Depositing Research Data in Trent University Dataverse Collection: A Quick Guide

borealis

Borealis is a bilingual, multidisciplinary, secure, Canadian research data repository, supported by academic libraries and research institutions across Canada. Trent's research data is hosted with Borealis under Trent University Dataverse Collection. To deposit a dataset, follow these steps:

1. Create Account

1. Go to Click on the "Sign Up" button (next to Username / Email) and follow the directions to create and activate your Dataverse Account.

2. You can deposit data into Trent Dataverse Collection right away. If you wish to create a dedicated Dataverse within Trent's collection for your lab or research group, please email us at madgichelp@trentu.ca

2. Add & Edit Data

Log in

you will be redirected to Trent U Dataverse.

Select the Dataverse

Choose the dataverse collection you want to deposit data into or deposit into Trent's main (default) Dataverse

You can find the list of dataverses you have permission to deposit to via:

My Data
(in the dropdown menu from your account name in the upper right)

Create a new dataset

Click **+ Add Data**, and choose **New Dataset** from the dropdown menu

- Select a dataset **Template** for the desired Creative Commons license (default license is CC0; many researchers change this to CC BY-NC 4.0: attribution and non-commercial)

- Be aware: selecting a template will clear all other data fields, so do this first.

Fill in **Required Metadata** fields marked with a *

Note: many more metadata fields become available for editing after your dataset is saved.

- If desired, fill in additional metadata fields. **RECOMMENDED**: Date of Collection, Production Location, Keywords, Related Publications.

You can save the dataset without adding any files.

Upload data files

The **Files** section is at the bottom of the page, below the Citation Metadata.

- Drag and drop files from your desktop or click **+ Select Files To Add.**

- Max file size: 3Gb. If your files are too large, try putting them into a .zip file, or contact madgichelp@trentu.ca for help.

- Describe the files: Title, Description, Tags.

Save Changes

Click **Save Changes** button. This saves the dataset in **Draft** form; it is **not yet published** nor publicly visible.

- Once a dataset is created, Dataverse assigns a **DOI** to permanently identify it.

- You can also assign a **Private URL** to share with a journal without publishing the data. Click Edit -> Private URL -> Create Private URL.

Edit your dataset

You can edit elements of your dataset at any time using the **Files, Metadata, and Terms** (license and use permissions) tabs at the bottom of the page.

3. Publish Data

Once you are ready to publish, you can click on the button:

- **Submit for Review** (the draft dataset is reviewed by a research data administrator)

Trent's Dataverse administrator will review your dataset, recommend changes, publish and notify you once this action has been completed.

Questions? Contact madgichelp@trentu.ca

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Depositing and Managing Data

Supported File Formats

Any kind of file can be uploaded to Dataverse, but extra functionality is supported for some filetypes:

Tabular data

Tabular data (Stata, SPSS, Excel, R, & CSV) is **normalized** to **.tab** format on upload - a non-proprietary archival format that a variety of programs can read. Normalization is important for long-term preservation of digital data; however, the deposited files can be downloaded in multiple formats, always including the original. You will choose the format from a list when you click **Download**.

In Dataverse, tabular normalization also allows you to perform statistical data exploration and visualization right in your browser. Click the **File Access** drop-down next to the file to see what you can do.

Compressed Files (.zip, .tar)

Compressed files are the preferred method for uploading large datasets or many files to Dataverse.

Zip files are automatically extracted on upload, and the contents will appear as a list under the Files tab. Folder structure and file hierarchy within the zip file are maintained on extraction (as of DV version 4.11). **_Geospatial shape files_** and **_Astronomy data (FITS)_** also have special functionality (such as previews) in Dataverse. Contact madgichelp@trentu.ca for more information if your data involves these files.

Version control

Every change made to a dataset—adding files, editing metadata, etc— is saved as a new version of the dataset. This allows you to track the change history of the project, which can be viewed under the **Versions tab**. This is useful if you need to roll back to a previous version, or find out who made what changes, when.

File Size

Dataverse is not intended to handle Big Data. Current **file size limits** are:

- For upload: **3 GB** per file (unlimited number of files in a dataset)

- For tabular normalization: **500 MB** per file (tabular files over this size will remain in their original format, e.g. Excel .xlsx)

- While there is no cap on the overall number of files that you can upload, if your data exceeds **10 GB**, please contact madgichelp@trentu.ca to discuss the best repository options, as we may have other solutions.

Access Control

Files can be made fully available, restricted or embargoed so they are not freely available to download. Restrictions can vary from fully locked or set up so users can send access requests to the contact email for review. Files must be restricted BEFORE PUBLISHING your data.

To restrict a file:

Under the dataset **Files tab,** click the checkbox beside the file(s) you want to restrict, then select **Edit Files** -> **Restrict**. In the popup window, you may describe the conditions of use or license for this file in the Terms of Access box . Check the **Request Access** box to allow users to send the contact person an email asking for permission to download a restricted file. Click **Continue** to finish.

Files can also be **Unrestricted** if the terms change—for example, once an embargo period has passed.

To Unrestrict files click the checkbox for the restricted file under the **Files tab,** then **Edit Files**-> **Unrestrict.**

Licenses and Terms

You have control over how your data can be used. Dataverse allows for a variety of licenses and terms of use:

- **Built-in License Templates** - can be selected at dataset creation, and changed at any time. These automatically apply the right information about the license to the dataset's metadata.

Apply a template to your dataset by selecting one from the drop-down menu under Dataset Template, at the top of the New Dataset creation form.

Template Options Include:

- CC0 Public Domain
- CC BY Attribution
- CC BY-NC Attribution Non Commercial
- CC BY-NC-ND Attribution Non Commercial No Derivative
- CC BY-SA Attribution Non Commercial Share Alike
- CC BY-NC-SA Attribution Share Alike

Further information about Creative Commons Licensing: https://creativecommons.org/licenses/

- **_Custom:_** *One*-size-fits-all licenses don't suit every dataset, you can create customized terms and conditions of use.

To customize terms:

Any dataset saved in Draft or Published form will have a Terms tab on the dataset page. Click **Edit Terms Requirements** and fill in the form with your Terms of Use and/or Terms of Access for Restricted files.

For assistance, contact: madgichelp@trentu.ca