

View: view a dataset, and create a linked version of it, or use it as a template for creating a new dataset;

Remove: remove an unsubmitted deposit from your workspace and discard it;

Edit: resume editing a deposit in progress.

You can also click on the button that allows you to **Create a new dataset**.

4. Create a new dataset

In most cases you will create a new dataset from scratch. But there are also options to create a linked version of an existing published dataset (i.e. if you are depositing an updated version of the dataset) and to use an existing dataset as a template for a new dataset (which can save time if the new dataset is similar in metadata/content to an existing dataset).

A linked version or a dataset created using an existing dataset as a template will be created as a duplicate of the original dataset, which can then be edited before being deposited.

When a linked version of an existing item is published, it will be marked as the latest version of the item, and the metadata record will provide links to all previous versions of the item. An example can be seen at <https://doi.org/10.17864/1947.256>. Anyone who navigates to a previous version of an item will be provided with a clearly visible link to the most recent version of the item.

5. Deposit Agreement

Read and accept the [Deposit Agreement](#). You must do this before you can create a metadata record for a dataset and deposit files in the Archive.

6. About the dataset

Use this page to enter the key headline information that describes your dataset.

Guidance on completing the fields is given below. Mandatory fields are marked with a * (red asterisk).

Field	Description
Title*	Enter a name or title for the resource. This will be the title as used in the citation for the dataset.

7. People and Organisations

Use this page to enter information about the people and organisations involved in the creation of the dataset, and funders of the originating research.

Guidance on completing the fields is given below. Mandatory fields are marked with a * (red asterisk).

Field	Description
Creators*	List dataset Creators in order of priority. Creators are those who exercised creative choice in the selection and arrangement of data or authorship of the dataset. Dataset creators are to be distinguished from those involved in generation or collection of data under instruction, who can be separately acknowledged in the Contributors field. Start typing in the Family Name field to look up matching University of Reading staff, Reading creators (i.e. those named as creators on other datasets published in the Archive), and people with ORCIDs, from which you can select relevant individuals. Enter the Given Name/Initials if required to narrow your search. Details of Creators not located via lookup must be keyed in. Email addresses for non-staff members, and ORCIDs for all entries, are optional, but can be useful if provided.
Organisational units	Enter the University Schools, Departments, Groups, Centres and Research Platforms with which the Creators of the resource are affiliated. Expand the hierarchy to choose and add the Organisational unit(s). Add your current Organisational unit(s) and the Organisational unit(s) for your co-Creators, including those from 'Interdisciplinary Centres and Themes'. Add research platforms (from Interdisciplinary Centres and Themes) if the research is associated with or has made use of these. Select only at the lowest relevant level of a hierarchy.
Participating Organisations	List, in order of priority, any collaborating organisations involved in producing the resource, e.g. other HEIs, research organisations, laboratories, experimental facilities, and commercial partners. The University of Reading is included by default.

8. Additional Details

Use this page to enrich the description of your dataset. This can increase the likelihood the data will be discovered and used. All fields on this page are optional.

Guidance on completing the fields is given below.

Field	Description
Time period - Collection period	Enter dates for the start and end of the data collection period for the dataset, e.g. when fieldwork was carried out.
Time period - Temporal coverage	Enter start and end dates for the period covered by the content of the dataset, if it is different from the data collection period.
Geographic coverage	Where data involves a spatial component, enter the spatial region or named place where the data were gathered or about which the data are focused. Be precise to the most granular level relevant (e.g. town, county, country) and avoid ambiguous entries (Birmingham may be Birmingham, UK or Birmingham, AL, USA).
Geographic location	Where data involves a spatial component, use this field to enter the North, East, South and West coordinates that bound the geographical area of data collection. The four coordinate values can be generated using OpenStreetMap and copied and pasted into the relevant boxes. See the Appendix for full instructions.
Resource language	The primary language of the resource is English by default, but other options can be selected.
Additional information	Use this field to add any relevant information about the dataset that cannot be entered anywhere else. This information will appear on the public summary page for the

Field	Description
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12. Licensing

Select a licence for each zip file or bundle:

Use [Creative Commons](#) licenses for open data. The University recommends you use [Creative Commons Attribution 4.0](#), but other options are available;

Various software licence options are offered. Guidance on licence options for software can be found at [choosealicense.com](#);

More restrictive options can be used where required. We provide guidance on [licensing data](#) and can advise if needed.

For information sheets and consent forms, leave this field **UNSPECIFIED**.

13. Submit

Review your submission and use the **Edit item** button to return and make any changes as required.

When you are happy with your submission, click on the **Deposit Item Now** button at the bottom of the page.

14. What happens next

When your deposit has been submitted it will be reviewed and validated by an Archive Administrator against the minimum requirements set out in the [Submission Policy](#).

Key checks will cover:

Validation of the metadata record;

Checking rights and permissions;

Validation of files;

Checking legal and ethical requirements are met.

You may be contacted if there are problems with your submission or if further information is required.

When the submission has been approved it will be published to the live Archive.

Appendix. How to generate bounding box coordinates with OpenStreetMap

Navigate to the [OpenStreetMap main page](#).

Adjust your view (drag or use the search box) on the map so that it covers at least the full geographical extent of your data collection.

Click the Export button at the top left of the interface to generate four values arranged in a rough diamond shape to the left of the map.

These are the latitude and longitude values representing the current view in the map window. Clockwise starting from the top they are: North latitude, East longitude, South latitude, West longitude.

Underneath the four values you can manually select a different area using the resizable box in the map window and adjust the bounding area highlighted on the map.

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