

User guide for depositing datasets with the CORR.RDR Research Data Repository

CORR.RDR is a federated and multidisciplinary data repository allowing Catalan universities, CERCA research centres and other bodies carrying out research to publish FAIR research datasets following EOSC guidelines.

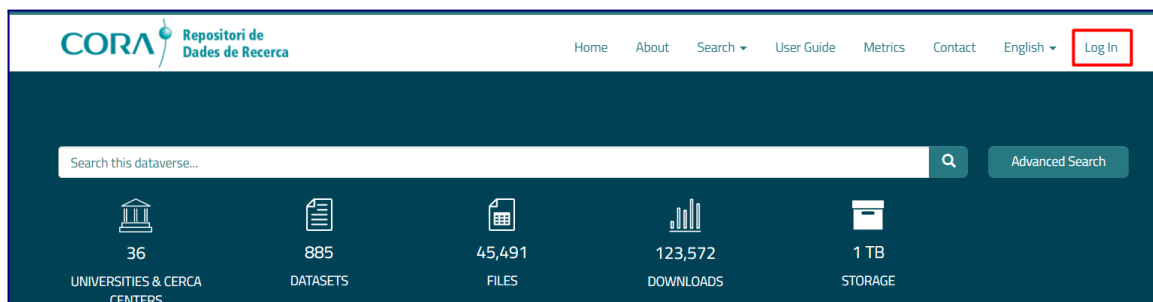
For more information, check out the [CSUC \(Catalan University Service Consortium\) user guide](#).

The dataset publication process

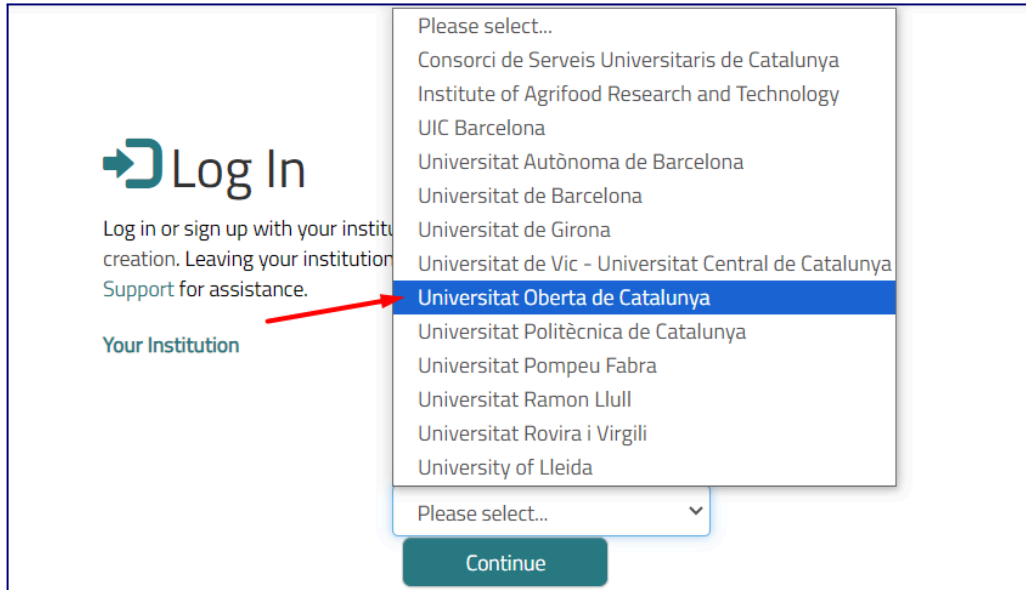
- [1. Create a user account](#)
- [2. Create and deposit a dataset](#)
- [3. Add and edit metadata](#)
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1. Create a user account

Go to [CORR.RDR](#) and click on **Log in** in the top menu.



