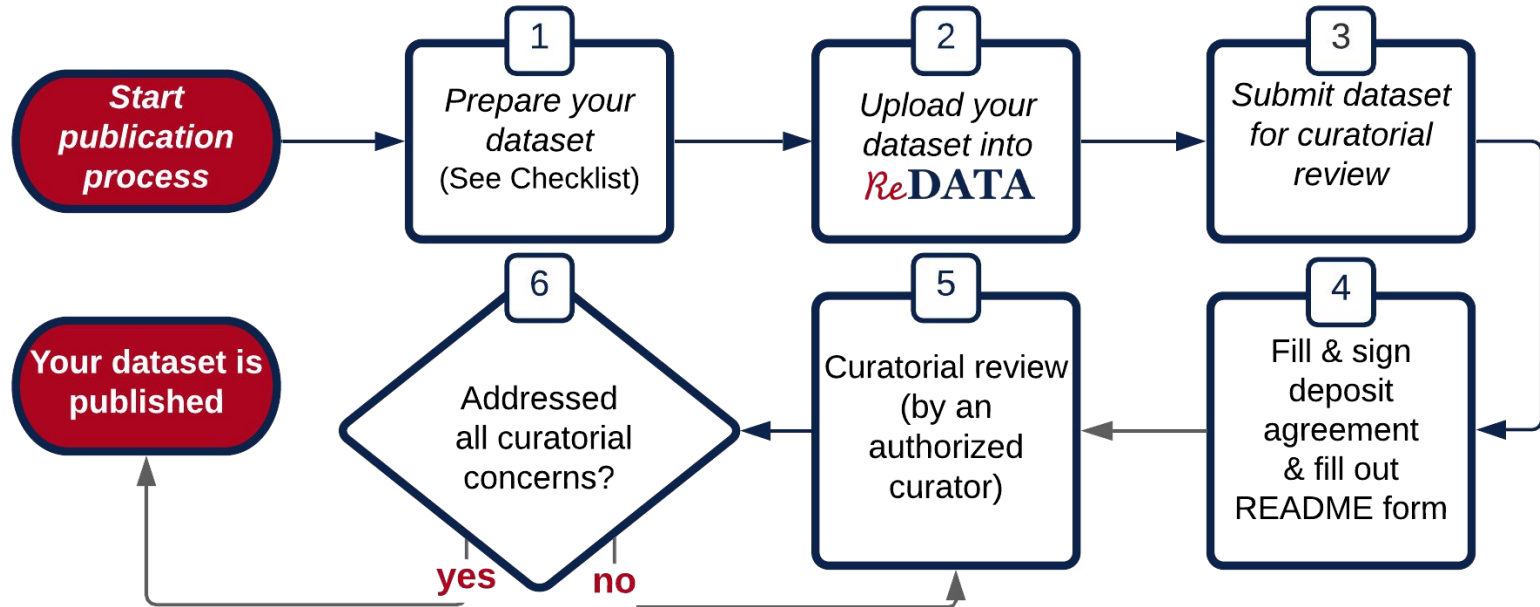


# At-a-glance: Depositing your dataset\* into *Re*DATA



\* A dataset can consist of data, code, media, and/or any other non-traditional scholarly outputs

# Before you get started with *Re*DATA

Consider:

1. Reading the [How do I use it?](#) section on our Information page, especially the "[Deposit Guidelines Checklist](#)" and "[Exceptions & restrictions](#)" content
2. Familiarizing with the [Terms & Conditions and the Policies](#)
3. Optionally connecting your [ORCID](#) to the UA system (see next slide)
4. [Logging in](#) to *Re*DATA and optionally [updating your profile](#)



# Before you get started with *Re*DATA - ORCiD

**Note:** This step is optional

[ORCiD](#) allows research outputs to be more discoverable and integrated within larger research networks. To connect your ORCiD account with *Re*DATA:

1. Go to the [ORCiD @ UA](#) website
2. Create/log in to your ORCiD account
3. Once you log in to *Re*DATA (next step), your ORCiD will be connected with your account

THE UNIVERSITY OF ARIZONA

## ORCID @ UA

ORCID AUTHENTICATE ORCID COLLECT

ORCID iDs are unique identifiers assigned to individual scholars and researchers. Using an ORCID allows manuscripts, grants, and other scholarship to be more discoverable and integrated within larger research networks.

