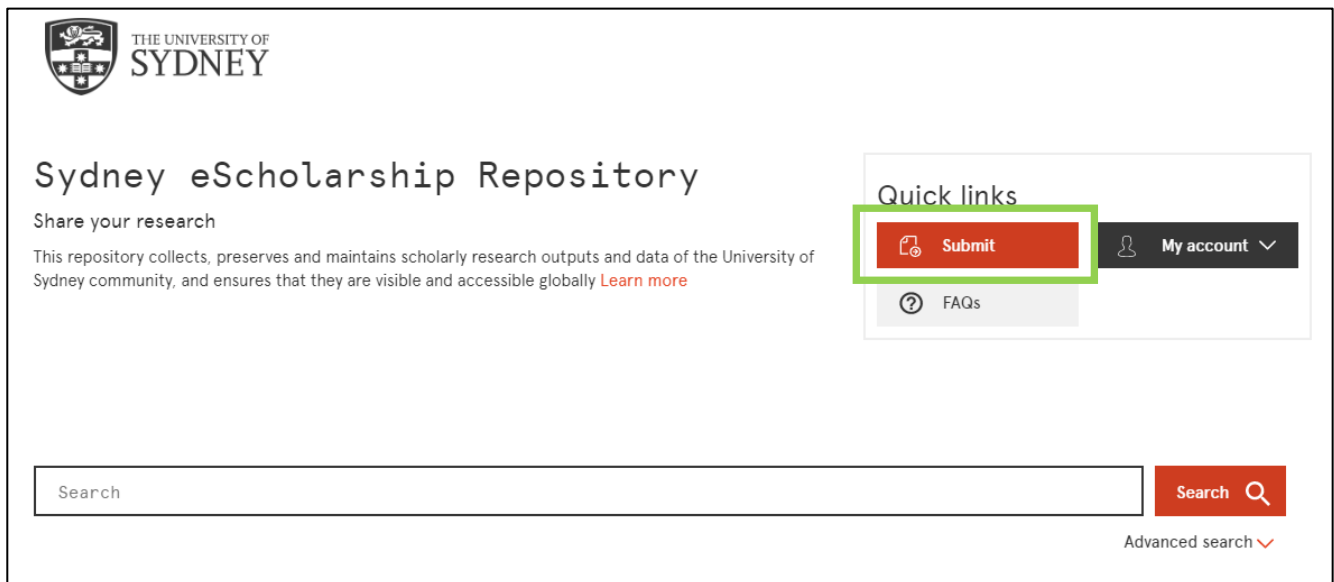


# Dataset submission that includes file attachments

Sydney eScholarship Repository

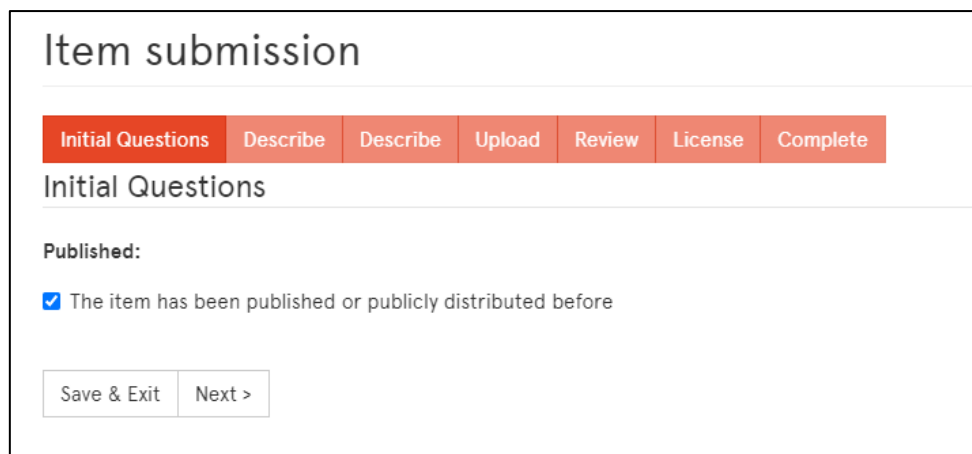
Before you submit, review the [User Guidelines](#) to ensure that your submission meets submission criteria.

1. Go to <https://ses.library.usyd.edu.au/>.
2. Click Submit and sign in using your UniKey and password.



The screenshot shows the Sydney eScholarship Repository homepage. At the top left is the University of Sydney logo. Below it, the text reads "Sydney eScholarship Repository" and "Share your research". A paragraph describes the repository's purpose: "This repository collects, preserves and maintains scholarly research outputs and data of the University of Sydney community, and ensures that they are visible and accessible globally [Learn more](#)". On the right side, there is a "Quick links" section with a red "Submit" button highlighted by a green box, and a "My account" dropdown menu. Below the quick links is a search bar with a "Search" button and a link to "Advanced search".

3. If you are prompted to select a collection, select "The University of Sydney > zNewsubmissions > New submission (Closed Collection)" and click Next.
4. On the Initial Questions page the option "The item has been published or publicly distributed before" is pre-ticked. Untick this box if the item has not been published or publicly distributed elsewhere.



