York University Dataverse Deposit Submission Guide

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Creating an account

1. Go to: https://borealisdata.ca/dataverse/york/ , and click "Log In".
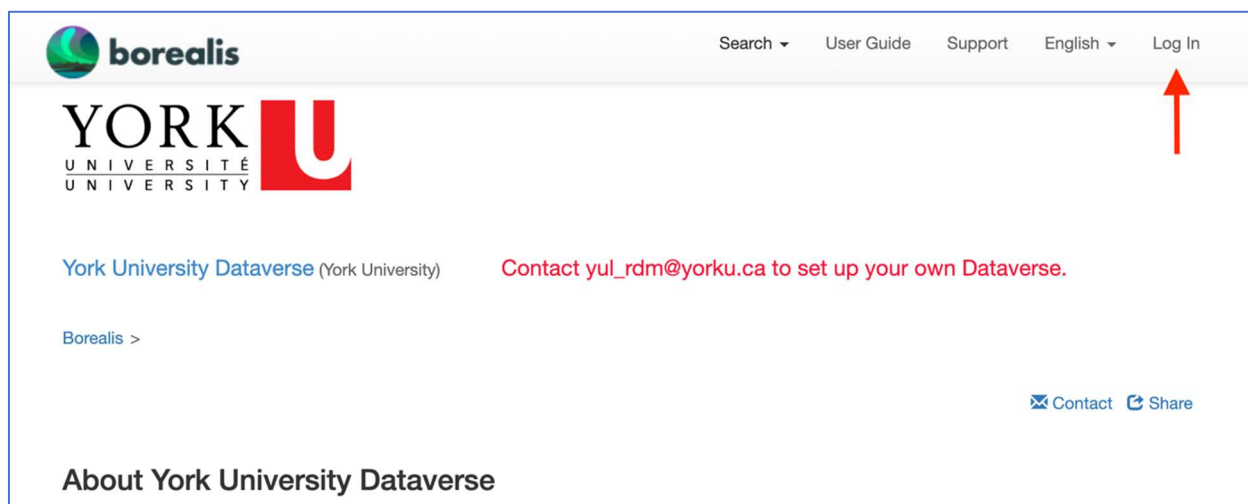
2. Click the "Sign On" button to create your Dataverse account. For future log in, click the "Username/Email" button. (Institutional log in is not available currently)

Adding a dataset

3. Before you start to add data set, contact York U Libraries at yul_rdm@yorku.ca to set up a Dataverse collection for you and assign your account with creator/contributor permission.

4. Log in to your Dataverse account and navigate to your own Dataverse collection. Click the "Add Data" button and choose "New Dataset".

Choosing a data license (dataset template)

5. On the dataset creation page, first select a standard license type to apply to your dataset, under the "Dataset Template" dropdown menu. By default, all new datasets are given a Creative Commons CC0 Public Domain Dedication. Check out the Dataverse user manual on dataset terms for options of choosing licenses or defining customized terms of use for your data sets.

Complete metadata fields

6. Complete the required and recommended citation metadata fields. If you need to add multiple authors or contacts, click the + icon to add more fields, as necessary. Check out the Dataverse North Metadata Best Practices Guide for more information and resources on metadata creation.

Citation Metadata ⌃

Title * ❓

> Enter title...

> Add "Replication Data for" to Title

Author * ❓

Name * ❓

> Your name

Affiliation ❓

> York University

➕

Identifier Scheme ❓

> Select...   Your name ▾

Identifier ❓

Contact * ❓

Name ❓

> Your name

Affiliation ❓

> York University

➕

E-mail * ❓

> Your email

Description * ❓

This field supports only certain HTML tags.

