How to upload

A dataverse is a container for datasets. You may choose to create a dataverse (once you create a dataverse, you will become the administrator of that dataverse which will allow you to have access to manage the settings, e.g. create Guestbook, create reusable metadata templates, etc.) to contain the datasets (e.g. research data, code, documentation, and metadata) associated with individual researchers, departments, journals, or organizations. Each dataset contains descriptive metadata and data files (including documentation and code that accompany the data). As an organizing method, a dataverse may also contain sub-dataverse(s) or sub-sub-dataverse(s).

However, you may also upload dataset(s) directly to DR-NTU (Data) without creating a dataverse.

Before depositing your dataset(s), please take a few minutes to think about whether you would want to create a dataverse or just upload datasets to DR-NTU (Data).

A. Upload dataset(s) to DR-NTU (Data)

[Click Here]

B. Create dataverse and upload dataset(s) to DR-NTU (Data)

[Click Here]

We strongly recommend that you attend the DR-NTU (Data) workshops. To find out more:
Alternatively, contact librarians for help at library@ntu.edu.sg

A. Upload dataset(s) to DR-NTU (Data)

If you have one dataset to upload for a particular project, consider option 1. Alternatively, if you have more than one datasets for the same project, consider option 2.

Option 1:

Upload as one dataset (i.e. one record with one DOI)

Dataset [DOI]
- data file1
- data file2
- data file3

Steps to deposit and publish your final research dataset:

1. Login to DR-NTU (Data) using your NTU Staff Authentication and password.
2. Go to “Add Data”.
3. Select “New Dataset”. [By creating a new dataset, you will get a DOI for the whole set of the data files.]
4. Enter the information about your dataset for each citation metadata field.
   Note: Use the following title for your dataset if your dataset is replication data (replication datasets include all information necessary to replicate empirical results).
   Replication data for: *Title of your research paper*
5. Upload your data files.
6. Click “Save Dataset”.
7. Click “Edit Files” to edit the metadata (file name, description about the file) and tags (data types such as code, questionnaire, detailed usage terms, etc.) for each file.

8. Click “Edit” to edit the metadata, terms and permissions for the dataset. It is important for you to provide comprehensive input here to ensure the discoverability and reusability of your data. See Dataverse, Dataset, File Management guide for more details.
9. Publish your data.

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Option 2:

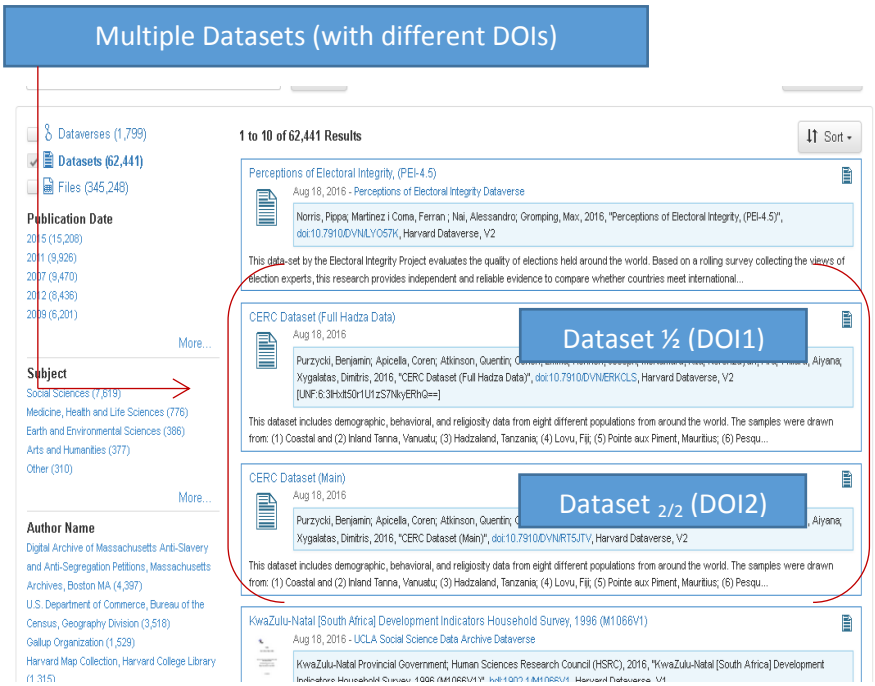
Upload as multiple datasets (i.e. multiple records with different DOIs)

