



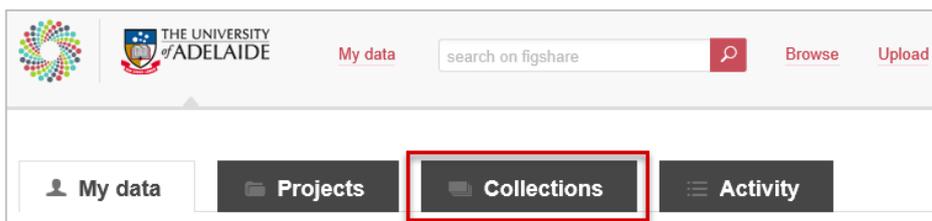
# Create a figshare collection

## Introduction

Collections are a way of collating data from different sources that follow a certain theme. They can contain public and private items that you have created or items published by other figshare users. Collections can be either private or public and can be assigned a DOI.

## Procedure

1. Go to **My data**.
2. Click on the **Collections** tab.



3. Click on **+ Create a new collection**.



4. Add details to the mandatory metadata fields (these have a green dot next to them).

The screenshot shows the 'Create a new collection' form. It has three main sections: 'Title', 'Description', and 'Authors'. The 'Title' field is labeled 'Title (mandatory)' and has a green dot next to it. The text 'needed to publish & get DOI' is shown to the right of the label. The text 'Australian fauna and flora' is entered in the field. The 'Description' field is a larger text area with a green dot next to it. The text 'A collection of research data related to Australian native species.' is entered. Below the text area is a rich text editor toolbar with icons for bold, italic, underline, subscript, and superscript. The 'Authors' field is a text input with a green dot next to it. The text 'Add co-authors by name, full email or ORCID. Hit enter after each' is shown to the right of the input field.



5. Add categories by searching for a category name, or by browsing. Hovering your mouse over a category name will reveal an arrow (>) that you can click on to reveal the sub-categories.

The image shows two side-by-side screenshots of a web interface for selecting categories. The left screenshot shows a 'Categories' panel with a search box and a list of categories: 'Agricultural and Veterinary Sciences', 'Astronomy, Astrophysics, Space Science', 'Biological Sciences', 'Built Environment and Design', 'Chemistry', 'Commerce, Management, Tourism and Services', and 'Earth and Environmental Sciences'. A red arrow points to a right-pointing chevron on the 'Commerce, Management, Tourism and Services' category. The right screenshot shows the expanded view for 'Air Transportation and Freight Services', with a 'Go back' button and a list of sub-categories: 'Accounting Theory and Standards', 'Accounting, Auditing and Accountability not elsewhere classified', 'Air Transportation and Freight Services' (checked), 'Auditing and Accountability', 'Banking, Finance and Investment not elsewhere classified', 'Business Information Management (incl. Records, Knowledge and Information Management, and Intelligence)', and 'Business Information Systems'.



**Hot tip:** You can add multiple categories.

6. Add keywords to describe your collection.
7. If you want to reserve a DOI for your collection, click the **DOI Reserve Digital Object Identifier** link at the bottom of the page.
8. Click on the red **Save changes** button, otherwise click **Cancel & go back**.

## Contact Us

For further support or questions, please contact ITDS on +61 8 8313 3000 or <https://uniadelaide.service-now.com/myit>