europeana Professional[11].)

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[8] http://pro.europeana.eu/share-your-data/how-to-contribute-data

[9] http://pro.europeana.eu/share-your-data/how-to-contribute-data

[10] http://pro.europeana.eu/get-involved/europeana-ipr/the-data-exchange-agreement

[11] http://pro.europeana.eu/get-involved/europeana-ipr/the-data-exchange-agreement

2.3. Data contribution workflow

Before the first submission of data to Europeana, we work with the data partner to get a broader understanding of the data (e.g. amount of data, type of content, technical aspects) using the Data Contribution Form (see step 2 in Fig. 1).

The first delivery of data should be a full sample dataset sent to us using the data delivery method you will continue using (preferably OAI-PMH). The data should be compliant with all aspects of the most recent version of the *Europeana Publishing Guide*. We will provide feedback on the sample set within two weeks after the date of submission. If the set is not compliant with the *Europeana Publishing Guide*, it will have to be corrected and re-submitted.

Once you submit your complete sets, all data will be checked within two weeks after the date of submission. If everything is in order, the dataset will be ingested and prepared for publication. If the data does not meet the criteria for publication, another round of feedback and re-submission will begin. It is important to note that full datasets smaller than 200,000 records can be submitted once a month. Larger datasets can only be submitted quarterly.

Before the data is published, the data partner can check it in the preview version of Europeana Collections and decide to accept the publication or withdraw the data for improvement. Depending on the outcome, the dataset will either go live or be re-submitted after the desired changes have been made.

In general, incoming data is treated on a first-come first-served basis. Although some priority may be given to specific collections that have a strict project deadline.

Data will be processed and published continuously throughout the year. We will inform you if unexpected technical problems prevent us from properly processing all the data submitted.

**Acceptance criteria for data and how we prioritise data publication —
summary**

- Data partners should complete and submit the Partner Request Form and
  the Data Contribution Form. These provide essential contact and content
  information for Europeana.

- Data partners must sign the DEA or an accordant agreement with their
  aggregators before metadata is published. The provision of metadata under
  CC0 is essential for the functioning of Europeana.

- Aggregators must sign the DEA and must ensure their data partners have
  signed an agreement that equally reflects the terms of the DEA. Europeana
  has to adhere to a "clean hands" policy here, so trusts that the aggregator is
  maintaining full and proper records.

- Metadata is accepted for publication after the feedback from Europeana is
  taken into account and all data is compliant with the Europeana Publishing
  Guide.

- If we receive an extraordinarily large number of datasets at a given time,
  Europeana reserves the right to delay publication of quality accepted
  datasets. We will prioritise data that is required for specific projects.

3. Technical: what are the minimal technical criteria?

Europeana checks and validates the metadata during the ingestion process, to ensure and verify a minimum level of metadata quality and to improve standards across our cultural heritage, to make the data more discoverable. This section specifies the acceptance criteria for metadata applied during the technical validation.

3.1. Metadata schema and structure

While Europeana prefers metadata to be submitted using the format specified in the [Europeana Data Model (EDM)](#)[12], metadata submitted using the [Europeana Semantic Elements (ESEv3.4)](#)[13] format is still accepted.

Aggregators and data partners need to follow the specifications and guidelines for either EDM or ESE as the metadata will automatically be validated according to these schemas during the ingestion process. All metadata has to pass this validation step before being processed further for publication. We will provide you with feedback to help you improve the data.

In addition to the automatic validation, Europeana manually validates the type of values provided in the metadata and the semantic structure of the data. For example, where a URL is expected (e.g. for edm:isShownAt and edm:isShownBy), a URL has to be included in the metadata. For more information on how to apply EDM or ESE, please see the technical documentation for [EDM](#) and [ESE](#) on the Europeana Pro website.

3.2. Mandatory elements

There are 10 mandatory elements in EDM that must be present for the metadata to be processed further for publication (see below and the [technical documentation for EDM](#)[14] for more details). The presence of metadata elements is validated automatically, while the quality of the metadata provided in these fields is checked manually and validated.

