UCL Research Data Repository

Instructions on how to get started and upload data

Contents

Logging on

1. Navigate to: https://ucl.figshare.com/.
2. Log in using your UCL credentials.
3. Once you have logged on, you will arrive at the home-page for your account.

Logging out

1. Click on the icon with your name at the top of the page.
2. From the drop down list select 'Logout'.

Creating a new item record which will contain research data

1. Under the 'My data' tab navigate to the '+ Create a new item' button to start the process of uploading a new dataset.
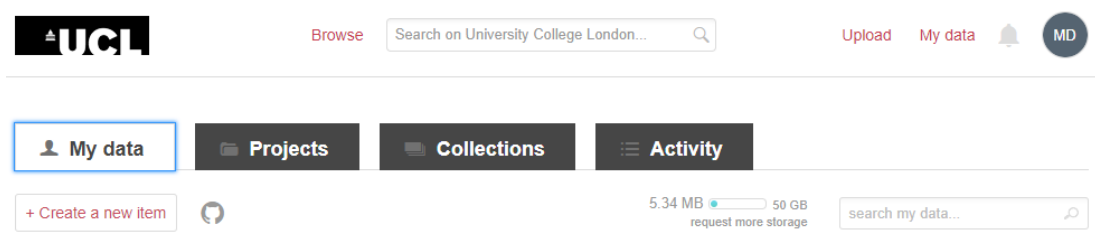

2. You can upload a dataset in four ways:
   a. To upload a dataset, you can drag and drop files directly into the box at the top of the page.

b. Alternatively, you can upload a dataset by browsing for it from your device.

c. If you click 'Link file', you will be able to add the address where your resource can be found, for example an item deposited in a non-UCL repository. Note that UCL is not responsible for its validity or for maintaining the link.

d. You could also import your code or software from GitHub. Simply click the Octocat icon on the page and then follow the [instructions](#).

3. A green box will appear after you have uploaded a document.
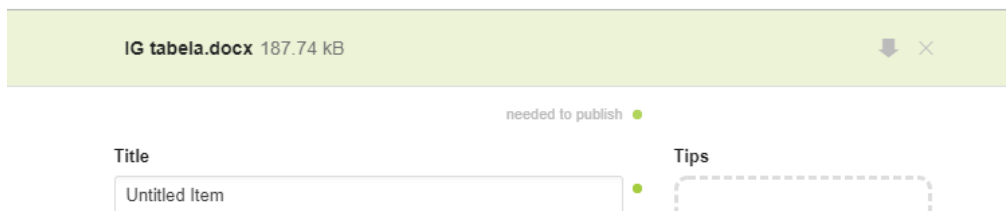
4. Once the file has been uploaded, click on 'Save changes', the red button at the bottom of the screen.
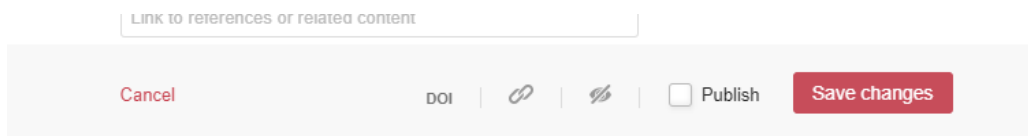
5. After uploading your dataset(s) you will need to fill out metadata fields to create a record for all of the information related to your dataset. Helpful tips on how to fill out each of the fields can be found on the right side of the screen as you interact with the form. All boxes marked with the green dots are mandatory in your dataset description.

a. Start by adding a title. The title should be as descriptive yet as succinct as possible. Good titles make research more discoverable thus more effective.

b. Next add author(s). Auto look-up of UCL registered researchers or add names/ORICDs of researchers outside UCL. You can rearrange manually the order in which the authors appear and remove yourself as an author if you are uploading on behalf of someone else. It is preferable to use an ORCID ID to ensure that the correct form of the author's name is attributed to the dataset. For more details about how to create an ORCID ID, see: https://www.ucl.ac.uk/library/open-access/orcid-ucl-researchers.

