How to upload datasets

to the Surrey Open Research repository

Before uploading

1. Ensure your files are well-organised and clearly named.
2. Prepare any documentation files needed to understand and use your data.
3. Create a README file for your data. You can use this template. Save it as a plain text file.

Uploading data and setting access controls

1. Sign into Surrey's Open Research repository using your username (e.g. ss0000) and password.

2. Click the "**+ Add Content**" button (top right) and select "**Output**".

   a. You can save your draft at anytime by clicking the "**X**" on the top left and clicking "**Save draft**". To continue editing, navigate to your "**Profile**", click "**Outputs**", and select the draft you want to work on.

3. **"What are you submitting?"**

   a. Click "**Select asset type**". Select "**dataset**" from the list (or start to type it and select it).

4. **"Search for your dataset"**

   a. If you're sharing your data for the first time, skip this field.

   b. Already have a DOI for your data? Enter your DOI in the "Search for your dataset" field. The system will attempt to import relevant information from where your dataset is published.

5. **"Add your files"**

   a. Skip this step if you need a metadata only record (e.g., for an official University record of data already published in a disciplinary repository).

   b. Drag and drop or select files to upload.

c. It is best to upload files to the repository for sharing and safekeeping. Only "**add links to files**" that will be permanently available and are not subject to change.

d. Clicking an uploaded file will reveal several options. You can:

 i. "**Add license**": applies a copyright license. Click the relevant license to apply it to that file.

 ii. "**Add file description**": adds a description of the file and will be displayed on the record page. If this information is already in your readme file, you may want to skip this.

 iii. "**Set file access**": applies access rights to your file. Options include:

 - **Everyone**: publicly accessible, everyone can download the file
 - **Everyone, by date**: restricts access to the file until a specific date
 - **On request**: restricts access; someone can request access to the file
 - **No one (private)**: the file is not available for request
 - **Please note:** any restrictions on files should be accompanied by a justification. This could be at the file level (this step), within the dataset record's description (next step), or in the README file.

6. Click **"Describe it"** to proceed to next step.

Describe your data

1. **"Enter a title"**

 a. Your title should be descriptive and concise. Remember this is a research publication, which can be cited like a journal article.

2. **"Research topics"**

 a. Add relevant keywords and topics to help people find your data.

3. **"Related people"**

 a. Start typing a name to see suggestions.

b. If the name you're looking for doesn't appear, then click "**Add new person**". You can add their name and affiliation. Similarly, you can "**Add a new organization**".

c. Next to each name you can "**select role**" to indicate their contribution/relationship to the dataset.

4. **"Description"**

a. This is like the abstract for your dataset. The description will be prominently displayed under your title and rank highly in search results. It should help someone understand your data, the context in which it was collected, and any other relevant information. The better described your data, the more discoverable and reusable it will be.

b. If any of your files are restricted this is where you can outline why and under what conditions access will be granted (if any).

c. If your README file contains more details about your data and access restrictions, you can direct people to review that file in the description.

5. Click **"Specify"** to proceed to the next step.

DOI and further description

1. **"Where was the data published?"**

a. If you're publishing your data for the first time, then enter "University of Surrey".

b. If you published your data elsewhere, like on another repository (e.g. OpenNeuro, Zenodo, etc.) then list that repository as the publisher.

2. **"Got a DOI?"**

a. If your data is already assigned a DOI, enter it here. Data should only ever have one DOI.

b. If your data does not have a DOI, then click "**reserve a DOI**".

i. Your reserved DOI will be displayed.

ii. **Please note**: your DOI will **NOT** work until the dataset is published to the repository. Publication to the repository only occurs after the Open Research team reviews and approves your submission.

3. **"Date published"**

a. If you know when your data was published, you can add it here.

b. If you are publishing the data for the first time, you can skip this.

4. **"When was the data collected?"**

a. You can specify a date range for when your data was collected to be displayed on your data's record.

5. **"Language"**

a. You can indicate relevant language(s) for your data.

6. **"Add additional info, such as methods, coverage, etc."**

a. You can add additional information to display on the data's record in this section, including:

   i. Geospatial Info
   ii. Methods
   iii. Coverage
   iv. Technical Info

b. If this information is captured in the "**description**" section or your README file, then you may want to skip this.

7. Click **"Relations"** to proceed to the next step.

Relations and review

1. **"Related grants"**

a. Start typing a grant name or ID number to see suggestions.

b. If you don't see your grant, then click "**Add a new grant**" to add it.

c. Skip this if there is no grant associated with the data.

2. Click "**Review**" to proceed to the next step. Here you will see a summary of the information you've provided.

3. **"Terms and Conditions"**

a. After you read the terms and conditions of publication, agree to them by ticking the box.

4. "**Add message to admin for this asset**"

a. Please do not use this, instead use openresearch@surrey.ac.uk.

5. **"Add copyright information"**

   a. Used for journal articles. Ignore.

Submission, approval, and publication

1. Ready to submit your record? Just hit "submit" (top right).

2. A member of the Open Research team will review the submission before publication.

   a. If there is an issue with your submission, we will let you know and return the asset to your workspace within the repository.

   b. If approved, we will email to let you know the data has been published.

3. Once the data has been published, the DOI will go live.

If you have any questions, please contact openresearch@surrey.ac.uk.