# Filling out guidelines for the LUH research data repository

At first, please apply for an account for the research data repository, if you do not already have one. To do so, please write an email to ticket@fdm.uni-hannover.de with the subject: “Create Repo-Account”.

You can find the repository under the following link: https://data.uni-hannover.de/ .

| 1. Create dataset | |
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| **Field** | **Instruction** |
| **Title** | Contains the main title of the dataset. The title should start with a capital letter.<br><br>When subtitles or title additions are necessary seperate them via “ : “ from the main title.<br><br>Do not use the file title like dataset1.csv, rather be as descriptive as you would be with e.g., an article title. |
| **Description** | Descriptive text which adds additional Information/gives context to the title. You can use markup to structure your entry. The content should give other users a quick overview over your dataset. You don’t have to go into every detail, as a separate description can be added to each file, but basic input should be given. This could contain the general way in which the data has been accumulated, what has been the cause of the study, which method has been used as well as how your dataset is structured. The user should be able to narrow down which part of the dataset fits his interests without having to read every description.<br><br>Finally, to check this, ask yourself: Does my description provide interested readers with all the important information they need to understand and classify the data set? This could be, for example, the exact designation of the measuring instrument used or in the case of coordinates the specification of the EPSG code. |
| **Tags** | Various keywords can be added to heighten the sets visibility. Keywords are separate via “,”. When deciding on keywords, it should be noted that they should be kept concise and are |

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| | broadly used.<br><br>E.g.: acoustic emission, public transportation, sleep<br><br>If available, the use of controlled vocabularies/thesauri is recommended. The Basic Register of Thesauri, Ontologies & Classifications offers a search facility and has many recognised thesauri and classifications listed. |
| **License** | Select the license under which you want to publish your data. The more open the license, the easier it is for your data to be reused and built upon.<br><br>You can choose between the following licences:<br><br>• CC0 1.0 Universal<br>• Creative Commons Attribution 3.0 Germany<br>• Creative Commons Attribution-ShareAlike 3.0 Germany<br>• Creative Commons Attribution-NonCommercial 3.0 Germany<br>• Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Germany<br>• Creative Commons Attribution 4.0 International<br>• Creative Commons Attribution-ShareAlike 4.0 International<br>• Creative Commons Attribution-NonCommercial 4.0 International<br>• Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International<br><br>Licences specifically for software:<br><br>• MIT<br>• MPL-2.0<br>• GPL-3.0-only<br><br>Please note, that this only applies to the added files. The metadata will always be published under CC0.<br><br>If you have already published your research data elsewhere under a licence that cannot be |

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| | selected here, please contact the LUIS, which can help you with this problem. |
| **Site policy** | You must agree to the terms of usage. |
| **Right of use** | You must ensure that the saved research data is free of third party rights eg. personal data. |
| **Organization** | CKAN Organizations are used to create, manage and publish collections of datasets. Users can have different roles within an Organization, depending on their level of authorisation to create, edit and publish. |
| **Visibility** | Determines whether the entry should be publicly accessible. This option can be changed later on. For a DOI to be published the dataset must be visible.<br><br>It is also possible to reset a dataset from public back to private. In this case, the DOI remains resolvable, but only the metadata is displayed. The files can then no longer be accessed. |
| **Source** | If your dataset is also available via an external source it can be linked here. The field is not mandatory as the actual data is linked/uploaded later on.<br><br>For example, you can link to a git or a project site here. |
| **Version** | For others to be able to easily identify the most recent version of your dataset an identifier can be set via ascending numbers. For ideal versioning follow the following model: x.y.z where x= major changes like new content that changes the way your data can be interpreted y=minor changes like changes that only affect the visual aspect or minor new features z= “hot fixes” like spelling mistakes etc. If you don’t plan on many fragmented changes, only using x.y. is also fine. |
| **Author** | Add the authors responsible for the data. This field should at least contain one entry. Multiple Authors can be separated via “;”.<br><br>E.g. John Smith; Johann Wolfgang von Goethe<br><br>It is not mandatory but if your Data has a larger list of contributors this should be represented within the field. The sweet spot would be three |

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| | but more can always be added. You can also specify further participants in the custom fields. |
| **Author Email** | The authors can be contacted via this E-Mail address. Keep in mind that only one Address can be added. If multiple are necessary, please use the custom fields. |
| **Maintainer** | Person or organisation responsible for maintaining the finished resource or keeping the metadata up to date. |
| **Maintainer Email** | The maintainer can be contacted via this E-Mail address. |
| **Custom Field** | Here custom fields can be added to give further information about the contributors or the dataset which did not previously fit in any other field.<br><br>The Field has to be named and given a value.<br><br>E.g.<br><br>Key: Orcid-ID / Value: https://orcid.org/0000-0001-2345-6789 ;<br><br>Key: Project / Value: https://connectedproject.org. ;<br><br>Key: Publication / Value: [DOI/Link to the paper/arxiv…]<br><br>Key: Doe, Joan / Value: joandoe@provider.com;<br><br>Key: "IsNewVersionOf / Value: [DOI of previous version];<br><br>You can create as many custom fields as you like. When all custom fields are filled, a new one appears automatically. |
| **2. Add data** | |
| **Field** | **Instruction** |
| **Name** | Add a title for your uploaded/linked file/data. The title will be used within the automatically generated citation, so be concise. E.g., instead of file1.csv use results_low_density.csv. Try to avoid abbreviations that are not commonly used. Others should be able to already filter through your added files without having to read every description.<br><br>As a guideline you can ask yourself: If you would |

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| | find this file on your desktop, would you be able to estimate its content without opening? |
| **Data set Description** | Provide extra knowledge about this specific file. E.g., What does your file display and how should it be read. Are there any other files linked like unprocessed data? Keep in mind that it is possible to solely link to one file. Which basic information should the user have without needing to read the whole dataset description? If you use an external source for your data, you can also give further Information if the user would need extra steps to access it. |
| **Data Format** | This field will be filled automatically when the file is uploaded.<br><br>However, a file format can also be entered independently. Especially with container files, such as the ZIP file format, it is advisable to specify the file formats contained. These can simply be separated by a ",". E.g. ZIP, csv, odt. |
| **Information:** | Adding multiple files has to be done separately. You can only add one at a time. When you finished the first, simply add another via “save & add another”. Your dataset information is preserved<br><br>Keep in mind that the max. upload capability per file is limited to 1 GB. Everything larger has to be uploaded by LUIS. |

Do you have any questions? Please contact the Research Data Service Team: forschungsdaten@uni-hannover.de