c. Add categories and subcategories that this research best correlates with. Figshare uses the ANZSRC (Australian and New Zealand Standard Research Classification), which is not designed to include all UCL categories. If none of the categories is relevant, select the closest umbrella category and use the keyword field to add your preferred categories.

d. The item type is set initially by Figshare based on your file extension, but you can modify it at any time. An item can comprise several files. All the files within a file set will have the same DOI. If you wish each file to have its own DOI you need to upload only one file within one record. UCL Research Data Repository will accept anything that has been collected, used, or is an output containing your research data. Publications like papers, preprints, presentations, theses, book monographs and book chapters should be deposited via RPS.

e. Add as many as you need precise keywords to make your dataset discoverable to other researchers. Please remember to hit the return key after each keyword. Use any words that describe your research. Bear in mind that open data can be used by researchers not in your field so it is helpful to include broader terms. Keywords can also be used to enrich the general category of your data, for example, when your specific research area is not included in the categories used on Figshare.

f. Add an as full as possible description of your data so that others can interpret your research and reproduce it. This section needs to include a title and abstract or summary for your project or publication. Additional information to include could be, for example, for a spreadsheet – the column headings, the variables; for a simulation – software and how it was created. It is recommended to upload a readme file which will give rich detail to add value to a dataset and encourage reusing of data and following best practice with regard to research reproducibility. The description may also include information about the methodology, techniques used, approval for data collection to confirm adherence to legal or ethical requirements. The relevant information is necessary to make your research understandable and reusable.

g. Add a source of external funding for your project. Make sure you use the box to search for your specific project by grant number, name or funder body. Multiple grants are supported – use the return key to add another funding. If your research is not funded please enter 'Not funded'. If you have funding from your department, please enter 'Internal funding'.

Funding

Search grant by name/number or add your own

requirements. The description should have at least four characters.

+ Add another grant

h. Add references to digital materials related to your research data, especially your publication/s. For any publication, please provide a working DOI. You can also add here valid links to any relevant content or external sources. This can help to identify your dataset. Multiple references can be added by using the return key.

References

Link to references or related content

references.

Preview item (private)

i. Add a licence from the dropdown list. There are different licences available dependent on how you want to share your data. There are also licences available for sharing research software. Learn more about licences clicking on the shadowed 'what's this?' next to the licences.

Licence (what's this?)

CC-0

CC BY
CC BY-NC-SA
CC BY-NC
CC BY-ND
CC BY-SA
Apache-2.0
GPL-3.0
GPL-2.0

6. Next you need to confirm that you do not deposit personal data in UCL Research Data Repository and that you have considered whether the data to be published may be licensed commercially before deciding to freely release it to the public.

7. The following section enables you to consider applying restrictions to your dataset on how you want to share it or if you wish to reserve a DOI for your data. We strongly recommend you will use only these two options.

   a. Apply embargo
      You may want to place an embargo on your dataset. You can choose a time period for the embargo. If the embargo is placed on the entire item (files and metadata), it will not go to review until the embargo is lifted. If the embargo is just on the files (the metadata is public), the item will go to review at the time of publishing the embargoed item, not when the embargo is lifted. There is also a further option to provide a reason for the embargo.

   b. Reserve Digital Object Identifier
      Click this link to get in advance a DOI for your item, if you need it in your publication. Alternatively, a DOI for your item is generated automatically when you publish it.

