ilifu Data Deposit Guidelines

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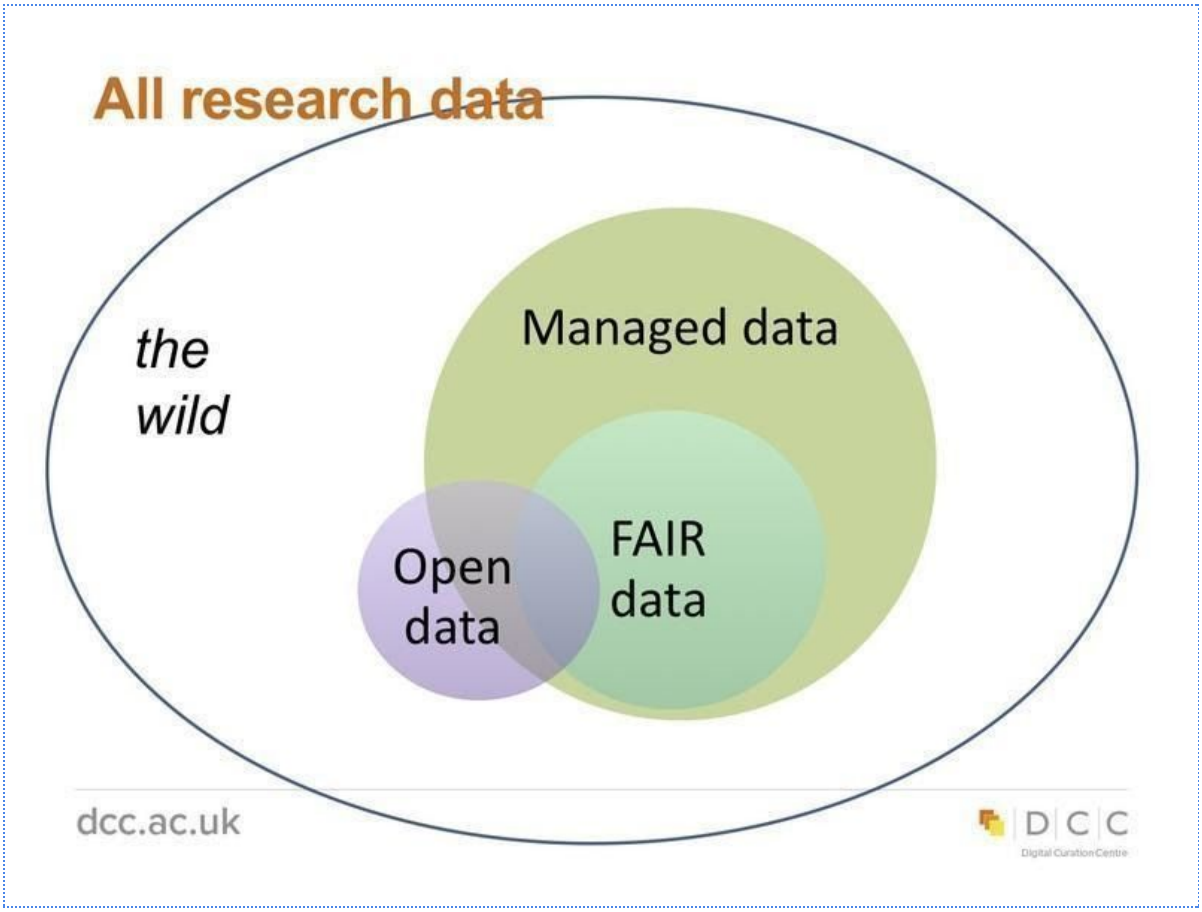
1. Before depositing your data

The problem with data in today's world is that there is too much of it. Too much to wade through to get to the data that might be useful to you. We are producing data at an exponential rate, and we disagree about which data are useful and which are not. The state of the world's data can best be described by this little diagram.



