

Research data produced at York University can be hosted within [Borealis](#). To deposit a dataset, please review the following steps. Consult the [York University Dataverse Deposit Guidelines](#) and [full deposit submission guide](#) for more details.

1. Create Account

Go to [York U Dataverse](#) > [Log In](#)

Use your Passport York credentials after choosing YORKU from the drop-down menu.

Before depositing data, please contact yul_rdm@yorku.ca to create a Dataverse for you, your project, or research team.

2. Add & Edit Data

[Log in](#)

You will be redirected to [York U Dataverse](#).

Select the Dataverse

Choose the dataverse you want to deposit data into.

You can find the list of dataverses you have permission to deposit to via:

- **My Data** (in the dropdown menu from your account name in the upper right)
- **Dataverses** link in the left column of the page

Create a new dataset

Click **+ Add Data**, and choose **New Dataset** from the dropdown menu

- Select a dataset **Template** for the desired Creative Commons license (default license is CC0)
- *Be aware: selecting a template will clear all other data fields, so do this first.*

Fill in **Required Metadata** fields marked with a *

Note: many more metadata fields become available for editing after your dataset is saved.

- If desired, fill in additional metadata fields. **RECOMMENDED:** Keywords, Related Publications.

You can save the dataset without adding any files.

Upload data files

The **Files** section is at the bottom of the page, below the Citation Metadata.

- Drag and drop files from your desktop or click **+ Select Files To Add, or Upload from Dropbox**.
- Max file size: 5GB. If your files are too large, try putting them into a .zip file, or contact yul_rdm@yorku.ca for help.
- Describe the files: Title, Description, Tags. People can't use your data if they don't know what it is! Learn more [here](#).

Save Changes

Click **Save Changes** button. This saves the dataset in **Draft** form; it is **not yet published** nor publicly visible.

- Once a dataset is created, Dataverse assigns a **DOI** to permanently identify it.
- You can also assign a **Private URL** to share with a journal without publishing the data. Contact yul_rdm@yorku.ca for help

Edit your dataset

You can edit elements of your dataset at any time using the **Files, Metadata, and Terms** (license and use permissions) tabs at the bottom of the page.

3. Publish Data

You will have a button for:

- **Submit for Review:** The Dataverse administrator will review your dataset, recommend for changes, publish and notify you once this action has been completed.

4. Cite Data

The data citation is generated by Dataverse based on the required metadata you entered. It's displayed in a blue box below the dataset title and version #.

Copy and paste, or use the **Cite Dataset** button to export the citation into EndNote, RIS, or Bibtex.

Questions? Contact yul_rdm@yorku.ca