1st Dataset of [DOI1]
- data file1
- data file2
- data file3

2nd Dataset [DOI2]
- data file1
- data file2
- data file3

…

Nth Dataset [DOI3]
- data file1
- data file2
- data file3



Steps to deposit and publish your final research dataset:

1. Login to DR-NTU (Data) using your NTU Staff Authentication and password.
2. Go to "Add Data".
3. Select "New Dataset". [By creating a new dataset, you will get a DOI for the whole set of the data files.]
4. **Name your datasets with the same title and append sequential number or meaningful text to the title of each dataset.**
   e.g.:
   1st dataset: title ABC+ sequential number/ meaningful text
   2nd dataset: title ABC + sequential number/ meaningful text
   Note: Use the following title for your dataset if your dataset is replication data (replication datasets include all information necessary to replicate empirical results).
   Replication data for: *Title of your research paper*
5. Enter the information about your dataset for each citation metadata field.
6. Upload your data files.
7. Click "Save Dataset".
8. Click "Edit Files" to edit the metadata (file name, description about the file) and tags (data types such as code, questionnaire, detailed usage terms, etc.) for each file.
9. Click "Edit" to edit the metadata, terms and permissions for the dataset. It is important for you to provide comprehensive input here to ensure the discoverability and reusability of your data. See Dataverse, Dataset, File Management guide for more details.
10. **Repeat steps 2- 9.**
11. Publish your data.

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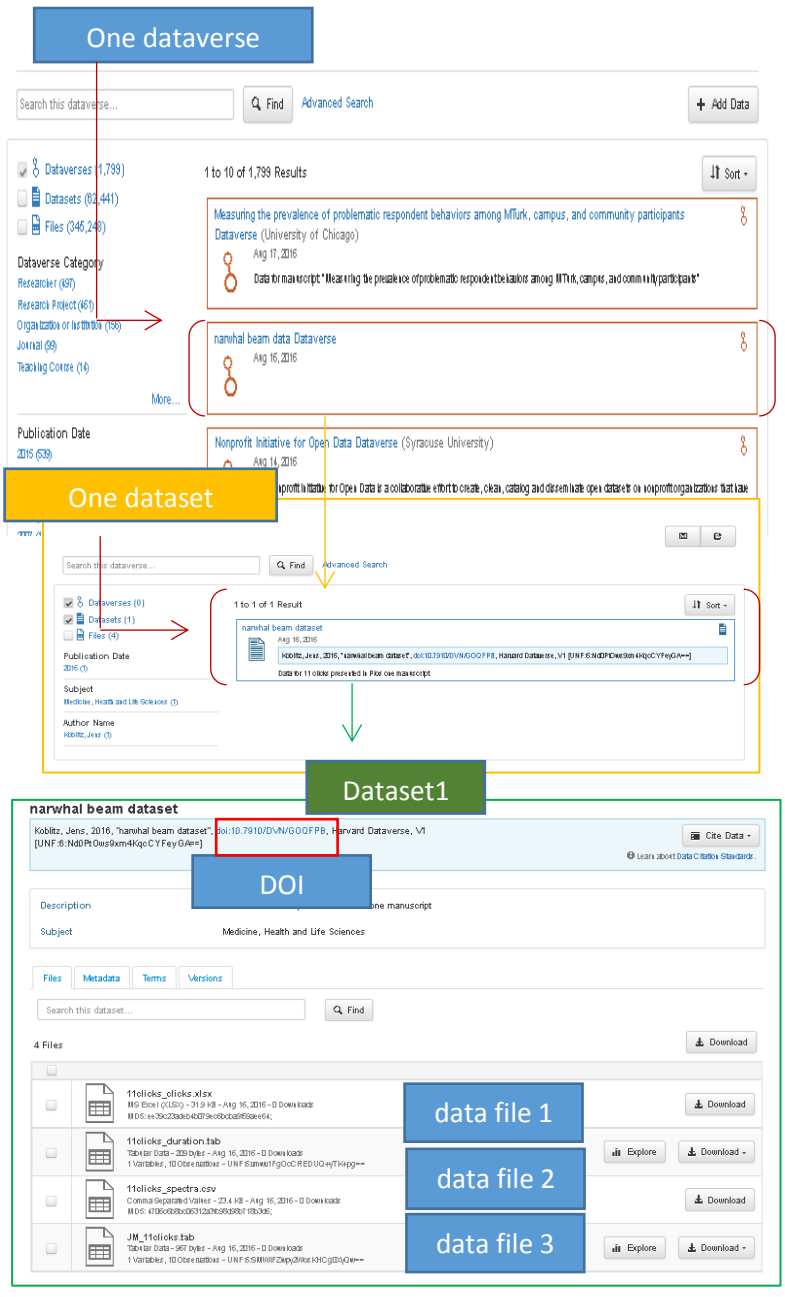
B. Create dataverse and upload dataset(s) to DR-NTU (Data)