### Get an ORCID iD!

Click the button below to create a new ORCID iD (if you don't already have one) and connect it to The University of Arizona.

**CREATE/CONNECT ORCID iD**

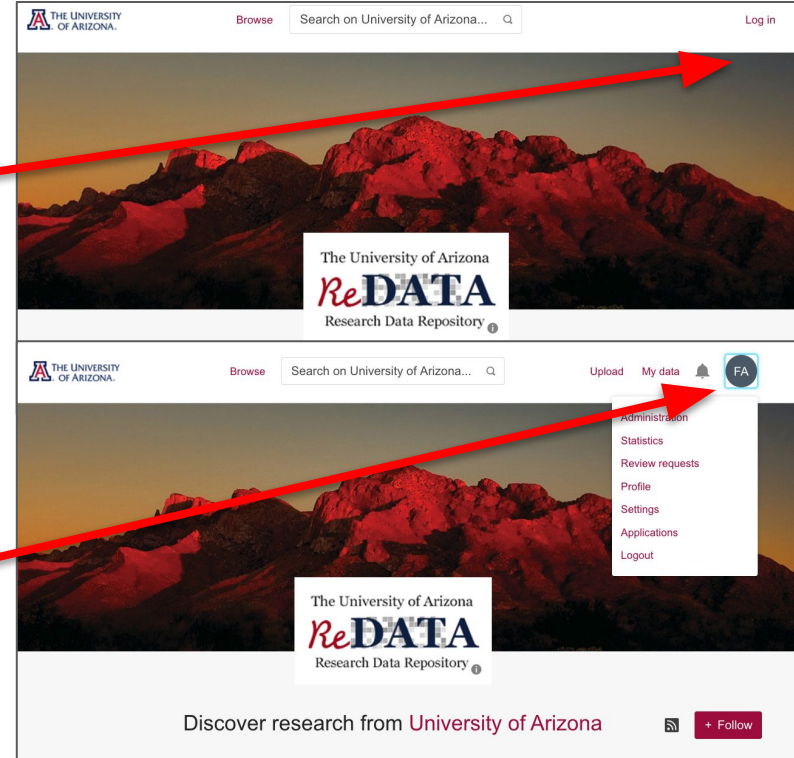
# Before you get started with *Re*DATA - Logging in

To log in:

1. Access *Re*DATA at [arizona.figshare.com](https://arizona.figshare.com)
2. Click “Log in” near the upper right
3. A NetID sign-on page will be available.  
Log in with your NetID credentials

Optionally you can update your profile. To edit your profile click on the circle with your initials and select “Profile”. If you did the previous step of connecting your ORCID, you should see it in your profile

Issues? Please [contact us](#) and provide any warning messages



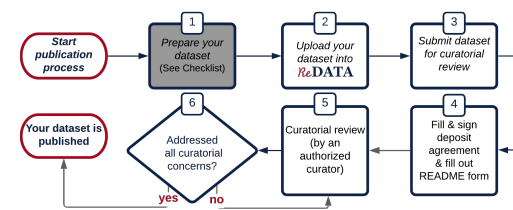
# 1. Prepare your dataset

In order to prepare your deposit, it is strongly recommended that you follow the [Deposit Guidelines Checklist](#). In summary the required steps are:

