Data Deposit User Guide

*(Fields marked with an * are mandatory)*

Depositor contact details

Depositor's name *

First name

Last name

Department/faculty *

Email *

> *Depositor contact details: To be completed by the individual who will be responsible for submitting the dataset to King's.*

> *Depositor email: The Depositor should be affiliated with King's – please enter a King's College London email address.*

People and organisations

Creator(s)

Bloggs, Joe (King's College London)
Smith, Mary (Anywhere University)

Other contributors

Participating organisations

Funder(s)

> *Creator(s): Enter the names of the people who created or collected the data in priority order - this is usually the same as the publication authors - and the name of the organisation they are affiliated with. Enter as: "last name, first name (affiliation)" and press return after each entry.*

> *Other contributors: If applicable, add the names of any other persons otherwise contributing to the development of the dataset. Enter as: "last name, first name (affiliation)" and press return after each entry.*

> *Participating organisations: If applicable, list any collaborating organisations who participated in the research and/or were involved in creating the dataset, and for which there is no named individual. Use a comma to separate each entry in one continuous string of text.*

> *Funder(s): Enter the name(s) of any funder(s) that sponsored your research. Provide a grant number or reference if applicable. Use a comma to separate funders in one continuous string of text.*
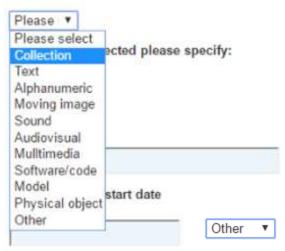
04/07/2017

About the dataset

Title *

Resource data type *

Please select
Collection
Text
Alphanumeric
Moving image
Sound
Audiovisual
Mulltimedia
Software/code
Model
Physical object
Other

ected please specify:

start date

Other ▼

If "Other" is selected please specify:

Keywords

Data collection start date

Data collection start date

Data collection end date

		June 2017				
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Title*: Enter a title for the dataset, e.g. 'Data files for…' followed by the name of the publication or project. This field has a limit of 255 characters including spaces. Please do not use the following characters: '# % * : < > ? / \ | .'*

Resource data type*: Select the resource type that best describes your dataset. If your dataset contains more than one type of content select "Collection".*

*If "Other" is selected please provide details in the accompanying **text box**. .*

Keywords*: Add any keywords or phrases which best describe your data. These are usually the same as used in the publication. Use a comma to separate each word or phrase in a continuous list.*

Data collection dates*: Enter dates for the start and end of the period during which the dataset was created or collected. If data collection began and finished on the same day, enter the same date on both fields. The date format must be dd/mm/yyyy*

Data collection method(s)

Data collection method(s): Enter a brief description of the data collection methodology e.g. surveys, interviews, measurements, observations, simulations, etc. If the data were sourced from a third party, provide details of the data provider.

Geo/spatial coverage

Geo/spatial coverage: If applicable, give details of any locations associated with data. This covers where the data were collected and geo/spatial coverage e.g. "the data focuses on sites of historical importance, namely: X, Y and Z. All data were collected in London, UK." Geo/spatial point or polygon information is also acceptable.

Temporal coverage

Temporal coverage: If the content of the dataset covers a particular date or time period please enter it here. This could be a date or a period in history e.g. "1500-1750" or "Renaissance". If full date information is provided, the date format is 'dd/mm/yyyy – dd/mm/yyyy'

Data size

Data Size: Please enter details of the TOTAL volume of data you wish to deposit (KB/MB). If the total volume is 1TB or more. or if any files are larger than 10 MB, please email research.data@kcl.ac.uk for further support.

Description *

*Description: Please provide a brief description of the study and why the data were generated. Include any other contextual information which will allow others to understand and interpret the data (**maximum 10,000 characters including spacing and punctuation**).*

Language(s)

Language(s): Select the language(s) used within the dataset. If your dataset is available in multiple languages/dialects, use a comma to separate them.

Version

Version: If appropriate enter the version number of the dataset.

Rights and access information

Dataset embargo end date
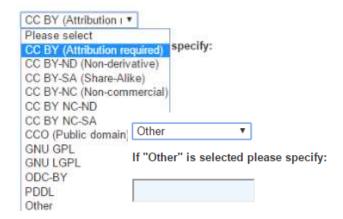
Metadata embargo end date

Dataset embargo end date: *If you wish to delay public access to your data files please enter an embargo end date here. This is the date on which the embargo period will expire and the data files will be made publicly available. If there are no restrictions on making the data available please leave blank. If the data are embargoed for an indefinite period of time please enter '01/01/3000'. If you only wish to embargo some of the files but not all, list them separately in the "Data files to be embargoed" text box (see below).*

Metadata embargo end date: *If you wish to delay public access to the metadata record as well, please enter an embargo end date here. Please provide further details in the "Access Restrictions" text box (see left). We may need to contact you further about this*

Access restrictions

Access restrictions: *Provide details of any restrictions on accessing the dataset and conditions which must be met before access to the data is granted, e.g. if the data are embargoed or you wish to control access to the data via a data sharing agreement or by email request only.**

*Where possible we aim to make datasets publicly available but recognise that this is not always possible for reasons of confidentiality or publishing commitments. Please note, we are not able to accept highly restrictive or sensitive data (e.g. patient data) unless anonymised and - if the data were sourced from a third party - you have obtained permission to archive and/or share the data.

CC BY (Attribution ▼
Please select
CC BY (Attribution required)   specify:
CC BY-ND (Non-derivative)
CC BY-SA (Share-Alike)
CC BY-NC (Non-commercial)
CC BY NC-ND
CC BY NC-SA
CCO (Public domain)   Other ▼
GNU GPL
GNU LGPL   If "Other" is selected please specify:
ODC-BY
PDDL
Other

Licence type: *Please select a licence from the drop down list. If there are no restrictions on sharing the data we recommend choosing a Creative Commons Attribution licence (CC-BY) which allows others to copy and reuse the resource as long as the rights owner/author is sufficiently acknowledged.*

*If your chosen licence isn't listed select 'Other', please provide further details in the accompanying **text box**. For additional guidance on choosing a licence visit our web page* License your data.

Copyright holder(s)

Bloggs, Joe (King's College London)
Smith, Mary (Anywhere University)

Copyright holder(s): *Enter any persons and/or organisations owning rights in the dataset. These are typically the same as the data creators. If the names and affiliations of the rights holders are the same as those the data creators listed above then enter "As above", otherwise list as last name, first name (affiliation) and press return after each entry.*

Related publications and projects

Related publication(s)

Related datasets already deposited with the King's RDM System

Related project(s)

Related publications: *If the dataset supports the findings of a published research paper enter the DOI or URI associated with that publication.*

Related datasets already deposited with the King's RDM System: *Enter details of the project for which the data were created or collected. This could be the URL for a project web site or a record of the project in Pure.*

Related project(s): *Enter the title(s) of any related datasets previously uploaded into the King's RDM Service.*

Finally, once you have completed all the fields that apply, confirm that you have read the Data Deposit Agreement and click "Submit". Your form will be reviewed by the Research Data Management team and we will contact you if additional information and/or clarification is required and then arrange for your data to be transferred to Library Services. Your data will be deposited shortly after and assigned a DOI.

If you require further assistance, please contact the Research Data Management team:
Email research.data@kcl.ac.uk
Tel: 020 7848 1030/1303

Research Data Management team
Library Services, King's College London.
12/06/17