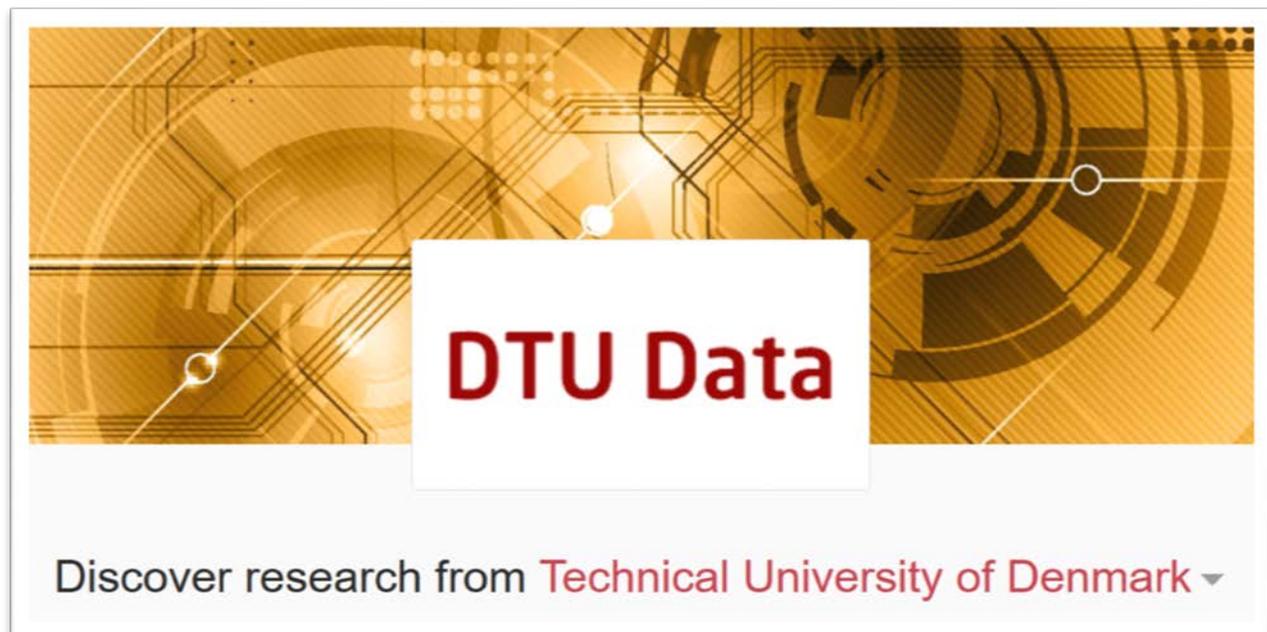




User manual – DTU Data in details



<https://data.dtu.dk>

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Preface

DTU Data is a research data repository and a service for researchers at DTU to publish research data and be compliant with policies and requirements.

Policies at DTU and policies from funders require that research data is made freely accessible in accordance with Open Science ideals and the FAIR principles, except when this is in conflict with legal or contractual obligations or current regulations on for example ethical, confidentiality or privacy matters or intellectual property rights.

DTU Data makes research data visible on the web and provides metric and citation mechanisms for their authors.

Find and read policies from DTU at DTU Inside:

www.inside.dtu → Policy of the Retention of Primary Materials and Data

www.inside.dtu → DTU Danish Code of Conduct for Research Integrity

Description of DTU Data

DTU Data is an online platform for publishing and discovering research data from DTU, aka. a research data repository. It allows DTU's researchers to publish datasets, with almost no restrictions on formats and file sizes (see the section "important notes" for exceptions).

DTU Data is an institutional instance of figshare, a commercial software developed and maintained by Digital Science. figshare's general terms and conditions apply. All uploaded data are stored on DTU servers on campus and are automatically backed up and DTU's general rules for IT security apply.

DTU Data can always be distinguished from other instances of figshare by the official DTU logo in the upper panel of the user interface and "data.dtu.dk" in the URL. In particular, users should be aware of the distinction to the public instance of figshare available under "*figshare.com*".

