Publishing you research data with DTU Data - https://data.dtu.dk/
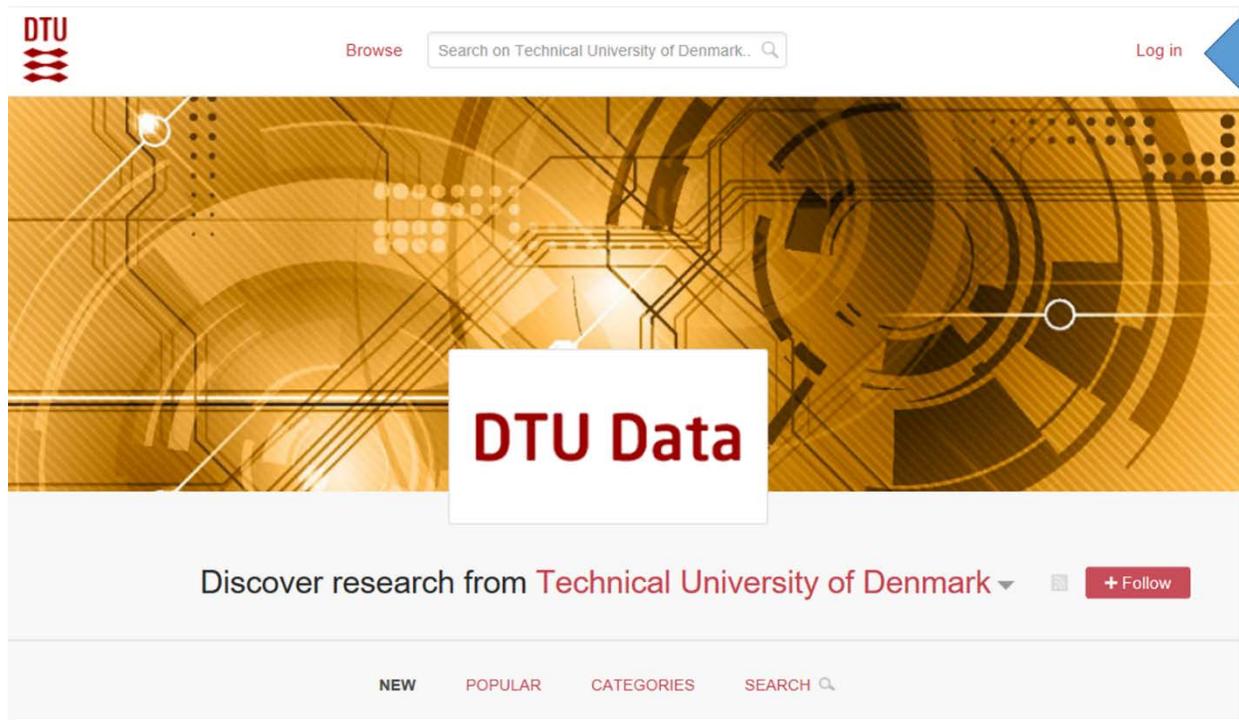

Figure 1: The main landing page

Log in to your account

Log in with your DTU credentials (WAYF) - same as for DTU Inside.
As an employee at DTU, you will automatically have a DTU Data account.

Note
Log in is not working in Internet Explorer.

How to create an item

Login will lead you to your dashboard, figure 2. If you are already logged in, select "Upload".

To register your data you create an item or a project.

