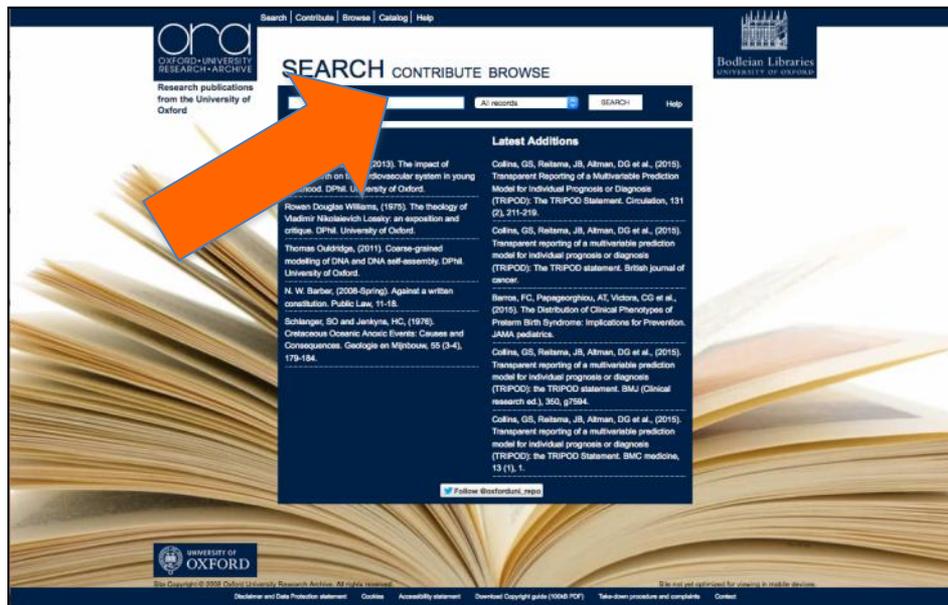


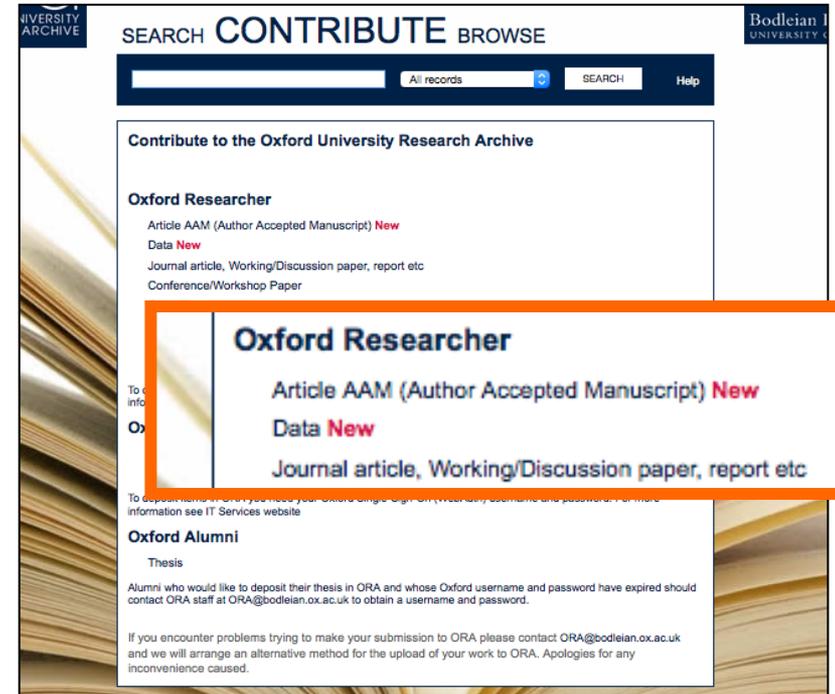
How to use ORA-Data



- A. Go to: <http://www.ora.ox.ac.uk> and select 'Contribute'
- B. Select 'Data **New**' and log-in using your Oxford Single Sign-On (SSO)