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[12] http://pro.europeana.eu/share-your-data/data-guidelines/edm-documentation

[13] http://pro.europeana.eu/share-your-data/data-guidelines/ese-documentation

[14] http://pro.europeana.eu/share-your-data/data-guidelines/edm-documentation

1) Each metadata record must have either a title (dc:title) or a description (dc:description). The values in these fields need to be unique and meaningful across the submitted dataset. All metadata records in the dataset cannot be given identical titles or a description that does not specify the cultural heritage object sufficiently *because your object would consequently not be discoverable*.

2) Each metadata record describing a text object (e.g. book, manuscript, letter) must have the language of the document in the metadata (dc:language). *This allows us to present more material against the language requirements of the user.*

3) Each metadata record must have the type of digital object specified in edm:type. This metadata field can only be populated with one of the following five fixed values: TEXT, IMAGE, SOUND, VIDEO, 3D. *Many users want to search according to media; accurate completion of this field allows them to do so.*

4) Each metadata record must give some context to and details about the objects described by the metadata. This additional information can be either the subject of the cultural heritage object (dc:subject), its nature or genre (dc:type), the location or place the object depicts (dcterms:spatial), or the spatial or temporal topic of the object (dc:coverage). *The more data you can give here the more opportunity the user has to find it against their search terms.*

5) Each metadata record describing digital objects contributed by users (e.g. during a public digitisation campaign within the project Europeana 1914-1918) must show edm:ugc = true. *This allows us to maintain Europeana's reputation as an authoritative resource, conferred by the work of the cultural heritage institutions, separating user knowledge and curated or professional knowledge.*

6) Each metadata record must have the information of the actual cultural heritage institution that provides the data to an aggregator (edm:dataProvider). *Users want to know where the data comes from, and we want to attribute properly.*

7) Each metadata record must have information about the direct data provider to Europeana (edm:provider). The value will be identical to the data provider information if the cultural heritage institution that owns the object also provides the digital representation of the object to Europeana. If the cultural

heritage institution collaborates with an aggregator in order to deliver the data to Europeana, the direct data provider to Europeana is the aggregator.

8) Each metadata record must have at least one link (URL) to the digital object on a website of a cultural heritage institution or an aggregator's. The data partner can give a link to the digital object in the context of the organization's website or a link to a (book or image) viewer that shows the digital object (edm:isShownAt). However, it is strongly recommended to give a link to a web view of the digital object, which is a direct link to the actual file that is ready for download (e.g. jpg, mp3, pdf). *We highly recommend that you provide both edm:isShownAt and edm:isShownBy along with the data, so that the user is better satisfied and more likely to use your data.*

9) Each metadata record must be supplied with a valid rights statement using edm:rights and the corresponding URI to the rights statement. The list of valid rights statements is published on [Europeana Pro](#)[15]. For more details on this, see the following section (rights statements for digital objects). *A valid rights statement tells the user what they may or may not do with your digital objects. It also makes machine readable use of the data possible, improving its interoperability enormously.*

10) Each metadata record must have a unique and persistent identifier (rdf:about of the ProvidedCHO class in EDM, and edm:aggregatedCHO) that will be used to generate the permalink to the record on Europeana Collections as well as the Europeana identifier for both Europeana Collections and API. *The persistence of this identifier will guarantee that the links to each object remain when the metadata record is updated, again improving the user experience and likelihood of use of your material.*

Each metadata record must be submitted in UTF-8 character encoding to ensure a readable display of the data in both Europeana Collections and API. No encodings like HTML brackets are allowed in the metadata. White spaces like a horizontal space (e.g. tab) or vertical space (line break) must be avoided in metadata values.

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[15] http://pro.europeana.eu/available-rights-statements

Acceptance criteria for technical validation — summary

- Aggregators and data partners must follow the specifications and guidelines for EDM or ESE as the metadata is automatically validated according to the schema during the ingestion process.

- The ten mandatory metadata elements (specified by the EDM mapping guidelines) must be populated with meaningful and correct values before submitting data to Europeana.

- Each metadata record must have either a title (dc:title) or a description (dc:description).

- Each metadata record describing a text object (e.g. book, manuscript, letter) must have the language of the document in the metadata (dc:language).