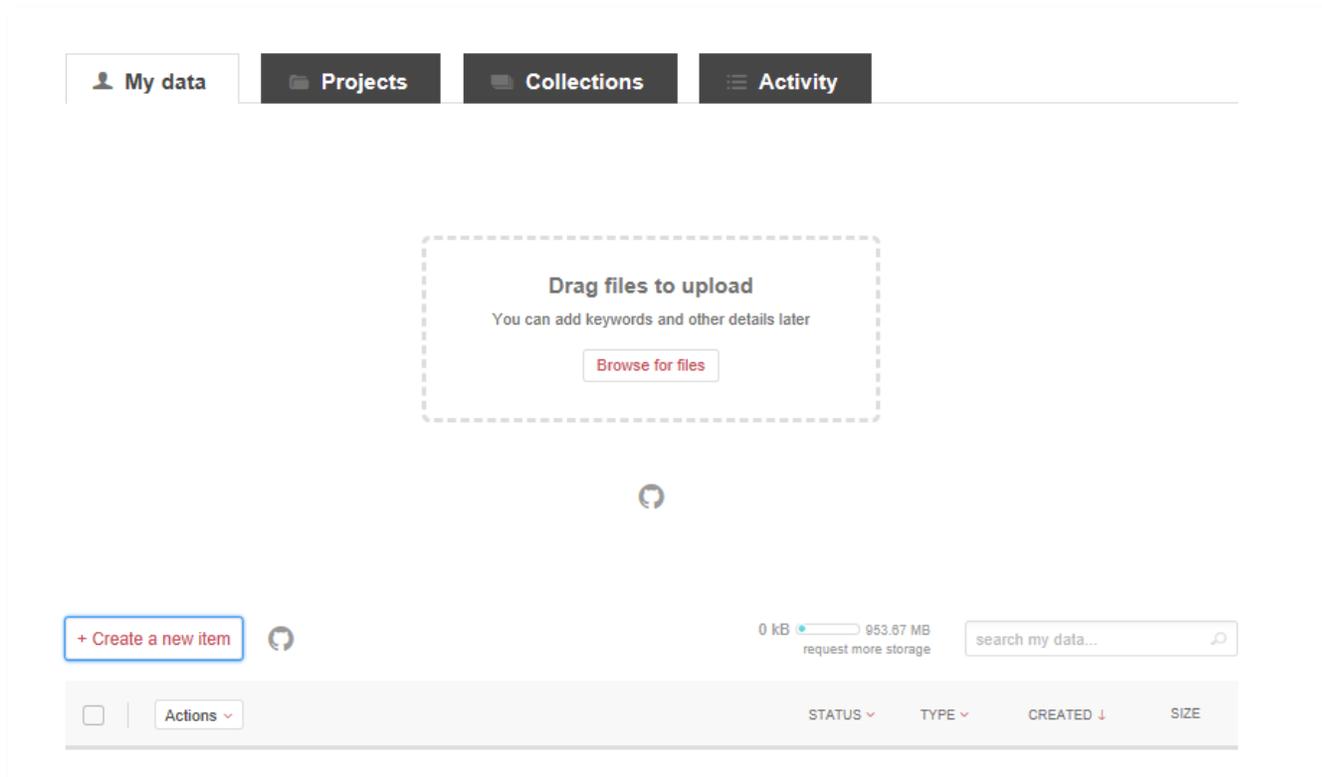Items are created under the "My data", projects in the "Projects" tab.

DTU Library

Figure 2: The dashboard as it appear after login

Note

When you are uploading files please ensure that they are as reusable for others as possible with logic file structure, descriptive file names and readable file formats, e.g. add a ReadMe file.

Recommendations for upload:

- Files with distinct file names
- Easily understandable folder structure (within an archive)
- Documentation files as separate files (not within an archive)
- Picture files as graphical illustrations – if desired

To create an item in "My data" you can either:

- drag the files you wish to upload to the item. This will bring out the form for creating an item.
- click "Create a new item" which will also bring out the form and from there browse or drag your file/files *or* you can choose to not upload files and create an item with metadata only.

Creating a metadata record is relevant if your data contains personal or confidential information as they must not be made public.

Preliminary registration of metadata records can be made for datasets that are not yet completed, with later upload of associated datasets.

How to fill in the form - create the item metadata

Fill out the form with the details of your item.

Mandatory metadata fields are **title, authors, categories, keyword, description and licenses**. These are mandatory in order to meet with DataCite metadata requirements for making data citable.

Tips are displayed in the upper right corner when the cursor is in the active field.

At the bottom of the form, you can choose to apply an **embargo**, mark files **confidential**, generate a **private link** and reserve a **DOI**, a unique identifier.

Note

If your item refers to a related publication, you should indicate the DOI of the publication. If the publication is available in DTU Findit a match is made linking the dataset to the publication, making both publication and associated datasets findable in DTU Findit.

Once you have filled in the form you can either click "Save changes" which will keep the item as a draft or you can tick the publish button to publish the item and make it public available.

Make sure everything is accurate before ticking publish.

The item is now visible on the landing page.

Note

Once the item is published, it cannot be deleted!

Reviewing items

Currently, the research data management group at DTU Library is reviewing all items that are marked for publication in DTU Data to ensure minimum metadata standards and that no confidential or personal information are accidentally being disclosed. Acceptance or decline notifications, with comments are sent from DTU Data by email.

Contact

DTU Library

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