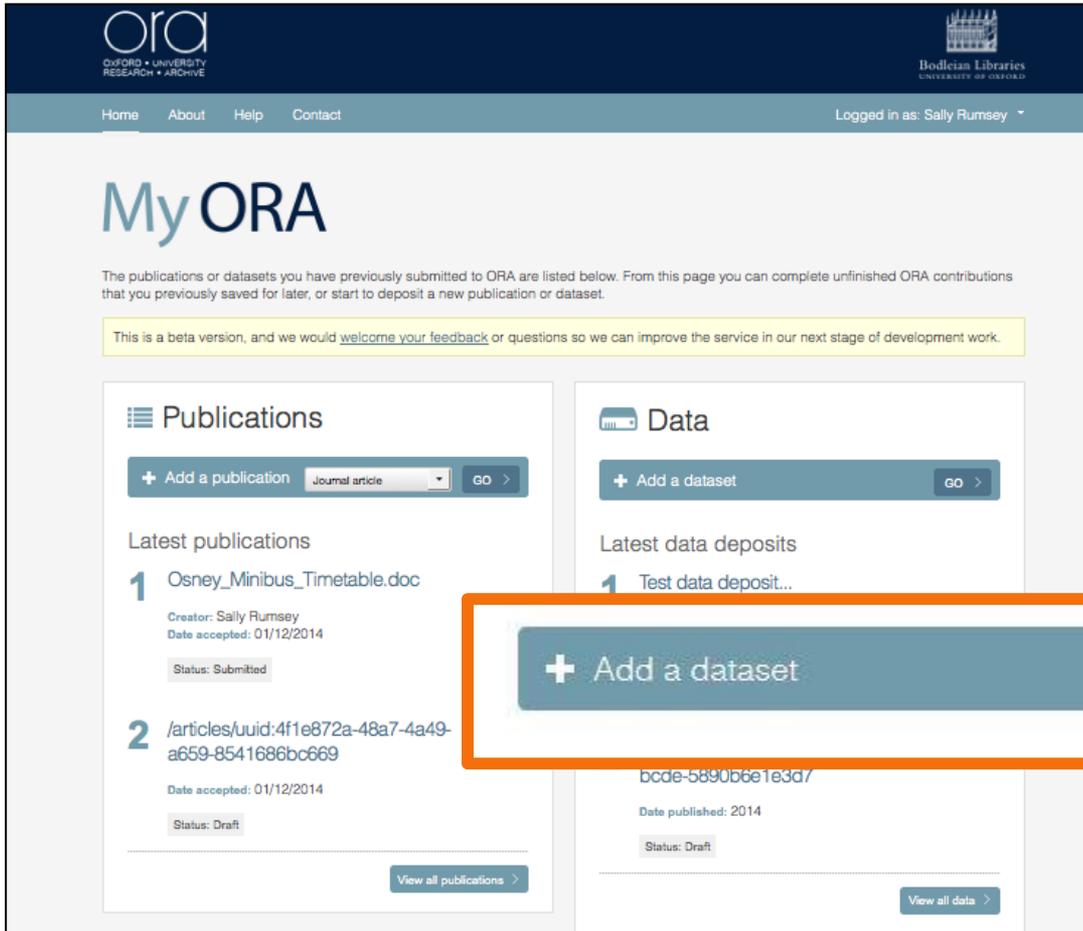
A



B

For help & support please contact us at:
ora@bodleian.ox.ac.uk

C. From your 'MyORA' personal area, select 'Add a dataset - Go'



Choose this option to:

- add and describe your data files or
- add a record about a dataset stored elsewhere

C

For help & support please contact us at:
ora@bodleian.ox.ac.uk

My datasets



Agreeing to the deposit licence for data gives ORA-Data permission to hold and display your data.

1. Upload files

Select files to upload

I have read and do agree to [ORA's deposit licence for data](#).

A maximum of 2GB can be uploaded at once via this form. To deposit files over 2GB in size, please contact us for details of an alternative file transfer process.

Please upload any files larger than 50Mb one at a time.

Note: You must agree to ORA's deposit licence before starting your upload.

D. The data deposit form

Step 1: Upload your files

Skip this step if you just want to create a record about a dataset, and move on to step 2, 'About your data'.

1

Upload files

We accept any file type for deposit in ORA-Data, but you may wish to consider which formats will ensure the broadest possible accessibility for yourself and others, both now and in the future.

For example, plain text files (such as .txt; .csv; .html; .xml) are both human and machine readable, and can be opened in any operating system by a wide range of applications, unlike some proprietary software formats.

You can upload up to 2GB at once; to deposit files or folders over 2GB in size, please contact us for details of an alternative file transfer process:

ora@bodleian.ox.ac.uk

Press 'Save' at any stage to finish your deposit later.

