



DEPOSITING DATA IN CONCORDIA DATAVERSE

Concordia's research data is hosted in Scholars Portal's Dataverse repository, a publicly accessible secure Canadian data system. To deposit a dataset, follow the steps below.

1 CREATE ACCOUNT

Go to <https://dataverse.scholarsportal.info/loginpage.xhtml>, and click "**Sign up**". Select **Concordia University** from the drop-down menu. After registering, send an email to contact below to receive permission to deposit data.

2 ADD & EDIT DATASET

You can create a dataset directly in the **Concordia Dataverse**, or in a **Concordia sub-Dataverse**. To create a new Concordia sub-Dataverse in which to deposit data, see contact info below.

1. Go to <https://dataverse.scholarsportal.info/>, and click "**Login**" (top right). You will be redirected to the Concordia Dataverse.
2. If not depositing directly in the Concordia Dataverse, find a sub-Dataverse in one of three ways:
 - in the **My Data** dropdown menu from your account name (top right)
 - **OR** by selecting the **Dataverses** link in the left hand column
 - **OR** by searching with the '**Search this Dataverse**' search box
3. Create a new dataset:
 - Click **+Add Data** and choose **New Dataset** from dropdown menu
 - Select a dataset **Template**. Note that selecting **None** applies a CC0 license to your dataset
 - Fill in **Required Metadata** fields marked with *****
 - Fill in optional metadata fields, if desired.
Recommended fields: Keywords, Related Publications. More metadata fields become available after dataset is saved.
 - You can save the dataset without adding any files.

3 UPLOAD DATA FILES

The **Files** section is at the bottom of the **New Dataset** page, below the **Citation Metadata**. Max file size = 3 GB

1. **Drag and drop** files from your desktop, **OR +Select Files To Add, OR Upload from Dropbox**. Files can be zipped. Uploaded files will appear under the Upload box.

2. **Describe** your files (File Name, Description) in a way that others can understand your meaning.
3. Click **Edit** to add Tags.

CAUTION: Files must not contain personal information or other sensitive data.

4 SAVE CHANGES

1. Click **Save Changes** button. This saves the dataset in **Draft** form; it is **not yet published** nor publicly visible.

Once a dataset is published, Dataverse assigns a **DOI** to permanently identify it. You can also assign a **Private URL** to share with a journal without publishing the data.

5 EDIT DATASET

Edit elements of your dataset at any time using the **Files**, **Metadata**, and **Terms** tabs at the bottom of the Dataset page. Files can be **Restricted** so they are available only on request.

6 PUBLISH DATASET

Depending on your user permissions, you will see a button for:

- **Submit for Review** (draft is reviewed by admin) **OR**
- **Publish** (makes dataset publicly available)

Changes made to Files, Metadata, or Terms **after publishing** your dataset will be saved as a Draft version. Click **Publish** (or **Submit for Review**) again to make the changes go live; the new version will supersede the old. Note that Admin assistance is needed to un-publish a dataset, so be sure before Submitting or Publishing.

7 CITE DATASET

The **data citation** is generated by Dataverse based on the required metadata you entered. It's displayed in a blue box below the dataset title and version number. Copy and paste, or use the **Cite Dataset** button to export the citation into EndNote, RIS, or Bibtex.

Questions? Contact lib-research.data@concordia.ca