

York University Dataverse

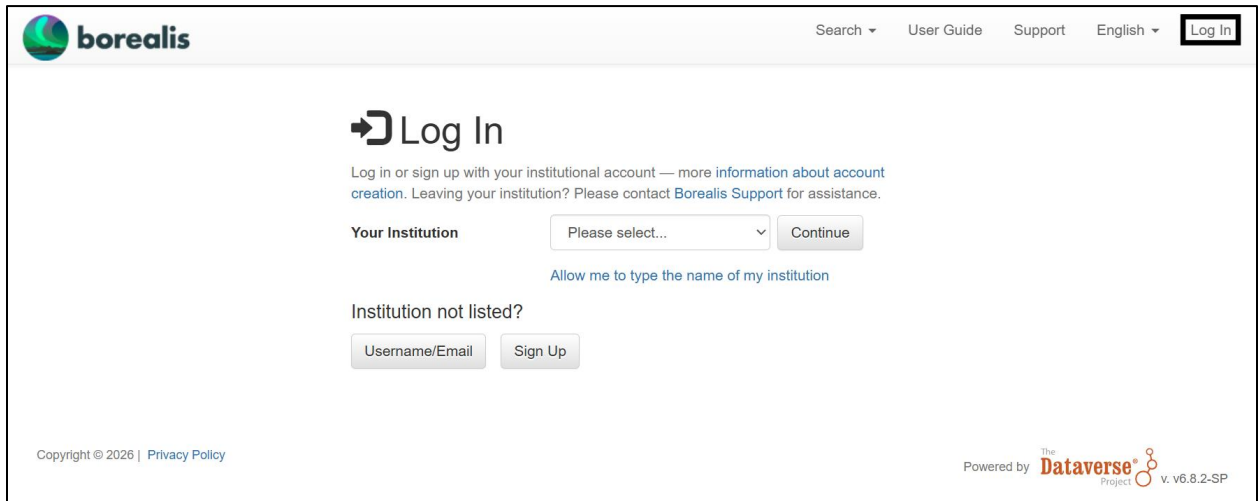
Data Deposit Submission Guide

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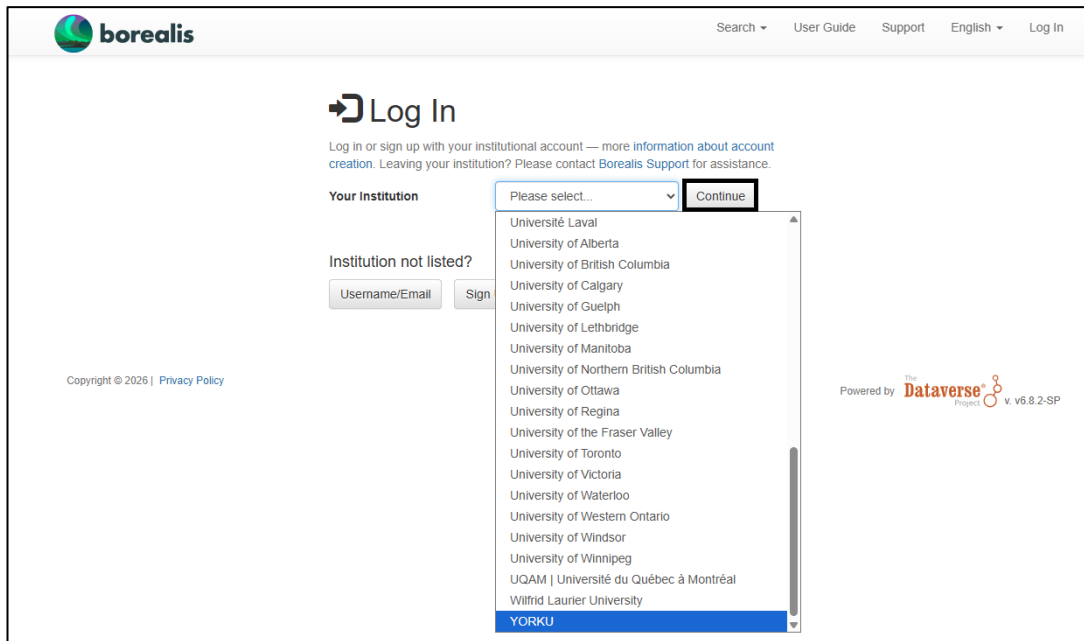
Part 1 - Activate your Borealis account

1. Go to [York University Dataverse](#).
2. In the upper right-hand corner, click “**Log In**”.



The screenshot shows the Borealis Log In page. At the top, there is a navigation bar with the Borealis logo, a search bar, and links for User Guide, Support, English, and a highlighted Log In button. The main heading is "Log In" with a right-pointing arrow icon. Below this, a message states: "Log in or sign up with your institutional account — more [information about account creation](#). Leaving your institution? Please contact [Borealis Support](#) for assistance." The "Your Institution" section features a dropdown menu with "Please select..." and a "Continue" button. A link "Allow me to type the name of my institution" is positioned below the dropdown. Underneath, the text "Institution not listed?" is followed by "Username/Email" and "Sign Up" buttons. The footer contains "Copyright © 2026 | [Privacy Policy](#)" on the left and "Powered by [The Dataverse Project](#) v. v6.8.2-SP" on the right.