The following two features are also available but we don't recommend using them.

a. Make file(s) confidential
A confidential item with file(s) is a public item with no public file(s). Figshare has created this option to upload sensitive data which cannot be released to the public. The risk here is that the confidentiality could be removed with publication of a new version of your item. At the moment, UCL Research Data Repository does not accept any personal or 'special category' personal data. If your data includes identifiable data, NHS patient data or commercially sensitive data, you should not upload the files but create a metadata-only record instead.
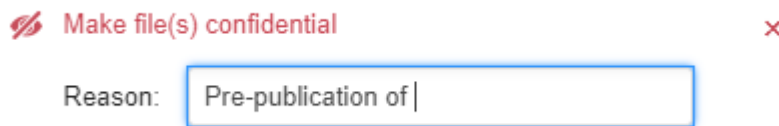

b. Generate private link
The private link was initially developed by Figshare as an opportunity to send an item for double-blind peer review, so it removes author information and institutional affiliation. However, private links are not a safe way of sharing data for the following reasons: they can be sent via email; the recipient can access the shared data without logging in; recipients don't need to have a Figshare account or be a UCL researcher. By default the link also remains active after publication of your item, unless you have disabled it. Using this feature is therefore not recommended.
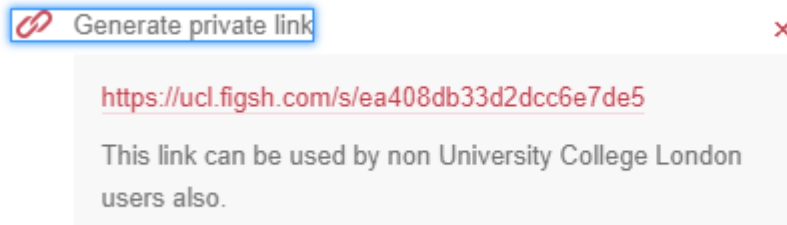
8. You can delete your item at any time unless it has been published. After publishing you need to ask for deletion by contacting a UCL Research Data Repository administrator.

9. When all metadata fields (or at least the mandatory ones) have been completed you need to save the item in your private area or you can publish it if it is ready for publishing.

a. Saving the item. Click the button 'Save changes' – the draft will be changed into a private item (saved in your private area) and you could publish it later.
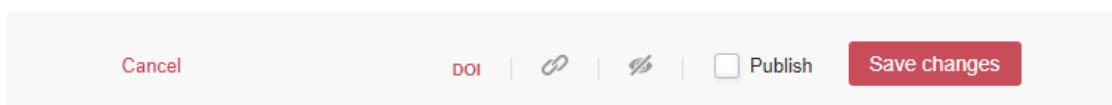
b. Publishing the item. In the publishing process we have included extra steps to reduce the chance of data being published by mistake. UCL Research Data Repository staff will check your deposit and you will receive an email when the record is published.

    i. Tick the 'Publish' check box at the bottom right of the interface.
A notification will appear: 'After submitting this item it will go in review. To be reviewed by: ….
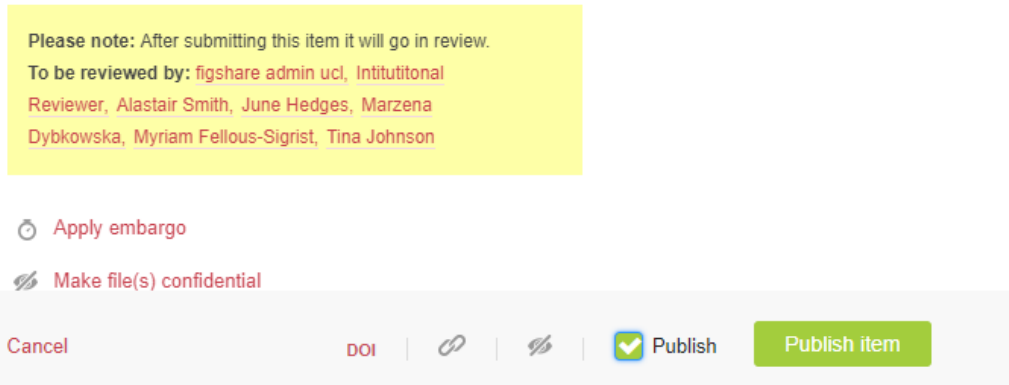

   ii. Next click the 'Publish item' button. You will receive this notification:
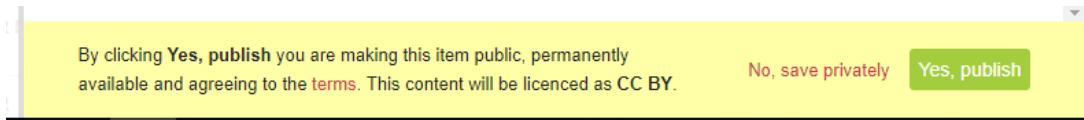
    iii. Now you have two options: 1 – 'No, save privately' and 2 – 'Yes, publish'.

