Checklist to publish in

CORA | Repositori de Dades de Recerca

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.
- ☐ **Dataset size**
  - The dataset can be up to 500 GB or contain a maximum of 5000 files.
  - For larger files or datasets, please contact your institution.
- ☐ **Document the process**
  - 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.

Deposit (*)

- ☐ **Register in CORA.RDR**
- ☐ **Create a draft of the dataset**
  - Go to the UAB instance (https://dataverse.csuc.cat/dataverse/UAB).
  - Click the "Add Data" button and select "New Dataset".
- ☐ **Enter basic metadata**
  - Enter as much metadata as possible.
- ☐ **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.
- ☐ **Save and accept the Terms and conditions for the deposit, preservation, and dissemination**
  - 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.
- ☐ **Share the draft**
  - Do you need to share your dataset before publishing it? You can share the dataset URL with anyone, either fully or anonymously.

(*) UAB libraries offers support, especially if it is the first time that you submit a dataset to CORA.RDR. Contact us

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**
  - The UAB 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.
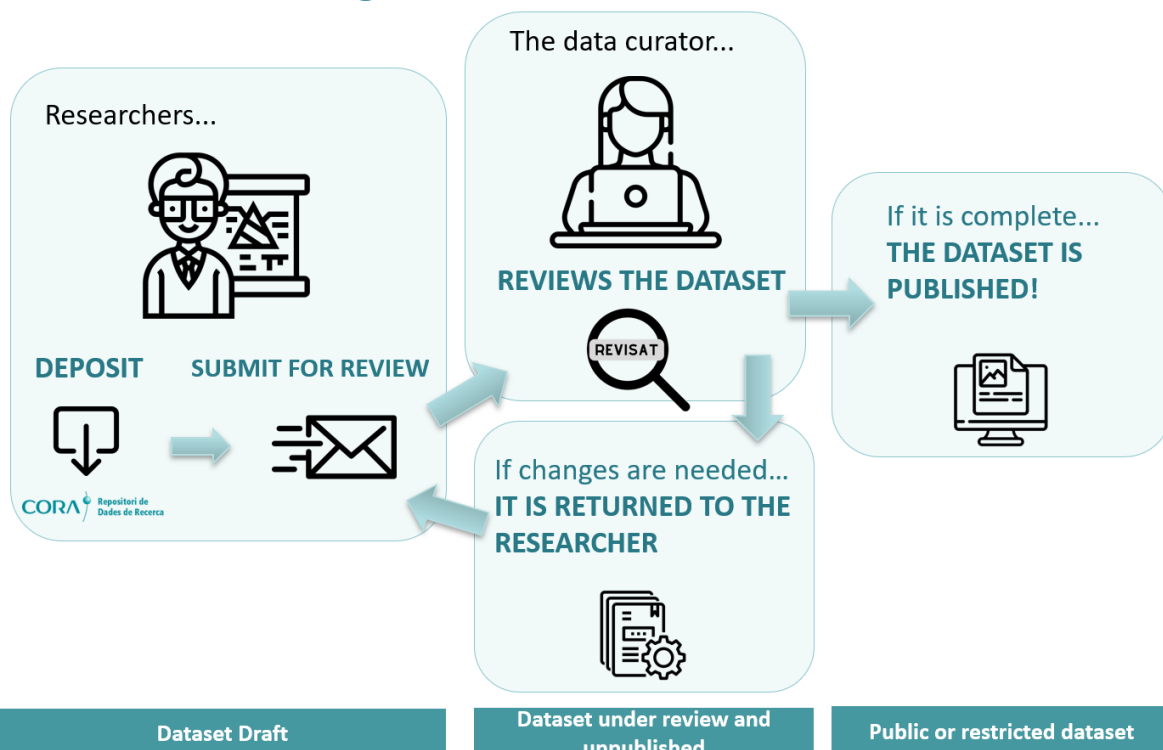
After publication

- ☐ **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.
  - The 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

Researchers...

DEPOSIT | SUBMIT FOR REVIEW

The data curator...

REVIEWS THE DATASET

If it is complete... **THE DATASET IS PUBLISHED!**

If changes are needed... **IT IS RETURNED TO THE RESEARCHER**

| Dataset Draft | Dataset under review and unpublished | Public or restricted dataset |