# Checklist & workflow

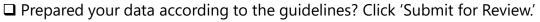


Follow the steps below to make sure that your dataset complies with the <u>DataverseNO</u> <u>Deposit Agreement</u>. Follow the links for more detailed information.

Pre	pare	
	File naming and organization	5
	☐ Follow good practice for file naming and organization.	
	☐ Follow <u>general recommendations</u> for spreadsheets / tabular files.	
	Convert to preferred file formats	
	Choose a <u>file format</u> that is suitable for long term-preservation.	
	Convert your data files into a preferred file format before archiving.	
	Prepare a ReadMe file	
	$\square$ Describe your data in a <u>ReadMe file</u> , using a template ( <u>general</u>   <u>code</u> ).	
	☐ 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 <u>support service</u> !	
Do	posit	
	Create an account	7
	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!	
	<u>Upload</u> files	
	☐ A dataset must not contain more than 300 files. More files? See <u>deposit guide!</u>	!
	☐ 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 <u>share a dataset before publication</u> , for instance with collaborators or	
	peer-reviewers? Contact our <u>support service!</u>	
	☐ You may <u>restrict access</u> to files in a published dataset for a limited time period	•

## **Submit**





□ Note that your dataset is only a draft. The dataset DOI is not active yet.



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## 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

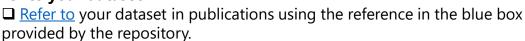
- ☐ If needed, make the recommended changes. Alternatively, explain why you don't agree with the recommendations.
- ☐ Done with the revision? Click 'Submit for Review' button.

#### ☐ Publication

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

## After publication

### ☐ Refer to your dataset



## ■ 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 <u>deposit guide!</u>
  - Any questions? Contact the RDM support of your <a href="https://www.nome.nctitution">https://www.nome.nctitution</a>!