- If you choose 'No, save privately', your record will remain private in your working area. You can edit or publish it at any time.

- If you choose 'Yes, publish' and your record contains a dataset, the final message will appear to confirm that your item has been submitted for review. Clicking on 'View item' you are able to preview your record (metadata and data).
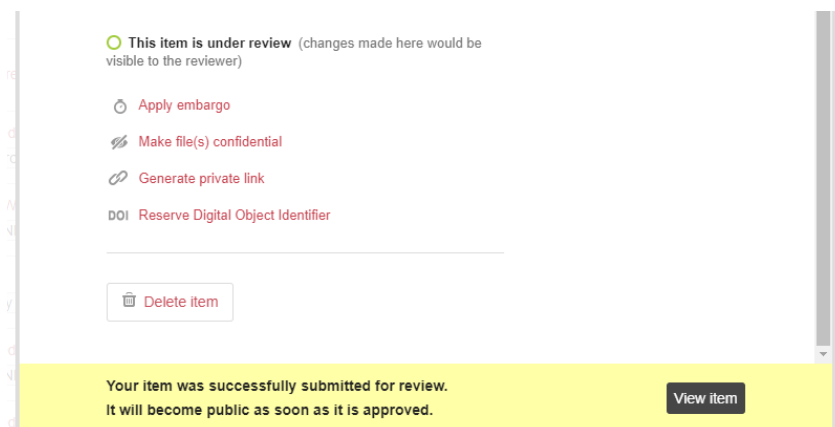
- If you choose 'Yes, publish' but forgot to upload a dataset the reminder shown below will appear. Please, upload the forgotten dataset and continue publishing according to the steps described previously unless you decide that you prefer to have a metadata record.
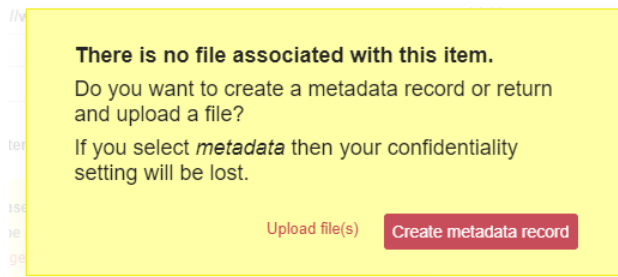

10. After publishing your item you will receive an email notification once your item has been reviewed. This email will let you know if your item has been published or if further changes are required.

Creating a metadata-only record

You are also provided with the option to create a metadata-only record for your dataset, for example in cases when you are using non-digital data or when you cannot deposit data at all.

1. Under the 'My data' tab navigate to the '+ Create a new item' button to start the process of producing a new record.

2. Tick the 'Metadata record only' box at the top left hand side of the record interface.

3. Next you will need to provide a reason for creating a metadata record e.g. 'Dataset in non-digital format'.
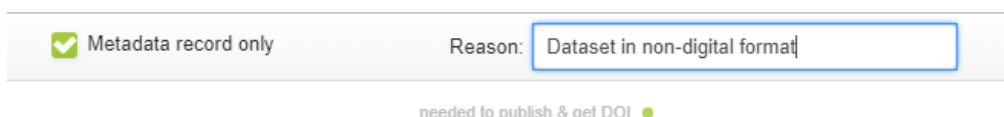
4. Please, fill in the metadata fields in the same way as for an item record containing research data. Helpful tips on how to fill out each of the fields can be found on the right side of the screen as you interact with the form. All boxes marked with the green dots are mandatory in your dataset description.

   a. Start by adding a title. The title should be as descriptive yet as succinct as possible. Good titles make research more discoverable thus more effective.

