



## Introduction

You can use UvA/AUAS figshare to safely store your research data and related files. In this document you'll find everything you need to know about creating items and uploading files.

*Please note:* in figshare, there's a distinction between 'item' and 'file'. An item is the record that contains the characteristics of the associated file(s). 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.

## How to

Create an item .....	1
Add files to an item .....	2
Add metadata .....	2
Edit an item.....	2
Publish an item .....	3
Publish an item – apply embargo.....	3
Publish an item – make file(s) confidential .....	3
Publish an item – file(s) not stored in UvA/AUAS figshare .....	4
Create a new version of an item .....	4
Delete an item .....	5
Cite an item.....	5
Generate private link.....	5
Reserve Digital Object Identifier (DOI).....	5
Group items.....	5

## Create an item

You create a new item by going to your My Data page and clicking on the +Create a new item button. This opens the upload screen, where you can add both files and metadata to the item.

*Please note:* the maximum number of items per user account is 100, regardless of whether the items are public or not. If you need to store more items, please contact RDM Support and we will have this limit raised for you.

### Add files to an item

You add files to an item by dragging files from your local hard drive file list and dropping them in the box at the top of the upload screen. Alternatively, you can click the browse link in the box at the top of the upload screen and select files from your local drive.

*Please note:* before uploading files to the item, assess whether you have enough storage space. Your actual storage use and remaining free space is indicated on your My Data page, just above your item list. If you expect to need more storage space than you have available, you can request more by clicking the Request more link that appears if you hover over the storage indicator. Your request will be handled by your data steward (see the [overview](#) of data stewards).

*Please note:* the maximum number of files per item is 500, regardless of whether the item is public or not. If you would need to add more files to an item, please contact RDM Support and we will have this limit raised for you.

### Add metadata

As you add more items to figshare, your item list will grow and it may become difficult to quickly find the item you are looking for. Therefore, you should complete as many fields in the upload screen as you can. The search box just above your item list in My Data allows you to search all these fields (metadata). If you'd like to know more, please consult our separate manual on [metadata](#).

### Edit an item

At some point you may want to edit an item, for example by adding files to or removing files from the item, editing the metadata or making the item public. To do so, click the pencil icon that appears to the right of the item as you hover over it, and

- to add files to an item:
  - drag and drop the file(s) you want to add to the screen, and
  - click Save changes.
- to change the order of the files within an item:
  - click Manage (top of the screen),
  - hover over the name of the file you would like to move,
  - click the = that appears on the right hand side of the file name,
  - drag the file up- or downwards,
  - click Done editing (bottom of the screen), and
  - click Save changes.
- to remove a file from an item:
  - click Manage (top of the screen),
  - hover over the name of the file you would like to remove,
  - click the x that appears on the right hand side of the file name,
  - click Done editing (bottom of the screen), and
  - click Save changes.
- to publish an item:
  - make sure you have completed all mandatory fields, marked with a green dot,
  - select Publish (bottom of the screen), and
  - click Save changes.

*Please note:* if the item is public, updating the file(s) will create a new version of the item (also see: Create a new version of an item).

### **Publish an item**

To publish an item:

1. make sure you have completed all mandatory fields, marked with a green dot,
2. select Publish (bottom of the screen), and
3. click Save changes.

The item will be published instantly, unless your faculty or research group applies the so-called 'curation workflow'. In that case, the item will be published only after approval by your group's data steward. If the curation workflow applies, you will be notified upon clicking 'Save changes'.

### **Publish an item – apply embargo**

You may want to apply an embargo to either the entire item or the associated files, for example if the article that is based on the data in the files has not yet been published. If so,

1. make sure you have completed all mandatory fields, marked with a green dot,
2. make sure you have uploaded one or more files,
3. scroll to the bottom of the upload/metadata screen,
4. click 'Apply embargo',
5. select either
  - 'on file(s) only': the description will become public as soon as you publish the item, the file(s) will only become publicly accessible after the embargo expires;
  - 'on whole item': both the description and the file(s) will not become public until the embargo expires;
6. either select a period or enter a specific date;
7. enter a reason for the embargo;
8. select Publish, and
9. click Save changes.

### **Publish an item – make file(s) confidential**

You may want to publish the description of the data you have uploaded to UvA/AUAS figshare, but not the files themselves, for example if they contain sensitive data. If so,

1. make sure you have completed all mandatory fields, marked with a green dot,
2. make sure you have uploaded one or more files,
3. scroll to the bottom of the upload/metadata screen,
4. tick 'Make file(s) confidential',
5. select Publish, and
6. click Save changes.

*Please note:* you must upload a file before the option to make a file confidential will appear.

