

Data Deposit Instructions

University of Reading Research Data Archive

1. Before you start

Before you deposit data and/or create a metadata record in the University of Reading Research Data Archive you should ensure your dataset will be eligible for inclusion in the Archive and acceptable as a valid submission. If in doubt, check the Archive [Collection Policy](#) and [Submission Policy](#).

You will also need to prepare and organise your material, and make a number of decisions about how to define, document and manage your dataset. You should do these things first to save time and frustration during the submission process.

We provide guidance on [preparing for data archiving](#) to help you ensure you have everything ready to make a valid submission.

If you have collected data from participants, you must upload with your files any information sheet and (blank) consent form used in participant requirement, so that we can confirm you have a basis for data sharing. These documents will be stored in the dataset as restricted files, meaning they will not be available for download.

If you do not submit a valid dataset or fail to provide all the information required, we will need to contact you to complete the deposit process before the dataset can be published.

To create a valid metadata record you need only complete the mandatory fields (marked with a red asterisk symbol). These fields capture core descriptive metadata and enable a citation for the dataset to be generated. The more optional fields you also fill in, the richer the description of your dataset you provide to users and to search engines, making it more likely that your dataset will be discovered and used.

If you have any questions about your submission or require assistance, contact us at researchdata@reading.ac.uk or call the Research Data Manager on 0118 378 6161.

2. Log in to the Archive

Go to the [University of Reading Research Data Archive](#) and log in at the link in the top left of the screen using your University username and password.

3. Create and edit your dataset

The **My data** page lists all your existing datasets (in progress, deposited and under review or published). By clicking on the icons next to each item you can:

- **View:** view a dataset, and create a linked version of it, or use it as a template for creating a new dataset;
- **Remove:** remove an unsubmitted deposit from your workspace and discard it;
- **Edit:** resume editing a deposit in progress.

You can also click on the button that allows you to **Create a new dataset**.

4. Create a new dataset

In most cases you will create a new dataset from scratch. But there are also options to create a linked version of an existing published dataset (i.e. if you are depositing an updated version of the dataset) and to use an existing dataset as a template for a new dataset (which can save time if the new dataset is similar in metadata/content to an existing dataset).

A linked version or a dataset created using an existing dataset as a template will be created as a duplicate of the original dataset, which can then be edited before being deposited.

When a linked version of an existing item is published, it will be marked as the latest version of the item, and the metadata record will provide links to all previous versions of the item. An example can be seen at <https://doi.org/10.17864/1947.256>. Anyone who navigates to a previous version of an item will be provided with a clearly visible link to the most recent version of the item.

To create a linked version of an existing dataset, or use an existing dataset as a template, you will need to be the owner of the existing item: this is usually the person who deposited it. If you cannot see the item in your **My data** list, you are not the owner and will need to contact us to ask us to make you the owner.

- To create a new dataset from scratch, click the **Create a new dataset** button.
- To create a linked version of an existing data, identify the current version in your **My data** list. Select **View** (the magnifying glass icon) and then on the **Actions** tab select the **New version** button. This will create a duplicate of the original that you can then modify and add files to as per the instructions below.
- To use an existing dataset as a template, identify the current version in your **My data** list. Select **View** (the magnifying glass icon) and then on the **Actions** tab select the **Use as template** button. This will create a duplicate of the original that you can then modify and add files to as per the instructions below.

5. Deposit Agreement

Read and accept the [Deposit Agreement](#). You must do this before you can create a metadata record for a dataset and deposit files in the Archive.

6. About the dataset

Use this page to enter the key headline information that describes your dataset.

Guidance on completing the fields is given below. Mandatory fields are marked with a * (red asterisk).

Field	Description
Title*	Enter a name or title for the resource. This will be the title as used in the citation for the dataset. Do not use the same title as that of a related article. You can use a title such as <i>Data supporting [title of article]</i> if you wish.
Alternative Title	Provide, where relevant, a short name, other name, acronym or alternative language title for the resource.
Description*	Provide a brief description or abstract of the resource. This might include summary information about what and how much data were collected, the research context in which they were collected, the purpose for which they were collected, and the instruments and methods used. Do not copy and paste an abstract from a related publication. You may not own the copyright or have permission to publish this abstract, and the description should relate to the dataset, not the paper. Full references to related publications are not required in the Description, as links can be added in the Related publications in CentAUR and Related resources metadata fields, and full citations can be included in the dataset documentation file.
Keywords	Add any keywords or key phrases describing the dataset. Separate terms with a comma. Use lower case except for proper nouns.
Resource Type*	The default Dataset is recommended in most cases. If the resource is software code, select Software .
Access restrictions	Enter information about any restrictions on access to the dataset and the conditions which must be satisfied for access to be granted.

