# User manual – DTU Data in details



## https://data.dtu.dk
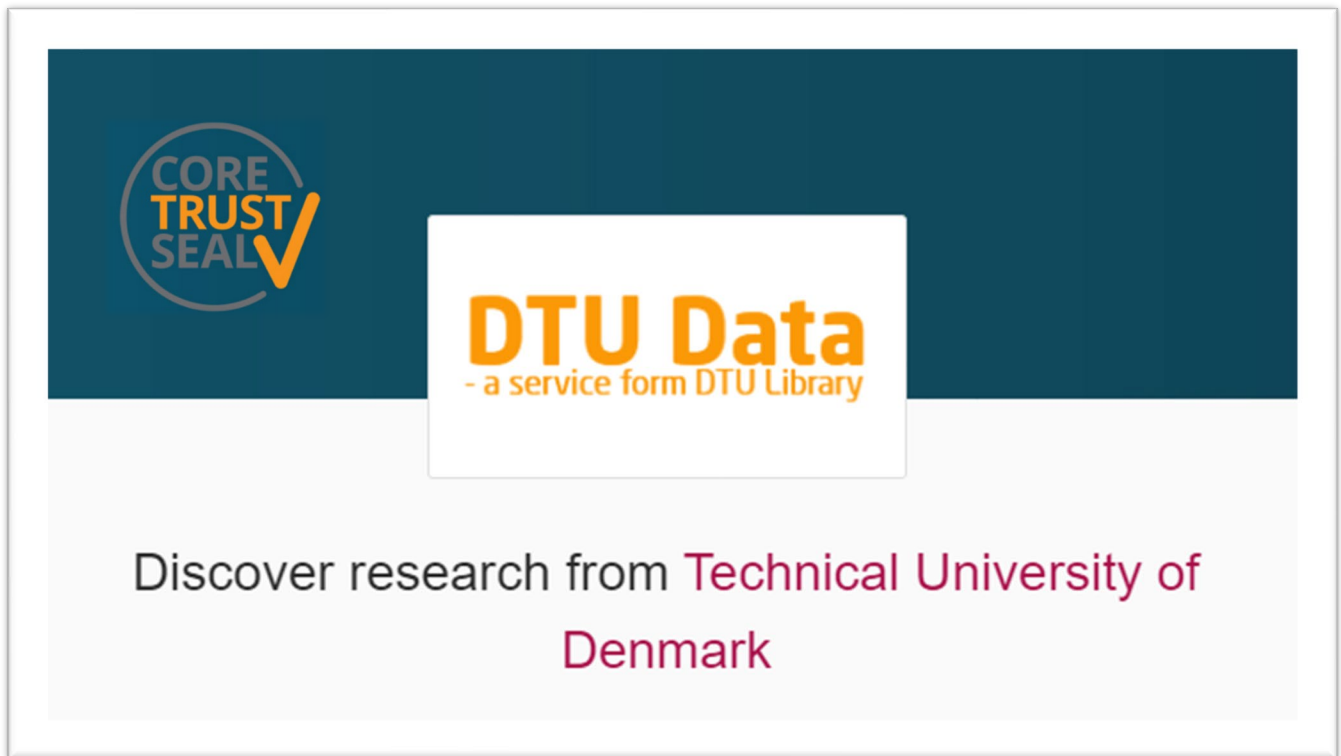
| Version history | |
|---|---|
| Version 1 | March 2019 |
| Version 2 | October 2023 |
| Version 3 | May 2024 |

# Contents

## Preface

DTU Data is a research data repository and a service for researchers at DTU. In DTU Data researchers can publish research data in compliance 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 data principles, except when this is in conflict with legal or contractual obligations or current regulations on for example ethical, confidentiality, 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 the policy for research data management at DTU Library's website:*

www.bibliotek.dtu.dk/en/publishing/research-data/policy → DTU's Research Data Management Policy

## Description of DTU Data

DTU Data is an online platform for the publication and discovery of 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 in parallel with DTU's own Terms of Use for DTU Data. Find them here: https://www.inside.dtu.dk/da/medarbejder/forskning-innovation-og-raadgivning/forskningsdata/forskningsdata-2023/dtu-data

All uploaded data are stored on DTU's servers on campus and are automatically backed up. 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*".

Featured apps  can help with various types of interactions and workflows . Please also refer to the API documentation and feature list https://docs.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 of research data and is a public catalogue of research data generated at DTU or by DTU researchers. For sharing data in ongoing projects please refer to share.dtu.dk or OneDrive.

