DEPOSITING DATA IN CONCORDIA DATAVERSE

Concordia's research data is hosted on Borealis, the Canadian Dataverse Repository, a publicly accessible and secure data repository. To deposit data, follow the steps below.

❶ CREATE ACCOUNT

Go to https://borealisdata.ca/loginpage.xhtml. Select **Concordia University** from the drop-down menu. After registering, send an email to the contact email below to receive permission to deposit data.

❷ 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://borealisdata.ca/, and click "**Login**" (top right). After logging in, 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.

❸ 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.

❹ 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.

❺ 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.

❻ 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.

❼ 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