

At-a-glance: Depositing a dataset into *Re*DATA

Your actions:

1. Prepare your dataset according to the [deposit guidelines](#)
2. [Upload](#) your dataset into *Re*DATA
3. Fill in the requested metadata
4. Submit for review
 - a. You'll **receive a confirmation email** and the Deposit Agreement
 - b. Complete and submit the Deposit Agreement
5. Address reviewer's comments
 - a. You'll **receive an email** with changes/additions requested by the curator(s)

What happens after approval?

1. After receipt of signed deposit agreement, your dataset will be published
 - a. Dataset cannot be deleted at this point; only new versions can be uploaded
2. You will receive a final **confirmation email**
3. For additional security, an archival copy will be retained outside of the *Re*DATA platform

1. Prepare your dataset

Select name and license (required)

- Use a descriptive name for the dataset
- Select an appropriate license, see the [license selection matrix](#) for allowable licenses and guidance

Organize files and folders (recommended)

- Name files and folders appropriately, see [file and folder naming best practices](#)
- Bundle data in ZIP files if dataset has folders



For more information, see [deposit guidelines](#)

1. Prepare your dataset (continued)

Add documentation

- README.txt file is **required**. Complete the [README.txt template](#) prior to submission
- Attach license text where applicable
- If your files are not automatically previewable by *ReDATA* you may want to generate preview images
- Add additional documentation (such as readme files, user manuals, codebooks)

Include related materials

- Add source code repository link
- Add other materials
- **Do not** include a copy of published journal articles

For more information, see [deposit guidelines](#)

2. Upload your dataset

- Access *ReDATA* at arizona.figshare.com
- Click the “Log in” button near the upper right
- A [NetID](#) sign-on page will be available. Log in using your NetID credentials

If you have any issues logging in, please [contact us](#) and provide any warnings that you receive

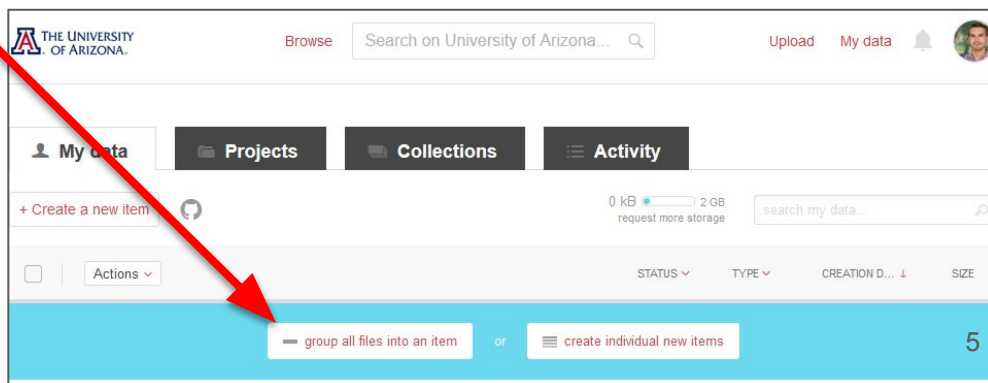
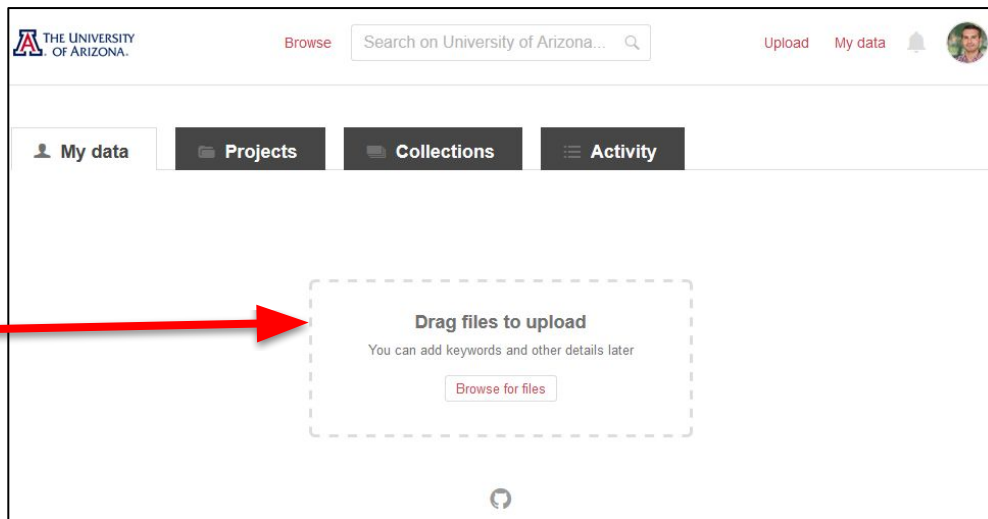


2. Upload your dataset

After you log-in, you should be automatically taken to a page to upload data

- You can either drag file(s) to the “Drag files to upload” area or browse for your file(s)
- If you have multiple items, you will be prompted to either group all or create individual. Select “group”

