

## Uploading items to ORDA: Useful tips

### Top Tip

When you create an item in ORDA, give enough information so that a researcher in a different field could understand what your research is about and what is contained in the uploaded files.

### General

- When you click on a field in the record, helpful tips appear to the right.
- To add multiple entries such as keywords, press 'enter' after each one.
- When uploading large files, use the [FTP uploader](#).
- If your data are sensitive and/or involve human participants, make sure you have permission to share the data you are making available.
- If you are uploading a new version of an item already available in ORDA, add the new file(s) to the original record and amend the details as required. This will automatically create a new version of the record.
- Structure your files in a logical way. It's a good idea to explain the file structure in the Description field or in a README file.
- If possible, upload files in an open format rather than a proprietary one (see [UKDS advice on file formats](#)).

### Authors

- Make sure you include everyone involved in producing the data.
- Order the names as you want them to appear in the published record.
- Be careful to put first and last names in the correct box if you need to enter a new author name.

### Description

- Include the project title and a brief description of the research. Also outline the contents of the dataset if you haven't done so in a README.
- If appropriate, give information on how to open/read file(s), eg if specific software is required. This could also be included in a README.
- If other institutions/companies/participants/pre-existing data are involved, confirm that permission has been agreed for data sharing/reuse.

### **Item type**

- To find out more about an item type, open the drop-down menu, hover the cursor over an option and click on the 'i' symbol that appears.

### **Resource title/DOI**

- If applicable, add the title/DOI of the article to which the data relates.

### **References**

- Add links to relevant resources such as an external dataset or project/conference website. Please check that links are complete and working.

### **Licence**

- GPL, MIT and Apache licences are only appropriate for software.
- The CC BY-NC-ND licence isn't normally recommended for items in ORDA, as it does not permit any meaningful reuse.
- If different parts of your data require different licences, it's best to deposit them separately and give links in the References field.

### **Ethics**

- If the research has ethics approval, add the reference number to the Description field.

### **Sharing and access restrictions**

- If you need to restrict access to files or the whole record, select the appropriate option then complete the necessary fields under 'Apply embargo & restricted access'.

### **Apply embargo & restricted access**

- You can place a temporary or permanent embargo on uploaded files or on the whole record, and you can also restrict access to members of the University or specific groups within it.

### **Generate private link**

- You can generate a private link to share data with an individual without making it public, eg for journal peer review. NB Private links expire after a set time and **should not** be used to reference your data in articles, etc.