Text * ❓

➕

Date ❓

> YYYY-MM-DD

Subject * ❓

> Select...   ▾

Keyword ❓

Term ❓

Vocabulary ❓

➕

Vocabulary URL ❓

> Enter full URL, starting with http

Related Publication ❓

Citation ❓

➕

ID Type ❓

> Select...   ▾

ID Number ❓

URL ❓

> Enter full URL, starting with http

Notes ❓

Depositor ❓

> Your name

Deposit Date ❓

> 2022-06-30

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Uploading data files

7. In the "Files" section below the "Citation Metadata" section, you will upload your data. Click "+ Select Files to Add" to open a file explorer window to navigate to the files you wish to upload. Alternatively, you can drag and drop files into the area indicated. (Compressed files in .zip format are unpacked automatically. If you have a lot of files, you can compress the whole directory you wish to upload in a .zip file and upload the compressed file. Dataverse will maintain the file/folder structure.)
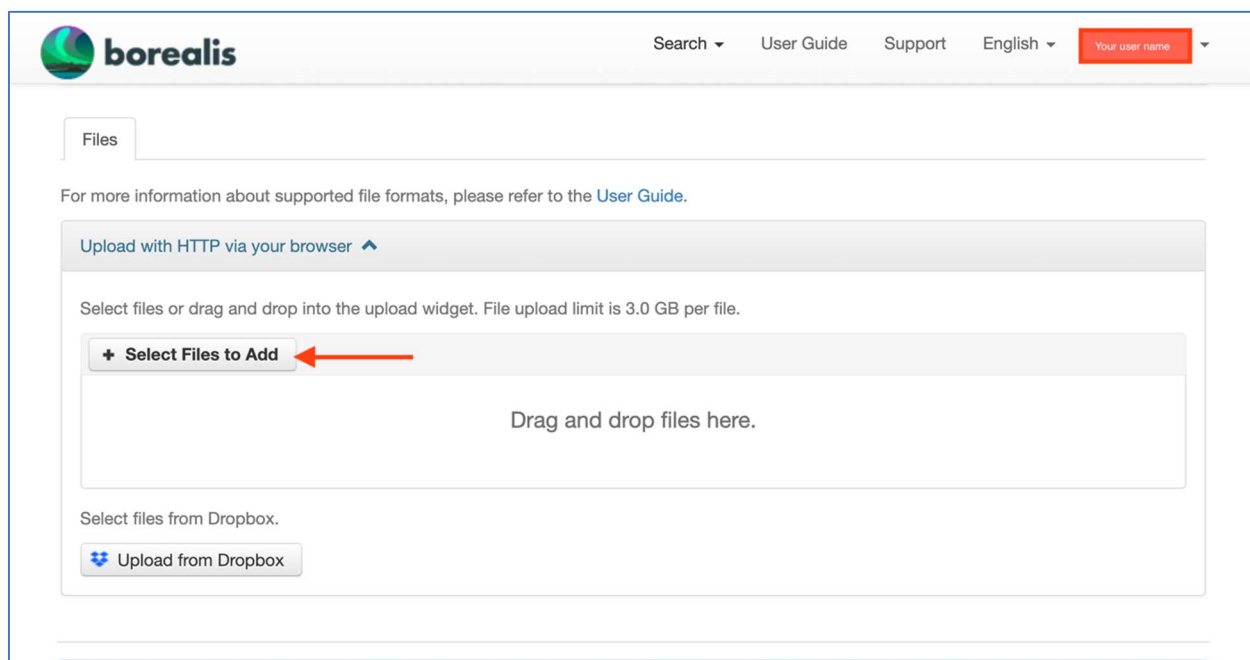
8. Once your files are successfully uploaded, you can
   a. modify file names and add a custom text description.
   b. add a folder structure after the files are uploaded if you did not upload the files in a folder structure: in the file metadata window, enter a folder name (or pathway) into the File Path field. To implement a sub-folder structure, use a backslash (\) to separate folder names within the file path (e.g., File Path = Trial Data\2021).
   c. add tags to categorize your files. Click "File Options" menu then choose "Tags". Select from "Data", "Code", "Documentation", or create a custom tag to let users know more about the files in your dataset.

Adding more metadata

9. After saving your dataset, you will get a preview of what the published dataset will look like in Dataverse. At this point, you can add more metadata to make your dataset more discoverable. Click the "Metadata" tab and then click "Add + Edit Metadata".

10. You may now add a broad range of metadata fields. In addition to citation metadata, you can also add subject-specific metadata under the tabs listed further below, including Geospatial, Social Sciences and Humanities, Astronomy and Astrophysics, and Life Sciences categories. Check out the Dataverse North Metadata Best Practices Guide for more information and resources on metadata creation.

Submitting a dataset for publication

11. Back on the dataset preview page, when you are ready to submit your dataset for publication click the "Submit for Review" button. (You will not be able to make any changes to the dataset while it is in review.)

12. The Dataverse administrator will review your dataset. If any changes are required, they will contact you and return the dataset to your control for necessary modifications. Otherwise, they will push your dataset to publication and notify you once this action has been completed.

Date Last Updated: July 2022 | **Next Review Date**: July 2023 | Version 1.0

Responsible unit: Division of Research and Open Scholarship

Contact: yul_rdm@yorku.ca

Adapted from: [McMaster Dataverse Deposit Walkthrough](#) and [University of Guelph Research Data Repositories data submission guide](#)