Note: **it is not possible to upload folders**, only files. If you have folders, please ZIP them up according to Step 5 of the [Deposit Guidelines](#) (if possible)



3. Enter your metadata

After adding file(s), a pop-up will appear so you can fill in the metadata information

- Save changes to save the metadata and dataset as a draft. You may return later to edit it
- To exit the pop-up
 - Press the 'esc' key, or
 - Click anywhere outside of the pop-up (but inside the browser page)

The screenshot shows a metadata entry form with the following fields and options:

- Files:** chart_details_lookup.py (1.33 kB), data.zip (502.42 kB), LICENSE_DATA (0.27 kB), comparison_new_old_result... (8.63 kB), LICENSE (1.5 kB), output.zip (1.35 MB)
- Title:** Data and Code for "Software in Research Survey (2014)"
- Authors:** Fernando Rias
- Categories:** Computer Software not elsewhere classified and 2 more
- Item type:** Dataset
- Keyword(s):** Research software
- Description:** In 2012 the Software Sustainability Institute ran a survey of researchers at 15 research-intensive universities in the UK to uncover their attitudes to software. The reasons that will be explained in more detail in a forthcoming blog post, the analysis of these results was conducted in Excel. To improve the transparency and reproducibility of these results, this analysis has now been repeated in Python.
- Funding:** Search grant by name/number or add your own
- References:** Link to references or related content
- Licence:** CC BY 4.0
- This item is a draft:** (metadata required for publication missing)
 - Apply embargo
 - Make file(s) confidential
 - Generate private link
 - Reserve Digital Object Identifier

Callouts and annotations:

- A yellow callout bubble: "Click anywhere outside the pop-up to close it (or press 'Esc')"
- A yellow callout bubble: "Scroll down for more metadata fields"
- A red arrow points from the text "Click anywhere outside of the pop-up" to the "Save changes" button.
- A tip box: "you can still drag more file(s) on the page or browse"
- A preview box: "Preview item (private) Edit timeline Last edited on 04 Mar 2021 10:21"

Bottom navigation: Cancel, DOI, , , Publish,

4. Submit for review

When you are done, check the “Publish” box. The Save Changes button will turn into a green “Publish Item” button. Then click the button.

- Publishing does not immediately make the dataset public. It will first be sent to a curator for review

The depositor and the corresponding author will receive a confirmation email to acknowledge receipt

- You’ll also be instructed to complete and sign the [Deposit Agreement](#)
- Datasets are reviewed on a first come, first serve basis

The screenshot shows a web form for submitting a dataset. The form includes fields for Title, Authors, Categories, Item type, Keyword(s), Description, and Funding. The Title field contains "Data and Code for 'Software in Research Survey (2014)'". The Authors field contains "Fernando Rios". The Categories field is set to "Computer Software not elsewhere classified and 2 more". The Item type field is set to "Dataset". The Keyword(s) field contains "Research Software". The Description field contains a paragraph of text. The Funding field is empty. At the bottom of the form, there is a "Publish" button with a green checkmark and a "Publish item" button. A red box highlights the "Publish" button with the text "First, check the box". Another red box highlights the "Publish item" button with the text "Then Publish". A yellow callout box points to the "Publish" button with the text "Optionally pre-reserve a DOI".

needed to publish ●

Title

Data and Code for "Software in Research Survey (2014)" ●

Authors

Fernando Rios × ●

Search co-authors by name, full email or ORCID. Hit enter after each.

Categories

Computer Software not elsewhere classified and 2 more ●

Item type

Dataset ●

Keyword(s)

Research Software × ●

Add keywords for easy discovery. Hit enter after each.

Description

In 2012 the Software Sustainability Institute ran a survey of researchers at 15 research-intensive universities in the UK to uncover their attitudes to software. For reasons that will be explained in more detail in a forthcoming blog post, the analysis of these results was conducted in Excel. To improve the transparency and reproducibility of these results, this analysis has now been repeated in Python. ●

Funding

Search grant by name/number or add your own

Cancel Publish

Options: DOI, Link, No link

Tips

you can still drag more file(s) on the page or [browse](#)

Preview item (private)

Edit timeline

Last edited on 04 Mar 2020 - 10:21

First, check the box

Then Publish

Optionally pre-reserve a DOI

5. After review: approve changes/provide addtl. info

Upon completion of the review, the depositor and the corresponding author will receive an email asking:

- To approve any modifications/additions that the curator has made (if any)
- For more information or clarifications (if needed)
- For a completed Deposit Agreement (if not already done)

This is the last opportunity to withdraw the submission.

Upon receipt of all approvals and the Deposit Agreement, the dataset will be made public

- Deletion is no longer possible
- Changes to the data/metadata can be made. A new version will automatically be created

You'll receive a final confirmation email containing:

- A link to the published dataset
- Your activated DOI
- A copy of your signed Deposit Agreement