If you would like to create a dataverse for one dataset, consider option 1. If you have multiple datasets to keep under the same dataverse, you may consider option 2. As dataverse may contain sub-dataverse(s) and sub-sub-dataverse(s), you follow option 3 to create multiple sub-dataverses and sub-sub-dataverse for your multiple datasets.

Option 1:

Create one dataverse for one dataset (i.e. one record with one DOI under a dataverse)

Dataverse
- Dataset [DOI]
  - data file1
  - data file2
  - data file3



Steps to deposit and publish your final research dataset:

1. Login to DR-NTU (Data) using your NTU Staff Authentication and password.
2. Go to “Add Data”.
3. Select “New Dataverse”.

4. Enter the necessary information about the project, choose the metadata fields, browse/search facets. [By creating a Dataverse, you will get a URL for the Dataverse. Also, you will be able to create a metadata template for future data depositing under the same Dataverse.]
5. Click “Create Dataverse”.
6. Go to “Add Data”.
7. Select “New Dataset”. [By creating a new dataset, you will get a DOI for the whole set of the data files]
8. Enter the information about your dataset for each citation metadata field.
   Note: Use the following title for your dataset if your dataset is replication data (replication datasets include all information necessary to replicate empirical results).
9. Upload your data files.
10. Click “Save Dataset”.
11. Click “Edit Files” to edit the metadata (file name, description about the file) and tags (data types such as code, questionnaire, detailed usage terms, etc.) for each file.
12. Click “Edit” to edit the metadata, terms and permissions for the dataset. It is important for you to provide comprehensive input here to ensure the discoverability and reusability of your data. See Dataverse, Dataset, File Management guide for more details.
13. Publish your Dataverse and dataset.