DTU Data is administered locally by DTU Library and is available under the domain <https://data.dtu.dk/>

For support and questions, contact: datamanagement@dtu.dk

Important notes

DTU Data is intended for publication and registration of research data and is a catalogue of research data generated at DTU or by DTU researchers. For sharing data in ongoing projects please go to Share.dtu.dk which is the platform at DTU for internal and external collaboration.

What can be published in DTU Data

DTU Data is a tool for making research data visible and the main purpose is for file uploads of:

- Data underpinning a publication and other data and material for publication such as figures, protocols and documentation
- Metadata records – a description of data for files that cannot be made openly available

What cannot be published in DTU Data

Data containing personal or confidential or personal information must not be uploaded in DTU Data.

Peer-reviewed journal articles, conference contributions, theses and post-prints may not be uploaded to DTU Data. Those documents have to be sent directly to DTU Library to be uploaded to DTU's research database for publications at orbit.dtu.dk

Read more about DTU Orbit at bibliotek.dtu.dk

Publish is permanent

Note that once an item is published in DTU Data it is allocated a unique identifier DOI. The DOI provides a unique, stable and permanent link to the respective landing page in DTU Data, meaning that published data cannot be removed. However, the system supports version control and a new version with a versioned DOI can be created but the old version will still be accessible. Read more in the section about DOI.

Settings

DTU Data landing page

All data published in DTU Data is visible on the landing page data.dtu.dk

From the landing page, everyone can search, view and download the data through the interface as visitors.

Each dataset published in DTU Data has an individual landing page with metadata, which is basic information about the data, such as names of the creators, descriptions and keywords. These metadata are indexed for all common search engines and catalogues on the internet and make datasets easily findable. Data published in DTU Data will by default also be visible and accessible in figshare.com

Figure 1 shows how research data are displayed on the landing page of DTU Data.