3. Select YORKU from the institutional dropdown menu and click “**Continue**”.



This screenshot shows the same Borealis Log In page, but with the "Your Institution" dropdown menu open. The dropdown list displays a scrollable menu of Canadian universities, including Université Laval, University of Alberta, University of British Columbia, University of Calgary, University of Guelph, University of Lethbridge, University of Manitoba, University of Northern British Columbia, University of Ottawa, University of Regina, University of the Fraser Valley, University of Toronto, University of Victoria, University of Waterloo, University of Western Ontario, University of Windsor, University of Winnipeg, UQAM | Université du Québec à Montréal, Wilfrid Laurier University, and YORKU, which is highlighted at the bottom. The "Continue" button next to the dropdown is also highlighted with a black box. The rest of the page layout remains identical to the previous screenshot.

4. Enter your Passport York username and password to log in to the Borealis Dataverse system.



Passport York Login

Passport YORK

Passport York authenticates you as a member of the York community and gives you access to a wide range of computing resources and services.

Username:

Password:

Login

New to Passport York?

- [New Student and Applicant Sign Up](#)
- [New Employee Sign Up](#)

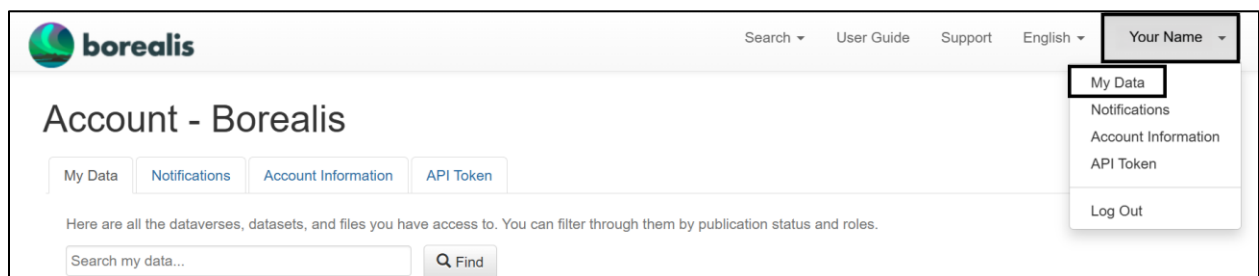
Passport York Information

- [Information for Students and Alumni](#)
- [Information for Faculty and Staff](#)

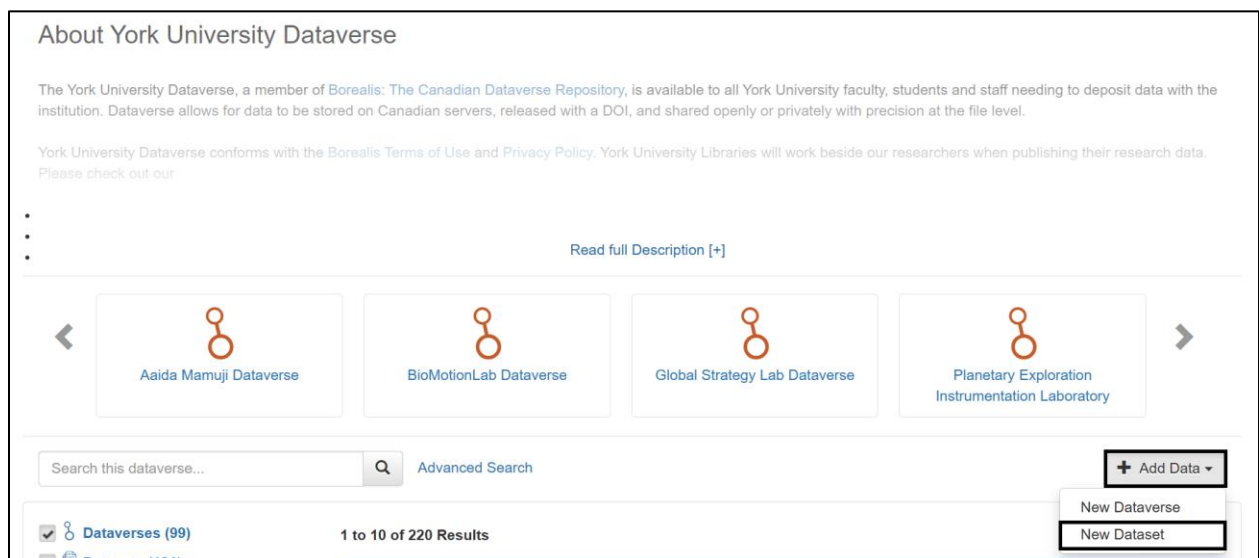
5. If this is your first time logging in using an institutional account, you may be asked to agree to release information to the repository service. Follow the instructions to accept the release and create your account. Once your account is created, you will be redirected to your institutional collection.