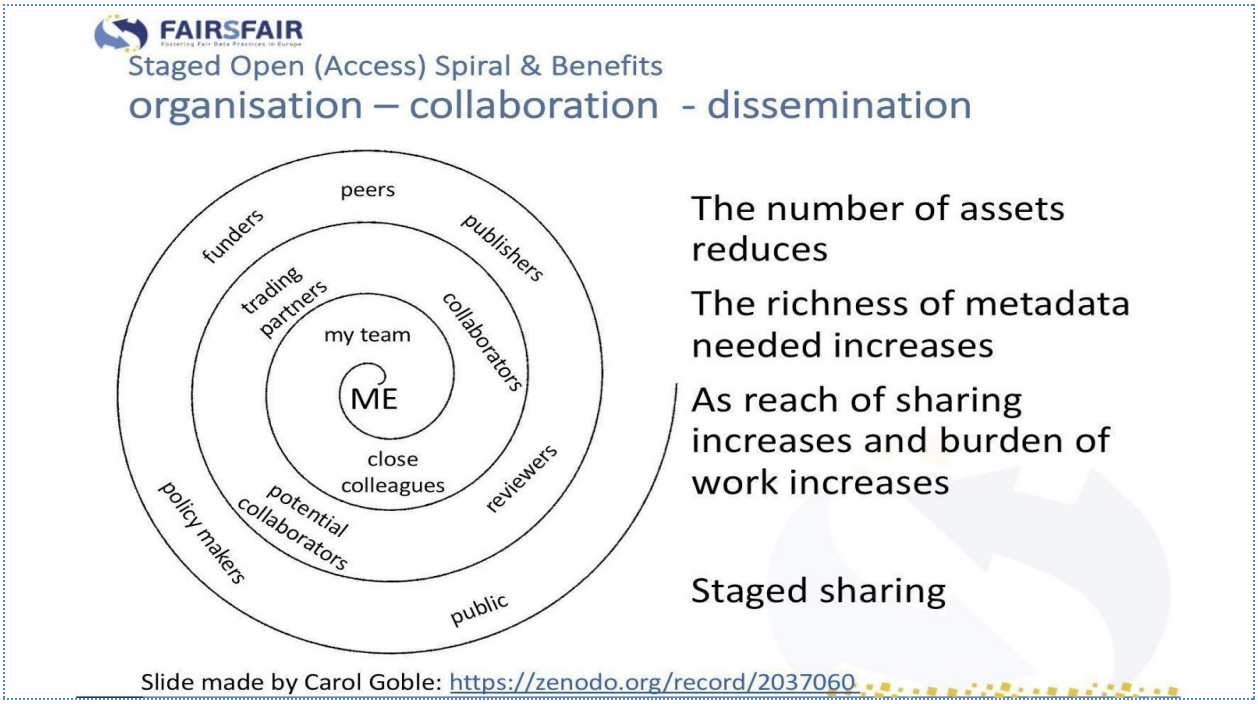
As a researcher your research data are valuable and most probably very useful. By depositing, and so sharing or publishing them, you want the rest of the world to be able to interact with the data sets that you have generated. However, the data by themselves are not enough. How will other researchers know where to find them? How will they know how to reuse them? How will they know if the data are relevant to their research? All of these questions need to be answered when you deposit the data in order to ensure that the context associated with the data is described. This will serve to assist others find and eventually reuse the data.

This is why it is important to consider the FAIR data principles when depositing any research data.These principles advocate for research data to be findable, accessible, interoperable and reusable.[1] The table below provides some more details on the nature of each of these principles.

Findable	...ensuring that your data can be found by both humans and machines.
Accessible	...once someone has found your data, they need to know how they can get access to them. This could include going through an authorisation and/or authentication process (doesn't have to be open).
Interoperable	...ensuring that your data can be integrated with other data and that they can be utilised by applications or workflows for analysis, storage, and processing.
Reusable	...ensuring that your data - and their related metadata - are well-described and indicate how they can be reused with appropriate licensing.

This means that prior to depositing your data, you need to package them together with a bit of metadata or contextual information. This information will include the context of your data within subject headings and keywords, the license that you will assign to the data and the added step of trying to ensure that your file types can be interoperable - open to being usable by others on as many different platforms as possible. This is a crucial step when depositing your data, as you will see throughout these guidelines, so make sure to take the time to complete the information about your data with as much relevant information as possible. Consider that as you share your data more and more people may come into contact with them and will therefore require a full scope of information about them:

[1] Force11. **Guiding principles for findable, accessible, interoperable and re-usable data publishing version b1.0**. Online. Available: https://www.force11.org/fairprinciples.



Working on the FAIR data principles requires a bit of extra work, but this work is crucial in ensuring that your data do not get lost in the wild data pool where very few can find and reuse them. Within the ilifu consortium each of the participating institutions (Cape Peninsula University of Technology, Stellenbosch University, University of Cape Town and University of the Western Cape) has its own repository, meaning that researchers affiliated to these institutions should consider sharing and publishing their data on their own institutional repository if there is no domain-specific one in which they would rather deposit the data. Each of the ilifu institutional repositories is powered by Figshare for Institutions, a software solution provided by the software-as-a-service company Figshare. For more information contact the managers of your respective institutional research data repositories.

Repository name	**Contact e-mail address**
CPUT figshare	lockhartj@cput.ac.za
SUNScholarData	rdm@sun.ac.za
UWC figshare	library-research@uwc.ac.za
Zivahub	niklas.zimmer@uct.ac.za

2. How to log in

1. Go to the homepage of your institutional research data repository:
    1. Cape Peninsula University of Technology: https://cput.figshare.com/
    2. Stellenbosch University: https://scholardata.sun.ac.za/
    3. University of Cape Town: https://zivahub.uct.ac.za/
    4. University of the Western Cape: https://uwc.figshare.com/
2. Click on the red Log in button on the top right side of the screen
3. Use your institutional single sign on credentials to log in.
4. You will be taken to the SAFIRE single sign on screen the first time you log in.
5. You will need to press the "Yes, I agree" button to continue to your profile on the institution's research data repository.