7. People and Organisations

Use this page to enter information about the people and organisations involved in the creation of the dataset, and funders of the originating research.

Guidance on completing the fields is given below. Mandatory fields are marked with a * (red asterisk).

Field	Description
Creators*	<p>List dataset Creators in order of priority. Creators are those who exercised creative choice in the selection and arrangement of data or authorship of the dataset. Dataset creators are to be distinguished from those involved in generation or collection of data under instruction, who can be separately acknowledged in the Contributors field.</p> <p>Start typing in the Family Name field to look up matching University of Reading staff, Reading creators (i.e. those named as creators on other datasets published in the Archive), and people with ORCIDs, from which you can select relevant individuals. Enter the Given Name/Initials if required to narrow your search. Details of Creators not located via lookup must be keyed in. Email addresses for non-staff members, and ORCIDs for all entries, are optional, but can be useful if provided.</p>
Organisational units	<p>Enter the University Schools, Departments, Groups, Centres and Research Platforms with which the Creators of the resource are affiliated. Expand the hierarchy to choose and add the Organisational unit(s). Add your current Organisational unit(s) and the Organisational unit(s) for your co-Creators, including those from 'Interdisciplinary Centres and Themes'. Add research platforms (from Interdisciplinary Centres and Themes) if the research is associated with or has made use of these. Select only at the lowest relevant level of a hierarchy.</p>
Participating Organisations	<p>List, in order of priority, any collaborating organisations involved in producing the resource, e.g. other HEIs, research organisations, laboratories, experimental facilities, and commercial partners. The University of Reading is included by default.</p>
Contributors	<p>Add the names of any persons responsible for non-creative contributions to the production of the resource, for example, advisors on the design of the data collection method, or enumerators or technicians involved in data collection. The</p>

Field	Description
	<p>type of contributor can also be selected, such as Data Collector or Supervisor.</p> <p>Start typing in the Family Name field to look up matching University of Reading staff, Reading creators (i.e. those named as Creators on other datasets published in the Archive), and people with ORCIDs, from which you can select relevant individuals. Enter the Given Name/Initials if required to narrow your search. Details of Contributors not located via lookup must be keyed in. Email addresses for non-staff members, and ORCIDs for all entries, are optional, but can be useful if provided.</p>
Rights-holders*	<p>Enter the organisation(s) and/or person(s) holding intellectual property rights in the dataset, i.e. copyright or database right. Multiple rights-holders can be entered. The default rights-holder for University staff is University of Reading, but may be different where the dataset has been created under contract. Students own the IP in their data by default, unless it has been otherwise assigned, e.g. under an industrial sponsorship or IP assignment agreement. See the University's Code of Practice on Intellectual Property for guidance.</p>
Projects	<p>Enter the name of the project in which the data originated and a University project code if relevant.</p>
Funders	<p>Start typing in the Funder field to look up and select your funder. If you cannot find your funder using the lookup, just type in the name. Multiple funders can be selected. If the resource did not arise out of research that was funded, leave blank.</p>
Grant Number	<p>Where possible, provide a grant number for each external funder of the research. Multiple grant numbers can be added, one for each funder selected.</p>

8. Additional Details

Use this page to enrich the description of your dataset. This can increase the likelihood the data will be discovered and used. All fields on this page are optional.

Guidance on completing the fields is given below.

Field	Description
Time period - Collection period	Enter dates for the start and end of the data collection period for the dataset, e.g. when fieldwork was carried out.
Time period - Temporal coverage	Enter start and end dates for the period covered by the content of the dataset, if it is different from the data collection period.
Geographic coverage	Where data involves a spatial component, enter the spatial region or named place where the data were gathered or about which the data are focused. Be precise to the most granular level relevant (e.g. town, county, country) and avoid ambiguous entries (Birmingham may be Birmingham, UK or Birmingham, AL, USA).
Geographic location	Where data involves a spatial component, use this field to enter the North, East, South and West coordinates that bound the geographical area of data collection. The four coordinate values can be generated using OpenStreetMap and copied and pasted into the relevant boxes. See the Appendix for full instructions.
Resource language	The primary language of the resource is English by default, but other options can be selected.
Additional information	Use this field to add any relevant information about the dataset that cannot be entered anywhere else. This information will appear on the public summary page for the dataset.