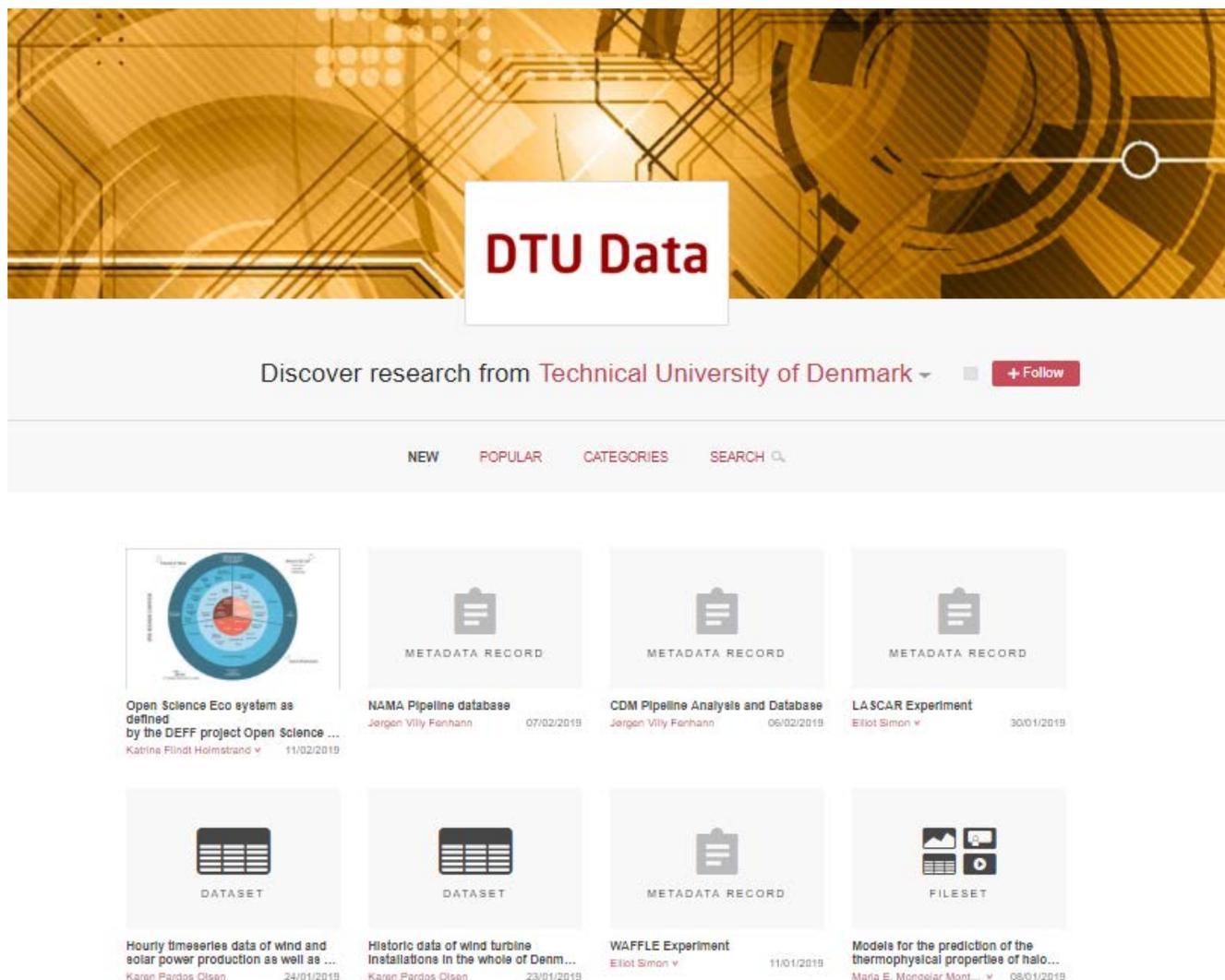


Figure 1

Log in and account

Every employee with a valid DTU email address will be able to log in to DTU Data under *data.dtu.dk* using their DTU credentials (same as for DTU Inside). Accounts for all DTU employees are created automatically by the administrators. DTU employees should not sign up themselves. DTU users will not be able to sign up to other instances of figshare with a DTU email address.

The account in DTU Data is associated with the employee's DTU email address (according to DTU Basen) and cannot be associated with another email address. Upon cessation of DTU employment, the account in DTU Data can no longer be accessed, but all published data and information remain unchanged.

Remember to log out if working on a computer that is not your own.

Profile

Under "Profile", users can add information about themselves, their employment and previous publications. It is not mandatory, but it is highly recommended that every user connect their profile with a valid ORCID, read more about ORCID below. This additional information will be publicly visible. You can access the "profile" section from the button in the upper right corner showing your initials, see figure 2.

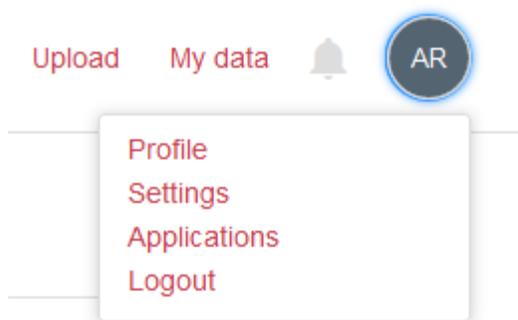


Figure 2

Go to the bottom of your profile page to get a preview of your profile, see figure 3 below.

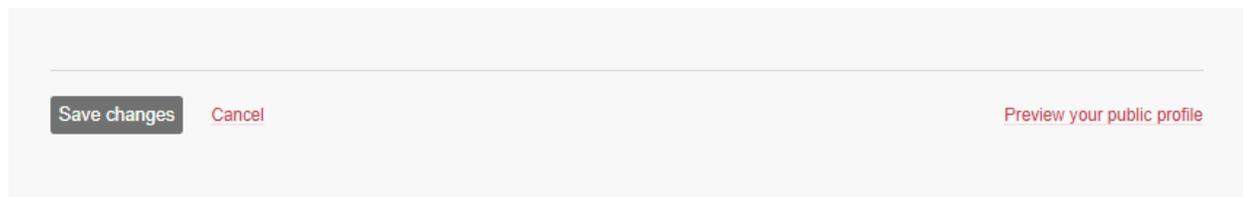


Figure 3

ORCID

It is recommended that all users of DTU Data have a valid ORCID that is synchronized with their DTU Data profile. Information about ORCID can be found on *bibliotek.dtu.dk*

ORCID is a tool to gather all research publications in one place and to unambiguously identify authors, no matter their full names and affiliations.

