

Deposit Guidelines

Prepare your data



Carefully select the data, such that the archived data is of scientific relevance and worth archiving over the long term.

- Remove unneeded data. Make sure that personal information is either anonymized, pseudonymized, or fully consent cleared.
- Use consistent and meaningful file names that reflect the file content, avoiding spaces and special characters.
- Choose standard, exchangeable or open file formats for long-term sustainability and accessibility. Check our [preferred file formats](#) before uploading files.
- When your data consists of many files, you can group them in zip bundles according to their content or file format, to make upload and download easier.
- All users are able to upload files up to 10GB. You can request more storage space from your *Dashboard* page, or [contact](#) us to find the best way to support your data sharing.

Prepare your documentation



Data documentation should give future researchers sufficient information to be able to understand and reuse the data. Examples of data documentation are: readme files, laboratory notebooks, questionnaires, codebooks, etc.

- In addition to the data you wish to deposit, it is required to provide a file entitled 'README.txt' or 'README.md' with information on the methods used for collecting/generating the data, and data-specific information (parameters and/or variables used, column headings, codes/symbols used, etc.).
- During the deposit process you are asked to add metadata to describe your dataset. This includes: title, author(s), keywords, description, etc. Please make this as clear as possible so that others can find the data.

Deposit



4TU.ResearchData only accepts datasets that are finalized for making public. Modifying your dataset post-publication will automatically create a new version and DOI. All versions are displayed and accessible under the dataset's title.

- Login to the [4TU.ResearchData](#) repository and 'Add new dataset'.
- Complete the metadata, attach your data files, and 'Submit for review'.
- If applicable, please provide a URL or DOI to the primary article/publication related to your dataset, ensuring your data and article are reciprocally connected and you receive credit for your work.
- When relevant for the interpretation of the data, include geospatial information, e.g. geographical location, in the metadata of your dataset.

Publish



- Before making your data openly available, 4TU.ResearchData will perform a metadata quality check to increase the discoverability of your data.
- All data and software that is published in the data repository receive a Digital Object Identifier (DOI). This identifier defines a persistent link so that the research data can be cited by others.
- 4TU.ResearchData will preserve and maintain access to your data for a minimum of 15 years, and provides usage statistics for each public dataset.
- Published datasets are also visible to search engines, such as Google; helping to maximize visibility and impact.