

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 rdm@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 'doi:10.7910/DVN/ERKCLS' for the CERC dataset. Below this, the dataset details for 'CERC Dataset (Full Hadza Data)' are shown, with a blue box highlighting the DOI 'doi:10.7910/DVN/ERKCLS'. At the bottom, three data files are listed: 'CERC Dataset (Full Hadza Data).tab', 'CERC Dataset (Full Hadza Data).xls', and 'CERC R Code'. Blue boxes label these files as 'data file 1', 'data file 2', and 'data file 3' respectively.

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 Coma, Ferran; Nai, Alessandro; Gromping, Max, 2016, "Perceptions of Electoral Integrity, (PEI-4.5)", doi:10.7910/DVNLMY057K, 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/DVNMERKCLS, Harvard Dataverse, V2
[UNF:6.31h4t50r1U1z57NkyERhQ==]
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/DVNMRTSJTV, 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/DVNMRSU1V, 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 "One dataverse" yields 1,799 results. The "narwhal beam data Dataverse" is highlighted, showing its title, date (Aug 16, 2016), and a link to its record.
- One dataset:** A search for "One dataset" yields 1 result. The "narwhal beam dataset" is highlighted, showing its title, date (Aug 16, 2016), and a link to its record.
- Dataset1:** The details page for the "narwhal beam dataset" is shown. It includes the DOI (10.7910/DVN/G00FPB), a description, subject (Medicine, Health and Life Sciences), and a list of four files: "11clicks_clicks.xlsx", "11clicks_duration.tab", "11clicks_spectra.csv", and "JM_11clicks.tab". Each file has a "Download" button.

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 "Dataverses (1,799)". Below this, a list of datasets is shown, including "Measuring the prevalence of problematic respondent behaviors among MTurk, campus, and community participants" and "Nonprofit Initiative for Open Data". A yellow box labeled "Multiple datasets" highlights a specific dataverse titled "The Nonprofit Initiative for Open Data". This dataverse contains four datasets, including "IRS Current Exempt Organizations Database", "IRS Automatic Revocation of Tax Exempt Organizations Database", and "IRS Exempt Organization Business Master File". A green box labeled "Dataset1" highlights the "IRS Current Exempt Organizations Database" dataset. A blue box labeled "DOI" points to the DOI "10.7910/DVN/24PZ0G" for this dataset. Below the dataset details, two data files are listed: "Exempt Organizations.rds" 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 structure of a Dataverse. At the top, a blue box labeled "One dataverse" points to the main search results for "Murray Research Archive (Harvard University)". Below this, a yellow box labeled "Multiple dataverses" points to a sub-page titled "Murray Research Archive (Harvard University) Home", 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 specific sub-dataverse page, "Politics and Government", which lists datasets such as "Zilboog-Friedman Archives, 1936-1941" and "Completion 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's record page.

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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