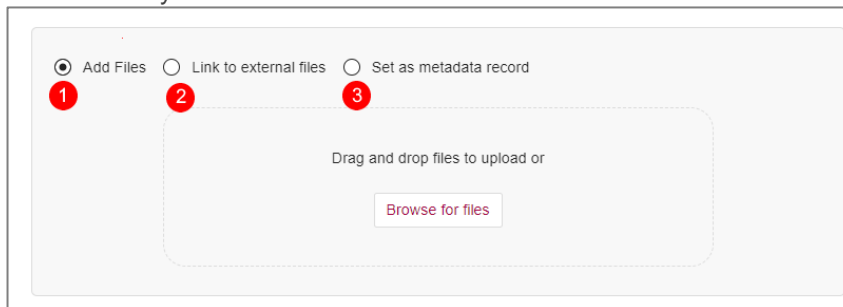


What type of item record should I create?

Introduction

There are three broad types of item records which can be created in figshare:

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



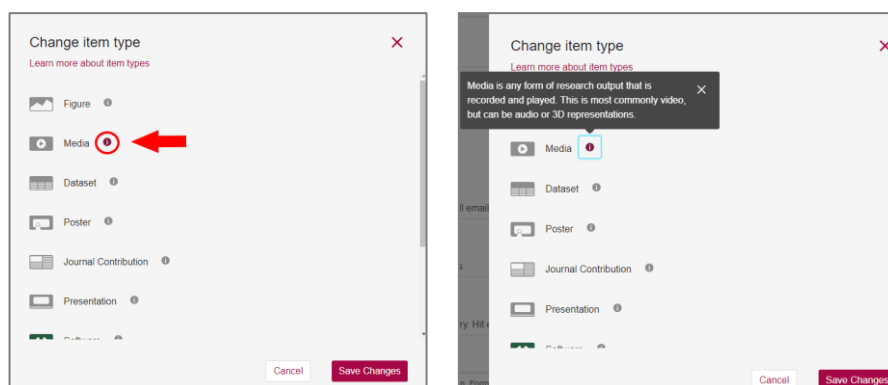
It is possible to change the item type at a later date, e.g., to add files to a metadata-only file.

Procedure

Data-associated items

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

1. Using the **Create item** pane, either drag and drop your file(s) or click on browse to select your file(s)
2. Select the item type that best describes your research. If you're not sure what an item type might be, click on the information button next to the type for more information.





Linked file items

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

1. Using the **Create item** pane, select *Link to external files* and enter the link address.

Add Files Link to external files Set as metadata record

Link to external files

Add the address where your resource can be found. Note that Figshare is not responsible for maintaining the link or for its validity.

×

Metadata record only items

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

- It is not practicable to digitise the data for publishing, (e.g., because there are physical samples).
- Data are of a sensitive nature (e.g., patient records).
- 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. Using the **Create item** pane, select *Set as metadata record*
2. Fill out the 'Reason for metadata' section with why data is not provided (e.g. Data are of a sensitive nature). If the item is published, the reason given will be publicly displayed. You can also include contact details: e.g. "For more information, please contact [Name] [email]."

Contact Us

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