**What can be published in DTU Data**

DTU Data is a tool for making research data public as well as Findable, Accessible and Reusable and the main purpose is for publication of:

- Data and material underpinning a publication and of value and interest such as figures, media files and code[1]
- Collections of data (databases) stored in DTU Data and elsewhere
- 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 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/en/publishing/research-publishing


**Publication is permanent**

**Note that** once an item is published in DTU Data it is allocated a persistent identifier – a DOI. The DOI provides a unique and permanent link to the respective landing page in DTU Data, meaning that published data cannot be removed. However, the system supports version control. This means that changes can be made to a published item. Certain changes will generate a new version with a versioned DOI. All old versions will remain accessible.  Read more in the section about DOI.

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[1] Please read the procedure for the publication of code and software: https://www.inside.dtu.dk/en/medarbejder/forskning-innovation-og-raadgivning/forskningssamarbejde-jura-og-kontraktforhold/om-software

# 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 a DOI and metadata. The metadata contains 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.
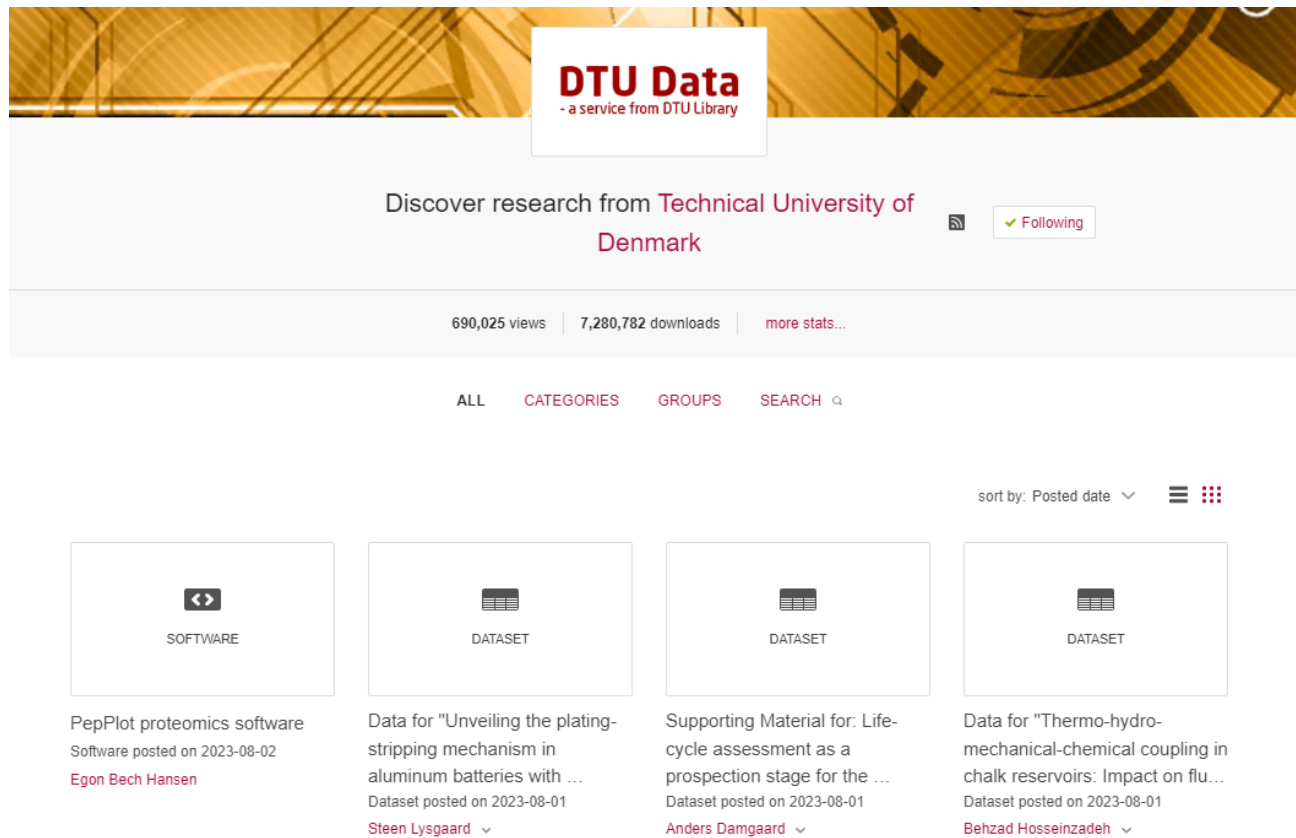


