KORDS User guide

KORDS (King's Open Research Data System) is the research data repository for King's College London, providing long-term storage and access for datasets at project-end and supporting publications. This user guide is intended be read alongside the information about KORDS on King's Research Data Management webpages, and Figshare's general user guidance.

How to get started

Go to kcl.figshare.com and create an account by clicking on 'Log in' in the top right corner of the page. You'll automatically be logged in through Single Sign On and an account created for you.

Once logged in, you'll see your 'My data' area, where you can start the deposit of your dataset by clicking on 'Create a new item'.

Adding files and documentation

'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).

We recommend including an explanatory 'README' file in a plain text format as part of your deposited files. Guidance can be found on the King's Research Data Management webpages under 'Data Documentation'.

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.

If your data resides elsewhere, select the 'Link to external files' option and add the address where the data can be found.

To create a metadata-only record, select the 'Set as metadata record' option.

Metadata fields

Some fields are Mandatory. In the record, these are marked with an asterisk.

All metadata fields can be added or edited after publication, but making changes to certain fields after publication will trigger a new version of the dataset with a new version DOI. The base DOI will always resolve to the latest version. A list of which fields trigger a new version when updated can be found on Figshare's support webpages.

Title*	Try to be descriptive. If supporting a publication, you can say 'Dataset Supporting (publication name)'. 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. 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*	Change the group to the KCL faculty relevant to the dataset. Click on 'Change group', then on the arrow next to 'King's College London' to reveal the full list of options.
Item type*	'Dataset' is appropriate in most cases, but others are available if you have other types of output. 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 is 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. You can include URL links to relevant references in the Description section as well as in the Related Materials field.
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.

LIBRARIES & COLLECTIONS

Related materials	Add links to any related publications, sites, or outputs – such as articles, project websites, data or software held elsewhere. You can add as many as you like, and highlight up to five in 'call out' boxes on the public page for your dataset – we recommend always doing this for the related publication(s). Complete the fields for each related material that you add: the Identifier (e.g. a DOI, URL, or accession number), Title of the related material, Identifier Type, and Relation type. We suggest using the following 'Relation types' for these common materials:

Related material type	*Relation type*	*Definition*
Publications	Is Supplement To	Indicates the dataset in KORDS is a supplement to the related publication.
Datasets	Is New Version Of	Indicates the dataset in KORDS is a new version of the related dataset.
	Is Source Of	Indicates the dataset in KORDS is a source of the related dataset.
Code and software	Is Derived From	Indicates the related code/software is a source upon which the code/software/data in KORDS is based or is produced by.
Project websites	References	Indicates the related material is used as a source of information for the dataset in KORDS.
	Is Described By	Indicates the dataset in KORDS is described by the related material.
	Is Documented By	Indicates the related material is documentation about/explaining the dataset in KORDS.

Example:
If your dataset relates to a peer-reviewed publication that has a DOI (e.g. journal article):
Identifier – Add the article's DOI in the form starting with '10' (e.g. 10.18742/12345678)
Title – Add the article's title as it appears in the publication.
Identifier type – Select 'DOI'.
Relation type – Select 'Is Supplement To'.
'Show in linkout area' – Tick if the article is the primary publication the dataset relates to.

Related materials can also be added later, after the dataset has been published, without triggering a new version.

Licence* — Select the licence you want to apply to your dataset, to define how others can use it. Figshare's guidance link has [information](#) about many of the options. Contact research.data@kcl.ac.uk if you have any questions about which licence to use, the 'King's Data Access Agreement' option, or if you would like to use a licence which is not included in the list.
The GPL, MIT, Apache and BSD licences should only be used for software.

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, use the date format '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. Use the date format '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.

Item actions

Add 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 on both the files and metadata record.
Generate private link	Use this option 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. Ask us at research.data@kcl.ac.uk for advice, and find more information at Figshare's support webpages. 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. The DOI won't be activated until the dataset is published.

Publishing

You can save a record at any time using 'Save changes' and return to it later. When you are ready to publish, press 'Submit for review' and your dataset will be sent to the library team for review. We will be in touch with you before publishing.

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