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.

A Data Deposit Checklist is provided to help you ensure you have everything ready to make a valid submission.

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 start 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 Robert Darby, Research Data Manager, on 6161.

2. Log in the Archive

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

3. Create and edit your Datasets and Collections

The **My data** page lists all your existing Datasets and Collections (partially completed, under review or published). By clicking on the icons next to each item you can:

- **View**: review a Dataset or Collection;
- **Remove**: remove an unsubmitted deposit from your workspace and discard it;
- **Edit**: resume editing a deposit in progress.

You can also click on one of two buttons that allow you to **Create a new Dataset** or **Create a new Collection**.

Instructions for creating a new Dataset follow. Instructions for creating a new Collection can be found [below](#).

4. Create a new Dataset

Click the **Create a new Dataset** button.

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. Use the title of the study or project if this is appropriate. This will be the title as used in the citation for the Dataset or the name of a Collection.
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 Dataset or Collection. Do not copy and paste an abstract from a related publication if you do not own the copyright.
Keywords	Add any keywords or key phrases describing the Dataset. Separate terms with a comma.
Resource Type*	Select the Resource Type that best describes the Dataset. The default Dataset is recommended in most cases.
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*	List Dataset Creators in order of priority. Creators are those who chose how to organise, arrange, and present the Dataset, or, if the Dataset presents materials that already existed, those who invested significant effort in obtaining, verifying or presenting the contents. Dataset Creators are to be distinguished from those merely involved in generation or collection of the data, who can be separately acknowledged in the Contributors field. Start typing in the Family Name field to look up matching University of Reading staff and ORCID members, from which you can select relevant individuals. Enter the Given Name/Initials if required to narrow your search. Details of University students and anyone not either employed by the University or registered with ORCID must be keyed in. Email addresses for non-staff members, and ORCIDs for all entries, are optional, but can be useful if provided.
Organisational units	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.
Participating Organisations	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.
Contributors	Add the names of any other persons responsible for collecting, managing or distributing data, or otherwise contributing to the development of the Dataset, for example, other research partners who collaborated in the research. The type of contribution can also be selected, such as Data Collector or Supervisor. Start typing in the Family Name field to look up matching University of Reading staff and ORCID members, from which you can select relevant individuals. Enter the Given Name/Initials if required to narrow your search. Details of University students and anyone not employed by the University or registered with ORCID must be keyed in. Email addresses for non-staff members, and ORCIDs for all entries, are optional, but can be useful if provided.
Rights-holders*	Enter the person(s) and/or organisation(s) holding rights in the Dataset, including copyright, database right and any intellectual property rights, such as patent rights. Multiple rights-holders can be entered. The default rights-holder for University staff is **University of Reading** by default, but may be different where IP has been otherwise assigned. Students own the IP in their data by default, unless it has been otherwise assigned by agreement. See the University's Code of Practice on Intellectual Property for guidance.
Projects	Enter the name of the project in which the data originated and a University project code if relevant.
Funders*	Select from the list the name of any funding organisation that provided financial support for the development of the Dataset. If your funder is not listed, select Other and add the funder's name in the text box provided. Multiple funders can be selected.

Field	Description
	If the Dataset did not arise out of research that was externally-funded, select No funder.
Grant number	Provide a reference or ID number for the research grant(s) that produced the Dataset. Multiple grant numbers can be added, one for each funder selected.

8. Additional Details

Use this page to enrich the description of your Dataset, and increase the likelihood that it 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 content of the Dataset, if they are different from those of the data collection period, e.g. where data involves a historical component.
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.
Data collection method	Enter any relevant information about the data collection methodology, as might be reported in the Materials and Methods section of a research paper.
Data processing and preparation activities	Enter information about any processing activities carried out in the preparation of the Dataset for deposit in the Archive. This might include details about data cleansing/consistency checks, file format migrations, the source of third party or derived data, etc.
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. This can be more precisely specified by 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. If you are placing your Dataset under embargo, the data will be published on the date the embargo expires.
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.
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 access to data files has been restricted or why an embargo period of greater than 12 months is required. State here if you do not want a DOI to be allocated to the Dataset, or wish to defer DOI allocation until a final version of the Dataset is established. 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 are 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 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:

- The individual file/zip bundle size limit for web upload is 10 GB, but depending on your browser and network connection it may only be possible to upload smaller volumes. We recommend you do not upload 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 logical zip bundles according to content or format, e.g. by experiment, or all video files, all interview transcripts, etc.;
- 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	Provide a brief description of the file or zip bundle.
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 based on the sensitive nature of data. 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;
- For software code the GNU General Public License 3.0 and the GNU Lesser General Public License 3.0 are recommended. Guidance on licence options for software can be found at choosealicense.com;
- For Restricted files use the University Licence for Restricted Data or upload your own licence.

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.

15. Create a new Collection

Click the **Create a new Collection** button.

16. Edit Collection

Use this page to select Datasets for inclusion and enter information about the Collection.

In **Collection content** you can either search all Datasets in the Archive or click on the **My Datasets** tab to select from your own Datasets.

Check the box against a Dataset title to include it in your Collection.

In **Collection information** enter details about the Collection. 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. Use the title of the study or project if this is appropriate. This will be the title as used in the citation for the Dataset or the name of a Collection.
Description*	Provide a brief description or abstract of the Dataset or Collection. Do not copy and paste an abstract from a related publication if you do not own the copyright.
Organisational units	Enter the University Schools, Departments, Groups, Centres and Research Platforms with which the Creators of the resource are affiliated. Expand the hierarchy to choose

Field	Description
	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.
Participating Organisations	List, in order of priority, any collaborating organisations involved in producing the resource, e.g. other HEIs, research organisations and commercial partners. The University of Reading is included by default.
Contact*	Enter a valid Contact email address for further information about the Collection, research group, research project, etc.

17. 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.

18. What happens next

When your deposit has been submitted it will be reviewed and validated by an Archive Administrator. 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 resizeable 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.