Open Research Data Online (ORDO) user guidance: creating and publishing items

Creating an item record

You can add one or many files to the one item record. You may create a metadata only item record with **no files** attached when your research data are considered sensitive or are in non-digital formats; see Metadata Only Records below.

You can keep your files private within your 'My data' space, or make them public. You can choose how you wish to organise your data so that they make the most sense to users. There is advice on preparing data for sharing on the Library research support website. If you would like further help with data preparation please contact library-research-support@open.ac.uk.

On your 'My data' page, choose 'Create a new item' OR click the upload option on the top bar and use the 'drag and drop' feature. A new 'edit item' screen is displayed.

Fill in the Metadata form with useful information about the data. Metadata fields with green dots are mandatory for making your dataset public.

Further help on the metadata fields is provided below.

to upload, drag file(s) on the page or browse

Metadata record only   Link file

needed to publish & get DOI ●

Title

New draft item

Authors

× | Wendy Mears   Add co-authors by name or full email

Categories

Select categories ▼

File type (what's this?)

Dataset ▼

Keyword(s)

Add keywords for easy discovery

Description

Describe your data as well as you can

B *I* <u>U</u> X₂ X²

References

Link to references or related content

Funding

Add grant number or funding authority

Tips

Use this form to edit all information related to your data. Please be as descriptive as possible. The file upload is independent from the rest of the form, so you don't need to save an upload. This message will be replaced with helpful tips and suggestions as you begin interacting with the form.

Preview item (private)

Licence (what's this?)

🗑   DOI | ⌗ | ⌗ | ☐ Publish ●   Save changes

ORDO Metadata fields

Title 🟢 dataset title. Enter the corresponding publication for better discoverability.

Authors 🟢 make sure you acknowledge all authors and creators of the data. Type the email address of OU collaborators; matching names should appear. If they don't, please encourage them to sign up to ORDO. The order of names may be rearranged by clicking on a name and dragging to desired position.

Categories 🟢 select from drop down.

File type: select the best file type for your files. ORDO will display most file types within the browser, as long as you identify them correctly on upload; Figshare provides further information on file types.

Keywords 🟢 good keywords enhance discoverability. Hit return after each keyword or phrase you enter.

Description 🟢 project title and short abstract from your publication can be included here. Give as much context as possible so that others can interpret your data, and encourage them to take a closer look.

For more complex data you might consider adding a readme file. Typically these can explain the type of data included, possibly an inventory of the files present (folder structure, naming conventions and format) and the relationships between them; software required to access the data; data collection and quality control methodology. Further help on readme files is available on the library research support website.
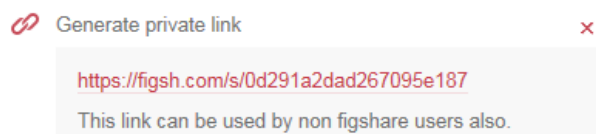
References: add links (DOIs) to related datasets here. These could include published papers that document these data, published datasets from which these data might be derived. Hit return after each reference you enter.

Funding: add funder name and grant number associated with project.

Once you have completed your item records you may save your changes without choosing to publish your item record. Records may be further edited before publication.

License 🟢 The default licence is CC-BY; choose from a list. More help on choosing a licence is provided at the bottom of the lists. You only need choose a licence when you intend to publish your data.

Generate private link: this creates a link to the dataset that you may send to collaborators or reviewers. Access is view only.
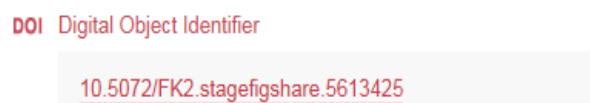
🔗 Generate private link ✕

https://figsh.com/s/0d291a2dad267095e187

This link can be used by non figshare users also.

Once created, you may disable the link at any time.

Reserve a digital object identifier: this saves changes to the item record. Use this DOI to send to publishers, so they may link to research data in published outputs.