Part 2 - Adding a dataset

- Before you can add a dataset to a Dataverse collection, email the Libraries' Research Data Management team (yul_rdm@yorku.ca) to set up a Dataverse collection and assign your account with contributor permission.
- Once your Dataverse collection has been created, follow the steps in Part 1 of this document to login to York University Dataverse.
- To access your Dataverse collection, click on your name in the right-hand corner and then click on **"My Data"**. This will take you to a new page where you can find your Dataverse and any datasets you have submitted.



- Click **"Add Data"**. Click **"New Dataset"** from the dropdown menu.



Part 3 - Choosing a Data License (Dataset Template)

1. On the dataset creation page, use the **“Dataset Template”** dropdown menu to select a standard license (e.g., Creative Commons Attribution) or to select a **“Custom License”** option for your dataset.
 - **Tip:** By default, all new datasets are given a [Creative Commons CC0 Public Domain Dedication](#). Keep in mind, a license is irrevocable once it has been applied to a published work.

The screenshot shows the 'Sub-Dataverse' creation page for 'York University'. The breadcrumb trail is 'Borealis > York University Dataverse > Sub-Dataverse >'. The 'Host Dataverse' is set to 'Sub-Dataverse'. The 'Dataset Template' dropdown menu is open, showing a list of Creative Commons licenses: 'CC BY 4.0 Attribution' (selected), 'CC0 1.0 Public Domain', 'CC BY-NC 4.0 Attribution Non Commercial', 'CC BY-NC-ND 4.0 Attribution Non Commercial No derivative/Pas de modification', 'CC BY-NC-SA 4.0 Attribution Non Commercial Share Alike/Partage même conditions', 'CC BY-SA 4.0 Attribution Share Alike/Partage même conditions', and 'Custom License Licence personnalisée'. The 'Citation Metadata' section is visible with fields for 'Title' and 'Subtitle'. A note states: '*Asterisks indicate required fields'.

2. If you want to apply one of the other available standard Creative Commons (CC) licenses to your dataset, you can change it to a different CC license using the drop-down list in Dataverse.
 - **Tip:** You may want to use the [CC License Selector tool](#) to determine which license option works best for you.
3. You can also select the **“Custom License”** option at this step and then set up the custom dataset Terms of Use later by editing the dataset’s **“Terms”**.

4. To edit license terms for your draft dataset, first open your dataset. Click **“Edit Dataset”**, and then select **“Terms”**. Click on **“Edit Terms Requirements”** to fill in your prepared Terms of Use for the dataset. Remember to click the **“Save Changes” button** before exiting this window.

The screenshot shows the 'Edit Dataset Terms' page in the Borealis system. At the top, the breadcrumb trail reads 'Borealis > York University Dataverse > RDM Workshop Demo Dataverse >'. Below this is a blue banner with an information icon and the text 'Edit Dataset Terms – Add the terms of use for this dataset to explain how to access and use your data.' Below the banner are two buttons: 'Save Changes' (highlighted with a red box) and 'Cancel'. A 'Terms' tab is selected. The main content area is titled 'Dataset Terms' with an expand/collapse arrow. It contains a section for 'License/Data Use Agreement' with explanatory text: 'This dataset will be published under the terms specified below. Our Community Norms as well as good scientific practices expect that proper credit is given via citation.' Below this text is a dropdown menu currently set to 'Custom Dataset Terms'. To the left of the dropdown is a 'Terms of Use' label with a red asterisk and a help icon. To the right of the dropdown is a large, empty text input field for defining the terms of use.

5. Check out the [Borealis user manual on dataset terms](#) for options for choosing licenses or defining customized terms of use for your data sets. Contact yul_rdm@yorku.ca if you need help with understanding and choosing an appropriate license.

