UvA/AUAS figshare manual

Metadata

Introduction

You can use UvA/AUAS figshare to store and publish files. To be able to quickly find a particular item, the characteristics (or: metadata) you assign to the item are crucial. In this document the various metadata fields you'll encounter in the upload screen are explained.

Please note: in figshare, there's a distinction between 'item' and 'file'. An item is the record that contains the characteristics of the accompanying file (= metadata). An item can contain just one file, but it can also contain more than one file, or none at all. A file is always connected to an item.

Contents

Title

In this field you add a title for the item. If you are adding only one file to the item, it's tempting to use the file name. The file name, however, may not always be the most descriptive item title – especially if you are planning on publishing the item and the item needs to be found by people searching for particular datasets (e.g. via Google).

Authors

The Authors field contains your own name, as you are the creator of this item and the uploader of the accompanying file(s). To add co-authors you can search for them by entering their name, email address or ORCID.

Categories

Categories indicate the discipline(s) to which your item belongs. You can choose one or more categories from:

- Astronomy, Astrophysics, Space Science
- Biological Sciences
- Built Environment and Design
- Chemistry
- Commerce, Management, Tourism and Services
- Earth and Environmental Sciences
- Engineering
- Health Sciences
- Humanities
- Information And Computing Sciences
- Language, Communication and Culture
- Mathematics
- Meta Science
- Physics
- Psychology
- Social Science
- Studies in Creative Arts and Writing
- Studies in Human Society
- Technology
- Uncategorised

Please note: this is a temporary list that will be replaced with a category list that is geared more towards research at UvA and AUAS as soon as that is technically possible.

Item type

You can upload all kinds of research output to UvA/AUAS figshare. Assigning an Item type enables searching for a specific kind of research output. Item types you can choose from are:

	Figure	Photos, graphics and static images Typical file formats: jpg, png, svg, tiff, eps, et cetera
	Media	Video, audio, 3D representations Typical file formats: mov, mp4, avi, flv, mp3, et cetera.
	Dataset	Tables, spreadsheets, statistics. Any collection of data on which analysis can be performed. Typical file formats: csv, xls, xlsx, sav, et cetera.
	Fileset	Multiple associated files, often experiments or workflows.
	Poster	Illustrations, diagrams. Usually one frame of a PowerPoint (or similar) presentation, represented at full resolution to make them zoomable. Typical file formats: jpg, ppt, pptx, pptm, pdf, et cetera.
	Paper	Text documents, for example grant applications, data management plans, research notes. Typical file formats: doc, docx, odt, rtf, txt, pdf, et cetera.
	Preprint	Versions of scholarly papers that precede publication in a peer-reviewed scholarly journal. Typical file formats: doc, docx, odt, rtf, txt, pdf, et cetera.

	Presentation	Presentations in slide format. Typical file formats: ppt, pptx, pptm, pdf, xps.
	Thesis	Text based documents that are longer than the average research paper, preprint or essay. Typical file formats: doc, docx, odt, rtf, txt, pdf, et cetera.
	Code	Scripts, binaries. Typical file formats: zip, et cetera.

Please note: be sure not to confuse Item *type* and item *content*. A presentation about coding for example should be assigned the Item type 'Presentation', not 'Code'. A video of a presentation would be Item type 'Media', rather than 'Presentation'.

Keyword(s)
While Category and Item type can be rather broad, a number of well-chosen keywords will enable more specific searches. As you start typing, keywords that have been used by other users will be suggested to you. You can either select one of those suggestions or continue typing and hit Enter to save a keyword. You are free to enter as many keywords as you need, in whatever language you choose.

Description
As long as you are planning on keeping the item to yourself, you can leave the Description field empty or use it to enter 'notes to self'. If you are planning on sharing the item with others through Projects or publishing the item, others will need to be able to make sense of your item. To enable them to do so, you add as much information about the item and its file(s) as possible: methodology, techniques, variables, contents, file structure, et cetera.

References
In the References field you can add links to any relevant content or external sources that help describe the item. All links should be full and valid URLs: wikipedia.org will not be accepted, http://wikipedia.org will be. As soon as you have entered a valid url in the field and have pressed Enter to save it, you will be offered another References field, in case you need to add more than one reference.