Groups

By default, all users are associated with the group corresponding to the DTU department. This information is retrieved automatically from DTU's identity management system ("DTU Basen") and cannot be changed.

Subgroups can be created only upon request to the DTU Data administrators.

Quota

The initial quota for individual users and group projects are defined for each department by the DTU Data administrators. The current quota and usage can be seen under "My data" for individual users and in the project overview for group projects, respectively. More storage can be requested by clicking on "Request more storage"

The storage status and "request more storage" button appear in the bottom of the "My data" tab, see figure 4.

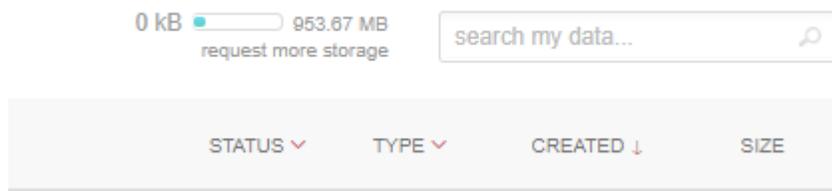


Figure 4

User interface

After login, users are directed to the user interface that appear as seen in figure 5 below. It consists of four tabs “My data”, “Projects”, “Collections” and “Activity” and is the interface from which research data can be uploaded for publishing.

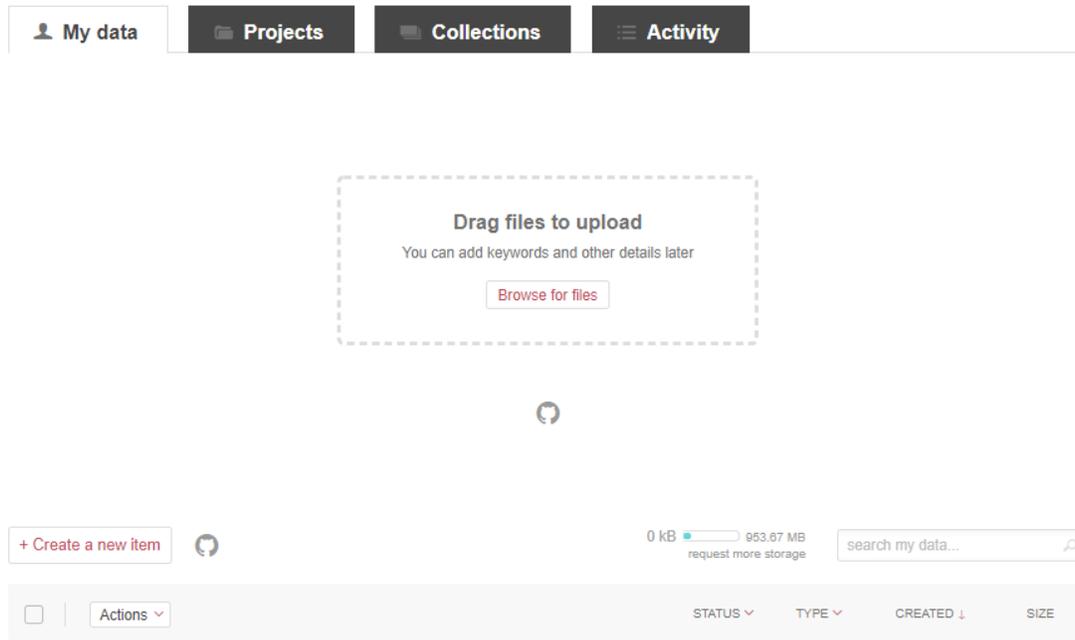


Figure 5

My data

The “My data” tab gives you the overview of the items you have uploaded. The status column indicates whether the item is a draft, published etc. In the “actions” drop down you can publish, move items to and from a project or edit in batch. You can sort your item into the categories “published”, “modified”, “created” in the “published” drop down and you can view the size of your item. See figure 6.

