

Checklist & workflow

Follow the steps below to make sure that your dataset complies with the [DataverseNO Deposit Agreement](#). Follow the links for more detailed information.

Prepare

- File naming and organization**
 - Follow [good practice](#) for file naming and organization.
 - Follow [general recommendations](#) for spreadsheets / tabular files.
- Convert to preferred file formats**
 - Choose a [file format](#) that is suitable for long term-preservation.
 - [Convert](#) your data files into a preferred file format before archiving.
- Prepare a ReadMe file**
 - Describe your data in a [ReadMe file](#), using a template ([general](#) | [code](#)).
 - Save in plain text format (.txt) with Unicode UTF-8 character encoding.
- File and dataset size**
 - The size of an individual file should not exceed 100 GB.
 - The size of a total dataset should not exceed 200 GB.
 - For larger files or datasets, contact our [support service!](#)



Deposit

- Create [an account](#)**
- Create [a draft](#)**
 - Choose your home institution or project from the top banner.
 - Click the 'Add Data' button and select 'New Dataset'.
- Enter [metadata](#)**
 - Enter as much metadata as possible.
 - Click the 'Save Dataset' button at the bottom of the page.
- Enter [more metadata](#)**
 - Select the 'Metadata' tab and click the 'Add + Edit Metadata' button. (Note that more metadata fields will appear)
 - Click 'Save Dataset' button at the bottom of the page.
- Confirm or specify a license**
 - [Standard license for reuse](#) is CC0. Not suitable or archiving code? Contact our [support service!](#)
- [Upload files](#)**
 - A dataset must not contain more than 300 files. More files? See [deposit guide!](#)
 - A file upload should not exceed 200 GB in total size.
 - Select the 'Files' tab and click 'Upload Files'.
 - Upload single files: click 'Select Files' to 'Add' button.
 - Want to keep folder structure? Click the 'Upload a Folder' button.
 - Click 'Save' button when done.
- Restricted access**
 - Need to [share a dataset before publication](#), for instance with collaborators or peer-reviewers? Contact our [support service!](#)
 - You may [restrict access](#) to files in a published dataset for a limited time period.



Submit

- Submit for review**
 - Prepared your data according to the guidelines? Click 'Submit for Review.'
 - Note that your dataset is only a draft. The dataset [DOI is not active yet](#).



Get your data published

Curation

A curator from your institutional collection will review your dataset for compliance with the deposit guide and, if necessary, inform you about changes that need to be made before publication. Allow a few days for this process. You will receive a curation report by email and the dataset will be returned to you for revision.

Revision

- If needed, make the recommended changes. Alternatively, explain why you don't agree with the recommendations.
- Done with the revision? Click 'Submit for Review' button.

Publication

Once your dataset draft is approved, the curator will publish it. The dataset DOI is activated.

After publication

Refer to your dataset

- [Refer to](#) your dataset in publications using the reference in the blue box provided by the repository.

Modifications after publication

- Log in, click 'Edit Dataset'.
- Make your changes. To upload a new version of a file, first delete the old one.
- Click 'Save changes' (metadata) or 'Done' (files).
- Click 'Submit for Review'.
- A curator from your institutional collection will review your modifications and republish your dataset.
- Note that this will create a new version of the dataset. Previous versions are still accessible.

More information and help

- Didn't find what you were looking for? Check the full [deposit guide!](#)
- Any questions? Contact the RDM support of your [home institution!](#)

