



# Creating figshare items and adding files

## Introduction

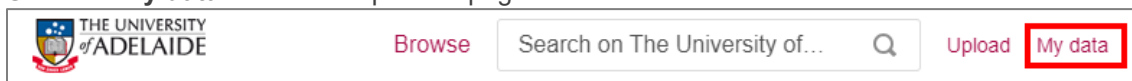
Items act as a 'container' for data, metadata and other supporting information. Creating an item requires the following tasks:

- Defining the item type (see the **What type of item record should I create?** QRG)
- Generating a record
- Publishing the item (optional – if you wish it to be publicly viewable)

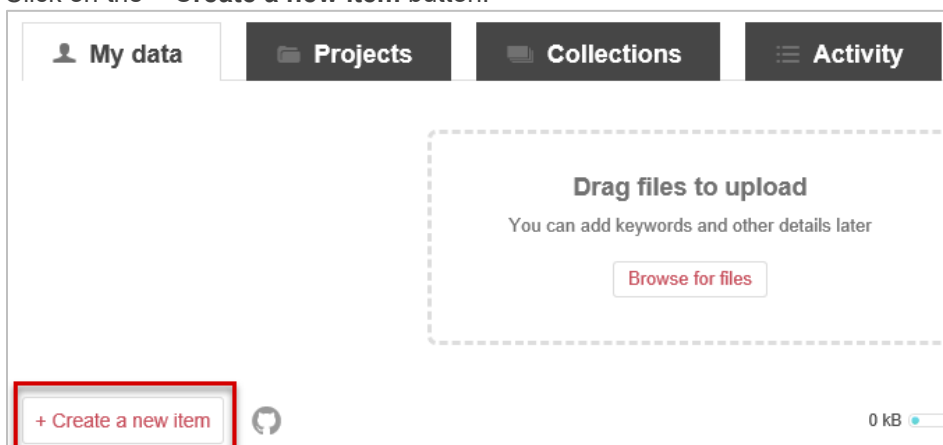
## Procedure

### Creating an item

1. Go to the **My data** link at the top of the page.



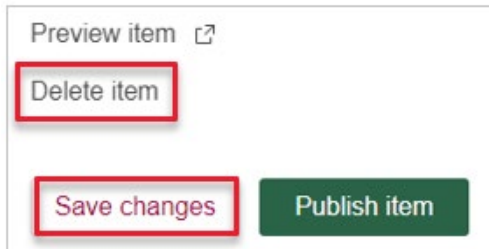
2. Click on the **+ Create a new item** button.



3. Fill out the required metadata fields. Fields which are mandatory to publish the item are indicated by a red asterisk to the right of the field.

**Note:** when the cursor is placed in any of the metadata fields, a tip for completing the field will be displayed in the **Tips** section to the right. See below for assistance completing the mandatory fields.

4. Click on the **Save changes** on the right-hand side of the screen to save your item or **Delete item** to discard the item.



## Mandatory fields

### Title

Give your research a title that is more descriptive than just a filename. This will also help make your items discoverable via search engines such as Google. The title must have at least three characters.

### Author

Your name will automatically be added to the Author field. The order of authors can be changed via drag- and- drop function within the field. You can also remove yourself as an author if you are creating the item on behalf of someone else.

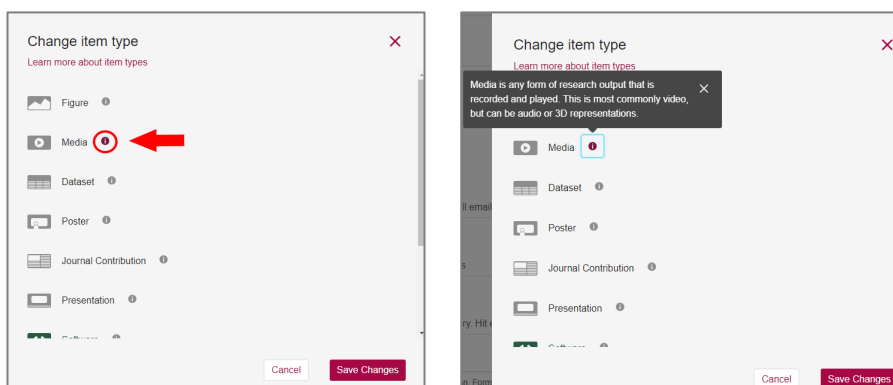
When adding other authors, you can search by their email address or ORCID (if the author has synced their ORCID to their Figshare account). To add an author who doesn't have a Figshare account, select 'Add author details' and enter their name, email address (optional), and ORCID (optional). You can include authors/collaborators from outside the University in this field, it is not limited to University of Adelaide.

