Edinburgh DataShare: Depositor's User Guide
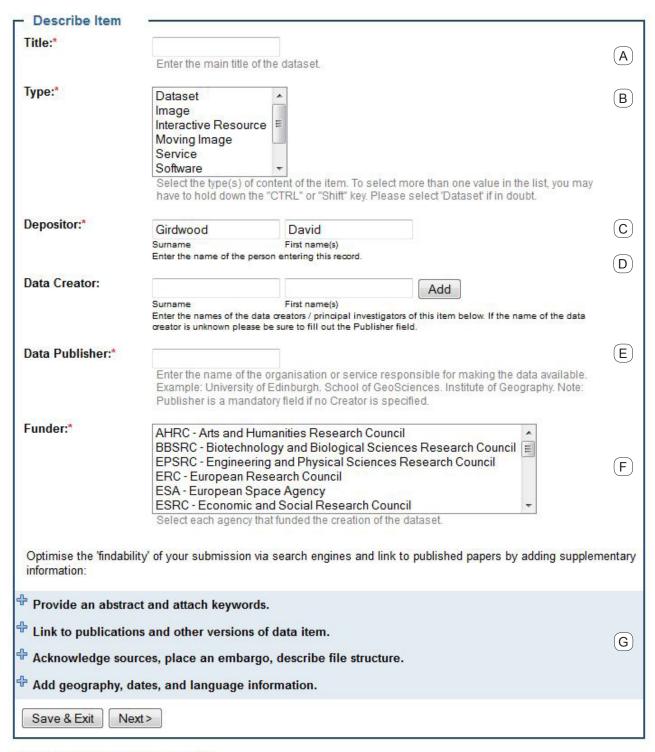
Getting Started

1. To register for DataShare go to http://datashare.is.ed.ac.uk/ and click on "Register" under
   My Account using your EASE login and follow the email instructions to confirm.

2. Browse the research communities and their associated collections to determine if a suitable collection exists to deposit your data item.

3. **Optional**: Prepare for your deposit by reading the checklist for deposit:
   http://edin.ac/1cqvxQc

4. If you are unable to find the appropriate collection you can still deposit your data to DataShare. Simply go to the DataShare homepage and click on **↑ Deposit**; this will allow you to deposit your data immediately to a holding collection. Once you supply the name for the new collection, and indicate to which community and sub-communities (e.g. school and research group) the collection belongs to, this will be created and an administrator will transfer your data to this new collection.

5. If a collection is in place or if you would prefer to wait for a collection to be created before submitting, please reply to the registration email sent by datalib@ed.ac.uk indicating the name of the collection and community where you wish to deposit. An administrator will then provide your account with the required permission to deposit into the specified collection, and notify you via email that this has been done.

6. To submit data when you are within a collection, simply click on "Submit a new item to this collection", complete the appropriate fields and follow the prompts to upload your data.

Describing your data

Initially you are prompted to add the metadata that describes your dataset/item. Five of the fields are mandatory (*****) and provide a basic citation for your item. 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 data is indexed by Google Scholar.

B. Select the most appropriate data "type" from the list (i.e. Excel spreadsheets might be "datasets" whilst recordings of music would be "sound"). If in doubt choose "dataset".

C. The depositor field should be automatically filled in for you based on your login details. The depositor need not have been involved in the data collection, it is simply the creator of the submission.

D. Add the names of all the people involved in the creation of the data in the order of your choice. Add Surname and First name. 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.
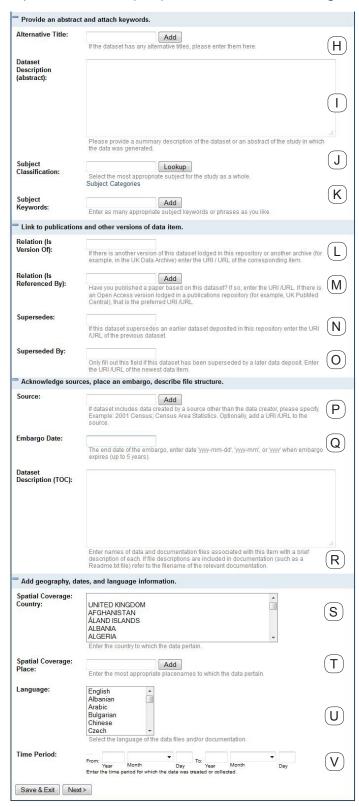
F. Select the project funder(s); hold down the "Ctrl" key for multiple funders. If the research is unfunded select "University of Edinburgh".

G. These fields are optional, and can be opened by clicking on the plus sign. The information entered here will help your data to be discovered. This is also where you can add an embargo if one is required.
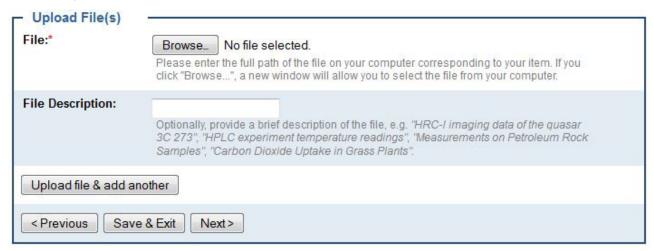
Enhancing your deposit

Improve the 'findability' of your submission via search engines and link your data to published papers.

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

I. Enter as full a description as possible. This will make it easier for people to find, understand and cite your work.

J. Select the most appropriate subject for the study as a whole.

K. Enter appropriate subject keywords or phrases. These will not only be indexed by search engines including Google, but are also reflected in the Discover panel of DataShare.

L. Enter a URI/URL of another version of these datasets or items held in another repository.

M. You can enter the URI or DOI of a publication.

N. & O. Use if you want to replace one version of a deposit with a new one (a metadata record of the original will be retained).

P. If the dataset is derived from a primary source or builds on previous research output, you can cite it here. Otherwise there is no need to enter anything in this field.

Q. Choose when you want to make the data files available to the public. If there is no embargo date, i.e. you wish the files to be available as soon the item is approved, along with the metadata, simply leave this field blank.

R. If there is no "Readme" file, explain the structure of your dataset here.

S. If appropriate, enter the country to which the data pertain.

T. If the data pertain to another country, a location within a country, or a region, enter it here.

U. Select the language in which the data appear.

V. If applicable, enter the time span in which the data was collected.

Uploading your data

1. Now, you can upload your data and documentation files. Click on the [Browse...] button and select the first file you wish to deposit. Related items can be bundled within a zipped folder. N.B. the item will have a "Download Dataset" button which allows users to choose to download all the files in a single zip file rather than individually. Please note, large items may take a while to upload with the upload limit set at 10 GB. If you have files larger than 10Gb, please contact the Data Library for assistance. N.B. some browsers have an upload limit of 4Gb.
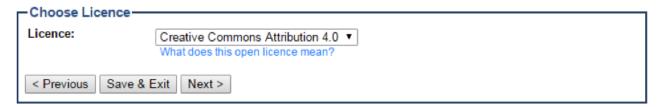

Optionally, add a file description about the format or content to distinguish it from the other files.

2. Once you have selected your chosen file, click [Upload file & add another] . Continue doing this until all your files are uploaded. Remember to include any documentation needed to re-use the data (e.g. description of methodology and variables).

    Finally, you have the options of reviewing your submission form and changing or amending any fields.

License your data

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

4. Finally, confirm that you have read the Depositor Agreement to grant the Data Library staff 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.

Feel free to email us with any data-related queries or to schedule a consultation: datalib@ed.ac.uk.