3. How to create your user profile

The purpose of these guidelines is to assist you to **create your user profile**, and **associate the data you publish** with your **ORCiD profile**. Your user profile is a window to the world concerning who you are as a researcher, and the data associated with your research. It is important to **create a coherent public image** of who you are in order to **promote your work**, and **connect you** to other researchers with similar interests.

Profile picture

- We suggest that you use a recent image that portrays and identifies you professionally.

Professional details

- **ORCiD** identifier: Your user profile should be linked to your ORCiD identifier. For more information on how to sync your user account with ORCiD please see: How to link your user account with ORCiD.
  NB: **please sign into ORCID using your institutional account**.[2]
- First and last **name**: Include in your name all 'other names' you have published under, including abbreviations, middle initials and different surnames.
- Field of **interest**: Include your field of interest. If your field of interest is not listed, you can do a keyword search by typing it in the text box.
- **Location**: Organisation name, location etc.

Social media links

- Facebook
- Twitter
- LinkedIn

[2] ORCiD Support. **Sign into ORCID using your institutional account.** Online. Available: https://support.orcid.org/hc/en-us/articles/360006894394-Sign-into-ORCID-using-your-institutional-account.

Biographical information

This section reveals who you are as a researcher. It details your research interests, history and career goals. Make use of this space to share your past experience and future prospects in an engaging way.

Publications

You may type in the references to your publications in this section. There is an **+Add publication** button that will allow you to scroll down and add as many publications as you like.

Once you are done, simply tick save changes, and go to view your public profile!

NB: We encourage you to **regularly update** your profile to ensure that it correctly represents your professional persona and your affiliations.

4. How to link your user account with ORCiD

What is ORCiD?

ORCiD is an open, non-profit, community-driven effort to create and maintain a registry of unique researcher identifiers and a transparent method of linking research activities and outputs to these identifiers. For more information please go to: **https://orcid.org/content/about-orcid**. Figshare offers an ORCiD integration that, once connected, will allow you to push all of your public items from your institutional research data repository to ORCiD.

Connecting your user account to ORCiD

To push all of your public items from your institutional research data repository to ORCiD you need to ensure DataCite is authorised on your ORCiD account. DataCite is responsible for issuing the Digital Object Identifiers (DOIs) for data in your institutional research data repository. Once authorised, your published items will be displayed in the work section of your ORCiD profile. The following steps show you how to authorise DataCite on your ORCiD account:

1. **Sign in** at https://profiles.datacite.org/
2. Sign in with your **ORCiD**
3. **Authorise**

Sign in to your ORCiD account at: https://orcid.org/

1. Scroll down to the **Works** section and click **+Add works**
2. Select **Search & link**, you will be presented with the services you can link to
3. Select **DataCite**

Next, you will be presented with a permissions form. Upon reviewing the Privacy Policy, tick the box alongside **'Allow this permission until I revoke it'** and select **Authorise**.

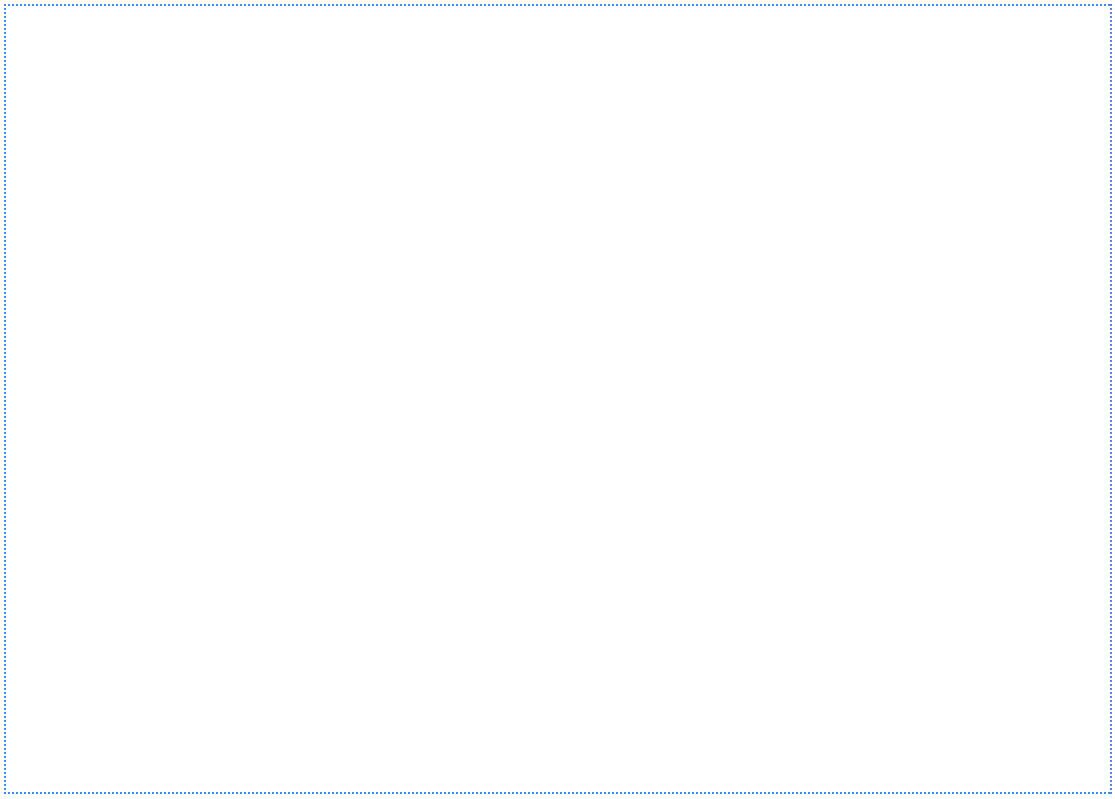
You will then be taken to your **DataCite settings** page. To check that the authorisation has worked successfully head back to ORCiD and to your Account Settings tab. ORCiD should now be listed as a **Trusted organisation**.

