

Depositing Data in Carleton University Dataverse @ Scholars Portal



Carleton's research data can be hosted in the Scholars Portal Dataverse repository, a publicly accessible secure Canadian data system. To deposit a dataset, follow these steps:

1. Create Account

Go to [Scholars Portal Dataverse](#) > [Explore Dataverse](#) > [Sign Up](#) (at top right)

Fill in the short sign-up form and Create Account. You can edit your account details after logging in.

2. Add & Edit Data

Login

You will be redirected to the Carleton Dataverse.

Select the Dataverse

Choose the Dataverse you want to deposit data into.

You can find Dataverses via:

- My Data (in the dropdown menu from your account name in the upper right),
- 'Dataverses' link in the left column of the page,
- The side-scrolling banner
- 'Search this Dataverse' search bar

Create a new dataset

Click **+Add Data**, and choose **New Dataset** (not New Dataverse) from the dropdown menu.

- Select a dataset Template for the desired Creative Commons license (default license is CC0)
- *Be aware: selecting a template will clear all data fields, so do this first.*

Fill in **Required Metadata** fields marked with a * (Title, Author, Contact, Description, Subject).

- If desired, fill in additional metadata fields. RECOMMENDED: Keywords, Related Publications.
 - *Note: many more metadata fields become available for editing after your dataset is saved.*
- You can save the dataset without adding any files.

Upload data files

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

- Drag and drop files from your desktop, or **+Select Files To Add**, or **Upload from Dropbox**.
- Max file size: 2.5Gb. If your files are too large, try putting them into a Zip file, or contact dataverse@library.carleton.ca for help.
- Describe the files: Title, Description, Tags. People can't use your data if they don't know what it is!

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 published, Dataverse assigns a **DOI** to permanently identify it. You can also assign a **Private URL** to share with a journal without publishing the data. Contact dataverse@library.carleton.ca for help.

Edit your dataset

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

Files can be Restricted so they are available only on request. Contact dataverse@library.carleton.ca to learn how.

3. Publish Dataset

Depending on your user permissions, you will have a button for either:

- **Submit for Review** (the draft dataset is reviewed by a research data admin)
- **Publish** (makes the dataset publicly available)

Changes made to Files, Metadata, or Terms **after publishing** your dataset will be saved as a Draft version. **Click Publish again** to make the changes go live; the new version will supersede the old.

Admin assistance is needed to un-publish a dataset, so be sure before Submitting or Publishing.

4. Cite Dataset

The data citation is generated by Dataverse based on the required metadata you entered. It's displayed in a blue box below the dataset title and version #.

Copy and paste, or use the **Cite Dataset** button to export the citation into EndNote, RIS, or Bibtex.

5. For Help

Email us at dataverse@library.carleton.ca.

We can help you with:

- Any Dataverse questions
- Restricting files and Datasets
- Setting up a Dataverse for larger projects