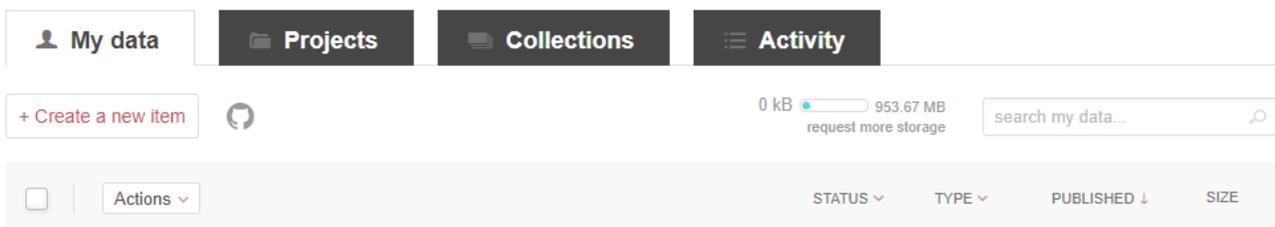


Figure 6

Projects

Projects are collaborative spaces used for ongoing work with the preparation of data for publishing. Use projects when it is necessary for peers or collaborators to contribute to the preparation of the data. Members of a project can upload files and add comments. A project can be made public if it contains at least one published item. Reasons for making a project public can be e.g. to promote collaboration. New items made public from your project will automatically appear in the public project. When you are in the project go to the MANAGE gear button in the upper right corner and

click “Edit project details”. This will bring out the form with project details and in the bottom select “Display this project publicly”, see figure 7.

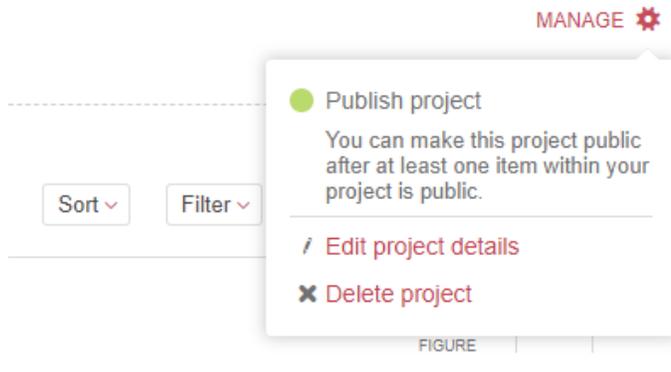


Figure 7

There are two types of projects:

- Individual projects use the individual quota for each user. Other user can be invited to the project when it is created or at a later point by editing project details from the MANAGE button as seen in figure 7. Uploaded items are removed from the project when the member that created that item leaves the project. Items uploaded to the project use the metadata scheme defined by the group of the creator of that item.

We recommend to use individual projects e.g. for supporting material for journal articles.

- Group projects use a total quota that is shared among all members of the project. This means that projects member`s individual storage are not affected. Uploaded items remain in the project when the member that created that item leaves the project. All items uploaded to the project use the metadata scheme defined by the group of the project owner. Group projects can be created in subgroups with specialized metadata schemes, but only upon request to the DTU Data administrators.

We recommend using group projects for data publications from larger collaborations and consortia.

The project owner can invite any other user (no matter from which group at DTU) as collaborator or viewer to the project. Collaborators can post comments, upload and publish new items. Viewers can only see and comment on existing items.

Non-DTU users that have an account on public figshare or any other institutional figshare can also be directly invited to projects. Other invited users will have to sign up to public figshare under *figshare.com* before they can collaborate on a project created in DTU Data.

Items created under “My data” can be added to a project by selecting the item. Move it from “My data” by clicking the “Action” drop down menu and select the item and the desired project destination, see figure 8.

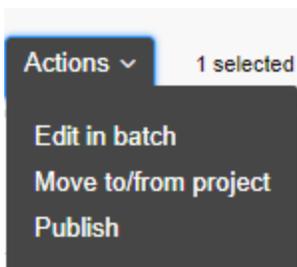


Figure 8

An item can be moved from a project by clicking the gear icon on the right hand side of the item listed under the respective project and select “Remove item from project”, see figure 9. You can only move item to “My data” you have uploaded to the project yourself.