Furthermore, you can **set up a DataCite profile** (if you do not already have one) and then give DataCite permission to automatically update your ORCiD record. You only have to do that once and DataCite will keep on updating your ORCiD record every time they mint a DOI, where your ORCiD iD is included in the metadata. See: **https://profiles.datacite.org/,** and click on ORCiD Auto-Update once you have a profile set up. In this way, you do not have to keep manually adding items to your ORCiD account. This is especially useful when you have a lot of data,

To then sync your ORCiD to your user profile, follow these steps:

1. Click **Connect** and **enable syncing** with your ORCiD
2. **Sign in** to ORCiD
3. **Authorise**

5. How to deposit a single file



1. Log in to your institutional research data repository.
2. Make sure you are on the tab labelled '**My data**.'
3. Select the '**+ Create a new item**' button on the top left-hand side of the window or simply drag and drop your file on to the browser.

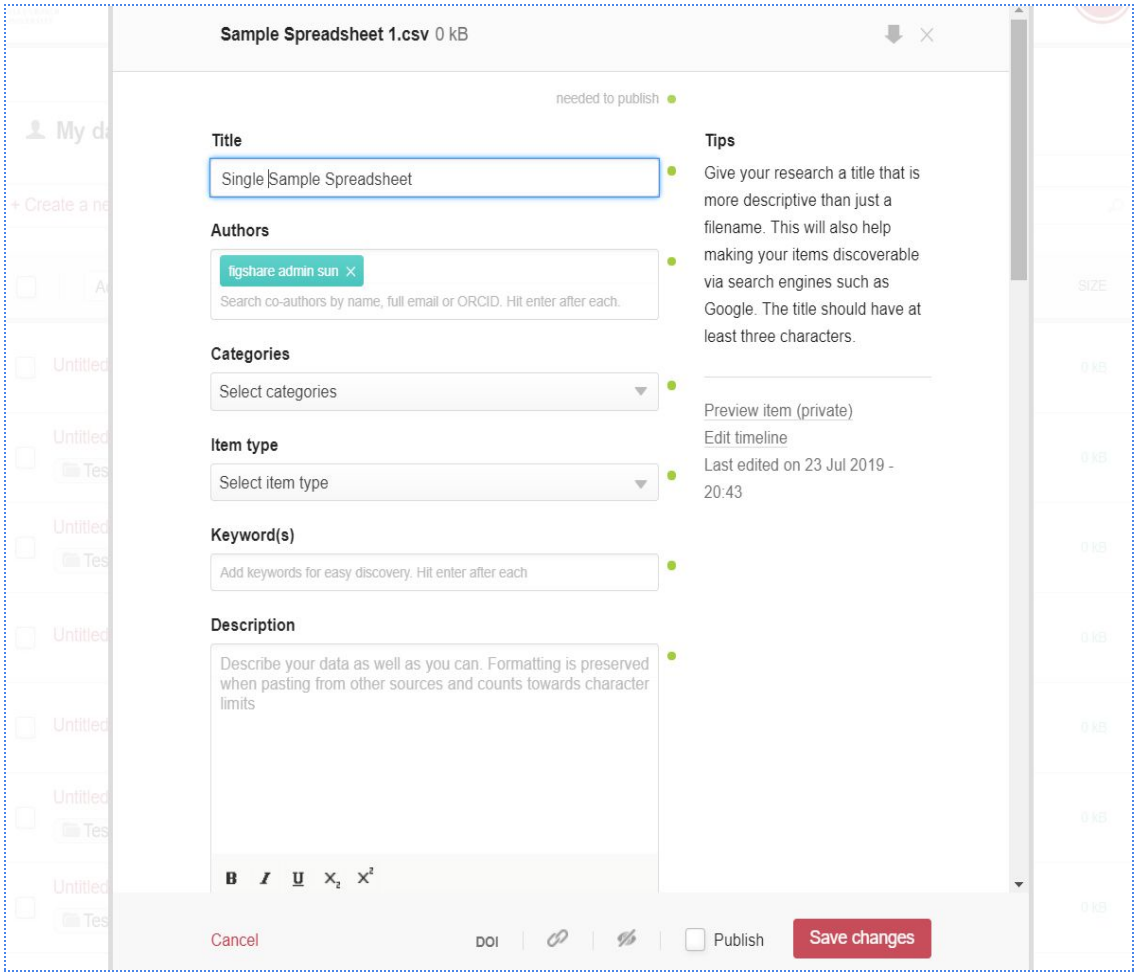
4. This will take you to the item's metadata submission form.