9. Publication Details

Use this page to enter details about the publication of the dataset and any related resources.

Guidance on completing the fields is given below. Mandatory fields are marked with a * (red asterisk).

Field	Description
Data Publisher*	The Data Publisher is the University of Reading by default, and should be retained as such if data files are being deposited in the Archive. If you are creating a metadata record for an externally held dataset, overwrite this field with the name of the data centre or organisation that originally published the dataset, e.g. British Atmospheric Data Centre, Dryad Digital Repository, etc.
Publication date	The Publication date is the current year by default. Specify the year only; do not specify month and day. If you are creating a record for a dataset that has already been published elsewhere, ensure that the publication date is correct.
Original dataset URL	Enter the original URL of a dataset already published by another data publisher in an external resource.
Related resources	Enter the names and unique identifiers of related resources, such as publications not listed in CentAUR, websites, software, and related datasets. The resource type should also be specified. Multiple resources can be added.
Related publications in CentAUR	Look up and create a reciprocal link to any publications related to the dataset held in the CentAUR publications repository. Start typing the title of the publication in the Item title field to look up matching character strings in titles in CentAUR. Select the exact title to add it to the field along with its URL in CentAUR. This will create a link on the dataset record to the CentAUR publication, and a link on the CentAUR publication back to the dataset record. Multiple publications can be linked to the dataset in this way, provided they are deposited in CentAUR.
Publication/thesis* deposit in progress	If you have a related publication or thesis deposit planned or in progress, please select Yes and use the box to provide as much information as possible. For a publication, please provide any known details (e.g. authors, title, journal), current status (planned, in preparation, submitted, in press) and the expected publication date. For a thesis, please provide the title and the date/expected date of deposit. We will use this

Field	Description
	information to link the dataset to the item when it is available in CentAUR.
Contact*	The default contact is the Admin Contact email, researchdata@reading.ac.uk . Multiple Contacts can be added. If any data files in the dataset are assigned a Restricted Access status, and you wish to nominate an alternative or additional Authorising Agent, you must provide a valid email address in the Contact field on the Details page. Specify the type of contact as either Data Owner or Data Steward.
Comments and suggestions	Enter in this field any information or questions for the attention of the Archive Administrators relating to the dataset submission. For example, you may need to explain why a an open licence has not been selected, or why an embargo period of greater than 12 months is required. Information entered here is for internal administrative purposes only and will not be publicly displayed on the metadata record.

10. Files

On this page upload any files you wish to deposit in the Archive as part of the dataset. If you are creating a metadata record only and not uploading any files, click **Next** to go the next page.

If the total volume of the files you will include in your dataset is **greater than 20 GB** you must first contact researchdata@reading.ac.uk to obtain permission to deposit the data. Deposits exceeding 20 GB in volume may be subject to a charge and if made without prior permission from the Archive Administrators will be rejected.

If you are depositing data, you are required to upload a minimum of two files: at least one data file, and one documentation/README file. A README.txt template is provided for you to use if required.

If you have collected data from participants, you must also upload any information sheet and (blank) consent form used in participant requirement. These documents will be stored in the dataset, but can be **restricted** if they contain information not suitable for public access, e.g. private contact details.

If a file format is not listed in the Archive's [Recommended File Formats](#), ensure your documentation includes a description of the file format and provides information about any software required to render the files.

Files can be uploaded by drag and drop, browsing to a directory location or from a URL. Files can be uploaded individually, or in zip bundles. The following guidelines apply:

- We recommend you do not upload individual files/zip bundles larger than 4 GB. If you have trouble uploading files or have large amounts of data, contact us to arrange alternative means of deposit;
- If the dataset consists of a small number of files (as a guide, fewer than 10 files), upload them singly;
- If the dataset contains more data files, group these into zip bundles;
- Each file or zip bundle upload must be licensed. Do not bundle together files that require different licences.

For each file or zip bundle uploaded the metadata fields listed below are provided for completion. Mandatory fields are marked with a * (red asterisk). More detailed guidance on access and licensing is provided in the following sections.