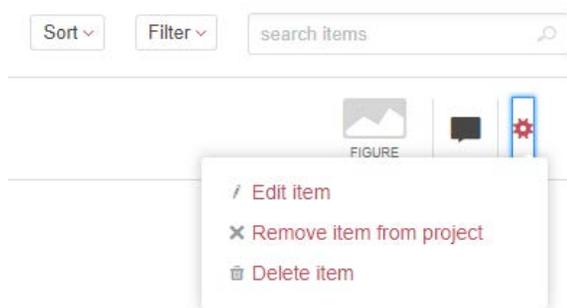


Figure 9

An icon of a folder below the title of an item in “My data” indicates if the item belongs in a project.

Note that a project is not assigned a DOI and therefore there is no versioning of a project.

Collections

Users can create collections of own and/or any published items, e.g. to create lists of favourite datasets or thematic overviews, see figure 10. Collections can be private or public (when all items in the collection are public). Public collections can be assigned a separate DOI. Users can generate private links for any of their collections.

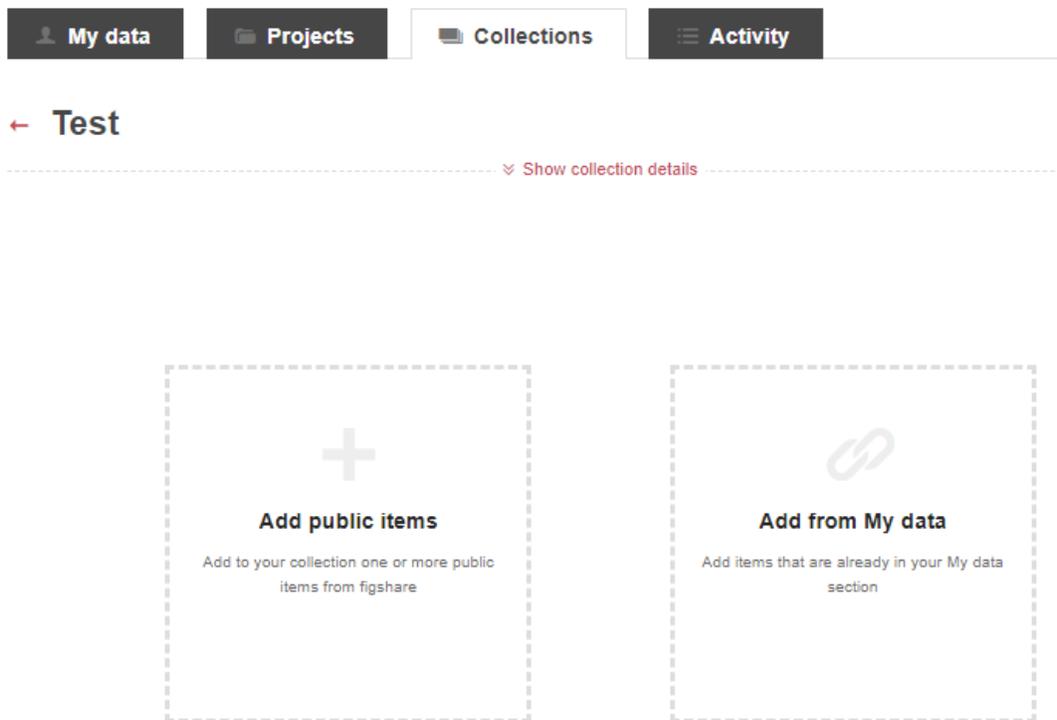


Figure 10

Activity

The activity stream keeps track of all actions on each users account. The activity stream allows you to keep track of who has viewed, commented, added notes to, or uploaded files to a collaborative space - adding a layer of transparency to collaborations.

Features

Item

An item is one dataset that has its own identifier (DOI) and an item can contain both metadata, and associated files. An item encompass public files, embargoed files, confidential files, linked files and metadata only records. A file is always connected to an item.

New items can be created either directly under “My data” or within a project (see above). All items typically consist of one or more files and a metadata record.

- One or multiple files can be uploaded to an item. These files will be available for direct download from the user interface after publication (unless restrictions are defined – see “access restrictions”).
- Items can be created with a link to files that are stored outside of DTU Data. Then the files cannot be downloaded directly from the user interface after publication but the link external site is visible.
- Items can be created as metadata record only and no files can be downloaded.
- All items can be saved as drafts before publication. Direct access to an item in draft stage can be granted by the uploader to others by generating a private link.