## A) 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

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

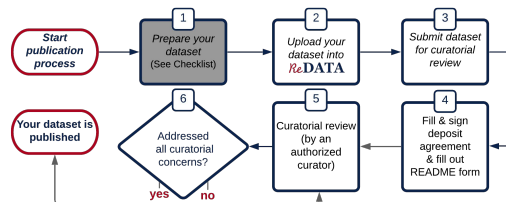


## B) Organize files and folders (recommended)

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



# 1. Prepare your dataset



## C) Add documentation

- Attach license text where applicable (see the list of available licenses [here](#))
- If your files are not automatically previewable on *ReDATA* you may want to generate preview images and upload them along with your dataset
- Add additional documentation (such as readme files, user manuals, codebooks)

## D) Include related materials

- Add source code repository link (e.g., [GitHub](#), [BitBucket](#))
- Add other materials
- **Do not** include a copy of published journal articles
  - If you wish to link a publication to your data, you can use the fields of Resource Title and Resource DOI in the metadata (see next step)

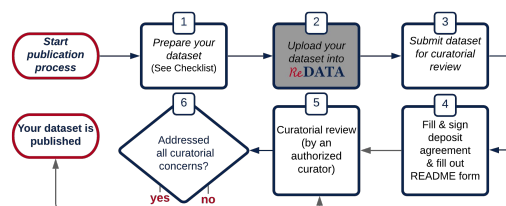
For more information, see [deposit guidelines](#)

## 2. Upload your dataset

### A) Adding files to your deposit

- After you Log in, you should be taken to a page to upload data
- You can either drag files to the “**Drag files to upload**” area or browse for your files
- 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 wish to maintain folder structure, please ZIP them up (see slide #5 in this tutorial)

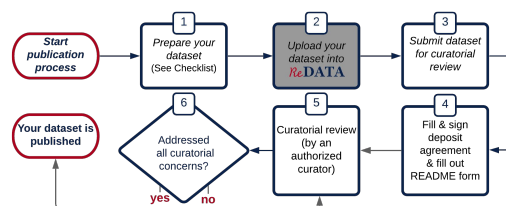


The top screenshot shows the 'My data' page with a 'Drag files to upload' area. A red arrow points from the text 'Drag files to upload' in the list to this area. The bottom screenshot shows the 'My data' page with a 'group all files into an item' button. A red arrow points from the text 'Select "group"' in the list to this button.

## 2. Upload your dataset

### B) Enter your metadata

- After adding file(s), a pop-up will appear so you can fill in metadata information
- The following fields are required: Title, Authors, Categories, Item type, Keyword(s), Description, and License
- Click “**Save changes**” to save the metadata and dataset as a draft for editing later
- 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 the ReDATA metadata entry form. The main form fields include:

- Title: Data and Code for "Software in Research Survey (2014)"
- Authors: Fernando Ries
- 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. 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: (empty)

Callouts and annotations:

- A yellow callout box says: "Click anywhere outside the pop-up to close it (or press 'Esc')"
- A yellow callout box says: "Scroll down for more metadata fields"
- A red arrow points from the "Save changes" button in the main form to the "Save changes" button in the pop-up.

The pop-up form includes fields for:

- Resource title
- Resource DOI
- References
- Licence: CC BY
- This item is a draft (metadata required for publication missing)
- Buttons: Apply embargo & restricted access, Generate private link, DOI Reserve Digital Object Identifier, Delete item
- Buttons: Cancel, Publish, Save changes



# 3. Submit for review

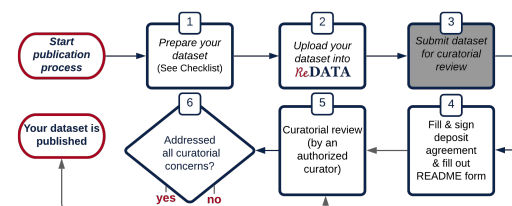
## A) When you are done with the metadata

- 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 for curatorial review

## B) Submission confirmation

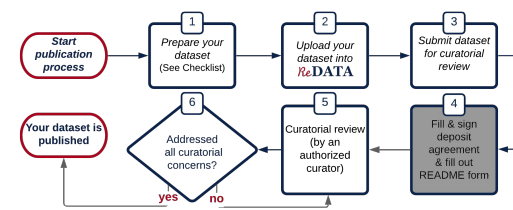
- The depositor and the corresponding author will receive a confirmation email to acknowledge receipt