Part 4 - Complete Metadata Fields

1. Dataverse has required metadata fields that must be completed when creating a dataset. These fields are identified by an asterisk (*). The fields are: title; author; point of contact; description; and subject.

The screenshot shows the 'Citation Metadata' form. It includes fields for Title, Subtitle, Alternative Title, Alternative URL, and Other Identifier. The Author section is highlighted with a red box and contains fields for Name, Affiliation, Identifier Type, and Identifier. The Point of Contact section also has fields for Name, Affiliation, and E-mail. The Description field is a large text area with a note about HTML tags. The Subject field is a dropdown menu.

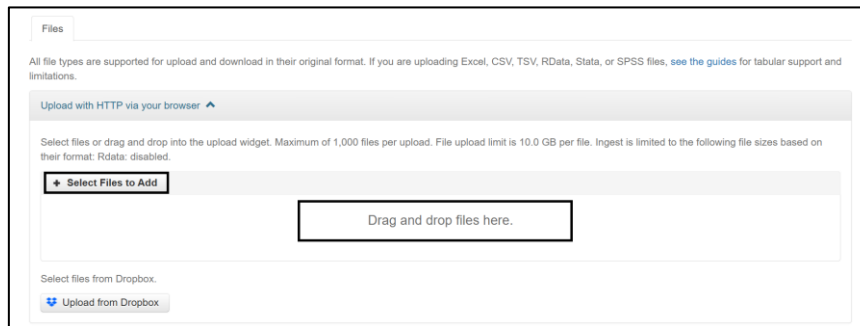
2. Ensure that you have included a **Point of Contact** for the dataset that will be affiliated with York University in the long-term.
 - **Tip:** Graduate students and post-doctoral fellows need to add their supervisors as an additional point of contact.
3. If you need to credit multiple authors or contributors to the dataset, click the “**+** button” to add more Author fields.

This close-up shows the Author section. It includes fields for Name, Affiliation, Identifier Type, and Identifier. A red box highlights the '+' button next to the Affiliation field, indicating how to add more authors.

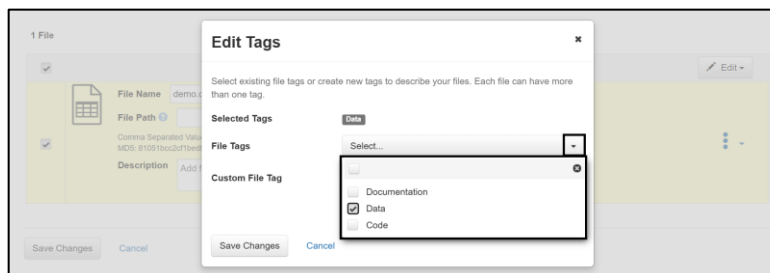
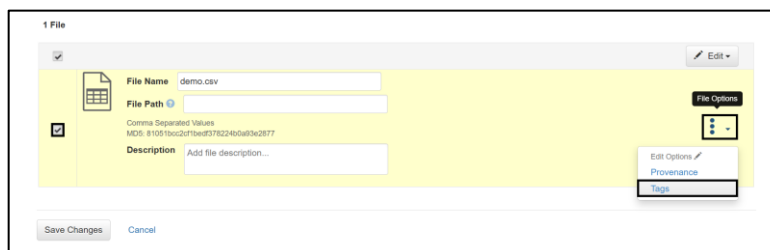
4. Need help with adding additional metadata? Refer to the ‘**Supported Metadata**’ section of the [Borealis User Manual](#) or contact yul_rdm@yorku.ca for help with making your dataset discoverable.

Part 5 - Uploading Data Files

1. After filling out relevant metadata sections for your dataset, you will be able to upload your data files, data documentation, and code in the “**Files**” section.
2. 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. Please note that compressed files in .zip format are unpacked automatically.
 - **Tip:** 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.



3. Once your files are successfully uploaded, you can modify file names and add a custom text description. You can also add tags to categorize your files. Click the “**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.



4. Once you are finished uploading and describing your files, scroll to the bottom of the page and click the “**Save Dataset**” button on the left-side of the page.
5. At this point, the dataset will not be published. Instead, it is only visible to you and the Libraries’ Dataverse administrators. It will be marked as a Draft and Unpublished dataset.

