

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

The screenshot illustrates the DR-NTU (Data) interface. At the top, a search bar shows '1 to 10 of 64,240 Results'. Two datasets are listed: 'Perceptions of Electoral Integrity, (PEI-4.5)' and 'CERC Dataset (Full Hadza Data)'. A blue box highlights the DOI '10.7910/DVN/ERKCLS' for the CERC dataset. Below, the dataset details for 'CERC Dataset (Full Hadza Data)' are shown, with a blue box highlighting the DOI '10.7910/DVN/ERKCLS'. The bottom section shows the dataset files: 'CERC Dataset (Full Hadza Data).tab', 'CERC Dataset (Full Hadza Data).xls', and 'CERC R Code'. Blue boxes highlight 'data file 1', 'data file 2', and 'data file 3'.

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

Multiple Datasets (with different DOIs)

1 to 10 of 62,441 Results

Perceptions of Electoral Integrity, (PEI-4.5)
Aug 18, 2016 - Perceptions of Electoral Integrity Dataverse
Norris, Pippa; Martinez I Cona, Ferran; Nai, Alessandro; Gromping, Max, 2016, "Perceptions of Electoral Integrity, (PEI-4.5)", doi:10.7910/DVN/UYO57K, Harvard Dataverse, V2
This data set by the Electoral Integrity Project evaluates the quality of elections held around the world. Based on a rolling survey collecting the views of election experts, this research provides independent and reliable evidence to compare whether countries meet international...

CERC Dataset (Full Hadza Data)
Aug 18, 2016
Purzycki, Benjamin; Apicella, Coren; Atkinson, Quentin; Xygalatas, Dimitris, 2016, "CERC Dataset (Full Hadza Data)", doi:10.7910/DVN/NERKCLS, Harvard Dataverse, V2
[UNF:6.31h4t50Y1U1z57NkyERhQ==]
This dataset includes demographic, behavioral, and religiosity data from eight different populations from around the world. The samples were drawn from: (1) Coastal and (2) Inland Tanna, Vanuatu; (3) Hadzaland, Tanzania; (4) Lovu, Fiji; (5) Pointe aux Piments, Mauritius; (6) Pesqu...

CERC Dataset (Main)
Aug 18, 2016
Purzycki, Benjamin; Apicella, Coren; Atkinson, Quentin; Xygalatas, Dimitris, 2016, "CERC Dataset (Main)", doi:10.7910/DVN/RTSJTV, Harvard Dataverse, V2
This dataset includes demographic, behavioral, and religiosity data from eight different populations from around the world. The samples were drawn from: (1) Coastal and (2) Inland Tanna, Vanuatu; (3) Hadzaland, Tanzania; (4) Lovu, Fiji; (5) Pointe aux Piments, Mauritius; (6) Pesqu...

KwaZulu-Natal (South Africa) Development Indicators Household Survey, 1996 (M1066V1)
Aug 18, 2016 - UCLA Social Science Data Archive Dataverse
KwaZulu-Natal Provincial Government; Human Sciences Research Council (HSRC), 2016, "KwaZulu-Natal (South Africa) Development Indicators Household Survey 1996 (M1066V1)", doi:10.7910/DVN/1M1066V1, Harvard Dataverse, V1

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

The figure illustrates the process of creating a dataverse for a single dataset through three sequential screenshots of the DR-NTU (Data) interface:

- One dataverse:** A search for "nanwhal beam data Dataverse" yields 1,799 results. A red box highlights the search results, and a red arrow points to the "One dataset" section.
- One dataset:** A search for "nanwhal beam dataset" yields 1 result. A yellow box highlights the search results, and a yellow arrow points to the "Dataset1" section.
- Dataset1:** The details page for the "nanwhal beam dataset" is shown. A blue box highlights the DOI (10.7910/DVN/G00FPB). Below, a list of four files is displayed, with blue boxes highlighting "data file 1", "data file 2", and "data file 3".

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

The screenshot illustrates the Dataverse interface. At the top, a blue box labeled "One Dataverse" points to a search results page for a dataverse. The search results show a list of datasets under the dataverse "Nonprofit Initiative for Open Data". A yellow box labeled "Multiple datasets" highlights this list. Below, a detailed view of a dataset is shown, with a green box labeled "Dataset1" and a blue box labeled "DOI" pointing to the dataset's DOI: 10.7910/DVN/24PZ0G. The dataset view shows two data files: "Exempt Organizations.rdx" and "Exempt Organizations.tab", with blue boxes labeled "data file 1" and "data file 2" pointing to their respective download links.

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

The screenshot illustrates the Dataverse interface structure. At the top, a blue box labeled "One dataverse" points to a search results page for "Murray Research Archive (Harvard University)". Below this, a yellow box labeled "Multiple dataverses" points to the archive's home page, which lists several sub-dataverses like "Diversity Datasets: Race, Ethnicity, Sexual Orientation, Religion" and "Economic Theory and Demography". A green box labeled "Multiple datasets (with different DOIs)" points to a search results page for the "Politics and Government" sub-dataverse, showing multiple datasets such as "Zilboog-Friedman Archives, 1936-1941" and "Completeness of Participation and Non-participation in the Women's Liberation Movement, 1972-1974".

Red arrows indicate the flow from the top-level dataverse to the sub-dataverses and then to individual datasets. A blue box labeled "dataset 1 (DOI 1)" highlights a specific dataset entry. Below it, two blue boxes labeled "data file 1" and "data file 2" point to individual files within that dataset.

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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