Create dataset

My datasets



2. About your data

Title

* Enter the title by which your dataset should be known and cited

Subtitle

* Documentation about your dataset and processes

Publication information

* Publisher name

* Year published

Optional fields

Enhance your deposit by making your data more discoverable via search engines:

Add subject, keywords, dates, geographical location and language information to your data +

Add a description of your research +

< Back

Continue to Step 3 - About you

Next step >

Save

Submit

D. The data deposit form

Step 2: About your data

Use this page to describe your data. Required fields are indicated by a red asterisk*.

2

About your data

To document your data please explain briefly how, why and when your data were created (e.g. you may wish to note whether a particular software package was used to process the files). Please include sufficient information about your data to make it intelligible both to your future self and others.

'Publisher' and 'Year published' are already set as defaults for you, though you can change these if you wish.

Add optional description to make your data more discoverable and understandable.

Create dataset

My datasets



3. About you

Creator information

1 * Name Remove

Email

Role

Affiliation

+ Add another creator

> Back

Continue to Step 4 - Related publications

Next step <

Save

Submit

D. The data deposit form

Step 3: About you

Use this page to credit the people involved in creating the data. Required fields are indicated by a red asterisk*.

3

About you

For Oxford-based researchers the name, email address and departmental affiliation should auto-complete as you type.

Please select a 'role' from the drop-down list for each individual, e.g. 'Creator' or 'Contributor'.

Create dataset

My datasets



4. Related publications

Related publications and dataset

1 Title of related item

Remove -

Type of relationship

This dataset this related item

Abstract or brief description of related item

DOI or URL of related item

Citation of related item (if no URL or DOI)

+ Add related item

> Back

Continue to Step 5 - Data archiving and access

Next step <

Save

Submit

D. The data deposit form

4

Related publications

Step 4: Related publications

You can use this page if you want to link your data to any related publications or other works – or skip on to step 5.

Please use the drop-down list to describe the relationship between your data and the related item, e.g. 'This dataset *is referenced by* this related item'.

If your related item has a DOI or URL it is useful to know, so we can link to it directly.

5. Data archiving and access

Data management plan

Archive service payment

* How are you paying for the archival service of your data?

- Payment has already been made for archiving the data
- Raise me an Invoice for archiving the data
- Payment is not required
- I need help with this

Further details

Nominate a data steward

Post project or for entire lifetime of the data

1 * Name Remove

* Role

Affiliation

+ Add another data steward

Access conditions for files

1

My-data-deposit.jpg (75 KB)

Edit Details/Embargo | Delete

Access conditions for the catalogue record

* Can this ORA catalogue record be made freely available?

- Yes
- After a certain period
- No

D. The data deposit form

Step 5: Data archiving and access

5

Data archiving
and access

Please select a payment option (N.B. the ORA-Data Pilot is running free of charge, so choose 'payment is not required')

Please nominate a data steward to help take responsibility with ORA-Data for the ongoing curation of your data. This should ideally be someone outside your project, in a role such as 'Head of Department'.

Set an embargo here for your data files and/or the catalogue record about your data.

Choose an embargo period or end date, and select your reason for embargo.

Access conditions for files

1

My-data-deposit.jpg (75 KB)

Edit Details/Embargo | Delete

Description of file

Can this file be made freely available?

- Yes
- After a certain period
- No

What is the embargo date?

- Embargo end date
- Embargo period

Embargo release method

Select release method

Reason for Embargo

- Publisher's requirement
- Legal or ethical reasons
- Commercial confidentiality
- National security
- Conditional access only

You can (optionally) identify the file as a data file, supporting documentation or data management plan, etc.

Create dataset

My datasets



6. Funders and licences

* Is your research the result of a funding award?

- Yes
- No

If your research was funded, please select 'yes' and let us know your funder's name, your grant number and whether a project or an individual was funded.

Optional fields

Enhance your deposit by making your data more discoverable via search engines

Licence your data

For help choosing a license, please see: Ball, A. (2012). 'How to License Research Data'. *DCC How-to Guides*. Edinburgh: Digital Curation Centre. Available online: <http://www.dcc.ac.uk/resources/how-guides>

> Back

Save Submit

D. The data deposit form

Step 6: Funders and licences

6

Funders and licences

* Is your research the result of a funding award?

Yes
 No

Funder information

1 * Name Remove -

* Grant number:

* Who or what was funded?

+ Add another funder

When you are happy with your description of your data and have uploaded all the files you need, press 'Submit'. Your submission is now complete.

If you have deposited data, you will receive an instant DOI (Digital Object Identifier). N.B. You may cite this in any papers you may be submitting, but it will not become a 'live' link until the ORA-Data team have published your deposit in ORA.