



# GEM STONES

## Members' Area

The GEM-STONES members area allows you to access your private area and the community area.

## Private Area

There are 3 main sections in your private area.

1. Dataset
2. Evaluations
3. My profile

### 1. My Profile

- **Info:** your contact details and social media accounts
- **Research project:** a summary of your research project
- **Biography:** your biography
- **Publications and activities:** a summary of your publications, conferences and seminars

### 2. Data Set

Data set is your personal workspace, where you can:

- create and manage your documents;
- create and manage your folders;
- edit a version of a document;
- share and submit a document;

### 3. Evaluations

In the evaluations section you will find either the history of your evaluations, or, if an evaluation period is open, the 6-steps form that allows you to update your evaluation.

## Community Area

The community area is only accessible to GEM-STONES members,

In the community area you can:

- see all documents and publications shared by members of the GEM-STONES community
- look for a document and download a document
- search documents by work package, title, description, keyword (tag) or file extension.
- see the complete profile of a researcher
- contact the author of a document

## PMO Area

This area of the website will be used for the sharing of internal project-related documents and files by the Project Management Office. Here you will be able to download all published guidebooks and other manuals, presentations shared after our joint training activities, and the Student Project Proposal Form.



# GEM STONES

## My profile

### My profile

"My Profile" page allows you to view and edit your personal profile.

There are four tabs that match the four sections of your profile:

1. **Info**
2. **Research Project**
3. **Biography**
4. **Publications and Activities**

### Edit my profile

To edit your profile, go to: Private Area > My profile > Edit my profile (top right blue button) and select the tab where the information you want to modify is located.

You will find below the informations available by tabs.

#### 1. Info

- **First Name**
- **Last Name**
- **Blur**
- **Image profile**
- **Email**
- **Password** - *only visible to you*
- **Password confirmation** - *only visible to you*
- **Address**
- **Phone**
- **Facebook**
- **LinkedIn**
- **Google+**
- **Twitter**
- **Instagram**
- **YouTube**

## 2. Research project

- **Research Title**
- **Research Banner**
- **Research Video**
- **Shared Bibliography** - *visible only to the GEM STONES community*
- **Thesis Title**
- **Research Abstract**
- **Research Questions** - *visible only to the GEM STONES community*
- **Working Hypothesis** - *visible only to the GEM STONES community*
- **Case-studies**
- **Societal Relevance**
- **Findings**

## 3. Biography

- **Biography** - visible on website

## 4. Publications and Activities

- **Publications and activities** - visible on website



## GEM STONES

# Data Set / Create and manage my folders

## Create a folder

You can create folders and subfolders to organize documents in your private area. The structure of folders and subfolders in your private area is only visible to you.

You can create up to two levels of folders : parent folder > child folder > document.

To create a folder, go to: Private Area > Data Set > Create a new folder (top right button).

The following window is now displayed:

- **Name:** Name of the folder.
- **Parent:** Parent folder for the new folder. You can leave this field empty if you don't wish for the new folder to have a parent folder.
- Click on **Create** to save the new folder

## Edit and move a folder

If you want to edit the name of a folder or move a folder, go to: Private Area > Data Set. Your folders list is displayed, hover on the folder you want to edit. A pencil icon appears, click on it to display the folder edition window.

- **Name:** you can edit the folder name
- **Parent:** you can move the folder in another folder or select no parent if you don't want the folder to have a parent folder
- Click on the **Update** button to save your changes

## Delete a folder

If you want to delete a folder, go to: Private Area > Data Set. In the folders list, hover on the folder that you want to delete. An icon "trash can" is displayed, click on this icon to delete the folder.

A pop-up window appears to confirm that you want to delete the folder. You can confirm or cancel the folder deletion.



## GEM STONES

### Data Set / Create a document

## Create a document

You can create documents to manage all your research documents and publications from your private area.

To create a new document, go to: Private Area > Data Set and click on "Create a new file" (top right button) and fill in the required fields.

For each created document you have the possibility to edit several features related to the document, as described below.

### Step 1 - File & Folder

- **File:** Select the file to upload in your private area. If the file is not accepted, please consult the list of supported format files
- **Folder:** Select the folder or subfolder where you want to put your document. If you don't want your document to be in a folder, leave the default selected option "No parent"

### Step 2 - General information

- **Title:** Title that you want to give to the document
- **Authors:** add one or several authors to the document. When you click on the author field, a list of authors previously added is displayed. You can select the author you want to associate with the document if it appears in the list. You can search for an author by typing the first few letters of an author's first or last name in the field. If you don't find the author you want to add in the list, you can add them by filling the field. The author will be saved with the document and will now appear in the authors list.
- **File creation date:** Add the date of creation of the document, the date format is DD/MM/YYYY
- **Country:** Select the country of origin of the document

### Step 3 - Category & Status

- **Category:** Select the type of your document: **bibliographic listings**, **data** or **working papers**. Note that if you choose the category **bibliographic listings** for a document, it will automatically be added to the community area, meaning that it will be available to the

whole GEM-STONES community. So you can't choose a status for a document that belongs to the bibliographic listings category.

