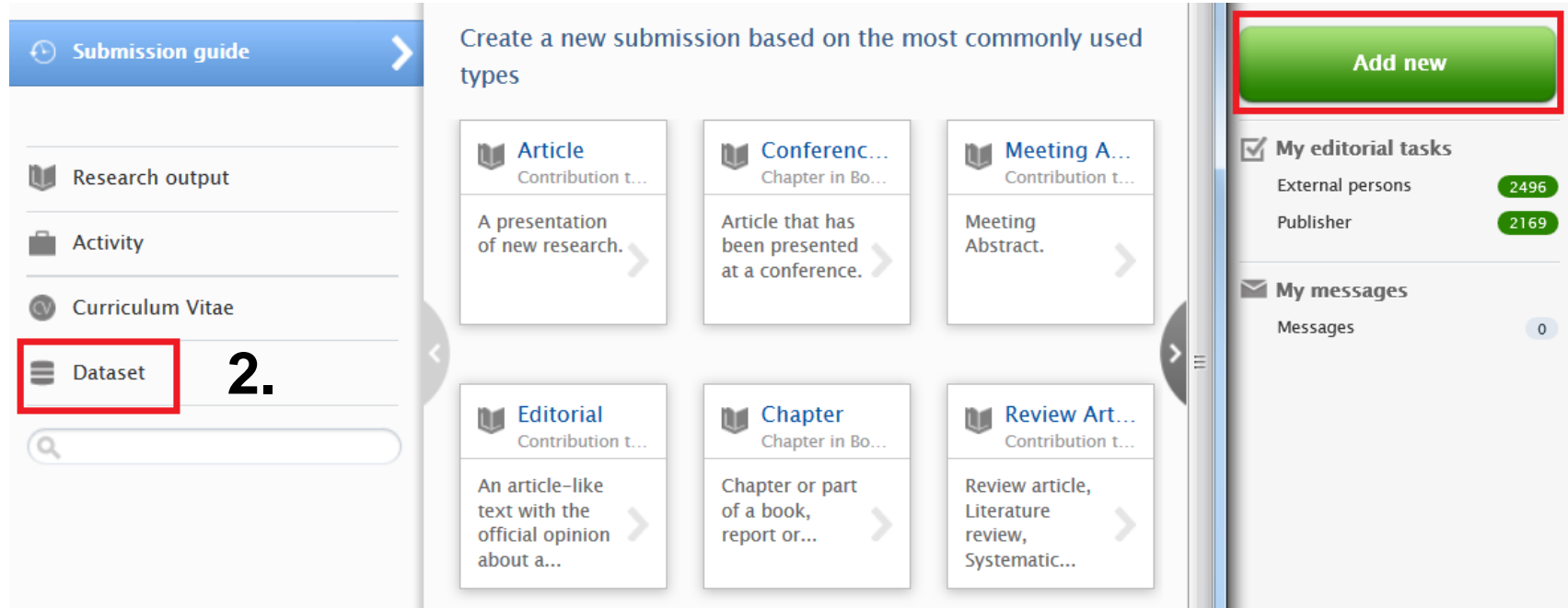


Adding data sets or metadata of data to ACRIS



Submission guide

Research output

Activity

Curriculum Vitae

Dataset 2.

Create a new submission based on the most commonly used types

1. Add new

My editorial tasks

External persons 2496

Publisher 2169



My messages

Messages 0

Note:

- You can use this same template to add only the metadata of data set(s).
- You can upload datasets in multiple file formats up to 1024 MB

Name and describe your dataset

EDIT  

Metadata

Translation


OVERVIEW


Relations


Display

HISTORY AND COMMENTS

History and comments

Identification 

Title * 

Description 

Temporal coverage

Year Month Day - Year Month Day

Date of data production

Specific date

Period of time

Note:

- Mandatory fields are marked with a red *

Help the identification of the data set or metadata of data:

- Give short but descriptive name.
- Give informative description of the data set. E.g. describe what kind of data you are adding and what type of files you will attach and in which formats, consider numbering the different versions. When you are adding metadata of data and you have not made your data open, but you are able to share the data if requested, you may express the willingness and contact information here.
- Indicate the date range coverage of the data by using 'Temporal coverage'.
- Specify the date or period of time for data collection. This field becomes mandatory if you tick either of the two options.

