



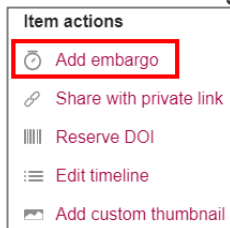
Managing embargoes in figshare

Introduction

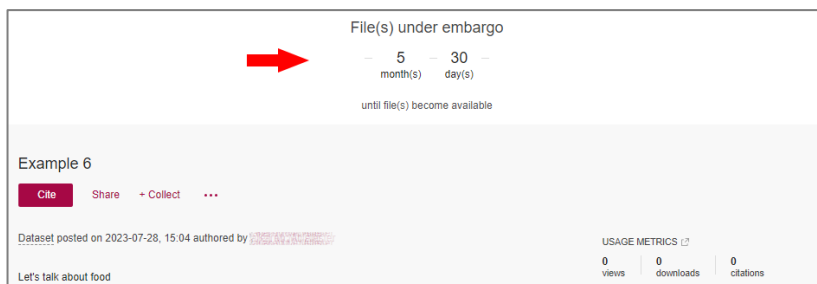
Placing an item under embargo allows the data/metadata to be released at a later date, e.g., to comply with a publisher's embargo on an associated article. You can embargo the whole item or the file(s) only. If you choose file(s) only, the metadata will be made publicly available, but the associated files will be not be published until the date you specify.

Procedure

1. Go to **Create a new item**.
2. Select **Add embargo** on the right hand side of the item creation screen.



3. Choose the embargo period. This can be for a set period (1 month, 4 months, 6 months, 12 months or 2 years) or use the calendar to select a specific date range. Embargo dates can be edited as long as the item is not published. You can also choose to apply a permanent embargo if the files will never be released.
4. Select the embargo type. You can apply an embargo to uploaded files only, which will allow your metadata to be available, or you can apply it to the whole item.
5. Enter a reason for the embargo if required. This field is not mandatory.
6. **Save changes**, then *Publish* if you want to make the item metadata publicly viewable. The published item will clearly state that an embargo applies and provide the date the embargo ends.



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