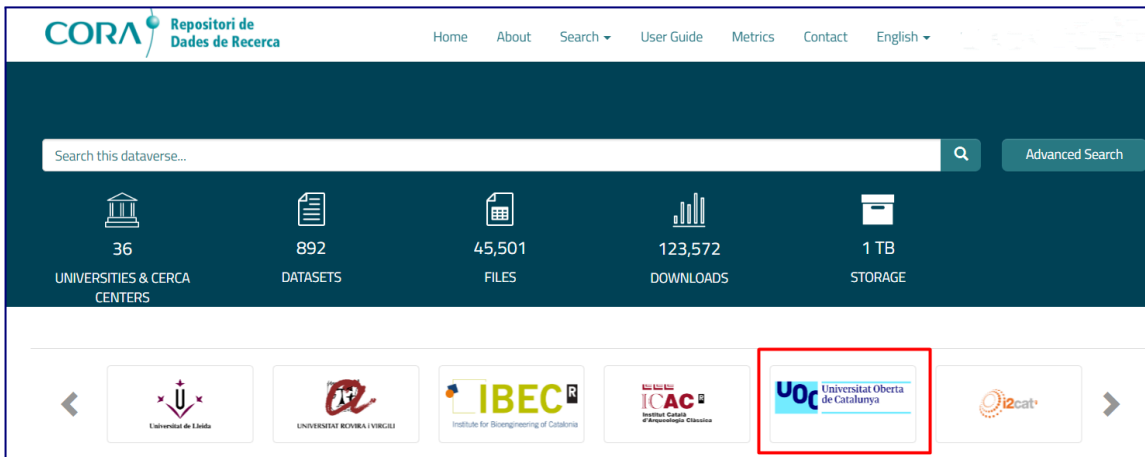
Choose **Universitat Oberta de Catalunya** from the "Institution" pop-up menu and access the repository using your institutional (UNIFICAT) account.



2. Create and deposit a dataset

Start a session with your Universitat Oberta de Catalunya user account.

To deposit your data, go to the [Universitat Oberta de Catalunya](#) section by clicking on its icon (in the horizontal scrollable centre listing mid-page) and click on **Add Data and New Dataset**.



3. Add and edit metadata

Fill in the metadata fields to describe your dataset.

Completion of the metadata fields marked with a red asterisk (*) is compulsory.

Hover the mouse pointer over the question mark icon  beside each field description to view the associated information.

The screenshot shows a metadata form with the following sections:

- Host Dataverse:** A text input field containing "Universitat Oberta de Catalunya".
- Dataset Template:** A dropdown menu showing "Plantilla_UOC".
- Citation Metadata:**
 - Title:** A text input field with the placeholder "Enter title...". Below it is a button labeled "Add 'Replication Data for*' to Title".
 - Author:** A section containing:
 - Name:** A text input field with the placeholder "FamilyName, GivenName or Organization".
 - Affiliation:** A text input field containing "Universitat Oberta de Catalunya".
 - Identifier Scheme:** A text input field.
 - Identifier:** A text input field.
 - A green button with a "+" sign is located to the right of the Affiliation field.

Asterisks indicate required fields.

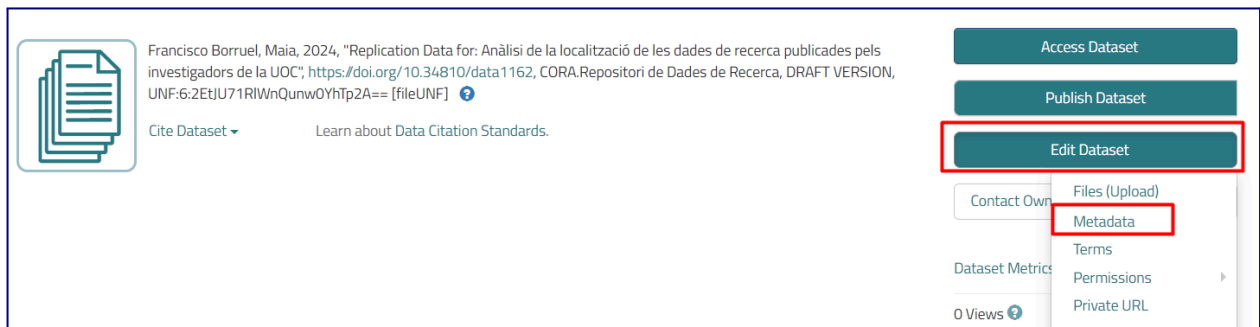
When you have filled in all the metadata, save the dataset by clicking on the **Save Dataset** button at the bottom.