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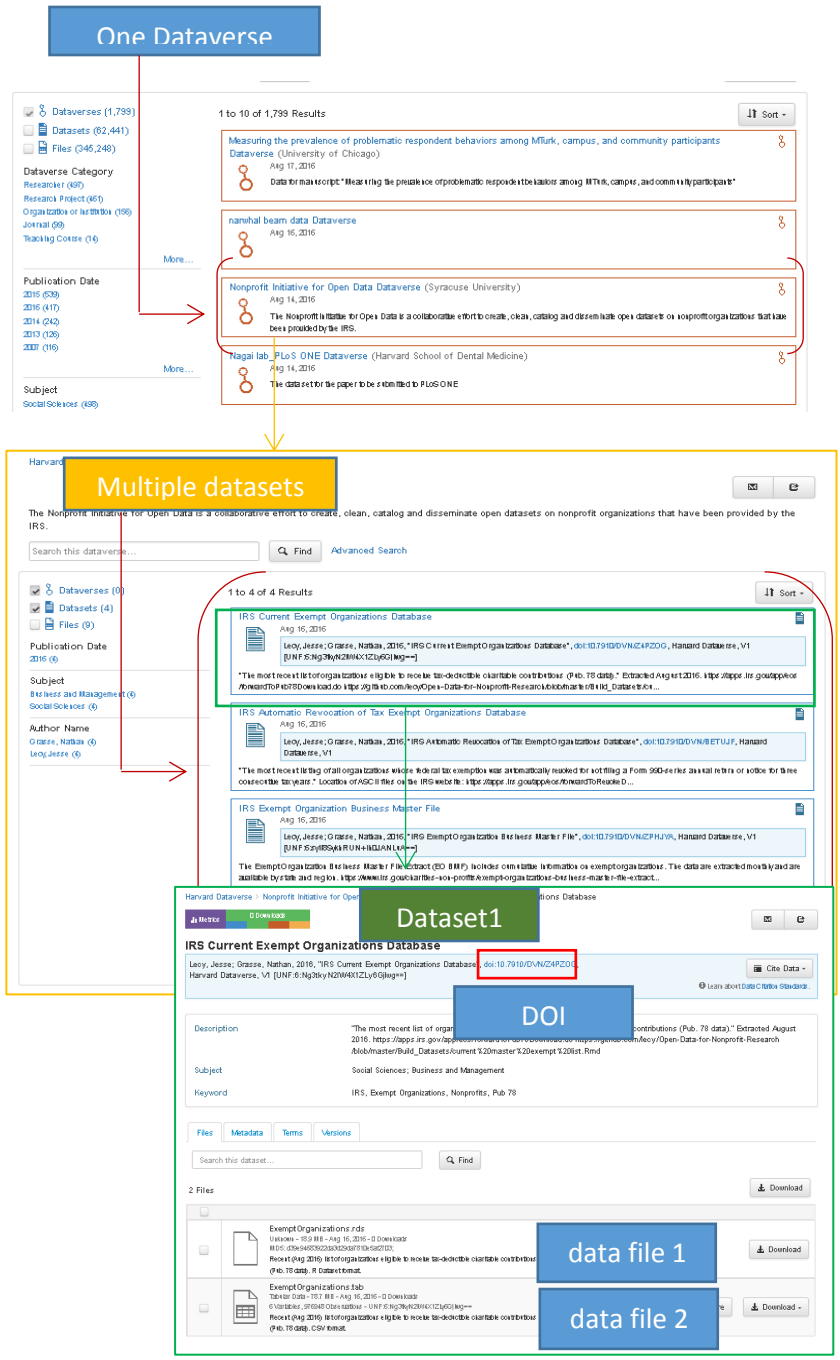
Option 2:

Create one dataverse for multiple datasets (i.e. multiple records with different DOIs under a dataverse)

Dataverse
- Dataset1 [DOI1]
  - data file1
  - data file2
- Dataset2 [DOI2]
  - data file1
  - data file2
- Dataset3 [DOI3]
  - data file



Steps to deposit and publish your final research dataset:

1. Login to DR-NTU (Data) using your NTU Staff Authentication and password.
2. Go to “Add Data”.
3. Select “New Dataverse”.
4. Enter the necessary information about the project, choose the metadata fields, browse/search facets. [By creating a Dataverse, you will get a URL for the Dataverse. Also, you will be able to create a metadata template for future data depositing under the same Dataverse.]
5. Click “Create Dataverse”.
6. Go to “Add Data”.
7. Select “New Dataset”. [By creating a new dataset, you will get a DOI for the whole set of the data files]

8. Enter the information about your dataset for each citation metadata field.
   Note: Use the following title for your dataset if your dataset is replication data (replication datasets include all information necessary to replicate empirical results)
9. Upload your data files.
10. Click “Save Dataset”.
11. Click “Edit Files” to edit the metadata (file name, description about the file) and tags (data types such as code, questionnaire, detailed usage terms, etc.) for each file.
12. Click “Edit” to edit the metadata, terms and permissions for the dataset. It is important for you to provide comprehensive input here to ensure the discoverability and reusability of your data. See Dataverse, Dataset, File Management guide for more details.
13. **Repeat step 6 to 12 for other datasets.**
14. Publish your Dataverse and dataset

