

Depositing Data in UBC Dataverse @ Scholars Portal



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

1. Create Account

Go to [Scholars Portal Dataverse](#) > [Explore Dataverse](#) > [Sign Up](#) (at top right)

Fill in the short sign-up form and **Create Account**. You can edit your account details after logging in.

Right away you can deposit data into the **UBC Research Data Collection** - <http://bit.ly/2Xi66h7>

If you need to deposit into another dataverse or create a stand-alone dataverse, please email Research Data Services at research.data@ubc.ca.

2. Add & Edit Data

Login

You will be redirected to the UBC Dataverse.

Select the Dataverse

Choose the dataverse you want to deposit data into.

You can **find dataverses** via:

- **My Data** (in the dropdown menu from your account name in the upper right),
- **'Dataverses'** link in the left column of the page,
- The side-scrolling banner
- **'Search this Dataverse'** search bar

Create a new dataset

Click **+Add Data**, and choose **New Dataset** (not New Dataverse) from the dropdown menu

- Select a dataset **Template** for the desired Creative Commons license (default license is CCO)
- *Be aware: selecting a template will clear all other data fields, so do this first.*

Fill in **Required Metadata** fields marked with a *****
Note: many more metadata fields become available for editing after your dataset is saved.

- If desired, fill in additional metadata fields.
RECOMMENDED: Keywords, Related Publications.

You can save the dataset without adding any files.

Upload data files

The **Files** section is at the bottom of the page, below the Citation Metadata.

- **Drag and drop** files from your desktop, or **+Select Files To Add**, or **Upload from Dropbox**.
- Max file size: 2.5Gb. If your files are too large, try putting them into a Zip file, or contact research.data@ubc.ca for help.
- **Describe** the files: Title, Description, Tags. People can't use your data if they don't know what it is!

Save Changes

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. Contact research.data@ubc.ca for help.

Edit your dataset

You can edit elements of your dataset at any time using the **Files**, **Metadata**, and **Terms** (license and use permissions) tabs at the bottom of the page.

Files can be **Restricted** so they are available only on request. Contact research.data@ubc.ca to learn how.

3. Publish Dataset

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

- **Submit for Review** (the draft dataset is reviewed by a research data admin)
- **Publish** (makes the dataset publicly available)

Changes made to Files, Metadata, or Terms **after publishing** your dataset will be saved as a Draft version. Click **Publish** again to make the changes go live; the new version will supersede the old.

Admin assistance is needed to un-publish a dataset, so be sure before Submitting or Publishing.

4. 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 #.

Copy and paste, or use the **Cite Dataset** button to export the citation into EndNote, RIS, or Bibtex.