Accept the **terms and conditions for depositing data with the repository**. You can review these terms and conditions [here](#).

The screenshot shows a dialog box with the following elements:

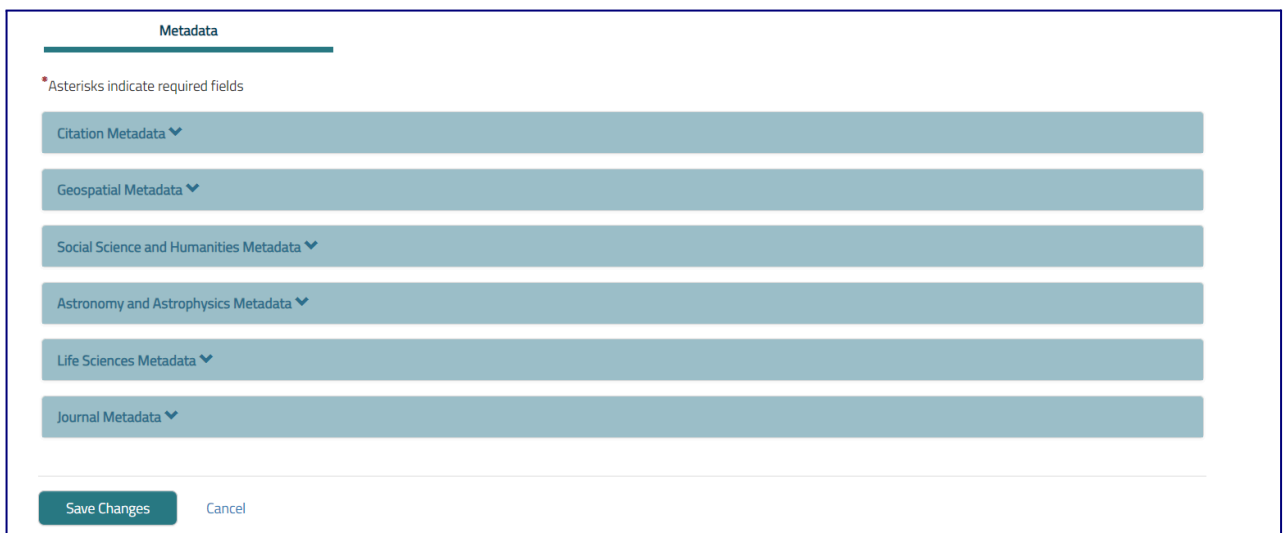
- A light blue tip box at the top: "Metadata Tip: After adding the dataset, click the Edit Dataset button to add more metadata."
- A checkbox with a red arrow pointing to it, followed by the text: "I have read and accepted the [Terms and conditions for the deposit, preservation, and dissemination of data in CORA.RDR](#)".
- At the bottom, a green button labeled "Save Dataset" is highlighted with a red box, and a "Cancel" button is next to it.

You can edit the metadata as often as you wish. All you have to do is go to the dataset and click on **Edit Dataset** and **Metadata**.



Every time you make changes, don't forget to click on **Save Dataset**.

When it comes to entering and editing a dataset, you'll be provided with different kinds of metadata to describe it.