*Figure 1*

## 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 other DTU services). 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 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.
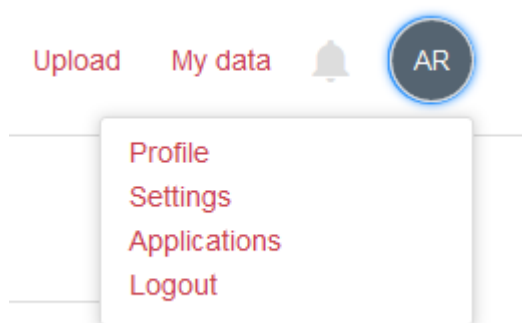


*Figure 2*

Go to the bottom of your "My profile" page to get a preview of your public profile, see Figure 3 below.
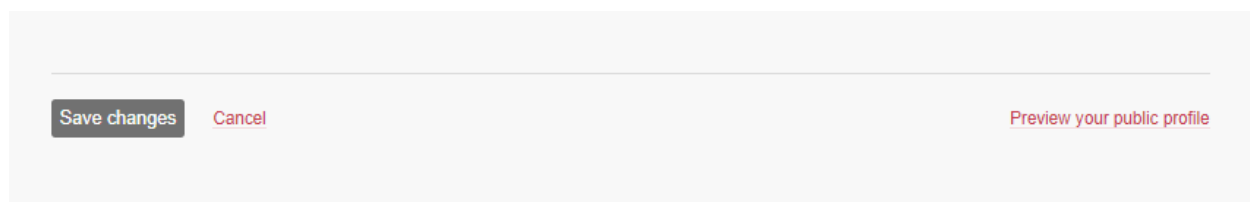


*Figure 3*

## 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 at [www.bibliotek.dtu.dk/en/publishing/research-publishing/orcid](http://www.bibliotek.dtu.dk/en/publishing/research-publishing/orcid)

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

Once a profile is synchronized with the authors ORCID, the ORCID number will automatically be indexed in an items metadata by DataCite.

## Groups

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

Each group has a public portal page displaying the items published by authors associated with the group. See Figure 4 below.
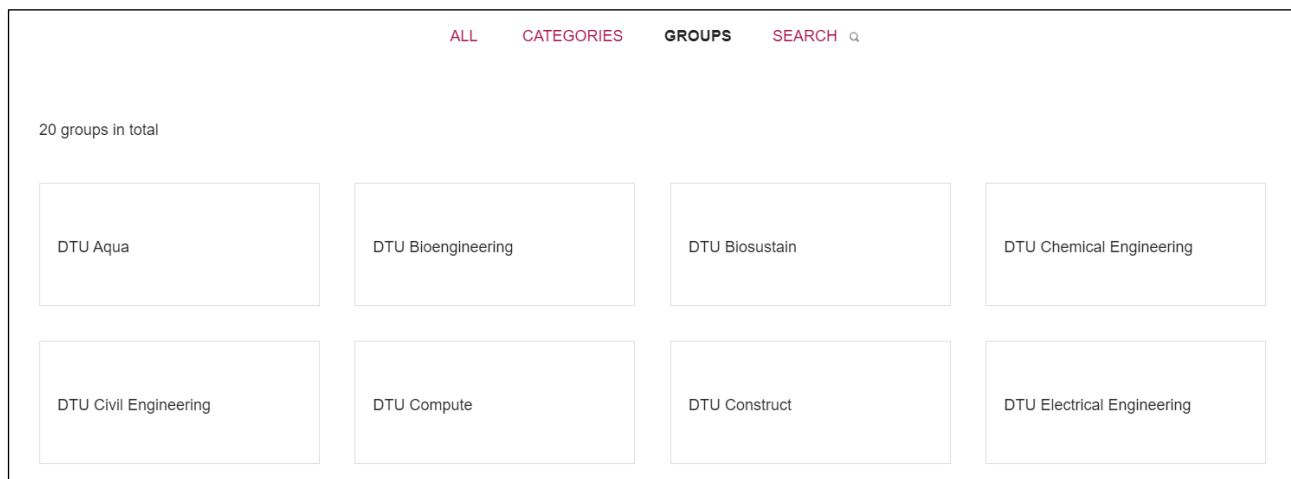