- Each metadata record must have the type of the digital object specified in edm:type.

- Each metadata record must provide some context and details about the objects described by the metadata (dc:subject, dc:type, dcterms:spatial, dc:coverage).

- Each metadata record describing digital objects contributed by users must show edm:ugc = true.

- Each metadata record must give the name of the actual cultural heritage institution that provides it to an aggregator (edm:dataProvider).

- Each metadata record must give the name of the direct data provider to Europeana (edm:provider).

- Each metadata record must have at least one link (URL) to the digital object on a website of a cultural heritage institution or an aggregator (edm:isShownAt or edm:isShownBy).

- Each metadata record must be supplied with a valid rights statement for the digital object using edm:rights and the corresponding URI to the rights statement.

- Each metadata record must have a unique and persistent identifier (rdf:about of the ProvidedCHO class in EDM, and edm:aggregatedCHO).

4. Legal: how digital objects should be labelled

Every digital object must be labelled with a valid rights statement in the edm:rights field and a corresponding URI to the rights statement. This will make it clear to the user as to how your digital object may be used. The rights statement you select may depend on a number of factors, such as the date and type of work and knowing if you have permission to share someone else's work.

From November 2016, data partners will be able to choose from one of 14 valid rights statements[16]. This transition[17] to an updated model of best practice is the outcome of a collaboration between Europeana, DPLA, Kennisland, and Creative Commons to create international interoperable rights statements. This update will make it easier for data partners to correctly communicate the copyright status of their works online, and also help users understand what they are able to do with the digital objects they discover via Europeana and other digital platforms.

Under the DEA, all metadata must be submitted under CC0. This is different to the rights for the digital object which should always be in accordance with the legal copyright status of the work. Use the Rights Statement Selection tool[18] to help you choose the most appropriate statement.

4.1. How do I know my edm:rights statement is correct?

Providing a valid rights statement is not just about passing our technical validation. It is fundamental to the philosophy and mission of Europeana, which is to ensure that all digital objects are published with a rights statement that is valid. This means that every person who discovers Europeana's collections knows exactly what they can (and cannot) do with every item.

We consider a valid rights statement to be one that is based on the existence or absence of copyright. Cultural heritage institutions have a responsibility to respect

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[16]http://pro.europeana.eu/files/Europeana_Professional/Projects/Project_list/Europeana_DSI/Milestones/europeana-dsi-ms21-review-of-rights-statements-under-the-europeana-licensing-framework.pdf

[17] http://pro.europeana.eu/blogpost/finding-the-right-fit-to-share-your-cultural-content

[18]http://pro.europeana.eu/get-involved/europeana-ipr/tools-resources/tools/the-europeana-rights-statement-selection-tool

the copyright holders of the works they represent in order to enable public access. It is therefore the responsibility of each organisation to comply with their national law to establish the copyright status of each work during their rights clearance process, prior to submitting metadata for publication. Tools such as the Public Domain Calculator[19] should help you to identify the existence or absence of copyright.

Europeana takes a "clean hands" approach and assumes that the data partner has undertaken the correct level of due diligence and labelled the digital objects correctly. However, we also wish to support data partners to make sure rights statements are applied correctly in line with their national law and sector standards. In order to do this the use of the rights statements described in the following chapters will prompt a manual review during the ingestion process (prior to publication), and we may at this point question the use of some rights statements. This approach enables a consistent standard to be reached when applying rights statements, which ultimately helps users to be clear on how the objects and collections can be used. Please see the examples in the following sections.

4.2. Public Domain Mark (PDM)

Europeana is committed to the principle that the digitisation of public domain content does not automatically create new rights over it.

The Europeana Public Domain Charter[20] establishes that works that are in the public domain in analogue form should continue to be in the public domain once they have been digitised. A work is in the public domain when its copyright does not exist or has expired.

For instance, in the EU copyright usually lasts for 70 years after the death of the last surviving author. This means, for example, that all the works of Piet Mondriaan (who died in 1944) are now in the Public Domain.

It may be that national laws sometimes allow you to create a new copyright or similar temporary restriction (which is not copyright based) as a result of digitisation. (We have undertaken research into these national scenarios; they are published on the Out Of Copyright[21] website). In such cases the 'No Copyright - Other Known Legal Restrictions' statement may be applicable. This is described in the following section.

