

Using ORDA to register a dataset published elsewhere

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

Creating a new item record

1. Click on '+ Create a new item'
2. Displays an item record interface
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'.

Linking the record to a dataset published (made accessible) elsewhere

For example data files held in external data repositories.

1. Instead of uploading a file, click on 'Link file' at the top right of the item record interface.
2. A text box appears where the URL for the dataset (or a dataset record) may be added.
3. Click on 'Save changes'.

Publishing the item record

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 the dataset has been published using a different license, please see ['Choosing a license'](#) below.
3. If access to the published dataset has been embargoed, please see ['Embargoes'](#) below.
4. If the published dataset has special conditions for access, because the data are confidential, 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 linked the record to a file already, then you will be prompted to create a metadata only record or upload a file. In this case, select 'Create metadata record', then edit the item record by unticking the 'metadata record only' box, clicking 'Link file' and provide an URL for the file.
7. On clicking 'Yes, publish', the item record will be publicly viewable, unless the whole item is under an embargo.
8. Click on 'Save changes'

Editing your research after it has been uploaded

For published items, updating the title or files will create a new version with a versioned DOI issued. 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 record using ORDA

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. If you are registering a dataset published elsewhere, select the license that the dataset has been published under. A link to help is provided in the list.
3. Click on 'Save changes'.

Embargoes

If access to the published dataset has been embargoed, the appropriate embargo period may be selected for the ORDA dataset 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. 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

If the published dataset has special conditions for access, because the data are confidential, as there are no uploaded files to make private, reasons for confidentiality and contact details for access requests should be provided in the description field of the dataset record.

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.