### Categories

Categories are taken from the Australian Fields of Research classification system. You can choose more than one by either selecting from the drop-down menu or searching for your subject area. If you can't find exactly what you're looking for, we recommend choosing the closest option and getting more specific in the Keywords section. Many categories include a 'other [insert field] not elsewhere classified' option.

### Item type

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.



## Keywords



Add keywords that will help to make your research more discoverable. Hit return (enter) after each keyword you enter.

Start typing in the text box for suggestions or enter your own keywords. These keywords should be more specific than the Category and will help others find your research. Add as many keywords as you would like - just hit enter after each keyword. Figshare remembers ones you've entered previously and will suggest keywords based on those that have been added to the database previously. You are not limited to those however, you can enter any keywords you wish.

### Description

Describe your data in detail, including enough information to enable a potential user to determine whether or not the data will be useful to them. This could include (but is not limited to):

- Context of data creation
- Methodology
- Techniques used for data collection or generation
- File contents
- Relationships between files, if more than one file is included in the item
- Any specific software or code that might be required to read and use the data

The description must have at least four characters.

### Licences

The **Licence** dropdown will be prepopulated with the **CC BY 4.0** licence. The University's [Research Data and Primary Materials Policy](#) specifies that the **Creative Commons – Attribution (CC-BY)** licence is to be used except where this is not appropriate. This could include:

- specific licenses required by funders or journals
- licensing requirements of software or code. Creative Commons licenses are not suitable for these purposes and other open licences have been developed to meet these needs. The ARDC [Research Software Rights Management Guide](#) outlines the different licenses available to give you the information to choose. A list of licenses is available from the [Open Source Initiative](#).
- the data or digital output includes sensitive or personal information, or information which is not suitable for sharing.

If the default CC BY 4.0 licence is not used, the choice of alternative licence and justification for using it must be documented in your [Data Management Plan](#).

Click [here](#) to view a summary table outlining the Creative Commons licences available.

A **Restricted Access** option is available from the dropdown list of licences. This may be appropriate to use when data cannot be published openly, e.g.

- includes sensitive information
- includes personal information or identifies individuals
- is commercially sensitive or has potential commercial applications
- ownership of data is shared with another party.



The University has a list of [questions to consider before publishing data](#) to assist you. If you are unsure about which licence to use, the ARDC's [Research Data Rights Management Guide](#) may help or please contact Research Support at [figshare@adelaide.edu.au](mailto:figshare@adelaide.edu.au)


In cases where Restricted Access is appropriate, you can select the **Set as metadata record** radio button when creating a record in figshare. This will allow you to create a record which describes your data but does not require you to upload the associated data files.

Add Files  Link to external files  Set as metadata record

**Class 3 data** as described in the University's [Information Classification and Protection Guidelines](#) is **not permitted** to be stored or described in figshare and must instead be stored in a University managed storage solution. For assistance with class 3 data storage please contact Research Support at [figshare@adelaide.edu.au](mailto:figshare@adelaide.edu.au)

## Draft items

Items are not publicly available and are unable to be viewed until they are published.

 **Hot tip:** You can reserve a DOI for a draft item ahead of publication, which makes it possible to cite your item in papers at the time of submission.

You can also [share a private link](#) to draft items with collaborators or other parties, to enable them to review the item before it is published.