DOI Digital Object Identifier
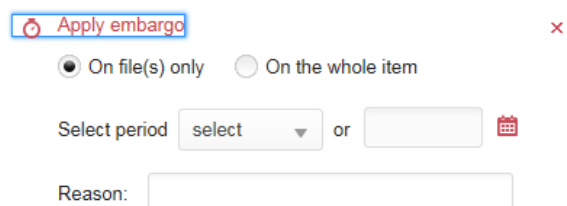
10.5072/FK2.stagefigshare.5613425

Publishing items

In the item record screen, once the record is ready to be published, tick the 'Publish this item' checkbox situated below the information textboxes. If any of the mandatory fields are incomplete, a notification box will pop-up.

You may now choose the status of your published item.

Embargoes

Click on 'Apply embargo' and choose whether to apply at file level or to the whole item. Applying embargo at a file level means that the metadata record will be made public. If the whole item is embargoed, the metadata record will not be publicly displayed until the embargo period is over (this may be thought of as delayed publication).
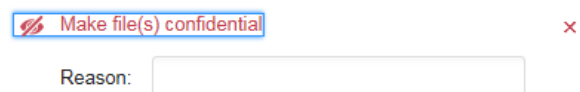
Select an embargo period or a specific date for the embargo to end. Provide a valid reason for the embargo – this is important to comply with research funder requirements.

Save your changes.

Confidential data

You can publish an item record, while leaving the uploaded files private. This is useful for restricting access to sensitive data. To make files confidential, select the 'Invisible' icon.

Enter reasons for confidentiality, to comply with funder requirements, and provide contact details for access requests.

Save your changes.

Choosing to publish

Once you click publish, your items will go into a queue to be reviewed by the Library research support team.

You will be given one final opportunity to review your data before sending it to the review queue. Once published and permanently available, you may not edit your data further. You may make revisions which create new versions of your datasets; the latest version will display by default, but earlier versions remain accessible and citable.

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

Items under review

Items will be reviewed by the Library research support team. We will check that the dataset contains no personal sensitive information, links to related publications resolve correctly,

Please note: After submitting this item it will go in review.
To be reviewed by: figshare admin OU, Wendy Mears

that the files attached to the record open. Records will either be approved, and published, or returned to you with requests for further information or recommending further action. Communication about items under review is by email; any messages will also show when you log into ORDO, under Activity.

Once accepted for publication the dataset will appear on Open Research Data Online; the item will display a DOI, which you can send to publishers for inclusion in published papers.

Item statuses

All the items in your 'My data' page will display an icon that reflects their publication status. These are listed below:

No icon – item is in draft

Grey dot – item has been made private; this item can be shared privately with selected individuals using the 'generate private link' option.
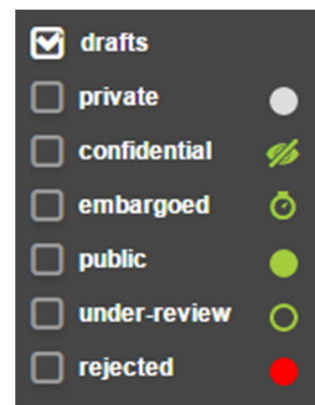
Prohibited eye icon – item has been made confidential. Confidential status may be altered manually.

Clock icon – item embargoed for a specified time. This icon will show until the embargo period has lapsed.

Green dot – item has been published and is openly available.

Green outline circle – item under review by library research support.

Red dot – item rejected for publication. *You will receive an email explaining the reason and your next steps to make the item publicly available.*

Metadata Only Records

If your research dataset is physical or cannot be archived in ORDO (or any other digital repository) for recognised reasons a metadata record should be added to ORDO to record the existence of the data.

If your research dataset is recorded in another repository (e.g. Dryad) you should not record this in ORDO as it will generate a second DOI for the research data. If you wish to record these data institutionally, you may add a record to ORO which will populate your University profile page; further guidance is available.