**Note:** The confirmation email will usually be sent within a few hours, but may take up to 2 business days



The screenshot shows a web form for submitting a dataset. The form includes fields for Title, Authors, Categories, Item type, Keyword(s), and Description. At the bottom, there is a 'Publish' checkbox and a 'Publish item' button. Two red boxes with arrows point to these elements: one labeled 'First, check the box' pointing to the 'Publish' checkbox, and another labeled 'Then Publish' pointing to the 'Publish item' button.

# 4. Fill out Qualtrics forms

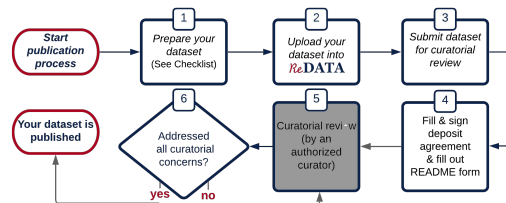


Once you receive the submission confirmation email:

- Fill out and sign the *Deposit Agreement* form and fill out the *README* form. The confirmation email will contain customized links for your dataset deposit
- The *README* form will allow you to provide additional information about your deposit
- The *ReDATA* team will then create a *README.txt* file that will appear in your deposit

The image shows two overlapping screenshots of the ReDATA website. The top screenshot displays the 'UA Research Data Repository Deposit Agreement' form, which includes the ReDATA logo and the text 'UA Research Data Repository Deposit Agreement'. The bottom screenshot shows the 'UA Research Data Repository README Form', which includes the ReDATA logo and the text 'UA Research Data Repository README Form'. Both screenshots feature the University of Arizona logo and the ReDATA logo.

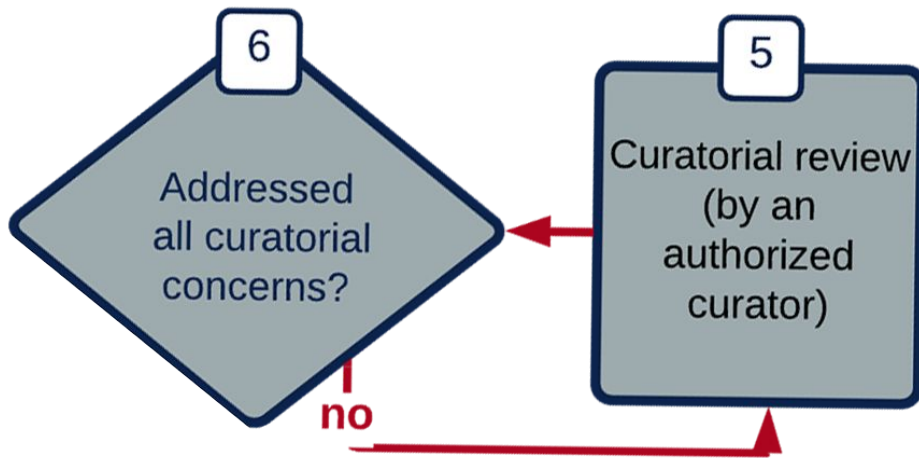
# 5. Curatorial review



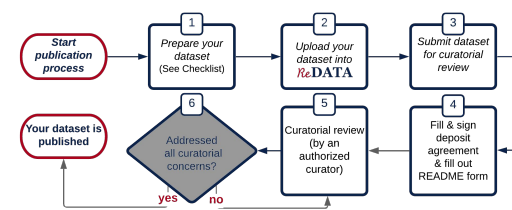
The curatorial review will start after the curators receive the signed *Deposit Agreement* and *README* form

- The curator will communicate any concerns to the depositor and the corresponding author
- 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
  - For any additional information or clarifications (if needed)