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[19] http://outofcopyright.eu/

[20] http://pro.europeana.eu/publications/the-europeana-public-domain-charter

[21] http://outofcopyright.eu/rights-after-digitisation/

Another exception is where a commercial contract has been entered into for the mass digitisation of your collection, here the 'No Copyright - Non-Commercial Use Only' statement may be applicable. This is described in section 4.4.

It is likely that before we publish your data, we will query the submission of any objects that appear to be in the public domain but which are not labelled as such. We will work with you to determine the correct rights statement and subsequently publish the data. We pay particular attention to metadata fields like dc:date, dcterms:created and dc:creator to verify the existence of copyright.

4.3. No Copyright - Non-Commercial Use Only (NoC-NC)

Update November 2016: Previously titled 'Out of copyright - non-commercial re-use', definition unchanged.

The use of this rights statement is limited to the digital representations of public domain works that have been digitised in a public-private partnership (PPP). For this statement to be applicable, the partners in the PPP will have agreed to contractual limitations to take reasonable steps to limit or discourage commercial re-uses.

In order to use NoC-NC, the data provider should be able to supply a copy of the contract that specifies these restrictions. A data partner should also specify a year of expiration in the metadata of the digital objects, to indicate the first calendar year in which the digital object can be used by third parties without restrictions on commercial use.

4.4. The Creative Commons CC0 1.0 Universal Public Domain Dedication (CC0)

By applying the CC0 public domain dedication to one or more digital objects, a data partner waives all possible rights to the objects in question, allowing them to be used by anyone without any restrictions. Note that by applying CC0 to a digital object, a data partner can only waive rights held by the data partner (or third party rights for which the data partner has explicitly received permission to apply CC0 from the rights-holder(s)).

Europeana will verify the correct application of this rights statement prior to publication. If there is doubt that the data partner is the rights-holder and is able to waive all rights, we will work with you to see if you have the necessary rights to apply

a CC0 public domain dedication or to determine the correct rights statement, prior to any publication on Europeana.

4.5. No Copyright - Other Known Legal Restrictions (NoC-OKLR)

Update November 2016 — New rights statement added.

The NoC-OKLR statement should be used for objects that are in the public domain, but that cannot be freely re-used as the consequence of known legal restrictions that prevent the data partner from allowing free re-use. An example of when this might be used is when law exists such as in Italy, the [Code of the Cultural and Landscape Heritage, Article 107](#) where re-use of national heritage requires permission even when copyright has expired.

In order to support the correct implementation of this statement, a data partner must communicate the legal restriction that applies to the Europeana Operations Officer working with you.

4.6. In Copyright (IC)

Update November 2016 — New rights statement added. Subsumes Rights Reserved-Free Access, and Rights Reserved-Paid Access.

The IC statement is for use with objects that are subject to copyright.

Any conditions or restrictions relating to the re-use of the object should be communicated with the user via dc:rights.

4.7. In Copyright - Educational Use Permitted (InC-EDU)

Update November 2016 — New rights statement added.

This rights statement should be used where the rights holder has authorised the use of the object for educational purposes.

We ask data providers to confirm that they have correct permission from the rights holder. When they do, we ask them if permission is granted for anything in addition to educational use. In such instances it may be that a different rights statement such

as IC or a CC licence is more suitable. Additional information on the educational uses permitted by the rightsholder is encouraged to be added to the dc:rights field.

4.8. In Copyright - EU Orphan Work (InC-OW-EU)

Update November 2016: Previously titled 'Orphan Work' — definition unchanged.

The use of this rights statement is limited to digital objects that fall within the scope of the [Orphan Works Directive.](#)[22] For digital objects to be eligible for this rights statement, orphan works legislation implementing the Orphan Works Directive must exist in the country of origin of the data partner.

In order to apply the InC-OW-EU statement, data providers should be able to confirm that the required due diligence has been undertaken in accordance with the appropriate national legislation, and that they have taken steps required to register the Orphan Work with their national representative. Where available, a link to the published record of the Orphan Work in the National or European registry should be provided in dc:rights.

