**UCLan Data Deposit**

1. This guidance takes you through the steps required to deposit a data set on UCLan Data. Uclan Data is built on the same platform as the CLoK publications repository so will look familiar. However, many of the fields are different but the terms describing the process are the same.

    b. Go to http://uclandata.uclan.ac.uk

    c. Login using the button on the right hand menu and your network username and password. This system uses Shibboleth authentication like library bibliographic and full text databases.

    d. The first page is your **User Workarea.** All the deposits you are still working on, or have made are viewable from this screen (only records you have created, or which have been reassigned to you can be seen on this screen – not those where you are cited as the creator of the data but which have been deposited by someone else). Icons next to each record indicate what you can do with the record.

    e. To return to this screen at any time select **Manage Deposits** from the right hand menu.

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Welcome to UCLanData

Securing and sharing research data

UCLanData allows researchers at the University of Central Lancashire to store research data securely and ensures data can be discovered and shared on an open access basis. UCLanData increases the visibility of UCLan's research, enabling and encouraging reuse of the University's highest-quality data, facilitating public engagement and creating new opportunities for knowledge exchange and collaboration.

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Across the middle of the screen just below the **Import** button, are four check boxes each describing the status of the record. Check the boxes of the records you want to view:

a. User Workarea - Those you are still working on – these can be Viewed, deleted, Edited, or Deposited

b. Under Review - Those you have already deposited and are in the **Review Queue** waiting to be checked and released by a Reviewer. These can be Viewed, but if you want to edit you will need to return them to your **User Workarea** using the option in the **Actions** tab.

c. **Live Archive** - Those that have been deposited by you and are on the **Live Archive**. You can view these but if you want to edit them you will need to ask the Repository Administrators via CLoK@uclan.ac.uk to return the record to your **User Workarea** – please cite the **Eprints ID number.**

d. **Retired** - Those that have been **Retired** or withdrawn (this only happens in the case of duplicates or other errors, or where a legal issue has arisen with the dataset).
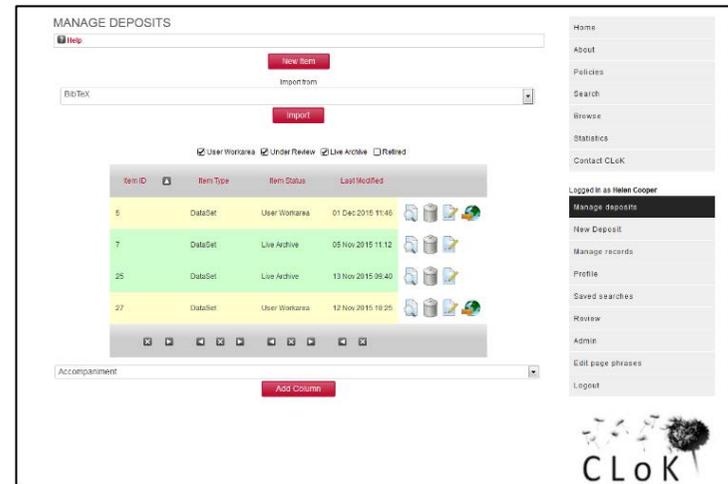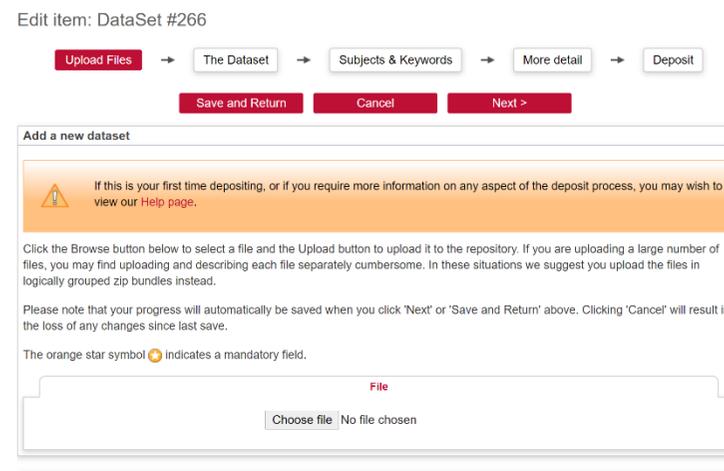
2. Initially you will have no records showing on this screen. To make a new deposit choose **New Item** using the red button centre top – or by choosing New Deposit from the right hand menu. This will create a new record. This record will keep the same URL and ID number or **Eprints ID** from this point on. The URL will be the one recorded by the **DataCite DOI,** and the **Eprints ID** forms part of that DOI. This means you can predict the format that the DOI will take once minted and this DOI is reserved for you from the point you initiate the record.