**Note: This is the last opportunity to withdraw your submission**

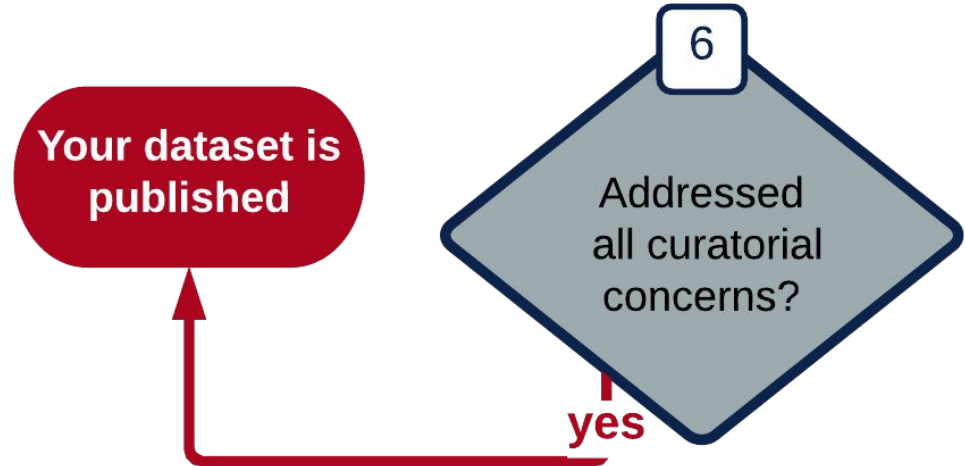


# 6. Review approval and publication!



After the review, the dataset will be made public. You will receive a final **confirmation email** containing the link to the published dataset, your activated DOI, and a copy of your signed *Deposit Agreement*. At this point:

- Deletion is no longer possible
- Archival copies will be retained outside of the *ReDATA* platform
- Revisions after publication will generate a new version that will be published after curatorial review. Previous versions will still be available



# ReDATA resources

## Contact information

- You can contact the **ReDATA** team by [scheduling a consultation](#), or you may email us directly at [data-management@arizona.edu](mailto:data-management@arizona.edu)

## Service Policies

- Please visit our [Information webpage](#) for more information on the terms and conditions, community and service policies.

## Links

- [Available licenses](#)
- [Frequently asked questions and answers](#)
- [Tutorials](#)

## Social Media

- Follow us on [Twitter](#) and [Instagram](#)

# Before you get started with *Re*DATA - ORCiD

**Note:** This step is optional

[ORCiD](#) allows research outputs to be more discoverable and integrated within larger research networks. To connect your ORCiD account with *Re*DATA:

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## ORCID @ UA

ORCID AUTHENTICATE ORCID COLLECT

ORCID iDs are unique identifiers assigned to individual scholars and researchers. Using an ORCID allows manuscripts, grants, and other scholarship to be more discoverable and integrated within larger research networks.

**Get an ORCID iD!**

Click the button below to create a new ORCID iD (if you don't already have one) and connect it to The University of Arizona.

**iD CREATE/CONNECT ORCID iD**

# Before you get started with *Re*DATA - Logging in

Make sure to log in to *Re*DATA and (optionally) update your profile. Your profile will allow other users to know the type of research you do and it will help make your data more discoverable. To log in:

1. Access *Re*DATA at [arizona.figshare.com](https://arizona.figshare.com)
2. Click “Log in” near the upper right
3. A NetID sign-on page will be available.  
Log in with your NetID credentials
4. To edit your profile click on the circle with your initials and select “Profile”

Issues logging in? Please [contact us](#) and provide any warning messages

The image displays two screenshots of the ReDATA website interface. The top screenshot shows the 'Log in' button in the top right corner, with a red arrow pointing to it. The bottom screenshot shows the user profile menu (initials 'FA') in the top right corner, with a red arrow pointing to it, and a dropdown menu listing options like 'Administration', 'Statistics', 'Review requests', 'Profile', 'Settings', 'Applications', and 'Logout'.