

Registering, Uploading and Publishing a Dataset using ORDA

Log-in to ORDA

1. Go to <https://orda.shef.ac.uk/>
2. Click on 'Upload' tab to the top right corner of the ORDA home page
3. Unless you have already done so, you will be prompted to login to MUSE
4. Your ORDA account page will be displayed
5. At this point you may create a record for a dataset, or click on the 'Projects' tab and create a new project. Projects allow you to group together and share datasets associated with a research project whilst the research is still active. For more information, see ['Creating a new project'](#) below.

Creating a new item record

1. Click on '+ Create a new item'
2. An item record interface is displayed
3. Here you can:
 - i. add a title;
 - ii. Add additional authors;
 - iii. Select subject categories;
 - iv. Select file type;
 - v. Add tags, or keywords relevant to your discipline;
 - vi. Add a description of the research data, giving as much context as possible so that others can interpret and reproduce your research.
 - vii. Add links to any relevant content or external sources that help describe the research or are otherwise related, such as published datasets from which the current data is derived, published papers referring to or documenting the data. Add an URL then hit return to add another reference URL.
 - viii. Add a grant number or reference to the funder that sponsors your research
4. Click on 'Save changes'.

Uploading dataset files

1. In the item record interface.
2. To upload, drag file(s) on the page or browse (Choose Files from your PC).
3. When the file has uploaded
4. Click on 'Save changes'.
5. If you wish to create a record for your research data, but do not wish to upload files, because the data are in non-digital formats or they are considered sensitive data, then you may create a metadata-only record. For more information, see ['Metadata-only item records'](#) below.

Publishing the item

1. In the item record interface, when above steps have been completed and the record is ready to be published, tick the 'Publish this item' checkbox situated below the information textboxes. If any of the mandatory fields are incomplete, a notification box will pop-up.
2. The default license is CC-BY. If you wish to publish an item using a different license, please see ['Choosing a license'](#) below.
3. If you wish to place an embargo on access to a dataset, please see ['Embargoes'](#) below.
4. If you wish to publish an item record for confidential data, that provides information on how to access the data, please see ['Confidential data'](#) below.
5. Click on 'Publish item' button at the bottom right of the interface. A notification pops up "Are you sure you want to publish this item, making it permanently available? This content will be licensed as CC-BY. Please see the terms." and 2 options are given – 'No, save privately' or 'Yes, publish'
6. Click on 'Yes, publish'. If you have not uploaded files or made the record a 'metadata only' record, then you will be prompted to do so.
7. On clicking 'Yes, publish', the item record will be publicly viewable. If the item record has associated file(s), these will be available for access unless classed confidential or under an embargo.
8. Click on 'Save changes'

Editing your research after it has been uploaded

Updating the title or files will create a new version with a versioned DOI issued. For published items, updating authors, categories, tags or the description will not create a new version. Unpublished, private items may be altered or deleted without triggering a new version.

Further details about publishing a dataset using ORDA

Metadata-only item records

If you wish to create a record for your research data, but do not wish to upload files, because the data are in non-digital formats or they are considered sensitive data, then you may create a metadata-only record.

1. When creating a new item record as above, or editing a record in 'My data' (click on the title of the data item record) – the item record interface is displayed.
2. Instead of uploading a file, tick the box named 'Metadata record only' at the top left of the item record interface.
3. Provide a reason for the record being metadata only – for example "Dataset in non-digital format"; "Dataset consists of 20 microscope slides"; "Confidential data – contact to enquire about access".
4. Click on 'Save changes'.

Choosing a license

1. When creating a new item record as above, or editing a record in 'My data' (click on the title of the data item record) – the item record interface is displayed
2. Click on License drop down menu – select the appropriate license. The default is CC-BY for data and MIT for code. A link to help is provided in the list.
3. Click on 'Save changes'.

Embargoes

1. When creating a new item record as above, or editing a record in 'My data' (click on the title of the data item record) – the item record interface is displayed.
2. Click on 'Apply embargo' and choose whether to apply at file level or to the whole item. Applying embargo at a file level means that the metadata record will be publicly visible in the institutional portal. If the whole item is embargoed, the metadata record will not be publicly displayed until the embargo period is over (this may be thought of as delayed publication).
3. Select an embargo period or date for the embargo to end.
4. Provide a reason for embargo – optional.
5. Click on 'Save changes'.

Confidential data

This provides an alternative to creating a 'metadata only' record.

1. When creating a new item record as above, or editing a record in 'My data' (click on the title of the data item record) – the item record interface is displayed.
2. If a file has been uploaded, the option to make this file private is provided. Click on the 'Invisible' icon.
3. There is a text box to provide reasons for confidentiality and contact details for access requests.
4. Click on 'Save changes'.

Creating a new project

Projects allow you to group together datasets and other resources associated with a research project so that they can be easily shared with collaborators whilst the research is still active.

1. Click on 'Projects' tab
2. Click on '+ Create a new project'
3. Displays 'Create project'; provide Title, Description and funding details.
4. Click on add collaborators, add your colleague(s), now you have a shared folder only those you have invited can access.
5. Click 'Save changes'.

Creating a new item record in 'Projects'

1. Click on an existing project name
2. Click on '+ Add new item'
3. An item record interface is displayed – here you can add a title, additional authors, categories, tags, a description, links to other items / references and funding details. For more details see ['Creating a new item record'](#) above.

Creating a 'Collection'

Collections provide another way to group together content to give it a new context. Items may be selected from 'My data', including private, unpublished items, or published items may be selected from Figshare.com. All collections are private by default, but may be published and issued with a DOI.

1. Click on 'Collections' tab
2. Click on '+ Create a new Collection'
3. Displays 'Create a new collection'. Here you can provide Title, Description, Authors, Categories, Tags and References.
4. Click 'Save changes' and the collection view is displayed
5. Here items may be added from your 'My data' selection and from figshare.com by clicking on the appropriate box. Click the 'Add from my data' box and your datasets are displayed.
6. Click on the datasets to add to the collection then click 'add selected items'.
7. It is then possible to make a collection public, if all the items contained are already public, but please be aware that publishing is permanent.