

TO DEPOSIT A DATASET IN CORA.RDR, FOLLOW THESE STEPS:

Prepare



- Organize and name the files**
 - Follow [best practices](#) for file naming and organization.
- Convert files to preferred formats**
 - Choose a [file format](#) that is suitable for long-term preservation.
 - Convert data files to an open, non-proprietary format whenever possible, before depositing.
- Prepare a README file**
 - Describe your data in a README file, you can use a [template](#).
 - Save it in plain text format (.txt) with Unicode UTF-8 character encoding.
- Dataset size**
 - The dataset can contain a maximum of 2000 files.
 - The total size of dataset can not exceed 100 GB.
 - For larger files or datasets, please [contact](#) your institution.

Deposit



- Register in CORA.RDR**
- Create a draft of the dataset**
 - Go to the instance of your institution.
 - Click the "Add Data" button and select "New Dataset".
- Enter basic metadata**
 - Enter as much metadata as possible.
 - Click the "Save Dataset" button.
- Enter more metadata**
 - Select the "Metadata" tab and click the "Add+Edit Metadata" button (Note that more metadata fields will appear).
 - Click the "Save Changes" button.
- Confirm or choose a license**
 - By default, a CC0 license is assigned to encourage and facilitate data reuse. If it is not the right license for your data, you can choose another license.
- Add files**
 - Select the "Files" tab and click the "Upload Files" button.
 - To add files, click the "Select Files to Add" button or drag them.
 - If necessary, you can [restrict](#) or [embargo](#) some files in the dataset.
- Share the draft**
 - Do you need to share your dataset before publishing it? You can [share the dataset URL](#) with whoever you want.

Submit



- Submit the dataset for review**
 - Please, note that your dataset is a draft. Your DOI is not active yet.
 - Have you already prepared the dataset following the [user guide](#)? Click on "Submit for Review".

Publish



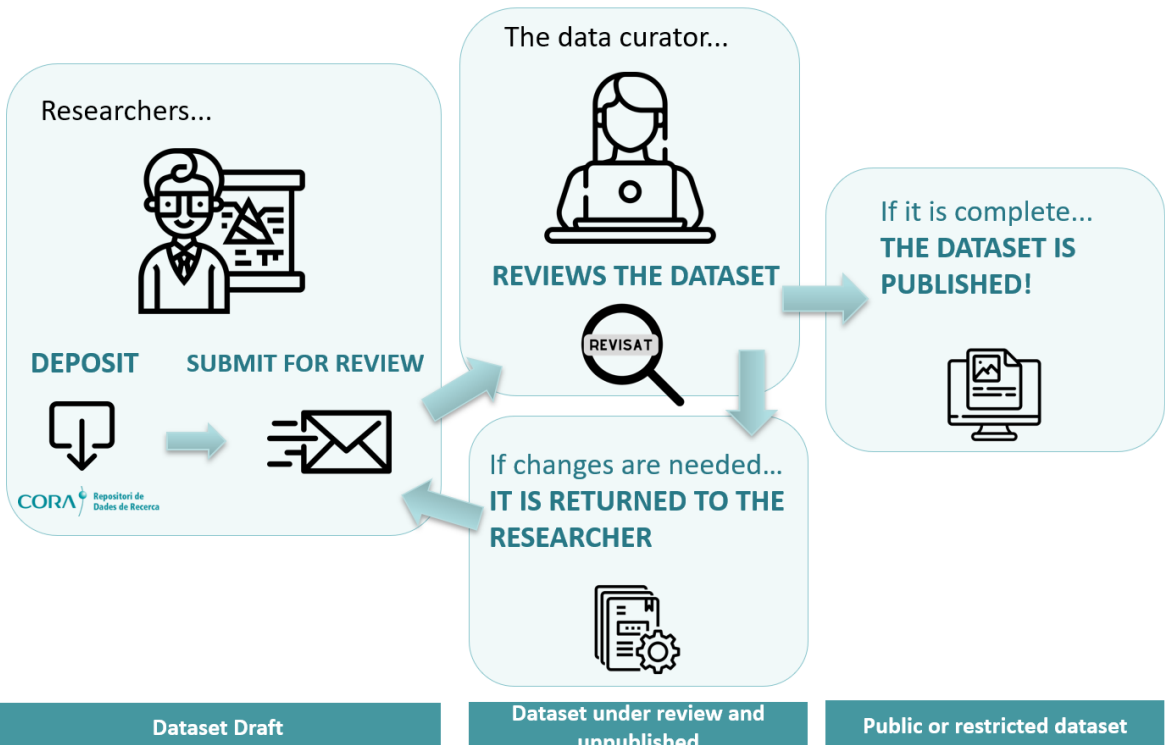
- Curation**
 - Your institution's data curation staff will review the dataset to see if it complies with the [CORA.RDR policy](#) and the [REVISAT](#) criteria and, if necessary, they will inform you of any changes that need to be made before publishing.
- Review**
 - If necessary, apply the recommended changes.
 - Is the revision already done? Click the "Submit for Review" button.
- Publication**
 - Once your dataset has been approved, the data curation staff will publish it. The dataset DOI will then be active.

After publication



- Cite your dataset** in related publications using your dataset DOI in CORA.RDR.
- Modifications after publication**
 - Log in and click the "Edit Dataset" button.
 - Make the necessary changes. To add a new version of a file, first [delete the old one or replace it](#).
 - Click "Save Changes", if you have updated the metadata, or "Done" if you have updated the files.
 - Your institution's data curation staff will review the changes and republish the dataset.
 - Note that this process will create a [new version](#) of the dataset.

Process for publishing a dataset



More information and support:

- Need more information? See the complete [user guide](#)
- Do you have any doubts? [Contact](#) your institution