Add all involved people

The screenshot shows the 'People' management interface. At the top, there is a 'People' header with an information icon. Below it, a blue link 'People *' and a '+ people' button are visible. A message states 'No persons or organisational units associated'. Two buttons, 'Add person...' and 'Add organisational unit...', are present. A red arrow labeled '1.' points to the 'Add person...' button. A modal window titled 'Search and add Person - or create External Person' is open, showing a search bar with 'kyttä' and a search button. A dropdown menu shows 'Kyttä, Marketta' with details: 'Department of Built Environment' and 'Postdoctoral researchers (Staff), Professors, tenure track (Staff)'. A 'Cancel' button is at the bottom. A red arrow labeled '2.' points to the 'Edit person' modal window. This window shows 'Marketta Kyttä-Pirjola (Marketta Kyttä)' as an 'Internal person'. A 'Role *' dropdown menu is open, showing options: 'Creator' (selected), 'Owner', 'Contributor', and 'Data Collector'. A scrollable list of roles is visible, including 'the dataset', 'Department of Built Environment (01/02/2016 - present)', and 'Department of Real Estate, Planning and Geoinformatics (01/08/2015 - present)'.

Note:

- Link all involved persons or create new external persons if necessary by using the “Add person” function. All persons previously created into the system will be listed in Search.
- A person is a creator by default. Edit the role if necessary.

Dataset managed by

Managing organisational unit *



- Managing organizational unit refers to the instance of editors handling this output in ACRIS and does not affect statistics.

To add and define the sharing of data sets

Data availability

Publisher *

Add publisher...

1.

DOI

Add existing DOI

Electronic data



Drag files or **browse** your computer.

Max filesize: 1024 MB.

2.

Access to the dataset

3.

Access options

Not set

Not set

Open

Embargoed

Restricted

Closed

Access details 

Note:

- Publisher (1) is the name of the particular repository/archive in which the data can be found. If you are storing data set(s) enter a proper unit level: e.g. Aalto University, School of Engineering, Department of Civil Engineering. If you are depositing metadata of data, enter the name of the repository/archive in which you have stored your data.
- There is two functions related to defining publicity and access options of data set(s):
- First while uploading the files by dragging them or browsing the computer to add the datasets (2).
- Second you define the access level or you set restrictions (3).
- On the next slide more about the “Data availability” function.

To add the data sets

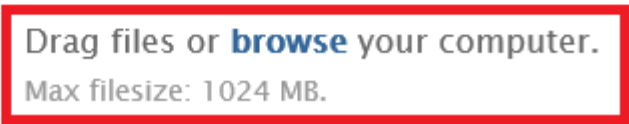

Publisher *

Add publisher...

DOI

Add existing DOI

Electronic data

1.  

Multiple file upload **2.**

1. Add the data set(s) by dragging or browsing.
2. Choose first the level of **Visibility** for the data set. Select next the **License**: If you wish to publish citable data, choose license to allow and restrict the ways to reuse data, for example allow or deny the right for commercial use <https://creativecommons.org/share-your-work/>

If you choose “No value” no one knows how this data can be used. If data is created together by several researchers, also you may not reuse data without a license.

Indicate the **Type** of the data set.

Embargo end date: Set the opening up date for you data set. With embargo you retain for yourself the advantage to use data first as underlying data for publications. Data will be published for the use of others after the embargo.

Visibility: Public – No restriction (Apply to all)


License: No value

Type: Audiovisual

Embargo end date:

Define the availability of open data set and the access level

Electronic data

 Drag files or **browse** your files
Max filesize: 1024 MB.

Physical data


Add details of physical data...

Links


Add link...

Date made available

Year * Month Day

Access to the dataset 

Access options

Not set 


Not set

Open

Embargoed

Restricted

Closed

Access details 

Note:

- “Date made available” means the date when the data set becomes publicly available.
- In “Access options” you define the access level of the data set.

Choose one of the visibility options and registration status

Visibility ⓘ

Public – No restriction

Public – No restriction

Campus – Restricted to specific IP range

Backend – Restricted to Pure users

Confidential – Restricted to associated users and editors

Where the content can be seen.
Publicly available
– e.g. website/portal
Campus (IP)
– from allowed IP-addresses
Restricted to Pure-users
– Only visible when logged in to Pure.

External publication ids

Additional source ids

Add additional source...

PURE REGISTRATION STATUS

Entry in progress

✓ For validation

Status: For validation Save

Note:

“Visibility”

- Choose the appropriate visibility setting

“Status”

- “Entry in progress” saves the submission if you wish to send it for validation later
- “For validation” dispatches the submission to the library to be validated as official content in ACRIS
- Remember to press the blue save button