> In this example (right) the dataset number is so the EPrint ID is 266 on UCLan data. The URL for the record will be http://uclandata.uclan.ac.uk/266/ and the DOI will be 10.17030/uclan.data.0000002 which when entered as a URL Http://dx.doi.org/10.17030/uclan.data.000000266 will resolve to http://uclandata.uclan.ac.uk/266/
> After this point **Save and Return** if you want to stop creating the record and you can come back to it later.

3. There are five steps to Depositing a Data Set:
    a. Upload Files
    b. The dataset
    c. Subjects and Keywords
    d. More Detail
    e. Deposit

These can be filled in any order but if you do not move through the steps using the **Next buttons** you must use the **Save and Return** button or lose your work. Any   field marked with a   must be completed. Most fields have their own Guides – click on the ? icon for help completing them. Unless   otherwise indicated the information given on these pages will show on the public facing **Abstract Page**.

    a. **Upload Files** On this screen you can upload the files containing the Dataset, plus any files containing supplementary information, for instance a 'Read me' file. The metadata on this screen relates to the files uploaded, describing the file qualities rather than the dataset as a whole.

        i. Upload each separate file by choosing 'Browse' and then navigating to the file on your computer. Select the file and choose open. This will pull a copy of the file onto the repository where it will show as a file icon, its title and its size. This information as well as the file type will have been pulled through from the file itself.

ii. ScClick on the **Show options** plus sign – lower right – to reveal the rest of the metadata fields.

iii. Complete the fields as follows:

Document type – what does the content of the file represent? Is it the whole dataset or just a part, or is it documentation?

File Format – This should auto fill – if it does not, choose the file type from the drop down list. If it is not there and you select 'other' enter the file type in the next field.

File description – A brief description of what this file is.

Language – auto fill – correct if need be.

Visible to – Choose who you want to be able to view the contents of this file. You can set different levels of visibility for different files uploaded to a single dataset record. For instance, while the data itself may be Open Access – visible to 'Anyone'; you may want supporting documents to be reserved, so you should make them 'Repository Staff only'

Embargo date – if you have reserved this file you may want it to become Open Access in the future. Set the date at which you want this to happen here, and select a reason in the next field.

Reason for Embargo – leave this at UNSPECIFIED if none of the available reasons apply. Visibility, Open Access and the length of Embargo periods may be affected by funder, publisher and institutional policy as well as other issues. The reviewer may get in touch if there are any questions.

Licence – Choose a creative Commons licence. Again, this may be affected by funder or institutional policy.

iv. **No File to upload?** Your data may be in a physical format, or located elsewhere. If you are just recording the dataset and have not uploaded a file, click on the plus sign next to **No File to upload?** Describe the location of the dataset so we will know where to find it.

The orange star symbol ★ indicates a mandatory field.

File	From URL

Browse... No file selected.

TT Repository Information Complete.xlsx

1MB

Hide options ▬

★ Document Type : Full Archive

File Format : Other

File Description:

Language: English

★ Visible to: Anyone

Embargo date: Year   Month Unspecified Day ?