4.1. The metadata submission form can be saved, as is, at this point, for later completion, by clicking the **Save Changes** button at the bottom of the form. It is strongly suggested that you give the item a meaningful title at this point. The item can be edited before being published.

4.2. The fields with a green circle ● next to them are mandatory fields which must be completed before the item can be published. The unmarked fields are optional, but should be completed where appropriate.

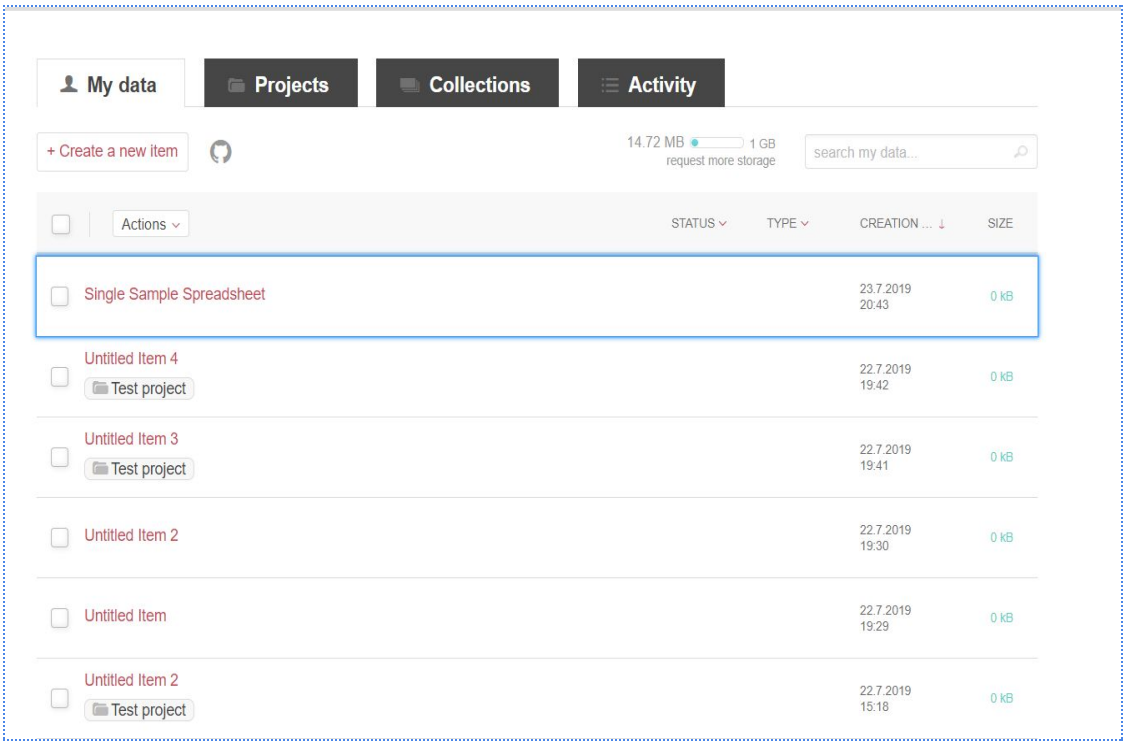
4.3. See section 10. Completing the metadata submission form for assistance on completing the form if needed.