- Select the **status** of your document:
  - **Private**: private documents are only accessible by you
  - **Community**: community documents are accessible by the entire GEM-STONES community
  - **Public** : public documents are accessible by everybody. A document needs to be validated by the GEM-STONES PMO before going public.

## Step 4 - Keywords

- Select at least 1 keyword amongst all the proposed keywords for each theme (**Focus, Theories, Case studies, Themes, Methods, MW Concept Sessions**). You can look for a keyword in the list by typing the first letters in the field.
- If you want to add keywords, you can create one or several custom keywords in the field Tags. You can look for a keyword in the list by typing the first letters in the field. If a keyword you want to add doesn't exist, you can create it. Please check the keywords list before adding a new one.

## Step 5 - Description

- You can write a description for your document. A toolbar allows you to format your description.
- Don't forget to structure your document description and don't overuse the formatting features



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## Data Set / Update a document

### Update a document

To track your work history and add details as you go along, you can add versions to the document you upload in your private area.

You can also share your document with the GEM-STONES community or submit it for validation so it can be published on the GEM-STONES website.

To create a new version of a document, go to: Private Area > Data Set. Find the document you want to add a version to in your files list and click on the pencil icon.



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Data Set / Delete a document

## Delete a document or a document version

### Private or community status

You can delete the most recent version of a document or the original document (if there exists only one version for a document).

To delete a document version, go to Private Area > Data Set. Find the document you want to delete in your files list and click on the edit button. Click on the tab "Previous versions", and on the trash can icon for the most recent version of the document. A pop-up window opens, you can either cancel or accept the deletion of the version.

### Public status

If a document has the status **Public**, you need to submit a deletion request to the PMO. This request can be either accepted or rejected.

To submit a deletion request, click on Private Area > Data Set. Find the document you want to delete in your files list and click on the edit button. Click on the tab "Previous versions" and on the trash can icon to submit a deletion request. A pop-up window opens, you can either cancel or accept the deletion of the document public version.

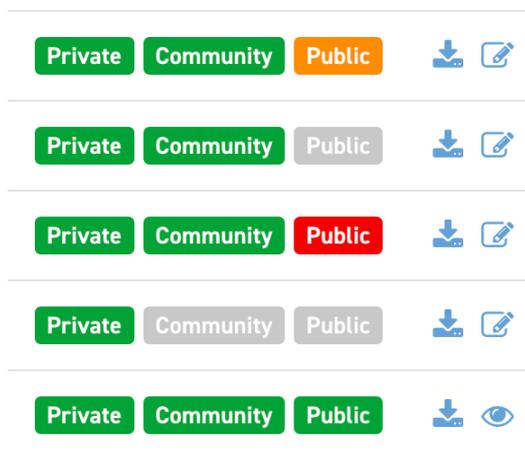


## GEM STONES

# Data Set / Share and submit a document

## Share and submit a document

Every document you upload has a status, you can choose between: Private, Community and Public



Bibliographic listings have the community status by default.

If several versions of a document exist you can only access the most recent one in the community and the public area.

### Private status

**Only you** can see and access the document. Select the private status if you don't want anybody else to see this document.

### Community status

**You and the GEM-STONES community** can see and access the document. Select the community status if you want to share your document with the GEM-STONES community.

### Public status

**Everybody** can access the document via the GEM-STONES website. If you want a document to be public, choose the public status while creating or updating it. A notification is sent to the GEM-STONES PMO, who will approve or reject the publication of the document on the GEM-STONES website. The PMO will send you a mail to inform you of the decision.

Regardless of the document status, you are the only one that can modify a document.

