

What do you need to know to share, publish and manage your research data on Dados.ipb.pt

Are you an IPB researcher and need to publish your research data?

Find out how in **9 steps using dados.ipb.pt**.

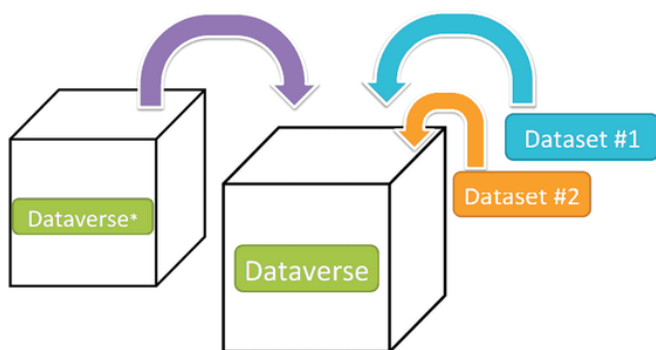
1 Create your user account

Create a user account at: <https://dados.ipb.pt>, using the same data to access IPB services.

3 Logging on to Dados.IPB

Log in at <https://dados.ipb.pt> with your user account details.

Dataverse representation diagram



Container for your **Datasets** and/or **Dataverses***

* Dataverses can now contain other Dataverses (this replaces Collections & Subnetworks)

What is a Dataverse?

A Dataverse represents the set of one or more Datasets or Dataverses. Researchers can create Dataverses for their own research projects, and/or directly deposit Datasets in their Institutional Dataverse.

Dataverse accepts all types of file formats, including tabular, text, image and others.

2 Confirming permission

To access the system and deposit your data.

The support team will check your account and user profile, then assign the permissions for depositing data (Datasets) in the specified collection (Dataverse).

As soon as you receive confirmation, you are ready to start depositing your data.

4 Accessing Dataverse

Access the Dataverse where you are going to deposit your data and select "Add Data" and "New Dataset".

5 Describing the Dataset

Fill in the metadata to describe your Dataset.

Type of Metadata

To describe your Dataset, you have three levels of metadata:

- **Citation Metadata:** that are needed to generate a data citation and other general metadata that can be applied to any Dataset (e.g. Title, Author, Date);
- **Disciplinary metadata:** currently available for Social Sciences, Life Sciences, Geospatial and Astronomy;
- **File-level metadata:** description of the files, which may vary depending on the type of the data file.

6 Uploading files

We recommend describing each file using the "Description" field, for a better understanding of their contents.

After uploading the files, you can edit their metadata, restrict access, and/or add tags.

Regarding the files

- **Formats**

The use of appropriate formats is crucial to promote their reuse and preservation. A good practice could be using open and standardized formats (e.g. .csv .tab .txt .R) according to the type of data.

- **Names**

The naming of files should follow some basic rules to enable them to be identified clearly, classifying them and explain the content and status of the file.

- **README file**

It is good practice to create a file in .txt format (README.txt) with relevant information about your dataset, It should be deposited together with the other files. This file should include necessary/useful elements for potential users to interpret, evaluate and reuse their data correctly.

7 Adding disciplinary metadata

Add domain-specific metadata (currently available for Social Sciences, Life Sciences, Geospatial and Astronomy), for a detailed description of its contents.

8 Defining the terms of use

Define the terms of use and apply a Creative Commons license to define the conditions of access to your research data

9 Publishing the Dataset

Publish your Dataset as soon as you have finished uploading the files, describing the data and terms of use. A Dataset can remain in Draft version for as long as its author wishes. It therefore allows the Dataset to be visible only to the author, to the Curator of the Dataverse in which the Dataset is hosted, and also to selected users to whom you can assign specific permissions.

This allows the author of the Dataset to build up his set of data throughout their research process, making it public when: you consider it relevant; the research is finished, or the data is ready to be published.

TIP >

To find out more about assigning user licenses and uploading and managing files, please consult

<https://guides.dataverse.org/en/5.12.1/user/>

