Edinburgh DataShare: Depositor's User Guide

There is a current maximum size limit of 100 GB per deposit. Please note that the web submission form is not considered suitable for uploading large filesets (>20 GB). If your deposit is over 20 GB, contact the Research Data Support team to arrange a batch import: data-support@ed.ac.uk.

Getting Started

1. Go to https://datashare.ed.ac.uk and click on "Register" (top right hand-side). Use your EASE login credentials to register and wait for confirmation email.

2. Browse the "Research Communities" (https://datashare.ed.ac.uk/community-list) to determine if a suitable Collection already exists.

3. Send an email to data-support@ed.ac.uk indicating where you wish to deposit your data files (in an existing or new Collection).

4. If a new Collection is needed, provide a title, a short description and an image (optional). A repository administrator will email you when the new Collection is ready.

5. To deposit data, log into your account, click on "Deposit data," and select the appropriate Collection from the list and you can then start describing your data item.

6. You may also use the homepage to deposit straight away, but your submitted data item will be sent to the "Default holding" Collection and moved to another Collection later.

7. Prepare for your deposit by reading the "Checklist for deposit" (optional): http://edin.ac/1cqvxQc

Describing your data (A-G)

Follow the workflow to describe your data item. Five metadata fields are mandatory (*) and provide a basic citation for your data. The more fields you fill in, the richer the description for the end user and search engines, and the more likely your data will be discovered and used.

A. Provide a title for your data item. If appropriate, you may use the title of the study or project. This metadata field is indexed by Google Scholar.

B. Select the most appropriate data "type" from the list (i.e. an Excel spreadsheet would be a "dataset" whilst a music recording would be "sound"). If in doubt choose "dataset."

C. The depositor field is automatically populated based on your login details. The depositor need not have been involved in the data gathering.

D. Add the names of all the people involved in the creation and/or gathering of the data in the order of your choice. Add Surname and First name, then click "Add" to enter more names.

E. Enter the data publisher. Normally this would be an organisational name, such as the University of Edinburgh, followed by the School or Institute (e.g. University of Edinburgh. School of GeoSciences. Institute of Geography).

F. Select the project funder(s); press the "Ctrl" key for multiple funders. If the funder is not listed, select 'Other' and please email data-support@ed.ac.uk to tell us the funder's name.

G. If you want your files to be available as soon as the item is approved leave the 'Embargo Date' field blank. Alternatively choose an embargo date (i.e. the date you wish the data files to be available, max. 5 years from now). After approval, and until the Embargo Date, the metadata will be visible to users, and they will be able to click on files to send you an access request. If you accept the request, DataShare will email the files to the user who requested them.

Enhancing your deposit (H)

Click on the plus sign to improve the findability via search engines and to link your data to published papers.

- If your dataset has an alternative title, you can add it.

- Enter a description (abstract) to make it easier for people to find, understand and cite your work.

- Click on "Subject Categories" to select the most appropriate subject for the study as a whole.

- Enter appropriate subject keywords. These are indexed by search engines and the "Discover" panel of DataShare.

- Enter the URI/URL of another version of the data item held in another repository.

- Enter the URI or DOI of a publication that is associated or links with the data item.

- If you want to replace a previously deposited data item with a new one use the metadata field "Supersedes." Note that the metadata record of the original data item will be retained.

- If you are depositing an older version of a data item, enter the URI/URL of the latest version ("Superseded by").

- If the dataset is derived from a primary source or builds on previous research data, you can cite it.

- If you are not uploading a "Readme" file, describe the structure of your data item (table of content for files).

Adding location-specific metadata (I-L)

I. If appropriate, enter the country/countries to which the data pertain; press the "Ctrl" key for multiple countries.

J. If the data pertain to a location within a country or a region, you can enter it here. Add as many as required.

K. Select the language in which the data appear.

L. If relevant, enter start and end dates to indicate the temporal coverage of the data (e.g. survey).

Click 'Next' to move on to upload your data.

Uploading your data

- Drag and drop your files onto the large grey box, or click on the box to browse and select the file(s) you wish to deposit.

- Include any documentation needed to re-use the data (e.g. readme file, description of methodology, variables).

- A large green tick will appear against each file to indicate upload has completed. Make sure you wait until there is a tick against every file - otherwise, if you continue to the next page before the ticks have all appeared, the file(s) may be lost.

- We accept up to a maximum of 200 files in a deposit. If you have over 200 files, consider zipping together related files to reduce the number.

- The maximum size limit is currently 100 GB per item/dataset.

- Please note that the web submission form is not considered suitable for uploading large filesets (>20 GB). Be aware that an upload of approximately 20 GB is likely to take a long time, typically over half an hour.

- If your deposit is over 20 GB, contact the Research Data Support team to arrange a batch import: data-support@ed.ac.uk. Feel free to email us with any data-related queries or to schedule a consultation.

Review your submission

You have now the option of reviewing the data item and changing / amending any fields or data files. Review the metadata and ensure that the files you have uploaded are the correct ones (i.e. check file names and formats).

License your data

You may choose to apply an open data licence to your dataset. Creative Commons Attribution 4.0 International licence (CC-BY 4.0) is the default licence. This grants any user permission to copy, adapt and/or share your work, as long as they attribute your original work. If you choose the "No licence" option in the drop-down menu, a "Rights" text box will open up. There you must put your own rights and permissions statement.

Item submission

| Describe | Upload | Review | License | Depositor Agreement | Complete |

Choose Licence

Licence:

Creative Commons Attribution 4.0

What does this open licence mean?

[< Previous] [Save & Exit] [Next >]

Accept the terms and conditions

Finally, confirm that you have read the Depositor Agreement to grant the Research Data Support team the permission to curate and maintain your data. After you have clicked on "Complete submission," a repository or Collection administrator will review your deposit. Once approved, you will receive an email with the permanent URL of your deposit and, shortly after, your data item will be assigned a DOI.

Item submission

| Describe | Upload | Review | License | Depositor Agreement | Complete |

Depositor Agreement

There is one last step: In order for Edinburgh DataShare to curate, reproduce and distribute your submission worldwide, you must agree to the following terms.

Select 'I agree to the terms of deposit'; and then click 'Complete Submission'.

View: Depositor Agreement

If you have questions regarding this license please contact the system administrators.

Depositor Agreement:

☐ I agree to the terms of deposit.

[< Previous] [Save & Exit] [Complete submission]

Feel free to email the Research Data Support team with any data-related queries or to schedule a consultation, or if you require this document in an alternative format, such as large print or a coloured background: data-support@ed.ac.uk.

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