***Figure 4***

## 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 5.
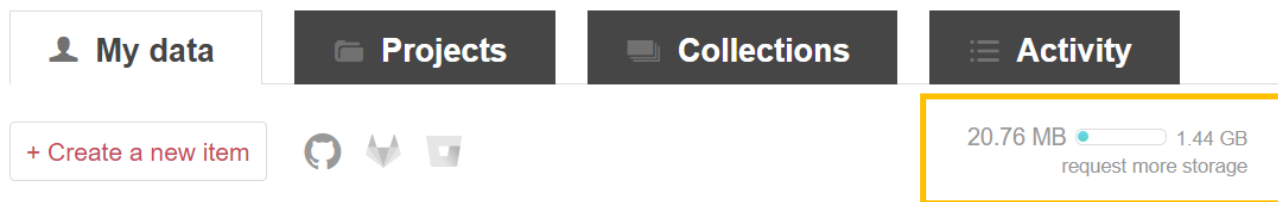


***Figure 5***

# User interface

After login, users are directed to the user interface that appear as seen in Figure 6 below. The user interface has four tabs "My data", "Projects", "Collections" and "Activity".
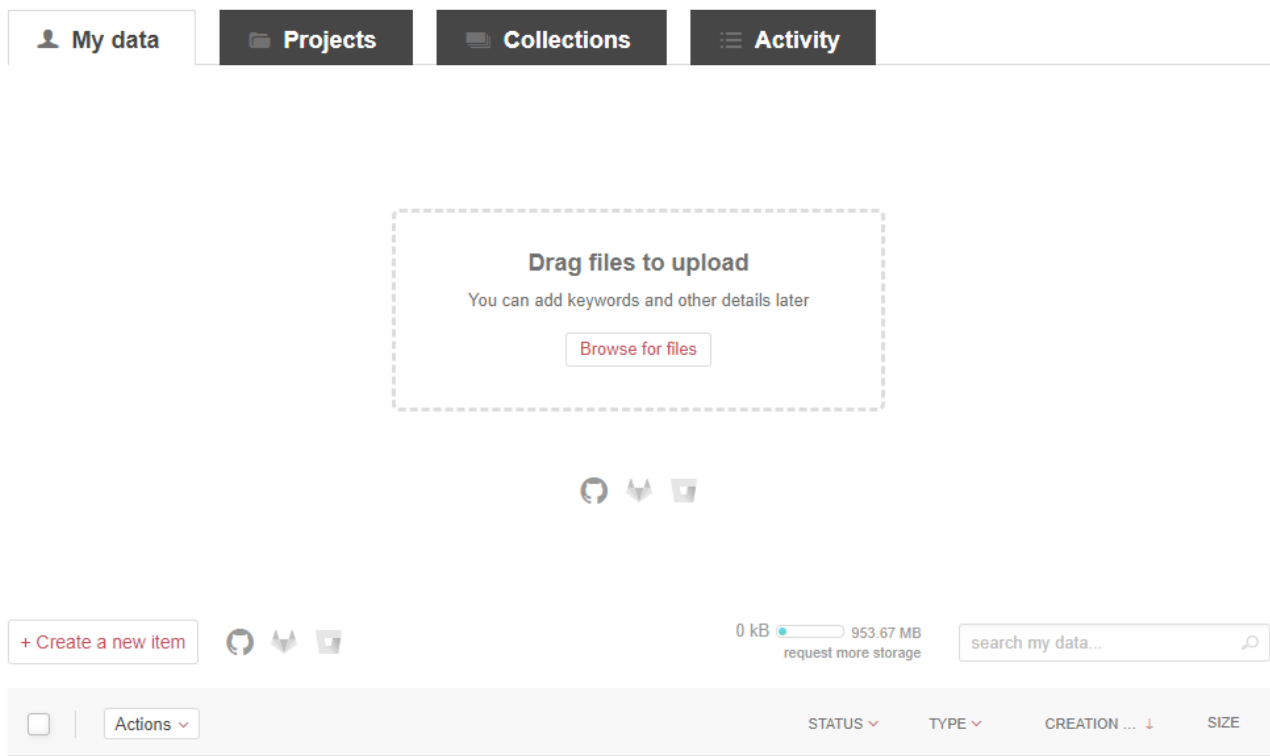