4.4. Each time you have finished editing a metadata submission form click the **Save changes** button.



5. Click on **Save Changes** to complete the form.

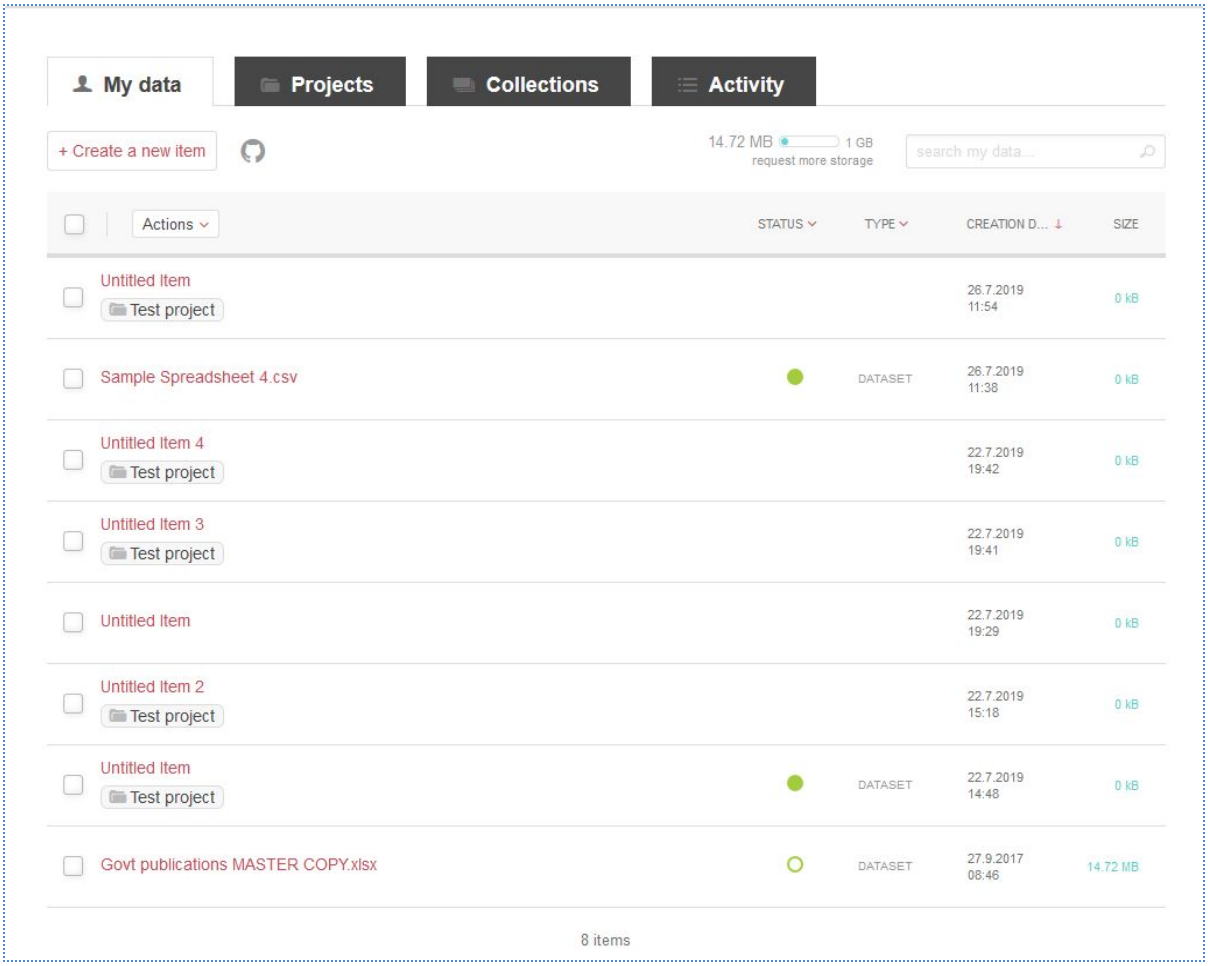
6. Once you have saved the item you will be directed back to the **My data** tab. The newly created item (**Single Sample Spreadsheet**) will now appear in your list of items.



6. How to edit an item

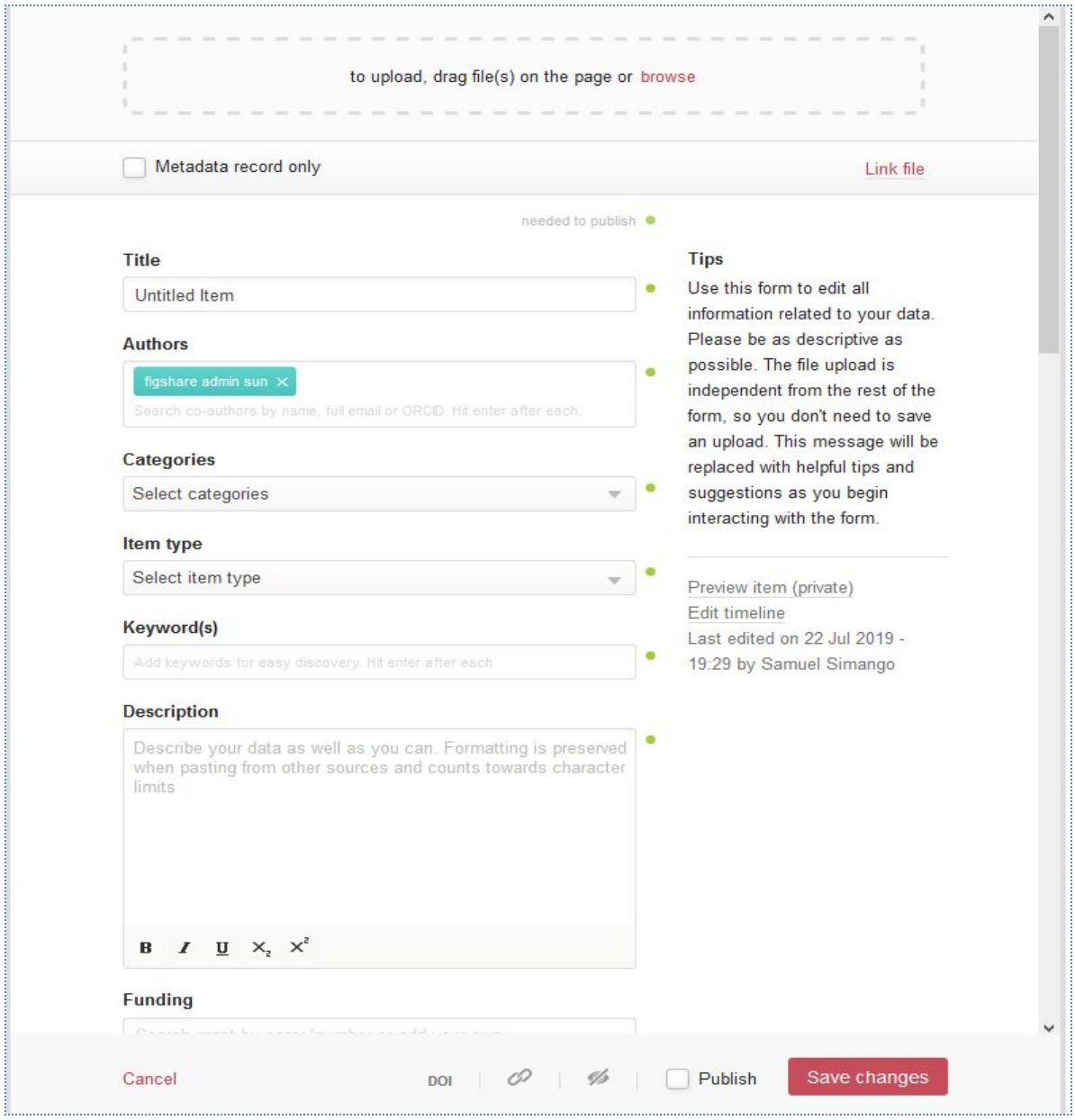
1. Log in to your institutional research data repository.