This option can be used e.g. in order to give access to supporting material to peer-reviewers before publication of a journal article. See also “Access restrictions”.

Versioning

Once published, items and collections cannot be deleted. It is however possible to create and publish new versions of an item or a collection, e.g. adding or removing files and editing metadata. The DOI of a published item or collection will always point to the most recent published version. All previous versions remain accessible with a modified DOI. The version number appears underneath the title of the item.

Access restrictions

Embargo periods can be applied to files or a whole item (files and corresponding metadata record) before publication. This means that the files or the whole item is hidden from all other users and visitors in the given time period. A DOI for this item is created but it only links to the metadata record (if only the files are embargoed) or to an empty landing page stating when the embargo will be lifted (if the whole item is embargoed). During this period, the creator can only give access by generating and sharing a private figshare link.

Confidential

Files can also be marked as “confidential”. Note that this does not mean that the data may contain personal or confidential information. It means that the files will not be available for download. Access to the files can only be given by the creator by generating and sharing a private link. The metadata record is public. The private link is generated in the edit data form that you bring out by clicking on the pencil icon on the right hand side of the item, see figure 11.

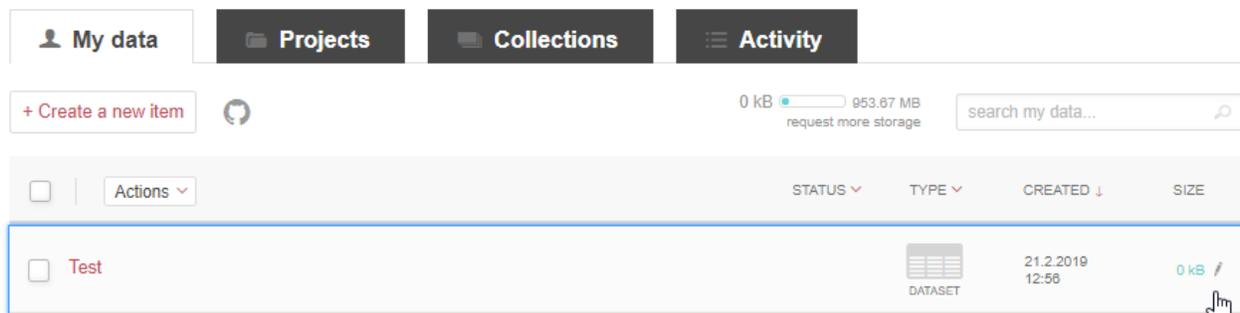


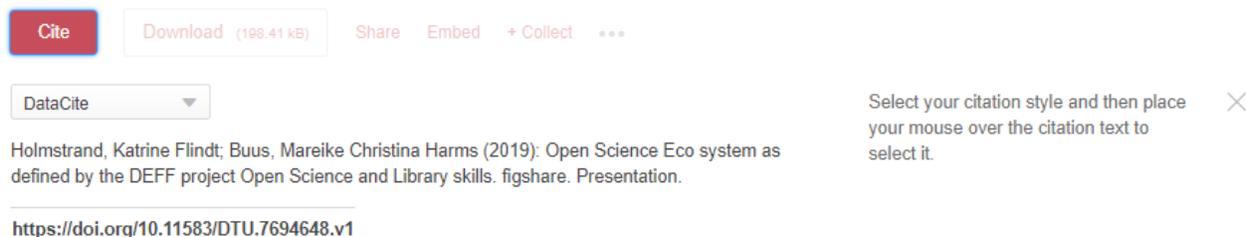
Figure 11

This feature can be used when the creator wants full control over who may get access to the data. All users and visitors can search and view information about the data on DTU Data, but they will have to contact the creator directly in order to get access to the underlying data files.

When the creator of an item with restricted access leaves DTU, the DTU Data administrators may transfer the ownership of this item to another responsible person associated to the same department.

DOI

DOI, Digital Object Identifier, is a persistent identifier providing a permanent link to your research data. When you publish with DTU Data the item that you create is automatically assigned a DOI via DataCite. You can find the DOI in the Cite section of an item as seen in figure 12 below. This makes all published datasets citable (in the same way as articles in scientific journals) and makes your data more discoverable.