The screenshot shows the "Item submission" page. At the top, there is a navigation bar with buttons for "Initial Questions", "Describe", "Describe", "Upload", "Review", "License", and "Complete". Below this, the "Initial Questions" section is visible. Under the heading "Published:", there is a checked checkbox with the text "The item has been published or publicly distributed before". At the bottom of the section, there are two buttons: "Save & Exit" and "Next >".

5. On the Describe Item page:

- **Metadata only submission** (mandatory): if you are uploading files to the record, leave this field as 'No'.
- **Type** (mandatory): select 'Dataset' from the dropdown menu.
- **Author/s** (mandatory): add author name as last name (family name) and then first name (given name) and add suffix (if any) after your first name. Select 'Add' to enter more than one author.
- **Faculty and school** (mandatory): this field can be used for faculty, school, portfolio or university/faculty level institutes and centres. Click *Faculty and School Lookup* and either search for the faculty/school/portfolio/centre/institute using the "Filter Categories" search box or expand appropriate folders to locate and click on the relevant affiliation. If the affiliation is not listed, manually enter it into the field text box.

Faculty and school: \*



Faculty and school lookup

Faculty and school lookup

Filter faculties:



School of Economics

**Note:** if using the Faculty and school look up, the final text will read "SeS faculties schools::Faculty of Arts and Social Sciences::School of Economics". This will reformat after submission.

- **Department or centre:** enter the full name of the department, discipline or discipline level institute or centre e.g. Department of Sociology and Social Policy.
- **Title** (mandatory): enter a title for the dataset. If the dataset is supplementary to a publication, you may use "dataset/supplementary data for [manuscript/article title]"
- **Abstract** (mandatory): either enter an abstract, a summary or a description of the dataset. It is important to provide context for your research (who, what, when, where and how) that allows others to understand your dataset.

Click Next.

6. On the second Describe Item page enter other appropriate descriptive information. **Note:** To increase the exposure of your research, we recommend that you provide as much detail as you can. Some tips for using the fields on this page:

- **Funding body and grant ID:** for ARC, NHMRC and Australia Council for the Arts, select the funder from the drop-down and then enter the grant ID into the text box. For all other funders, select 'Other' from the drop-down and enter the funder name and Grant ID in the text box.
- **Language:** select the main language of the dataset (not coding/programming language)



- **Methodology:** describe how the dataset was created, processed or analysed. This may also include the software or equipment used.
- **Related time period:** enter time period that the dataset refers to as year, year range, date or named period (e.g. Jurassic or Victorian Era).
- **Related geographic location:** enter location information that the dataset refers to such as geographic place name or coordinates.
- **Licence:** select an appropriate licence for your dataset from the dropdown list. This is important information that will allow others to use/reuse your work. A tool to help you choose a Creative Commons licence is <https://creativecommons.org/choose/>.

Licence:

The image shows a dropdown menu for selecting a licence. The menu is open, showing several options. The first option is 'Creative Commons Attribution 4.0', which is highlighted in blue. Below it are 'Copyright All Rights Reserved', 'Creative Commons Attribution-ShareAlike 4.0', 'Creative Commons Attribution-NoDerivatives 4.0', 'Creative Commons Attribution-NonCommercial 4.0', 'Creative Commons Attribution-NonCommercial-NoDerivatives 4.0', 'Creative Commons Attribution-NonCommercial-ShareAlike 4.0', and 'Other'. A mouse cursor is pointing at the selected option.

- **Rights statement:** if you haven't selected a licence, inform users about the rights of the dataset.
- **Field of Research (FoR) Codes:** you can select multiple FoR Codes by holding down the Control or Command key when selecting them.
- **Subject/keywords:** enter keywords or subjects separated by a comma e.g. nutrition, diet, olive oil, Mediterranean. There is no need to click 'Add'.
- **Administrative notes:** use this field to request a DOI or nominate a collection for the dataset.

Click Next

7. On the Upload File(s) page, you need to upload the dataset and any supporting documents.
  - Click on Choose File and browse for the appropriate file.
  - Give the file an appropriate file description, e.g. tabular data, interview transcripts, images, README file.
  - If an embargo is needed, click on the box under "Embargo until specific date" and a calendar widget will appear. Specify the embargo date accordingly (it should be the first day from which access is allowed).
  - For multiple files, click Upload file & add another.

**Note:** If there is other information about the dataset that hasn't already been provided through the submission form that would be useful to help others to understand and make use of your data, it is highly recommended that you include this information in a plain text [README file](#) and upload it alongside your data. This information could include things such as detailed collection or analysis methods, descriptions or definitions of data labels or column headings, and a description of the folder structure used if your data is being uploaded as a zipped folder.

Click Next.

8. On the Review submission page, check to make sure that all details are correct and make any changes necessary then click Next.
9. On the Terms and conditions page, read and scroll to the bottom and check the box next to “I have read, understood and agree to the University of Sydney’s terms and conditions. My deposit of this document complies with those terms” and then click Complete submission.

**Note:** You can save your unfinished submission, click on *Save & Exit* button. If you wish to continue an unfinished submission:

1. Go to My Account and then click on Submissions.



2. On the submissions page, click on the submission that you wish to continue. A preview of the item information that you entered previously will be shown.
3. Click on Resume to continue the submission. This will take you to the first page of the submission form and any information entered previously will still be present.

**Note:** For fields which allow multiple entries such as Author, Department and Subject Keywords, the information you already entered will appear under the field boxes. There is no need to enter them again.