Reason for Embargo: UNSPECIFIED

★ License: Creative Commons: Attribution-No Derivative Works 3.0

Update Metadata

      v.   Choose **Next**, or **Save and Return.**

b. **The Dataset** Use these fields to describe the dataset as a whole.
   - **i.** **Title of dataset –** a short title by which the dataset as a whole can be identified.
   - **ii.** **Description –** could include information to help with reuse, or define a specific scope.
   - **iii.** **Data Creation –** information about what research method was involved, when the dataset was created/collected and how it was created/collected.
   - **iv.** **Creators** – list the people involved. UCLan staff will show as options as you type their names. Select the name from the list when it appears and the UCLan name and email address will auto fill (avoid clicking on the email address itself).
   - **v.** **Corporate Creators** – list any companies or entities involved with the research.
   - **vi.** **Contributors** – add any other people who made a significant contribution but who do not warrant inclusion as creators of the dataset.
   - **vii.** **Contact Details** – This should be a person who can be contacted by UCLan Research Office staff with any queries about this record or the dataset. This need not be yourself, or any of the creators.
   - **viii.** **Schools –** Choose the Schools of the people involved in the research. You can select more than one by holding down the CTRL key.
   - **ix.** **Research Group** – Choose the Research Group associated with the research. You can select more than one by holding down the CTRL key.
   - **x.** **Projects** - List the names of any projects associated with the research, along with the Funder and the Funder ID. Use the Fund Ref ID here, fiund it here http://search.crossref.org/fundref
   - **xi.** **Related resources** – link the dataset with other related datasets, publications, theses, documents etc. You can also give a link to other versions/copies of this data that are stored elsewhere.
   - **xii.** **Statement on legal, ethical and access issues –** use this field to record anything relating to the ethical or legal status of the dataset.

c. **Subjects and Keywords** Choose the terms that best describe the dataset. You can choose as many as you want. If you use the search facility click the search button, do not press 'Enter' to search.

d. **More Detail** all of the fields on this screen are optional. They give the opportunity to record specific information about the dataset. For instance, geographic area covered or the timespan the research relates to. This may be important with historical research, for instance, where the date of creation/collection does not relate to the period that the data presents information about. Data processing and preparation activities relate to any work you did on the data to help with reuse. Information entered in the **Administrative Note** field will only be visible to the reviewer and you can use it to communicate any queries to Repository Staff.

e. **Deposit –** This is the last screen - to submit your dataset to the review queue click the **Deposit Item Now** button at the bottom of the screen.

6 **View Item –** This screen will show after you have deposited your item. It will also show if you select the **view item** icon next to any record in the **User Workarea** (select **Manage Deposits** from the right hand menu). It will also show if you select **Save and Return** during the creation of a record. It shows a representation of what the live record will look like once it is released.

VIEW ITEM: DEATILS OF THE CONTENTS OF LIVESEY COLLECTION TRACTS

✓ Item has been deposited.

⚠ Your item will not appear on the public website until it has been checked by an editor.

This item is in review. It will not appear in the repository until it has been checked by an editor.

Preview	Details	Actions	History	Issues

Duggan, Alex and **Mcallister, Annemarie** and **Cooper, Helen** *Details of the contents of Livesey Collection pamphlets and tracts.* [DataSet]

DESCRIPTION

Transcripts of the title pages and contents on the Livesey collection tracts and pamphels. Bound into volumes in the 19th century these leaflets would have originally been handed around at rallies, lectures and public events. They are unindexed and this data is the only means to search inside the bound volumes.

Research / Data Type: Dataset
Depositing User: Helen Cooper
Revision: 12
URI: http://uclandata.uclan.ac.uk/id/eprint/28

➕ Additional details

Repository Staff Only: item control page

AVAILABLE FILES
DATA
➕ TT%20Repository ... 20Complete.xlsx | Request a copy

If you want to retrieve a record from the **Review Queue** in order to amend it, choose the **Actions** tab in the middle of the screen. The **Return to Work Area** button will remove the record from the queue and it will show as still in your **User Workarea** and you will be able to edit and redeposit it.

7 Once in the review queue a reviewer will check the record. They will return it to you if there are any queries and they will initiate the request for a DOI for the record. This can take some time. They will then make the record live on the archive and the person listed as the contact for the dataset will receive a confirmatory email.

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