Funding
You can use the Funding field to enter the name of your funder(s) and/or a grant number.

Licence
If you publish your item, you'll need to assign a licence to it in order to let other people know what they are (not) allowed to do with your item. Licences you can choose from are:
- *CC BY 4.0 (Figure, Media, Fileset, Poster, Paper, Preprint, Presentation, Thesis)*
  Your item is openly available, but this licence requires that others give you credit, in the form of a citation, should they use or refer to your item. Others are permitted to distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation. For more information please consult https://creativecommons.org/licenses/by/4.0/.

- *CC0 (Dataset)*
  Databases may contain facts that, in and of themselves, are not protected by copyright law. In that case, CC0 is recommended. Although CC0 doesn't legally require users of the data to cite the source, it does not take away the moral responsibility to give attribution, as is common in scientific research. For more information on CC0 please consult https://creativecommons.org/share-your-work/public-domain/cc0/ or the CC0 FAQ.
- *Restrictive licence (to be used* only *in case of confidential files)*
  Privacy or other considerations may prevent the public disclosure of your data. In that case you can publish the item, but keep the associated files confidential instead of making them publicly accessible. In this case, you choose the restrictive licence option. Visitors of UvA/AUAS figshare then directed to a web page that explains that they are free to contact you and request the data be made available to them, but if it is possible to make the data available, a restrictive license will apply. The terms of this license will need to be agreed upon in writing, by you and the requester, prior to the data being made available.
  Please note: choosing the restrictive licence alone is not enough to keep the file(s) confidential. If you only choose the restrictive licence, the file(s) will be published. To actually keep the file(s) confidential, you should *also* click the link 'Make file(s) confidential' towards the bottom of your screen.
- The other licences all apply to code and software. For more information please consult:
MIT	http://opensource.org/licenses/MIT
GPL	https://opensource.org/licenses/gpl-license
GPL 2.0+	https://www.gnu.org/licenses/old-licenses/gpl-2.0.html
GPL 3.0+	https://www.gnu.org/licenses/quick-guide-gplv3.html
Apache 2.0	https://www.apache.org/licenses/LICENSE-2.0
	http://www.apache.org/foundation/license-faq.html#WhatDoesItMEAN
BSD 3-Clause	https://opensource.org/licenses/BSD-3-Clause

Please note: if you don't choose a particular licence, your item will be published with a CC BY 4.0 licence.

Retention period
The central UvA and AUAS research data management guidelines stipulate that research data should be kept at least 10 years.

(Research) priority area
To enable future reporting on data publishing and sharing within the priority areas UvA and AUAS have designated, you are asked to check the priority area(s) that apply to your item. If your research isn't part of a (research) priority area, you can skip this field.

UvA – Research priority areas
- Behavioural Economics
- Brain & Cognition
- Cardiovascular Diseases
- Communication
- Corporate Governance
- Cultural Heritage & Identity
- Cultural Transformations & Globalisation
- Information Law
- Metabolic Diseases
- Oral Infections & Inflammation
- Oral Regenerative Medicine (Bioengineering)
- Private & Public European Law
- Quantum Matter & Quantum Information
- Sustainable Chemistry

- Global Health & Development
- Gravitation & Astroparticle Physics Amsterdam (GRAPPA)
- Infection & Immunity
- Systems Biology
- The International Rule of Law
- Urban Studies

AUAS – Priority areas

- Amsterdam Creative Industries
- Entrepreneurship
- Urban Education
- Urban Management
- Urban Technology
- Urban Vitality

Save changes

None of the changes you make to the metadata will be saved unless and until you click the red Save changes button at the bottom of the screen.

Edit metadata

At some point you may want to edit the metadata of an item. To do so, click the pencil icon that appears to the right of the item as you hover over it.

Please note: if you edit the title and/or the file(s) of a *published* item, a new version of the item will be created as soon as you save your changes. Updating authors, categories, keywords or the description will not trigger a new version.

Mandatory fields for publishing

Since a published item will receive a Digital Object Identifier (DOI) a minimum level of metadata is required. Therefore the fields Title, Authors, Categories, Keyword(s), Description and Retention period are mandatory – these fields are marked with a green dot. If you skip one or more of these fields you will not be able to publish the item.