

KORDS User guide

How to upload files and complete the item record for your dataset in [KORDS](#)

Tip: You can save a record at any time using the 'Save changes' button at the bottom of the record and return to it later.

Tip: You can reserve a DOI at any time before you publish your record, if you need one to include in a paper's data availability statement.

Tip: When you are ready and have ticked 'Publish', your dataset will be reviewed by our team before it is published, so we may get in touch with you if we have any questions.

Tip: All fields can be added or edited after publication, but making changes to certain fields will trigger a new version of the dataset with a new version DOI. The base DOI will always resolve to the latest version. The fields which will trigger a new version when updated include the Title and Authors, so make sure to have those as you want them before publishing. A list of which fields trigger a new version when updated can be found on [Figshare's support webpages](#).

Tip: We recommend including an explanatory 'README' file in a plain text format as part of your deposited files. Guidance about what to include can be found on the King's Research Data Management webpages under '[Data Documentation](#)'.

Adding files

'Drag and drop' or browse to add files.

For large files over 5GB each, use the [FTP upload process](#).

There is a limit of 500 files per record. If you have more than 500 files that you need to include in a record, you could create an archive (or archives) for the files (e.g. zip file).

Metadata-only records

It may be appropriate to create an item record for your data without uploading files. For example, where data resides elsewhere at King's or if there are physical items. Tick the 'Metadata record only' box at the top left to do this.

Metadata fields

Some fields are Mandatory. In the record, these are marked with a green dot.

Title – Try to be descriptive. If supporting a publication, you can say “Dataset Supporting (publication name)”.

Note: Editing the Title after your record has been published will trigger a new version to be created.

Authors – List authors in the order you would like them displayed. You can search for authors by name, email address and ORCID. If they already have an account in KORDS or any other instance of Figshare they will be found.

Note: Adding/editing/removing Authors after your record has been published will trigger a new version to be created.

Categories – Select at least one, but feel free to add as many as apply.

Group – Select the KCL faculty relevant to the dataset. Don't leave it as “Kings' College London”.

Item type – ‘Dataset’ is probably appropriate in most cases, but others are available if you have other types of output.

Note: Records with the ‘Dataset’ item type will be indexed by [Google Dataset Search](#), and other item types won't be indexed. Further information can be found at Figshare's [list of item types](#) (but note that not all item types in this list are available in KORDS).

Keywords – It's mandatory to add at least one, but you may add as many as you like. This is a free text field but any keywords entered previously will appear as suggestions when you type.

Description – Please add as much detail as you can to help your dataset be discovered and understood by someone else. We recommend adding to the record some information to introduce the data and to give the data some context – include any information that can help to make evident how the data can be reused and to what purpose. If you have a lot of text to add here, you can include it your readme file as part of your deposited files. If this information is in a publication that you include a reference to, mention that here.

Note: you can include URL links to relevant references in the Description section as well as in the References field below.

Funding – Add all sources of funding, on separate lines if there is more than one. This is linked to a database of grants, so if you add your grant code it should be found. If you don't have a grant code, as a minimum add the funder's name and the name of the grant.

Resource Title and Resource DOI – If your dataset relates to a peer-reviewed publication (e.g. in a journal), add the title and DOI here. If your dataset relates to more than one publication, you can add one here and others in the Reference field below.

If you don't know the title and DOI yet, leave both empty. Both fields need to be completed at the same time. They can be added later, after the dataset has been published.

Add the title as it appears in the publication.

The DOI must be added in the form starting with the "10." e.g. (10.18742/XXXXXXXXXX rather than <https://doi.org/10.18742/XXXXXXXXXX>)

Note: Only add publication details in these fields. Use the References section for anything else.

References – Your primary publication should be added in the Resource Title and Resource DOI fields. Add here as References, links to any related publications, sites, or outputs – such as articles, project websites, data or software held elsewhere. You can add more than one (hit return to enter a new line).

Note: The References field accepts URLs or DOIs only. If you would like to add descriptions of the references, you could also add links and text in the Description field.

Licence – Select the licence you want to apply to your dataset, to define how others can use it. The ([what's this?](#)) link has information about many of the options.

Note: The GPL, MIT and Apache licences should only be used for software. Contact research.data@kcl.ac.uk if you have any questions about which licence to use or if you would like to use a licence which is not included in the list.

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 'yyyy/mm/dd–yyyy/mm/dd'.

Geospatial 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.

Data collection from and to 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 should be yyyy/mm/dd.

Collection method – 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.

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

Copyright owner – Enter the names of any persons and/or organisations owning rights in the dataset. These are typically the same as the data authors. If any data were sourced from a third party, check the copyright and licence conditions. Contact research.data@kcl.ac.uk if you have any questions about what to include in this field.

Options

Apply embargo – Here you can apply a temporary or permanent embargo for your files, so they won't be accessible during the time specified. For example, you might want to apply an embargo while an article your dataset underlies is awaiting publication. Once the specified embargo period expires, the data will automatically be made available. Another example is if you want to permanently embargo the files because they cannot be shared at all, or only be shared on request. Ask us at research.data@kcl.ac.uk for advice on how to do this.

You can set the embargo on just the files or both the files and metadata record.

Generate private link – Ask us at research.data@kcl.ac.uk for advice if you are not ready to publish your data yet but would like to create a link to share your data with a colleague or publisher for peer review before publication. More information can be found at Figshare's [webpages](#).

Note: Private links expire after a set time and should not be used to reference your data in papers.

Reserve Digital Object Identifier – Here you can generate the dataset's DOI before the record is published. This can be particularly helpful if you need to provide a DOI to a publisher for a paper's data availability statement.

Note: The DOI won't be activated until the dataset is published.

Publishing

You can save the record and come back to it later, but when you are ready, tick the publish box and it will be sent to the library team for review.

Note: you will be asked to agree to the [Data Deposit Agreement \(pdf\)](#).