The screenshot shows a citation interface. At the top, there are buttons for 'Cite', 'Download (198.41 kB)', 'Share', 'Embed', '+ Collect', and a menu icon. Below these is a dropdown menu set to 'DataCite'. The citation text reads: 'Holmstrand, Katrine Flindt; Buus, Mareike Christina Harms (2019): Open Science Eco system as defined by the DEFF project Open Science and Library skills. figshare. Presentation.' Below the text is the DOI: 'https://doi.org/10.11583/DTU.7694648.v1'. On the right side, there is a prompt: 'Select your citation style and then place your mouse over the citation text to select it.' with a close icon.

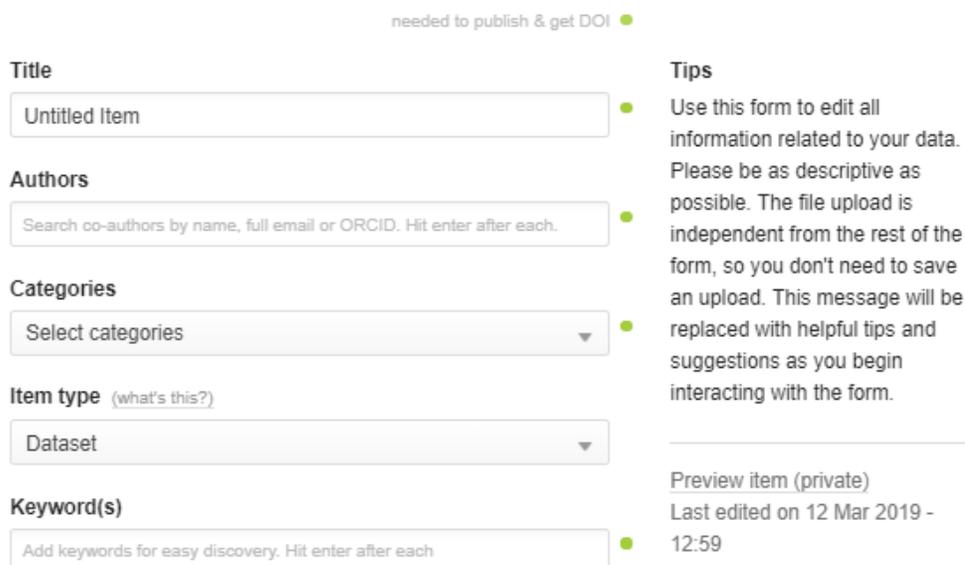
Licenses

The license is the legal instrument defining rights and reuse of the work.

Metadata

Metadata provide information about your data. Upon creating an item, metadata has to be added. Some metadata fields are mandatory and need to be filled out before the item can be published. All metadata should be as precise and extensive as possible in order to allow the data to be findable, easily understandable and broadly re-usable. The metadata added when creating an item is essential for persistence and ensures your research remains discoverable and useful.

Information about each metadata field is given in the “Tips” section when creating an item. The “Tips” are displayed in the upper right corner of the form, se figure 13.



The screenshot shows a metadata form with several fields and a 'Tips' section. At the top right, there is a note: 'needed to publish & get DOI' with a green dot. The form fields are: 'Title' (text input with 'Untitled Item'), 'Authors' (text input with 'Search co-authors by name, full email or ORCID. Hit enter after each.'), 'Categories' (dropdown menu with 'Select categories'), 'Item type' (dropdown menu with 'Dataset' and a link '(what's this?)'), and 'Keyword(s)' (text input with 'Add keywords for easy discovery. Hit enter after each.'). To the right of the form is a 'Tips' section with a green dot, containing the text: 'Use this form to edit all information related to your data. Please be as descriptive as possible. The file upload is independent from the rest of the form, so you don't need to save an upload. This message will be replaced with helpful tips and suggestions as you begin interacting with the form.' Below the tips is a horizontal line and the text: 'Preview item (private)' and 'Last edited on 12 Mar 2019 - 12:59'.

Figure 13

Contact

DTU Library

E-mail: *datamanagement@dtu.dk*

Phone: 4525 7250