b. Next add author(s). Auto look-up of UCL registered researchers or add names/ORICDs of researchers outside UCL. You can rearrange manually the order in which the authors appear and remove yourself as an author if you are uploading on behalf of someone else. It is preferable to use an ORCID ID to ensure that the correct form of the author's name is attributed to the dataset. For more details about how to create an ORCID ID, see: https://www.ucl.ac.uk/library/open-access/orcid-ucl-researchers.

c. Add categories and subcategories that this research best correlates with. Figshare uses the ANZSRC (Australian and New Zealand Standard Research Classification), which is not designed to include all UCL categories. If none of the categories is relevant, select the closest umbrella category and use the keyword field to add your preferred categories.

d. Add as many as you need precise keywords to make your dataset discoverable to other researchers. Please remember to hit the return key after each keyword. Use any words that describe your research. Bear in mind that open data can be used by researchers not in your field so it is helpful to include broader terms. Keywords can also be used to enrich the general category of your data, for example, when your specific research area is not included in the categories used on Figshare.

e. Add an as full as possible description of your data so that others can interpret your research and reproduce it. This section needs to include a title and abstract or summary for your project or publication. Additional information to include could be, for example, for a spreadsheet – the column headings, the variables; for a simulation – software and how it was created. It is recommended to upload a readme file which will give rich detail to add value to a dataset and encourage reusing of data and following best practice with regard to research reproducibility. The description may also include information about the methodology, techniques used, approval for data collection to confirm adherence to legal or ethical requirements. The relevant information is necessary to make your research understandable and reusable.

f. Add a source of external funding for your project. Make sure you use the box to search for your specific project by grant number, name or funder body. Multiple grants are supported – use the return key to add another funding. If your research is not funded by an external funder please enter 'Not funded'. If you have funding from your department, please enter 'Internal funding'.
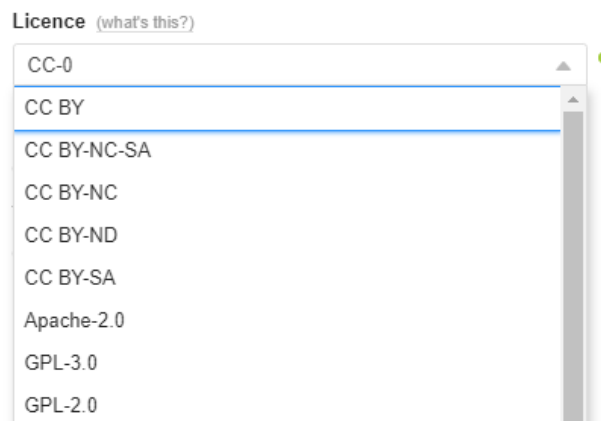

g. Add references to materials related to your research data, especially your publication/s. For any publication, please provide a working DOI. You can also add here valid links to any

relevant content or external sources. This can help to identify your dataset. Multiple references can be added by using the return key.

h. Add a copyright licence from the dropdown list. There are different licences available dependent on how you want to share your data. There are also licences available for sharing research software. Learn more about licences clicking on the shadowed 'what's this?' next to the licences.

5. Next you need to confirm that your metadata record in UCL Research Data Repository does not depict any deposit of personal data and that you have considered whether the data may be licensed commercially before deciding to inform about it the public.
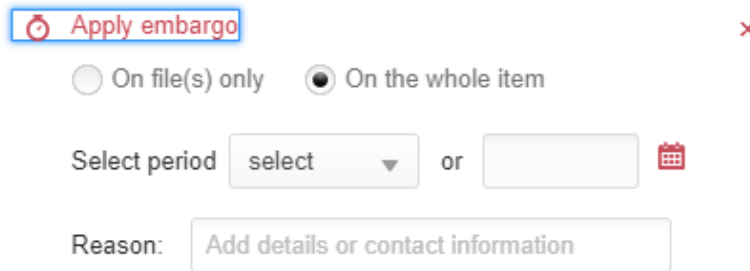
6. The following section enables you to consider applying restrictions to your item on how you want to share it or if you wish to reserve a DOI for it. We strongly recommend you will use only these two options.
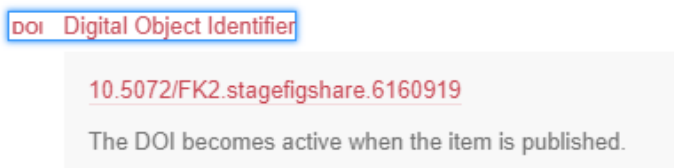
    a. Apply embargo
       You may want to place an embargo on your item. If you decide to embargo your record, it will not go to review until the embargo is lifted. You can select a time period for the embargo. There is also a further option to provide a reason for the embargo.