*Figure 6*

## My data

The "My data" tab provides an overview of the items you have created. In the "Actions" drop down you can publish, move items to and from a project or edit in batch. The STATUS and the TYPE column indicates whether the item is a draft, public etc. and the item type. These columns helps you filter your items according to the item's type and/or status.  In the CREATION drop down and you can sort your items according to creation date and in the SIZE column you can view the size of uploaded files in the item. See Figure 7.
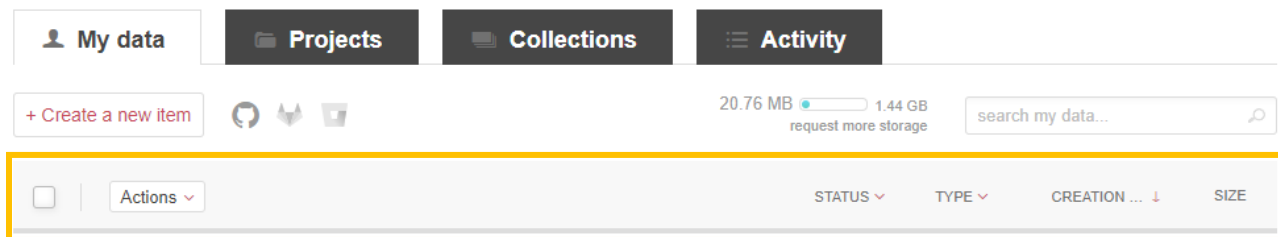


*Figure 7*

## 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 share their items in the project 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 outputs from a 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 8.
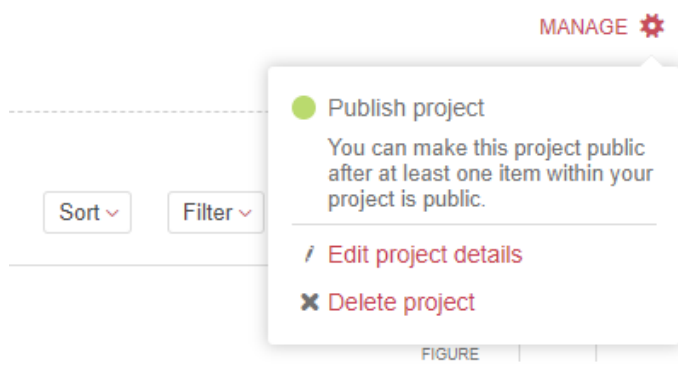


***Figure 8***

Go to the "Projects" tab to create a new project. Users can be invited to a project when it is created or at a later point by editing project details from the MANAGE button as seen in Figure 7.

There are two types of projects:

- Individual projects uses the individual quota for each user. Uploaded items are removed from the project when the member who created that item leaves the project. Items created in the project uses the metadata schema defined by the group the creator of the item belongs to.

  *We recommend to use individual projects e.g. for supporting material for journal articles and data supporting Ph.D. thesis.*

- 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. Items remain in the project when the member who created that item leaves the project. All items created in the project uses the metadata schema defined by the group the project owner belongs to. 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. Only the owner of an item can make changes to an item but Collaborators can view items in a project, post comments to an item, upload and publish new items. Viewers can only see and comment on existing items.

Non-DTU users that have an account on the public figshare platform or any other institutional figshare can also be directly invited to projects. Other invited users will have to sign up to the 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 9.
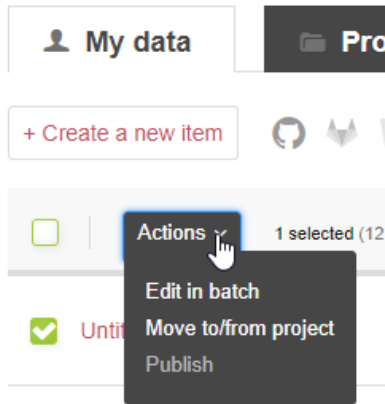


*Figure 9*

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 selecting "Remove item from project", see Figure 10. You can only move items that you are the owner of.
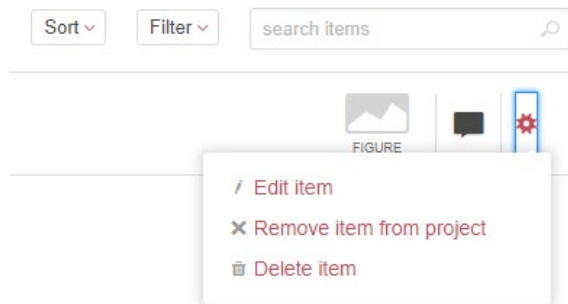