Field	Description
Access*	Access settings must be assigned to each individual file or zip bundle.
Field	Description
Content*	Select from the list the appropriate Content type for the file or zip bundle you upload. Files will be presented separately by Content type on the metadata record.
Description	You can provide a brief description of the file or zip bundle. Do not enter lengthy descriptions.
Embargo expiry date	To place a data file/zip bundle under embargo, specify the date on which the embargo will expire, and change the Access setting for the file to Restricted. On the embargo expiry date the file Access setting will convert to Open and the file will become openly available. The embargo expiry date should be no later than the date of publication of the research findings they underpin and at the maximum no later than 12 months from the date of deposit. If you set a longer embargo period you must enter a justification for the attention of the Archive Administrators in the Comments and suggestions field on the Publication Details page.
Licence	Select the appropriate licence for each zip file or bundle.

11. Access and embargo

Select the Access setting for each file or zip bundle:

- **Open:** anyone can download the file;
- **Registered users:** only members of staff and research students with a University account can download the file;
- **Restricted:** access to the file can only be granted by an Authorising Agent.

The default setting for data publication is **Open** and should be used unless there is a clear reason to restrict access. If you use either the **Registered users** or **Restricted** access setting for any files, you should record the reason for the access restriction in the **Comments and suggestions** field on the **Publication Details** page.

The **Registered users** setting can be used if you wish to restrict access to the dataset to other members of staff and research students at the University on a temporary basis, for example for internal peer review. Users wishing to access files with this setting will be required to log in to the Archive using their University account. This setting is only for temporary use; once you are satisfied that the dataset is in its fixed and final version, the access setting should be changed to **Open** or **Restricted**.

The **Restricted** access setting should only be selected when there is a valid reason to do so, for example during an embargo period, and for information sheets and consent forms. If you make any files **Restricted**, users will be able to submit a web form request to access the file, which will be forwarded to any Authorising Agents nominated in the **Contact** field on the item record.

Archive Administrators (at email researchdata@reading.ac.uk) will be the default Authorising Agents for requests to access **Restricted** data files; if you wish to nominate an alternative or additional Authorising Agent, you must provide a valid email address in the **Contact** field on the **Publication Details** page.

Files can be placed under embargo, during which period the metadata record will be available. The embargoed data files will be published on the embargo expiry date. Data files should not be embargoed later than the date of publication of the research findings they underpin and at the maximum no later than 12 months from the date of deposit. If you set a longer embargo period you must enter a justification for the attention of the Archive Administrators in the **Comments and suggestions** field on the Publication Details page.

12. Licensing

Select a licence for each zip file or bundle:

- Use [Creative Commons](#) licenses for open data. The University recommends you use [Creative Commons Attribution 4.0](#), but other options are available;

- Various software licence options are offered. Guidance on licence options for software can be found at choosealicense.com;
- More restrictive options can be used where required. We provide guidance on [licensing data](#) and can advise if needed.
- For information sheets and consent forms, leave this field **UNSPECIFIED**.

13. Submit

Review your submission and use the **Edit item** button to return and make any changes as required.

When you are happy with your submission, click on the **Deposit Item Now** button at the bottom of the page.

14. What happens next

When your deposit has been submitted it will be reviewed and validated by an Archive Administrator against the minimum requirements set out in the [Submission Policy](#).

Key checks will cover:

- Validation of the metadata record;
- Checking rights and permissions;
- Validation of files;
- Checking legal and ethical requirements are met.

You may be contacted if there are problems with your submission or if further information is required.

When the submission has been approved it will be published to the live Archive.

Appendix. How to generate bounding box coordinates with OpenStreetMap

- Navigate to the [OpenStreetMap main page](#).
- Adjust your view (drag or use the search box) on the map so that it covers at least the full geographical extent of your data collection.
- Click the Export button at the top left of the interface to generate four values arranged in a rough diamond shape to the left of the map.
- These are the latitude and longitude values representing the current view in the map window. Clockwise starting from the top they are: North latitude, East longitude, South latitude, West longitude.
- Underneath the four values you can manually select a different area using the resizable box in the map window and adjust the bounding area highlighted on the map.
- When the box accurately reflects your data collection, copy and paste the values into their corresponding boxes in the Geographic location field on the Details page of your dataset.