Deciding on an item type in figshare

Introduction

There are three broad types of items which can be created:

1. data associated items – contain single or multiple data files
2. metadata-only – contains information about the data but no files
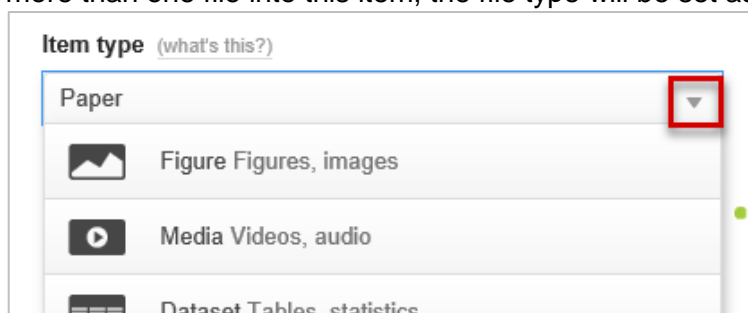3. linked files – links to where the data have been published elsewhere online

It is possible to change the item type at a later date, e.g. to add files to a metadata-only file.

Procedure

Data-associated items

Data associated items are items that contain one or more files up to 2TB in size.

1. Via the panel at the top of the item creation pane, either drag and drop your file(s) or click on browse to select your file(s).
2. figshare will automatically select an **Item type**.
3. Click on the arrow to the right of the Item type field to change if required. If you have put more than one file into this item, the file type will be set as **Fileset**.

Metadata record only items

Metadata-only items are for data/information which fulfil at least one of the following conditions:

1. It is not practicable to digitise the data for publishing, (e.g. because there are physical samples).
2. Data are of a sensitive nature (e.g. patient records).
3. Data are not to be given an open-access licence (e.g. code for a project which is to be commercialised).

Reasons as to why you will not be publishing this data publicly must be given in the *Publishing and Sharing* section of the **Data Management Plan** for your project.

To create a Metadata record only item:

1.   Via the create item pane, tick the **Metadata record only** option in the top left-hand part of the item creation pane to display a **Reason** field.
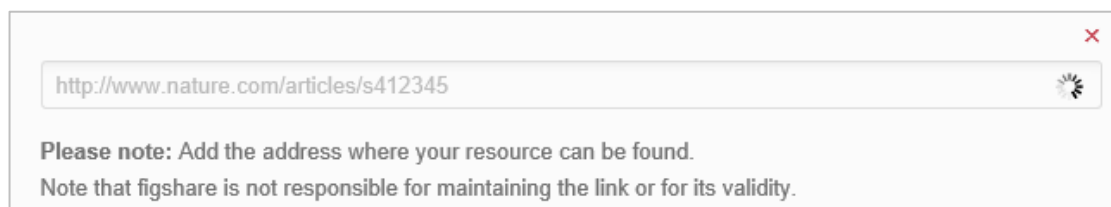

2.   Fill out the **Reason** section with why data is not provided (e.g. Data are of a sensitive nature). If published, the reason will be displayed. You can also include contact details: e.g. "For more information, please contact [Name] [email]".

Linked file items

Linked file items are for research outputs which have been published at another location.

1.   Via the create item pane, click on **Link file** and enter the link address.