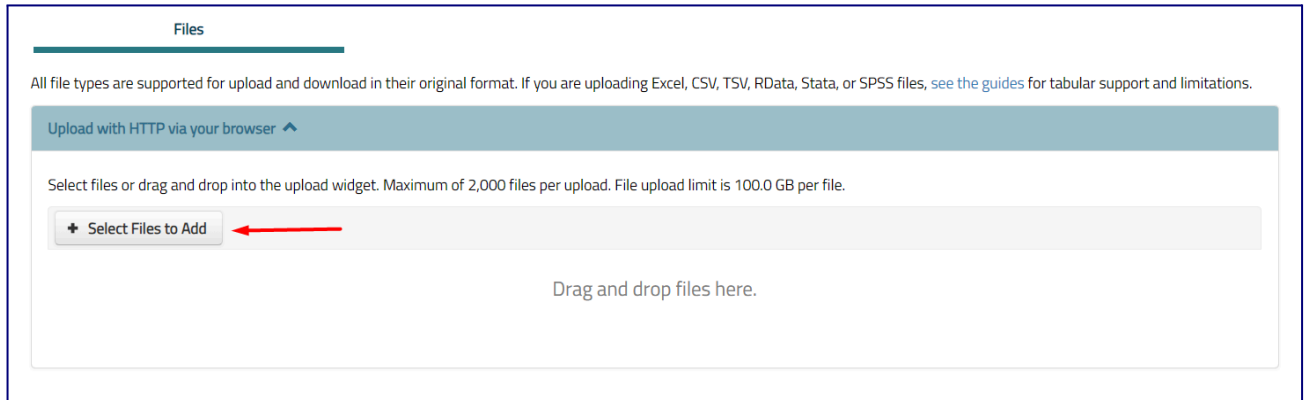


Check out the detailed information on how to fill in each of these metadata fields:

- [Citation Metadata](#)
- [Geospatial Metadata](#)
- [Social Sciences and Humanities Metadata](#)
- [Astronomy and Astrophysics Metadata](#)
- [Life Sciences Metadata](#)
- [Journal Metadata](#)

4. Files

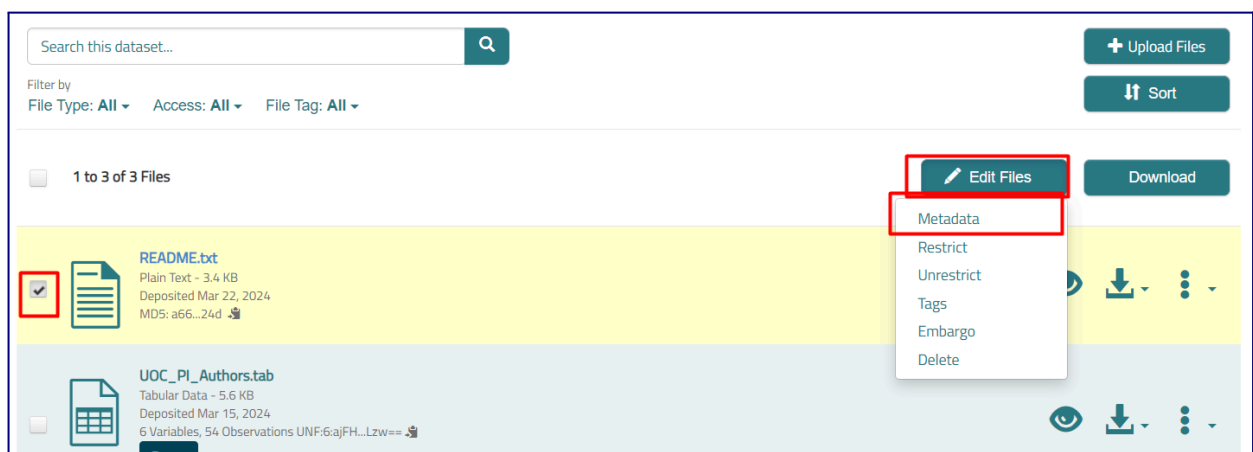
You can already add the files making up your dataset when you first enter your metadata. You can change and add to these files as often as necessary.



Once you've saved your dataset, click on **Edit Dataset** and **Files (Upload)** to add more or delete files.



If you want to change one of the file's metadata (title, description or location), choose the relevant file and click on **Edit Files** and **Metadata**.