2. Make sure you are on the tab labelled '**My data**.'

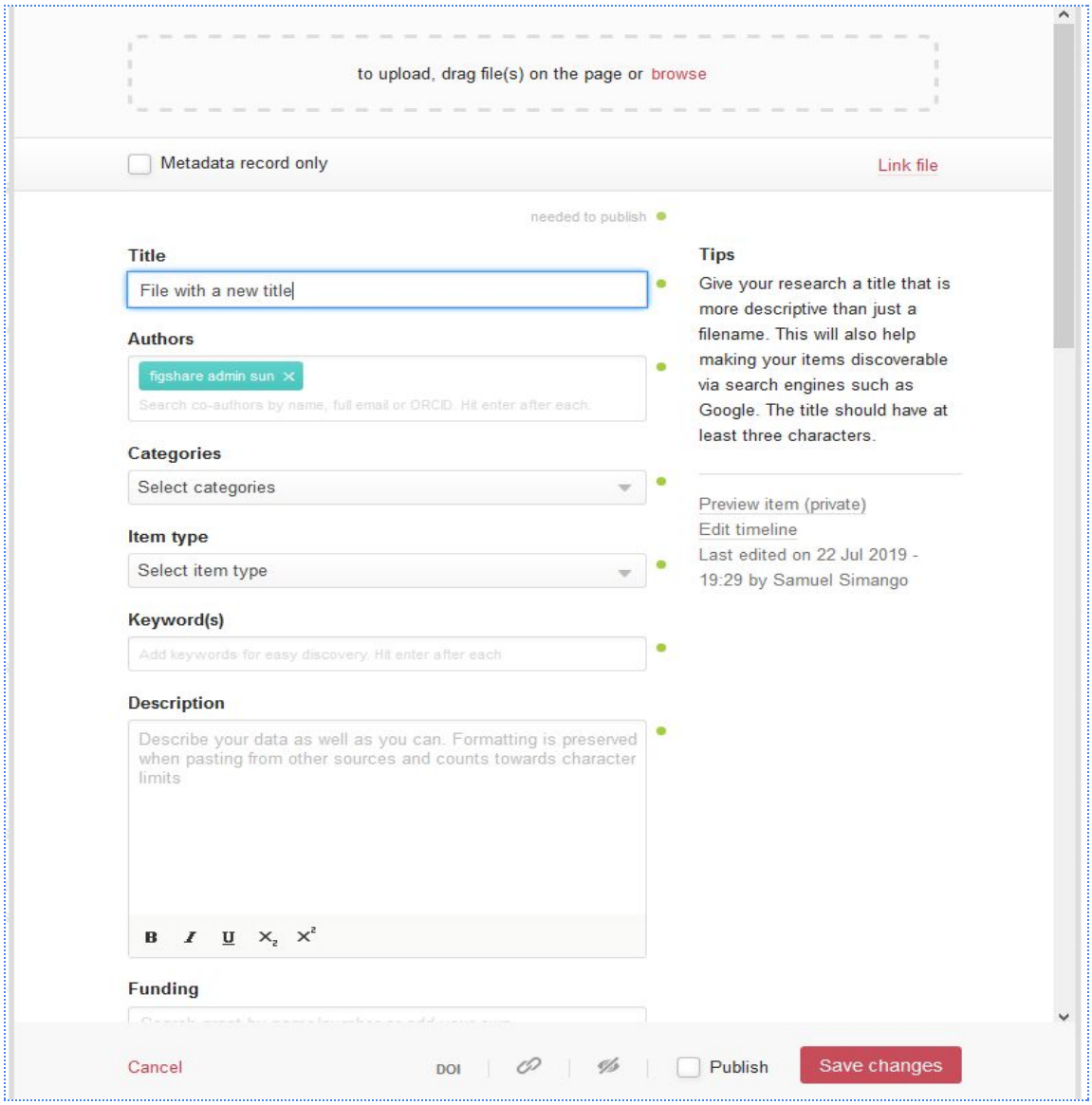


3. Click on the item which you wish to edit. In the example which follows the file titled **Untitled Item** (fifth from the top) will be edited.