*Please note:* should you need to grant access to the file(s) after you have published them as confidential, you can do so via a private link (see: Generate private link). You can't use a Project to share the item, since the associated files will remain confidential.

### **Publish an item – file(s) not stored in UvA/AUAS figshare**

It is possible to use UvA/AUAS figshare to publish a description of data that are stored outside UvA/AUAS figshare. By doing so, you obtain a DOI that you can use in publications. The DOI refers to the record you create in UvA/AUAS figshare; to make the files themselves available, you need a working and persistent hyperlink to the files.

To create the item,

1. click Link file at the top of the screen,
2. provide the hyperlink that leads to the files,
3. complete the metadata,
4. select Publish, and
5. click Save changes.

*Please note:* the link you provide should be a persistent link. If the files are moved to another location and the link changes, the UvA/AUAS item should be updated.

If you don't have a hyperlink to the files,

1. tick Metadata record only at the top of the screen,
2. provide a reason for not sharing the files through UvA/AUAS figshare,
3. complete the metadata,
4. select Publish, and
5. click Save changes.

*Please note:* UvA/AUAS figshare is primarily meant for storing, sharing and publishing research data files themselves. At both UvA and AUAS the designated system for *registering* research outputs is Pure. More information about Pure is available on the [UvA](#) and [AUAS](#) Library websites.

### **Create a new version of an item**

If you'd like to apply versioning to your private items, you can do so by incorporating a version number in the file name or item title.

If your item is public, updating the item title or the file(s) associated with the item will automatically create a new version of the item and its DOI. Updating the authors, categories, tags and the description of the item will *not* create a new version.

The original DOI of the public item will always take the user to the latest version of said item. Versions are listed and accessible in the drop down menu under the item title, each is timestamped.

*Please note:* the maximum number of versions per published item is 50. If you need to publish more versions, please contact RDM Support, be sure to include the item's DOI in your email and we will have this limit raised for you.

### Delete an item

If you'd like to delete an item

1. hover over the item with your mouse,
2. click the pencil icon that appears to the right of the item as you hover over it,
3. scroll down to the bottom of the upload/metadata screen, and
4. click 'delete item'.

*Please note:* only unpublished items can be deleted. Should you want to delete a public item, please contact RDM Support, include the item's DOI and state the reason for unpublishing. Public items will only be unpublished in exceptional circumstances (e.g. the files contain personal or other sensitive data).

### Cite an item

Each public item in UvA/AUAS figshare is allocated a unique Digital Object Identifier (DOI), that can be used to refer to the item. To cite any UvA/AUAS figshare content you can copy and paste or drag and drop the text that is in the Cite section, under the file preview.

### Generate private link

If you would like to share an item you have not yet published, for example for peer review of your data, you can generate a private sharing link. To do so, click Generate private link in the upload/metadata screen of the item you'd like to share.

The private link expires after one year. It takes people to a page that shows all metadata of the item, *except* who created it. That makes – if you take care not to mention the author(s) in the description of the item or in the file(s) associated with the item – the private link suitable for anonymous peer review of files. The private link is *not* suitable for citing your data in publications; that purpose is served by the Digital Object Identifier (DOI).

Should you want to remove the private link before it expires, scroll to the link in the upload/metadata screen of the item and select the x to disable the link manually.

*Please note:* anyone with the link can access your item and an email with the link is easily forwarded to other people. If your item contains sensitive information, you are advised to be careful in distributing the private link. A better option may be to share the item through a Project and only invite selected people to that Project.

### Reserve Digital Object Identifier (DOI)

If you are not yet ready to publish your item, for example because you still need to add some files or enter some metadata, but for example a publisher already asks you for a link to your data to go with your article, you can reserve a Digital Object Identifier (DOI). To do so, click the Reserve Digital Object Identifier link in the screen of the item concerned.

*Please note:* the DOI will only become active and citable after you have published the item.

### Group items

UvA/AUAS figshare offers several options to visibly group files that belong together:

- Item: you can connect multiple files to one item. This is the best way to go if all files have the same characteristics (metadata, like author(s), keywords and description). Items can be published, and an item gets its own unique DOI upon publishing.
- Project: you can group multiple items in a Project. Those items will be your own items or a mixture of your own items and items that have been uploaded by collaborators you have invited to the Project. Projects can be published, but a published Project will not get a DOI.
- Collection: you can group multiple items in a Collection. A Collection can consist of items you have created, but you can also add items from other figshare users. A Collection can be published, and will get its own DOI.

For more information on Projects and Collections, please consult the separate manual for [Projects](#) or the figshare guidance on [Collections](#) respectively.