Part 6 - Adding More Metadata

1. After saving the dataset, a preview page is shown. At this point, you can add more metadata to make your dataset more discoverable.
2. Click the **“Metadata”** tab and then click **“Add + Edit Metadata.”**

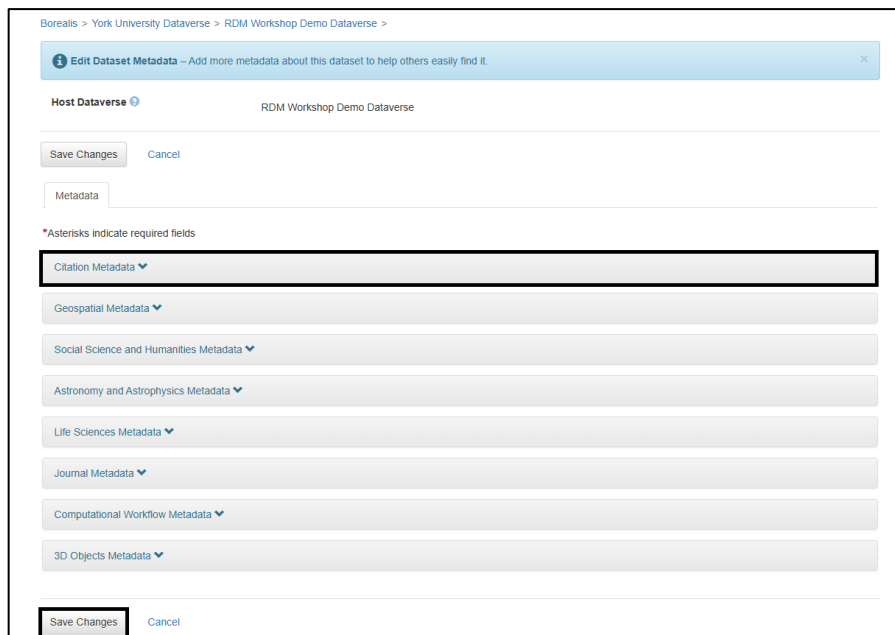


The screenshot shows the 'Metadata' tab selected in a dataset preview interface. The 'Add + Edit Metadata' button is highlighted in the top right corner. The 'Citation Metadata' section is expanded, showing fields for Persistent Identifier, Title, Author, Point of Contact, Description, Subject, Depositor, and Deposit Date.

Field	Value
Persistent Identifier	doi:10.80240/FK2/ZK4JYT
Title	Replication Data for: demo
Author	(YORKU)
Point of Contact	Use email button above to contact. (YORKU)
Description	test
Subject	Other
Depositor	
Deposit Date	2026-07-14

3. You can now add more metadata to your dataset in the **“Citation Metadata”** block, or the other blocks, such as Geospatial, Journal, or Computational Workflow metadata. Click the **“Save Changes”** button at the bottom of the page before exiting this window.

- **Tip:** Refer to the [Dataverse North Metadata Best Practices Guide](#) or contact yul_rdm@yorku.ca for more resources on metadata creation.



The screenshot shows the 'Edit Dataset Metadata' page. The 'Host Dataverse' is 'RDM Workshop Demo Dataverse'. The 'Save Changes' button is highlighted. The 'Metadata' section is expanded, showing a list of metadata blocks: Citation Metadata, Geospatial Metadata, Social Science and Humanities Metadata, Astronomy and Astrophysics Metadata, Life Sciences Metadata, Journal Metadata, Computational Workflow Metadata, and 3D Objects Metadata. The 'Save Changes' button is highlighted at the bottom.

Borealis > York University Dataverse > RDM Workshop Demo Dataverse >

Edit Dataset Metadata – Add more metadata about this dataset to help others easily find it.

Host Dataverse RDM Workshop Demo Dataverse

Save Changes Cancel

Metadata

*Asterisks indicate required fields

Citation Metadata ▼

Geospatial Metadata ▼

Social Science and Humanities Metadata ▼

Astronomy and Astrophysics Metadata ▼

Life Sciences Metadata ▼

Journal Metadata ▼

Computational Workflow Metadata ▼

3D Objects Metadata ▼

Save Changes Cancel

Part 7 - Submitting a Dataset for Review and Publication

1. On the preview page, when ready, click “**Submit for Review**”. Please note, you will not be able to make any changes to the dataset while it is in review.
2. York University Libraries’ research data management (RDM) team will then review your dataset and prepare a data curation report for you in 3-5 business days. The curation report will provide you with suggestions for improving your dataset’s metadata and data files (including data documentation). The Libraries’ RDM team will also return the dataset to you in case you would like to make any changes based on the curation report.
3. Once the review is complete and any necessary modifications have been made, the Libraries’ RDM team will publish your dataset and notify you once this action has been completed.

Date Last Updated: July 2026

Contact: yul_rdm@yorku.ca

Adapted from: [McMaster Dataverse Deposit Walkthrough \(PDF\)](#) and the [University of Guelph’s Research Data Repositories data submission guide](#).