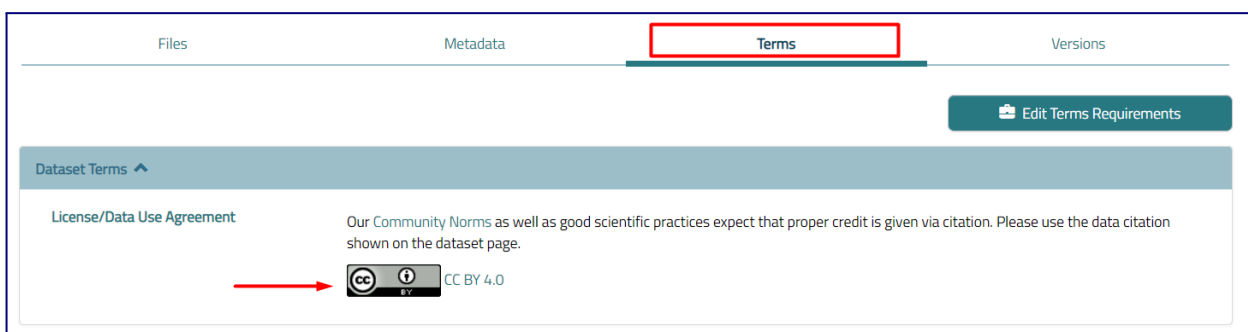
If possible, use open and sustainable formats for storing the data. Consult the [CSUC's format recommendations](#).

It is compulsory to publish a **readme.txt** file. This file contains information on the creation, structure and context of the data to make them understandable, interpretable and reusable by other researchers. You can find templates [here](#).

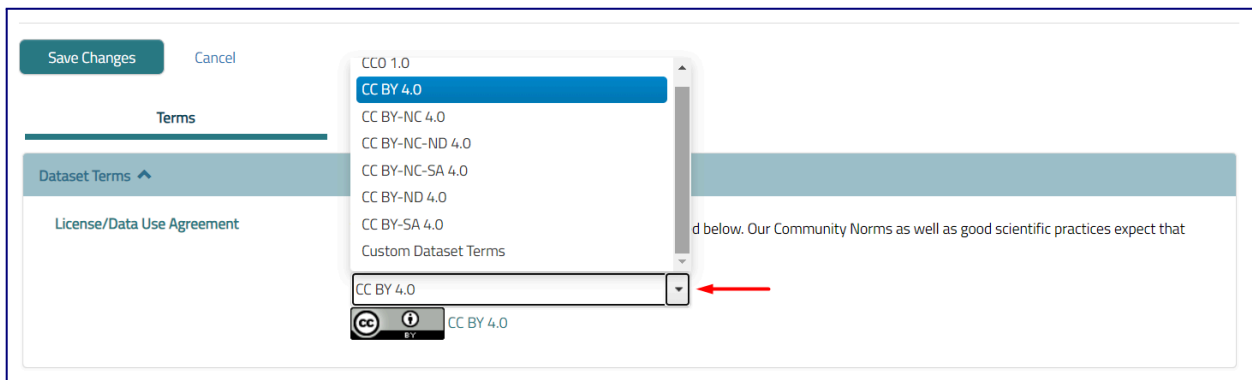
By default, files of up to **10GB** are permitted. If you have larger files, please contact ciencia_oberta@uoc.edu.

5. Choose a licence

Information on the licence is provided in the **Terms** tab.



To provide information on your dataset's licence, click on **Edit Terms Requirements** and choose the relevant Creative Commons licence from the list:



If you want to add a non-Creative Commons licence, choose **Custom Dataset terms** from the list and complete the compulsory **Terms of Use** field. This field describes how the data may be used once downloaded. For example, you can start it off by writing "This dataset is licensed under a... (licence type)."

Dataset Terms ^

License/Data Use Agreement 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.

Terms of Use ? → Custom Dataset Terms ▼

↙

For further information on personalizable licences, consult the [CSUC user guide](#). Once the changes have been made, click on the **Save Dataset** button.

6. Request the review and publication of your dataset

Before the dataset can be published, it needs to be reviewed and curated by the Open Science team. When you think your dataset is ready for publishing, click on **Submit for Review**.

Whilst the dataset is being reviewed, no changes can be made to it.

Universitat Oberta de Catalunya

CORA.Repositori de Dades de Recerca > Universitat Oberta de Catalunya >

! Info – This draft version needs to be submitted for review. When ready for sharing, please **submit it for review**.