*Figure 10*

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

**Note that** a project is not assigned a DOI and therefore there is no persistent ID and 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 11. Collections can be private or public, - when all items in the collection are public. Collections are assigned a DOI upon publication. Users can reserve a DOI for any of their unpublished collections. To reserve a DOI go to the MANAGE Gear button → Edit collection details → scroll to the bottom of the metadata card → Reserve Digital Object Identifier
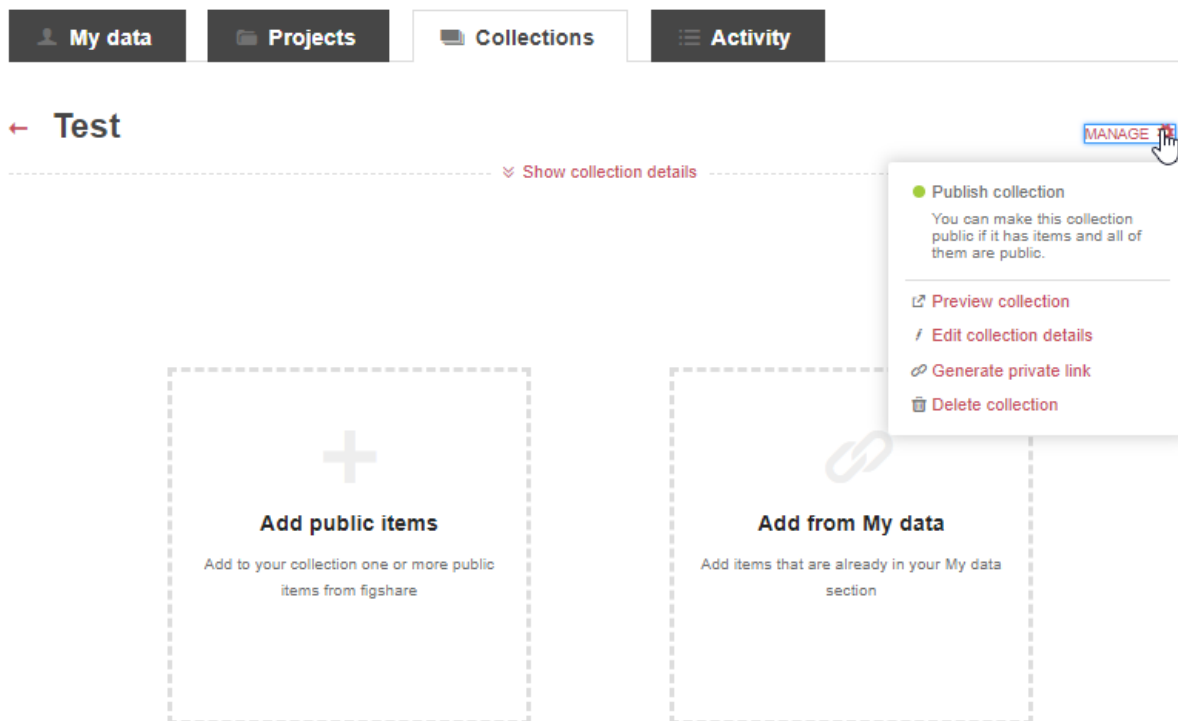
*Figure 11*

## Activity

The activity stream keeps track of events on each users account. Notifications will appear in the "Activity" tab e.g. if someone has invited you to a project.

# Features

## Item

An item is the entity that has its own identifier (DOI) and contain metadata, and associated files. An item can contain public files, embargoed files, linked files or be metadata only records.

New items can be created either directly under "My data" or within a project (see Project).

- One or multiple files can be uploaded to an item. These files will be available for direct download from the item's landing page after publication (unless restrictions are defined – see "Restricted publishing").
- 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 items' landing page but the link to the external site is displayed for users.
- Items can be created without any uploaded files as a metadata record.
- All created items are saved as drafts before publication. Direct access to a private view of an item in draft stage can be granted by the creator to others by generating a private link.

  *The private link 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 "Restricted publishing".*

When the creator of an item leaves DTU, the DTU Data administrators can transfer the ownership of this item to another responsible person associated to the same department. Contact [datamanagement@dtu.dk](mailto:datamanagement@dtu.dk) if this becomes relevant.

