



Uploading items to ORDA: Useful tips

Top Tip

When you create an item in ORDA, give enough information so that a researcher in a different field could understand what your research is about and what is contained in the uploaded files.

General

- Click on the **i** to the right of each field in the record to see helpful tips.
- As well as the main fields in the record, there are **Item actions** to the right that can be used as required.
- Check uploaded files carefully before submitting for publication. Make sure no files or file content have been uploaded unintentionally.
- Make sure that you are permitted to upload/make files available.
- When uploading very large files, contact rdm@sheffield.ac.uk for advice.
- To add multiple entries such as keywords, press 'enter' after each one.
- Structure your files in a logical way. It's a good idea to explain the file structure in the **Description** field or in a README file.
- If possible, upload files in an open format rather than a proprietary one (see [UKDS advice on file formats](#)).
- For new versions of items already available in ORDA, replace the original file(s) with the new one(s) using the **Manage files** option, amend the record details as required and **submit for review**. When published, both the original and new versions will be available with versioned DOIs.

Authors

- Make sure you include everyone involved in producing the data.
- Order the names as you want them to appear in the published record.
- Be careful to put first and last names in the correct box if you need to enter a new author name.
- Your own name will be included automatically in the author list. You can remove it if you are not one of the authors.

Description

- Include the project title and a brief description of the research. Also outline the contents of the dataset if you haven't done so in a README.
- If appropriate, give information on how to open/read file(s) e.g. if specific software is required. This could also be included in a README.
- If other institutions/companies/participants/pre-existing data are involved, confirm that permission has been agreed for data sharing/reuse.



Related Materials

- If applicable, add the article or other online resources to which the data relates. To do this, click on **Manage materials** and add details. The **identifier** is the online link and the **identifier type** would usually be DOI or URL. Choose a **relation type** that describes how the data relates to the linked material.

Licence

- GPL, MIT and Apache licences are only appropriate for software.
- The CC BY-NC-ND licence isn't normally recommended for items in ORDA, as it does not permit meaningful reuse.
- If different parts of your data require different licences, it's best to deposit them separately and give links to the related records in the **Related Materials** field.

Ethics

- If the research has ethics approval, add the number to the **Description**.
- Make sure data provided by research participants is shared/anonymised as detailed in participant consent.

Sharing and access restrictions

- If you need to restrict access to files or the whole record, select appropriate option and complete fields under **Add embargo and restricted access**.

Options available via Item Actions (on right-hand side of screen)

Add embargo and restricted access

- You can place a temporary or permanent embargo on uploaded files or on the whole record, and you can also restrict access to members of the University or specific groups within it. Remember when entering a reason for the embargo that this will be visible on the published record.

Share with private link

- You can generate a private link to share data with an individual without making it public e.g. for journal peer review. NB Private links expire after a set time and **must not** be used to reference your data in articles etc.

Reserve a DOI

- If you need a DOI before the data is made public (e.g. for inclusion in an accepted article) you can reserve one via the **Manage Identifiers** option. It won't be active until the record is published in ORDA.