Item categories and keywords in figshare

Introduction

When creating an item, it is mandatory that one or more categories are selected an applied to that item.

Categories are taken from the Australian and New Zealand Standard Research Classification (ANZSRC) for Fields of Research (FoR) and include all fields and sub-fields. To add categories, either select from the drop-down menu or search for your subject area.
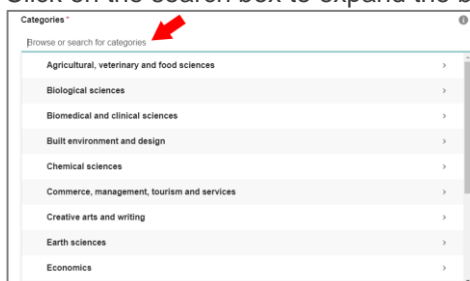
If you can't find exactly what you're looking for, we recommend finding the best option and getting more specific in the Keywords section.
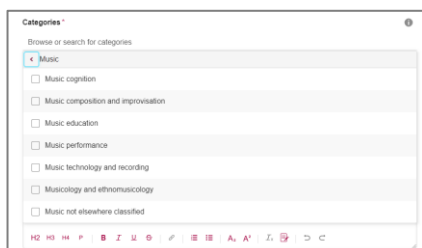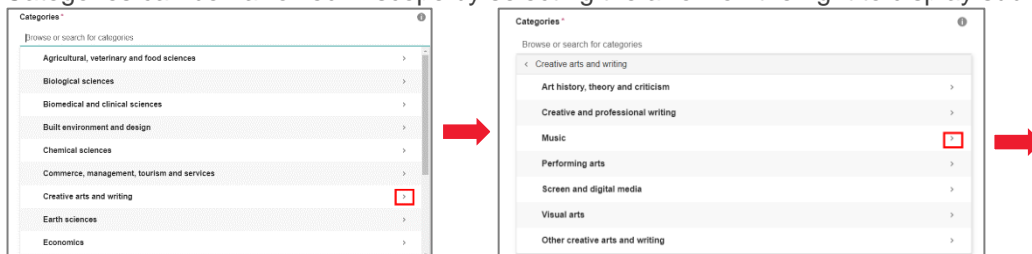
Procedure

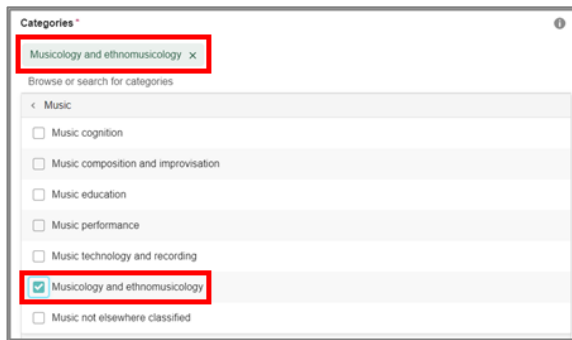You can either browse or search for categories.

Browse

1. Click on the search box to expand the browse menu.

2. Categories can be narrowed in scope by selecting the arrow on the right to display sub-categories.

3. Tick the check box next to a category to add it to your item record.

Search

1. Start typing your search term into the search box and figshare will display categories which include that term. **NOTE:** It searches for exact matches, so will not find similar terms or alternate spellings.

2. Tick the check box next to a category to add it to your item record.

Keywords

Keywords allow you to fully describe your item and help to enhance the discoverability of your item in search results.

Unlike categories, keywords are free-text so you are not limited in the words or phrases you can apply and they can be used to add to the category of you research. For example, if your research area isn't included in the list of categories available in figshare, you can use keywords to add more specific information about your research area.

You can also use keywords to describe research methodology, geographic coverage, faculty or research group name, etc.

You are not limited in the number of keywords you can add to an item – add as many as you would like to describe your research.

Procedure

1. Start typing in the text box and suggestions based on keywords that have been added to the database before will be suggested. You can choose one of these or enter your own keywords if the suggestions

aren't suitable. Hit enter to add a keyword.

2. To add additional keywords, repeat the process above.

3. You must hit enter after each keyword. If you type them in as a string with semi-colons between each keyword, they will be added to your item as one long keyword rather than individual ones.

4. To delete a keyword, select the cross next to that keyword.
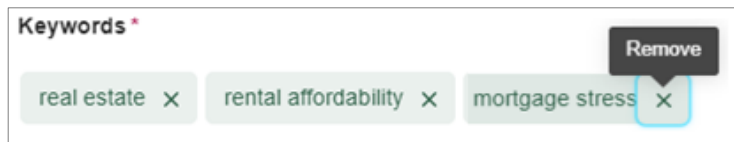
Contact Us

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