The status of a document submitted for the public area will be indicated in different colors:

- **Orange:** Document being considered for publication
- **Red:** Publication in public area rejected
- **Green:** Document published in the public area
- **Grey:** No action



# GEM STONES

## Data Set / Information about the data

### List of supported file formats

**Bibliographic listings:** .rtf, .rdf, .csv, .xls

#### Data

- **Textual data:** .txt, .cvs, .docx (.doc), .pdf
- **Interviews:** .docx (doc), .pdf, .txt, .cvs
- **Quantitative datasets:** .xls, .cvs
- **Qualitative datasets:** .xls, .cvs, .nvivo, atlas.it, iramuteq
- **Illustrations & media:** .JPEG, .PNG, .GIF, .wmv, .MP4, .MP3, .PPT

**Working papers:** .rtf, .docx (.doc), .page

## Search keywords

Search keywords were collectively identified. All GEM-STONES fellows participated in this exercise via the organised GEM-STONES Methods Workshops, online consultations and contributions to the GEM-STONES Data Management Plan.

## Keywords related to focus

- EU Capacities
- Institutional Proliferation
- Regime Management
- System Complexity

## Keywords related to theories

- Comparative Regionalism
- Complexity Theories
- Critical Realism
- Critical Theories
- Deliberative Theories
- Discursive Institutionalism
- Foreign Policy Analysis
- Global Governance Theory

- Global Justice Theory
- Globalisation Theory
- Historical Institutionalism
- Legitimation Theories
- Market Theory
- (neo-)Functionalism
- Organisational Theory
- Peace Studies
- Rational Institutionalism
- Regional Security Complexes
- Socialisation Theory
- Sociological Institutionalism
- Transition Theory
- Theories of Democracy
- Theories of (Regional) Integration
- Varieties of Capitalism

## Keywords related to case studies

- Africa
- Area of Freedom Security and Justice
- ASEAN
- Central Asia
- Central Europe
- Common Agricultural Policy
- Common Commercial Policy
- Common Foreign and Security Policy
- East Asia
- Eastern Europe
- ECOWAS
- European Border Controls
- European Courts of Justice
- European External Action
- European External Action Service
- European Financial Market
- European Neighbourhood Policy
- European Single Market
- European Union
- Global Trade Regime
- Latin America
- MERCOSUR
- Middle East
- Regulatory Agreements
- South Asia

- Transnational Regulatory Bodies
- UNASUR
- United Nations
- World Trade Organisation

## Keywords related to themes

- Criminal Law
- Crisis Management
- Disaster Management
- Distributive Justice
- Expert Networks
- Financial Regulation
- Food Security
- Hard Law
- Innovation
- Inter-organizational
- International Security
- Inter-regionalism
- Inter-sectoral
- Knowledge Transfer
- Legal Cooperation
- Migration Policies
- Multilateralism
- Non-Governmental- Actors
- Normative Congestion
- Peace-Keeping
- Peace-Keeping / -Building
- Preferential Trade Agreements
- Reasoned Consensus
- Regulatory Diffusion
- Responsibility-to-protect
- Soft Law
- Sustainability
- Terrorism
- Trade Law
- Trade Policy
- Transnational
- Treaty on the European Union
- Treaty on the Functioning of the European Union

## Keywords drawn from the methodological textbook

- Abductive reasoning

- Archival research
- Automated text analysis
- Bias
- Big data
- Case selection
- Case study
- Causation
- Concept construction
- Content analysis
- Contextual analysis
- Counter-factual analysis
- Critical realism
- Descriptive approaches
- Determinism / previsionism / probabilism
- Discourse analysis
- Epistemological realism
- Epistemology
- Ethics in research
- Experimentation
- Explanatory approaches
- Falsification
- Focus group
- Formal modeling
- Grand theory
- Hypothesis
- Interdisciplinarity
- Interpretive approaches
- Interview techniques
- Level of analysis
- Literature review
- Longitudinal studies
- Middle range theory
- Mixed methods
- Multi-causality
- Multiple correspondence analysis
- Neuroscience techniques
- Ontology
- Operationalization
- Paradigm
- Participatory observation
- Positivism
- Post-positivism
- Process tracing
- Qualitative comparative analysis

- Regression analysis
- Research program
- Research questions
- Sampling techniques
- Sequence analysis
- Social network analysis
- Sources
- Survey research
- System analysis
- Triangulation
- Typology
- Variables

## Keywords drawn from the GEM-STONES' MW Concept Sessions

- Capability
- Centrality
- Civil Society
- Complexity
- Conflict (resolution)
- Cooperation
- Diffusion
- Discourse
- Efficiency
- European
- Externalisation
- Fragmentation
- Framing
- Governance
- Institutional design
- Institutionalization
- Institutions
- Integration
- Interest
- Intergovernmentalism
- Leadership
- Legalization
- Legislation
- Legitimation
- Linkages
- Multilateralism
- Network
- Non-state actors

- Norm
- Organizations
- Paradigm
- Participation
- Particularism
- Pluralism
- Policy coherence
- Power
- Proliferation
- Rationality
- Regime
- Regime complexes
- Regionalism
- Regulation
- Relations
- Resources
- Rule
- Supranationalism
- Structure
- System
- Theory
- Transnational
- Universalism

## General guidelines & naming convention

Data collection by ESRs needs to comply with the « FAIR » principle.