    b. Reserve Digital Object Identifier
       Click the link to get in advance a DOI for your item, if you need it in your publication. Alternatively, a DOI is generated for your item when you publish it.


In the case of a metadata-only record the 'Make file(s) confidential' option is inactive – the item does not include any files.

Technically possible, though not recommended, is use of the 'Generate private link' feature. It is solely your responsibility, if you have decided to use it.

Generate private link
This feature was initially developed as an opportunity to send an item for double-blind peer review, so it removes author information and institutional affiliation. A private link can be sent via email and the recipient can access the data without logging in or having a Figshare account or being a UCL researcher. It is active after publication of your item unless you have disabled it.
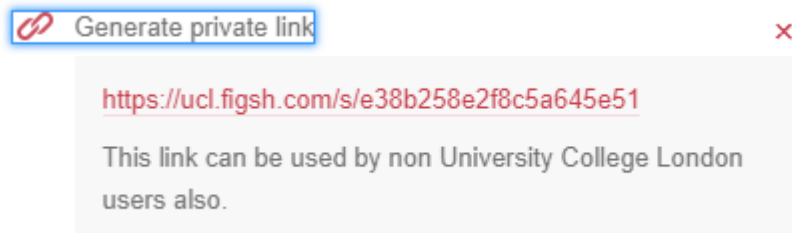
7. You can delete your item at any time unless it has been published. After publishing you need to ask for deletion by contacting a UCL Repository administrator.

8. When all metadata fields (or at least the mandatory ones) have been completed you need to save the item in your private area or you can publish it if it is ready for publishing.

    a. Saving the item. Click the button 'Save changes' – the draft will be changed into a private item (saved in the researcher's private area), which could be published later.

    b. Publishing the item. In the publishing process we have included extra steps to reduce the chance of items being published by mistake. UCL Research Data Repository staff will check your item and you will receive an email if the record has been published or requires changes.

        i. Tick the 'Publish' check box at the bottom right of the interface.
            A notification will appear: 'After submitting this item it will go in review. To be reviewed by: ….

This item is a draft (metadata required for publication missing)

Please note: After submitting this item it will go in review.
To be reviewed by: Intitutitonal Reviewer, Jacob Dobias, June Hedges

🕐 Apply embargo

🚫 Make file(s) confidential

🔗 Generate private link

DOI Reserve Digital Object Identifier

Cancel   DOI | 🔗 | 🚫 | ☑ Publish   Publish item

ii. Next click the 'Publish item' button. You will receive this notification:

By clicking **Yes, publish** you are making this item public, permanently available and agreeing to the terms. This content will be licenced as **CC BY**.   No, save privately   Yes, publish

iii. Now you have two options: 1 – 'No, save privately' and 2 – 'Yes, publish'.
- If you choose 'No, save privately', your record will remain private in your working area. You can edit or publish it at any time.

- If you choose 'Yes, publish', the final message will appear to confirm that your item has been submitted for review. Clicking on 'View item' you are able to preview your record. After a quick moment the notification will disappear

Your item was successfully submitted for review.
It will become public as soon as it is approved.   View item

9. After publishing an item you will receive an email notification once your item has been reviewed. This email will let you know if your item has been published or if further changes are required.