4. This will take you to the item's metadata submission form.

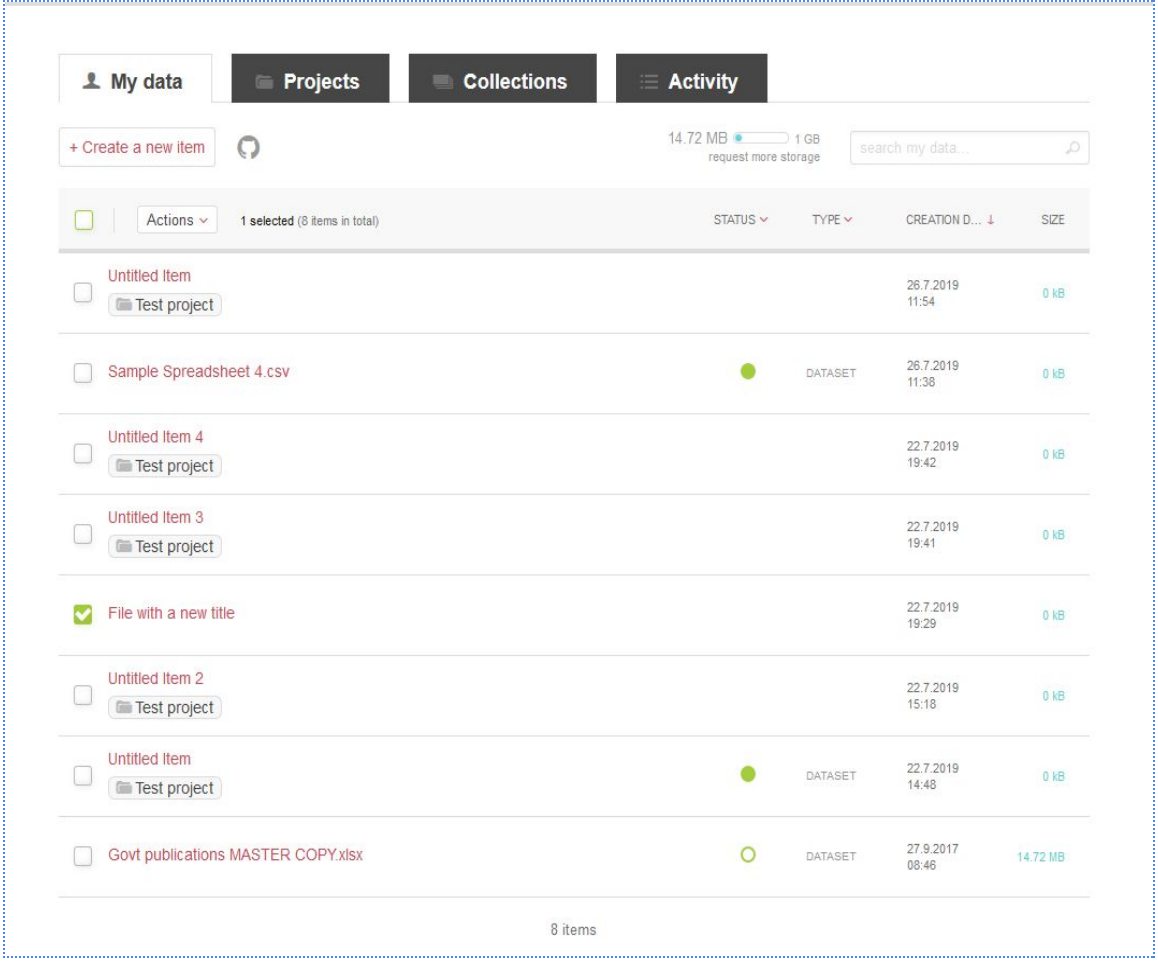


5. Edit the metadata submission form. In the example below the title (**Untitled Item**) has been deleted and replaced with a new one (**File with a new title**).



6. Click on **Save Changes** to complete the form.

7. Once you have saved the item you will be directed back to the **My data** tab. The newly edited title will now reflect in your list of items.



8. If you make changes to other metadata fields and would like to review them click on the item on the list in order to see a preview of the item. Edit the item again if changes are still required.

NB: If you are editing an item that has already been published, any edits you make from **My Data** will only reflect on the published copy once you have re-published the item. This may cause a version change, depending on which fields are edited.