Replication Data for: Anàlisi de la localització de les dades de recerca publicades pels investigadors de la UOC

Draft Unpublished

Francisco Borrueal, Maia, 2024, "Replication Data for: Anàlisi de la localització de les dades de recerca publicades pels investigadors de la UOC"; <https://doi.org/10.34810/data1162>, CORA.Repositori de Dades de Recerca, DRAFT VERSION, UNF:6:2EtJU71RIWnQunwOYhTp2A== [fileUNF] ?

Cite Dataset ▼ Learn about Data Citation Standards.

Access Dataset

Submit for Review

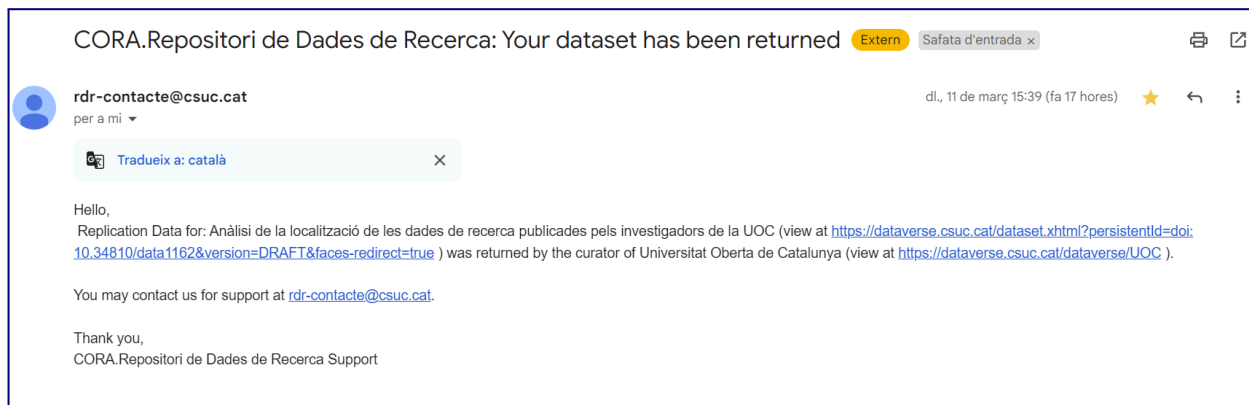
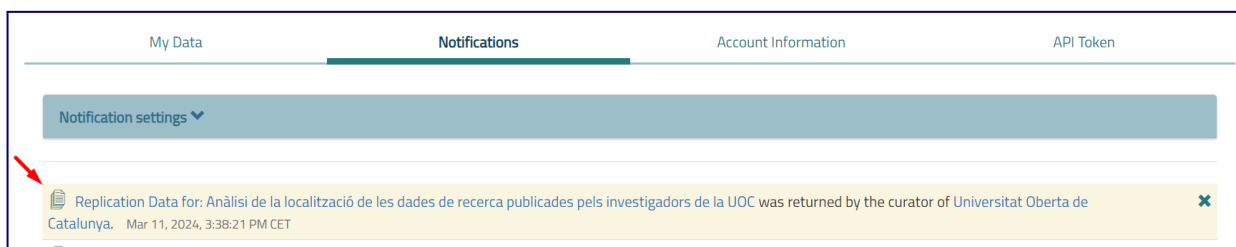
Edit Dataset

Contact Owner
Share

You'll see that, before it's published, your dataset has two labels, **Draft** and **Unpublished**. When it is under review, a third label, **In Review**, is added.

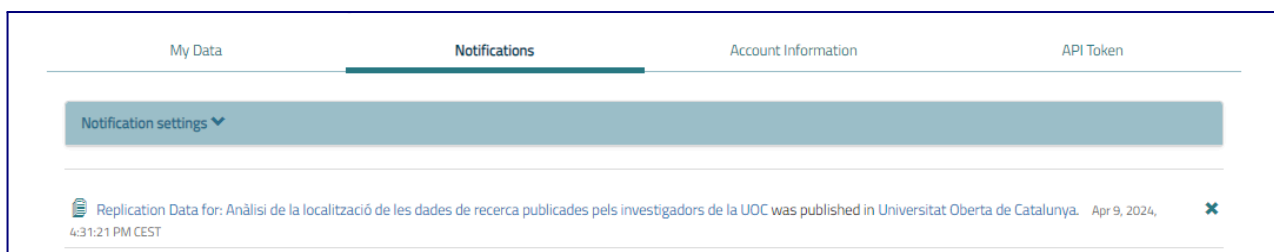
When your dataset has been reviewed, you will receive one of two different messages, depending upon the outcome of the curating process:

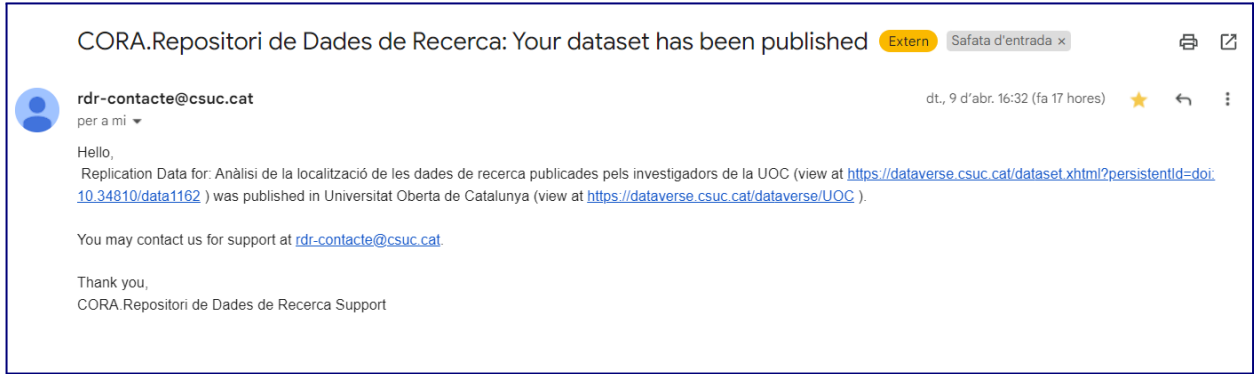
1. the dataset has been returned and not published: the curator has not published your dataset and has returned it to you for further revision, with a document listing the result of the curation process and the improvements to be made to the dataset. As the creator of the dataset, you will receive an email informing you of this fact:



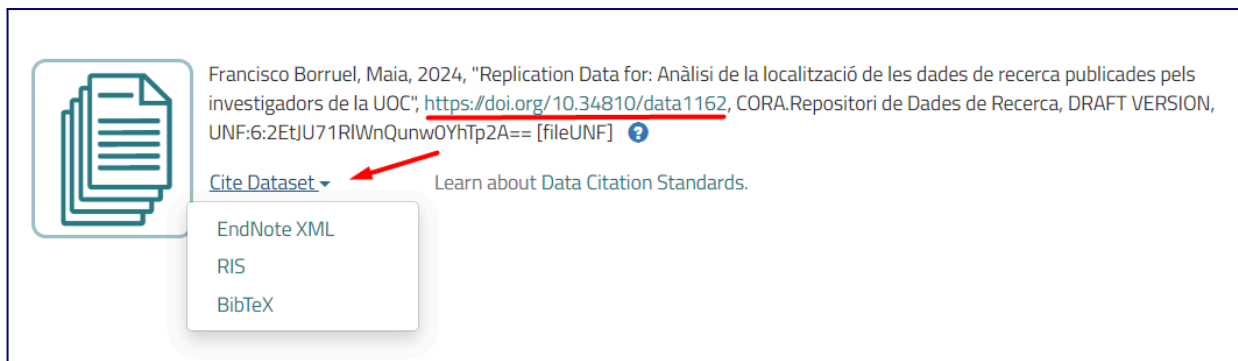
This process can be repeated until the dataset is ready to be made public.

2. the dataset has been published: the curator has approved and published your dataset. You'll see that a "Version 1.0" label has appeared under the name of the dataset, which now features the **Published** label. The notification that you as the dataset's creator will receive is:





Once the dataset has been published, you can disseminate it using the DOI allocated and the citation provided by the repository:



Contact the **Open Science unit** (ciencia_oberta@uoc.edu) with regard to any doubts you may have or for support on the publication and curation of research data.