## Versioning

Items and collections cannot be deleted once they are published. It is however possible to create and publish new versions of an item or a collection by adding or removing files and editing metadata. The base DOI of a published item or collection will always resolve to the most recent published version. All previous versions remain public with a modified DOI. The version number appears on the items' landing page. See Figure 12.



*Figure 12*

## Restricted publishing

Embargo periods can be applied to files or to 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 in the given time period. A DOI is assigned but it only links to the metadata record (if only the files are embargoed) or to an empty landing page stating the embargo reason and when the embargo will be lifted (if the whole item is embargoed). During the embargo period, the creator can only give access by generating and sharing a private figshare link. This can be done under "Item actions" in the metadata entry form. See Figure 13.



*Figure 13*

This feature can be used when the item owner 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 in order to get access to the underlying data files.

## 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 14 below. This makes all published datasets citable (in the same way as articles in scientific journals) and makes your data more discoverable.
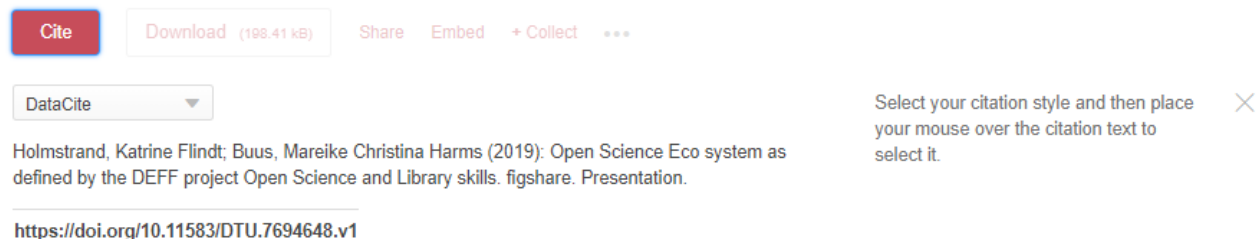


*Figure 14*

## Licenses

The license is the legal instrument defining rights and reuse of the work. Selecting a license for an item is mandatory in terms of informing users how the content can be used.

### Licenses for scripts and software

Due to potential copyright issues and sharing conditions, the lawyers have developed guidelines for the publication of software and code. You can read them [here](#) on DTU Inside. In the guidance you will find a software checklist that helps you to determine conditions and appropriate license for your code. If you can answer no to the 4 questions in the checklist, we can proceed with the publication of your code without involving the legal department.

If you are in doubt about which license to select the lawyers can also help you with that at the helpdesk [dtu-software@dtu.dk](mailto:dtu-software@dtu.dk)

### How to publish data and script in one item

Software and data cannot be published with the same license, so to publish in combination, you must structure your metadata to accommodate the deviation from the default 'one item-one licence'.

Go to my data and **Create a new item**

Choose item type **Dataset** (if data is the main output)/ **Software** (if software is the main output – or **Model** if it's the result of the combination that supports your research.

Complete the metadata fields as elaborate and precise as you can be. Please include an explanatory title and do not use filename as title.

In the **Description** field, create a numbered list of the uploaded files and indicate the licence for each file: data license for data e.g. Creative Commons CC-BY 4.0 and more, software licenses for software.g. MIT, GLP, Apache and [more](#). Always link to an authorised description of the license.

> EXAMPLE of File list including license and copyright DTU:
>
> - List of individual files and licenses:
>
> 1. **pdf15_Matlab.zip** Copyright @ Technical University of Denmark, [BSD-3-Clause](#)
>
> 2. **pdf15_Python.zip** Copyright @ Technical University of Denmark, [BSD-3-Clause](#)
>
> 3. **Survey.csv** [CCBY-4.0](#)
>
> 4. **Readme.txt** [CCBY-4.0](#)

NOTE: Software is always Copyright @ Technical University of Denmark

This information must be included in the list of files as above. Before you submit for publication, go through the legal requirements as described [here](#).

In the metadata field **Licence** -  Choose the option **Various Licences**

- **Submit your item for publication – the library will review and published when approved.**



*Figure 15*

## Metadata

Metadata provides information about your data. When creating an item, metadata has to be added to describe what the item contains. Some metadata fields are mandatory and are required in order to publish the item and get a DOI. 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.

Tips for each metadata field is given in a pop-up when clicking on the little "i" above the top right corner of a field. See Figure 16.



*Figure 16*