4.9. Copyright not evaluated (CNE)

Update November 2016: Previously titled 'Unknown', definition updated.

The CNE statement is for use with objects where the copyright has not been evaluated.

A data provider should always evaluate the copyright status of an object and obtain permission from the copyright holder where necessary prior to making it available online. For this reason, Europeana expects the use of this rights statement to be limited and any use by a data provider requires prior discussion and agreement of the Europeana Operations Officer.

4.10. Consistency of rights statements

The dc:rights field is often used to describe additional information about the rights in the digital object (than provided in the standardised rights statements).

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[22] http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32012L0028

We intend to enable edm fields in 2017 that allow you to submit additional information for the NoC-NC, NoC-OKLR and InC-EU-OW. Until then you can use this field for additional information such as the year of expiration for objects labelled NoC-NC and other information necessary for some of the rights statements presented above.

Data partners should ensure that the values in both rights-related elements (dc:rights and edm:rights) do not contradict each other. A good example of a contradictory scenario is where edm:rights is 'Public Domain', and dc:rights contains a statement such as '© Cultural Heritage Institution 2014'.

In addition, it is best practice to ensure that the information presented in both edm:rights and dc:rights is consistent with the information presented on the data provider's website.

Acceptance criteria for rights statements — summary

- Digital objects must be submitted with valid edm:rights and a URI corresponding to the rights statement.

- Digital objects that are in the public domain must show 'Public Domain Mark' in the edm:rights field unless a verified exception applies.

- Digital objects submitted with 'No Copyright - Other Known Legal Restrictions (NoC-OKLR)' for edm:rights will only be accepted for publication if the data partner provides information in their metadata about the legal restriction and when it expires.

- Digital objects submitted with 'No Copyright - NonCommercial Use Only' for edm:rights need to show a valid contract that imposes a restriction on the commercial re-use of the digitized public domain works. An end date to the restrictions on commercial re-use should be recorded in the metadata of the digital objects.

- Digital objects submitted with CC0 for edm:rights will only be accepted for publication once double-checked by Europeana.

- Digital objects submitted with 'In Copyright - Educational Use Permitted (InC-EDU)' for edm:rights will only be accepted for publication if the data partner is able to explain the decision in being able to make works available using this rights statement.

- Digital objects showing 'In Copyright - EU Orphan Work' for edm:rights will only be accepted for publication if orphan works legislation exists in the country of origin of the data partner and if the data partner confirms that they have undertaken due diligence to the standard defined in their national orphan works legislation.

- Digital objects with 'Copyright not evaluated' for edm:rights will only be accepted with prior discussion and agreement with Europeana.

- The information in dc:rights must not contradict the rights statement in edm:rights.

5. Document history

Version	Editor	Date	Comments
v1.0	Henning Scholz	20/11/2014	● Final version of v1.0 incorporating previous drafts and contributions as well as comments and suggestions from colleagues and reviewers.
v1.1	Henning Scholz	04/03/2015	● Corrected wording in two places; reference to the research on national legislative provisions for PD works; links updated (new Europeana Pro).
v1.2	Henning Scholz	11/05/2015	● Copy editing and revision by Beth Daley and Jill Cousins: language / tone of voice changes to make it more clear and readable; removing the section on prioritizing of metadata for publication when digital objects are openly licensed and directly linked. With this edition we widened the background to refer to the *Europeana Publishing Framework*. We also added some more context to the mandatory elements. We boxed the acceptance criteria to make them more easily accessible as a quick guide. The name changed from 'Europeana Publication Policy' to 'Europeana Publishing Guide', as part of the work on the *Europeana Publishing Framework*.
v1.3	Henning Scholz	09/11/2015	● Amendment by Jeroen Cichy to reflect the change of the publication process from monthly cycles to continuous publication. Minor correction of spelling.
v1.4	Henning Scholz	26/10/2016	● Amendment by Julia Fallon, Lisette Kalshoven, Roxanne Peters to adapt the legal section with rightsstatements.org rights statements. Review by Annick van der Schoot and Marjolein de Vos to improve the document.

6. Acknowledgements