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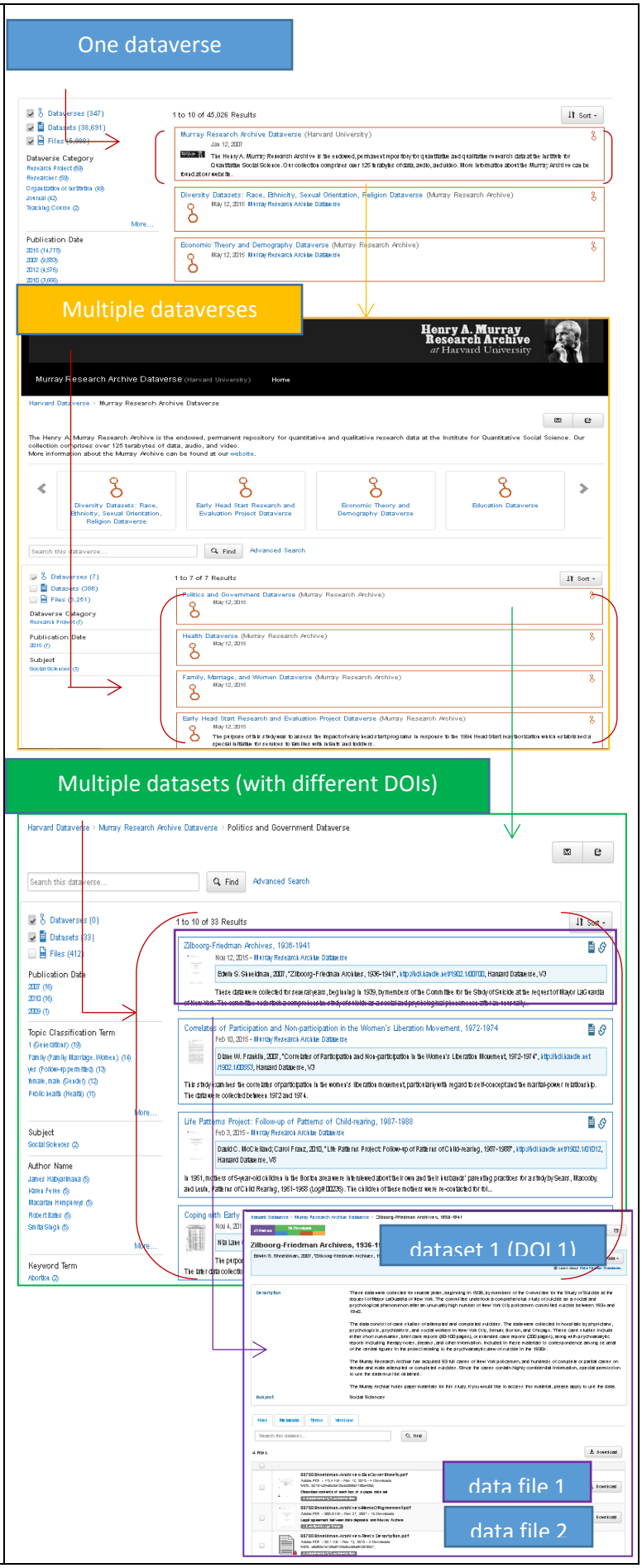
Option 3:

Create one dataverse for multiple sub-dataverses contain multiple datasets (i.e. one dataverse contains multiple sub- dataverses and each dataverse has multiple records with different DOIs)

Dataverse
- Dataverse1
  - Dataset [DOI1]
    - data file1
    - data file2
- Dataverse2
  - Dataset [DOI2]
    - data file1



Steps to deposit and publish your final research dataset:

1. Login to DR-NTU (Data) using your NTU Staff Authentication and password.
2. Go to “Add Data”.
3. Select “New Dataverse”.
4. Enter the necessary information about the project, choose the metadata fields, browse/search facets. [By creating a Dataverse, you will get a URL for the Dataverse. Also, you will be able to create a metadata template for future data depositing under the same Dataverse.]
5. Click “Create Dataverse”.
6. Go to “Add Data”.
7. Select “New Dataset”. [By creating a new dataset, you will get a DOI for the whole set of the data files]
8. Enter the information about your dataset for each citation metadata field.
   Note: Use the following title for your dataset if your dataset is replication data (replication datasets include all information necessary to replicate empirical results).
9. Upload your data files.
10. Click “Save Dataset”.
11. Click “Edit Files” to edit the metadata (file name, description about the file) and tags (data types such as code, questionnaire, detailed usage terms, etc.) for each file.
12. Click “Edit” to edit the metadata, terms and permissions for the dataset. It is important for you to provide comprehensive input here to ensure the discoverability and reusability of your data. See Dataverse, Dataset, File Management guide for more details.
13. **Repeat step 2 to 12 for other sub Dataverses**
14. Publish your Dataverse and dataset

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