To ensure lisibility:

- Data is to be uploaded in English (or original language for corpuses)
- Data is to be made accessible via free or “Office” software
- For corpuses, data is to be uploaded in .txt format For raw data, .xls or .cvs formats are to be favoured
- For written documents, .doc formats are to be favored To ensure inter-operability (using data extracted from other databases):
- The same numbering as the original one is to be used (e.g. CELEX)
- Complete bibliographical references are to be included

To ensure quality and compatibility of data:

- Names of countries are to be included using the international nomenclature (e.g. BEL; CAN;...)
- Code books are to be made available in their entirety incl. inclusion/exclusion rules; an exemple for each node (ref. Invivo); and corpus of texts are to be full

A GEM-STONES' naming convention has also also agreed upon:

- For bibliographic listings: First\_Author\_Family\_Name\_Year\_Full\_Document\_Title (max 12 words)
- For data: ESRX\_Title\_Given\_To\_Data\_Cluster\_VX
- For working papers: First\_Author\_Family\_Name\_Year\_Full\_Document\_Title (max 12 words)



# GEM STONES

## Evaluations

### Presentation

In the evaluations section you will find either:

- the history of your evaluations,
- or, if an evaluation period is open, the 6-steps form that allows you to update your evaluation

When an evaluation period is open, two options are available to you.

- Click on **Save** will save your evaluation but it will remain editable.
- Click on **Save & Lock** will save your evaluation and submit it. It will no longer be editable.

A part of the evaluation form is directly linked to your profile info. If you make changes in your profile, the content of the Personal Profile section of your evaluation form will be also be updated and vice-versa.

### Step 1 - Overview

- Doctoral Candidate's First Name
- Doctoral Candidate's Last Name
- Enrolment Date in Joint Programme
- Title of the PhD Project
- Subtitle of the PhD Project
- Institution 1
- Institution 2
- Institution 3
- Institution 4
- Requested Changes to the Mobility Arrangements (e.g. Additional Destinations, Changes in the Dates, ...). Please include a justification along with any request.

### Step 2 - Personal Profile

Any changes you make in this section will automatically update your personal profile and vice-versa.

- Research Abstract

- Publications & Activities
- Research Questions
- Working Hypothesis
- Case Study
- Societal Relevance
- Findings
- Shared bibliography

## Step 3 - Training report

- Describe both the obligatory and elective training provisions (e.g. courses, workshops, schools, ...) you have accomplished so far
- Describe training needs you would hope to see met in the future?
- How regular have contact been with your 1st supervisor?
- How Regular have contacts been with your 2nd supervisor?
- How regular have contacts been with your non-academic mentor?
- Have you met with your 2 supervisors jointly?
- Have you met your supervisory Trio as a whole?

## Step 4 - Research report

- Explain how your Question(s) and Hypotheses have evolved since the start of your project
- Explain the reasoning behind your chosen Question(s) and Hypotheses
- Explain how your research Question(s) and Hypotheses relate to the project's initial research instructions (cf. as outline in the initial call for application)
- Explain how your Theoretical choices have evolved since the start of the project
- List 5 core references describing your Theoretical Framework (Oxford citations system)
- Identify any obstacles or open questions you still face with regards to your research design
- Explain how your Methodological Choices have Shaped Up since the start of the project
- Identify any Methodological Challenges or Obstacles you still Face
- Explain how your Theoretical and Methodological Choices relate to the project's initial research instructions (cf. Call for Application)
- What Type of Research Outcome would you prefer for the workshop you are a member of
- Describe the perceived Strengths, Weaknesses, Opportunities & Threats (SWOT) of your workshop's shared research agenda in light of your own personal project
- Please List all the possible forms of Data you plan to add to the shared data-set – multiple options possible (to indicate more than one option please use the ctrl button while clicking)
- Any additional type of data not included in the list above

## Step 5 - Progress & schedule

- Student Putative Target Date

- Describe the priorities for your research project over the coming year
- List (incl. timing) the concrete goals and main activities you have scheduled of rthe next 12 months
- Tentative Plan for the remainder of your research time
- Personal Questions and Comments you would wish to submit to the Academic Board

## Step 6 - Written Materials

- New File group : Type and Title
- New file : Date and Upload file