## Deleting a draft item

1. Click on the My data tab.
2. Hover on the item you want to delete to display an edit pencil to the far right of the item.
3. Click on edit pencil and scroll down to the bottom of the item creation pane.
4. Click Delete item.

**Note:** it is not possible to delete an item that has been published – if you need to do this, contact the Research Technology Support team [researchsupport@unisa.edu.au](mailto:researchsupport@unisa.edu.au).

## Adding files

Figshare allows to you to upload datasets and associated files through **My data**. You can choose to upload files by:

- Creating a new item first
- Dragging and dropping files to upload
- Browsing for files to upload

Although the process is similar for each method, there are some key differences.

### Create a new item

1. Follow the process detailed above.

2. You can either drag and drop the files you would like to upload to your new item record or browse to select them and then upload.

3. Save your changes.

### Drag and drop datasets and/or files

1. Go to the My data link at the top of the page.
2. Drag and drop the files you would like to upload.

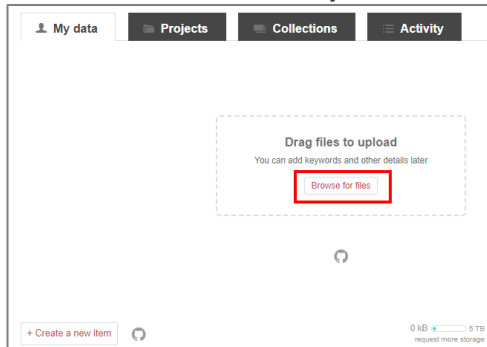
3. A new item will be automatically generated and will open with the file/s attached.
4. Fill out the metadata fields as described in the **Create an item** section above. Note that the draft item title will be auto-completed with the name of the attached file. You will need to change this to the item title you wish to use.

5. Save your changes.

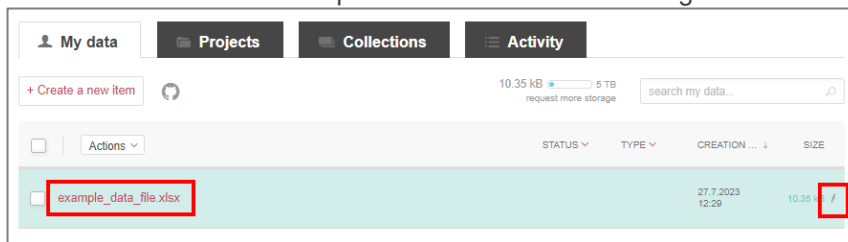


## Browse for datasets and/or files

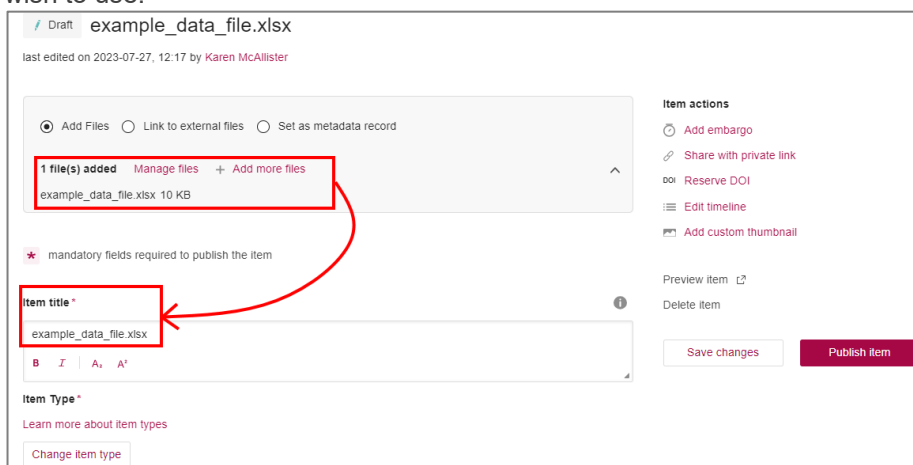
1. Go to the My data link at the top of the page
2. Browse and select the files you would like to upload.



3. A new draft item will be automatically generated and will appear in your **My data** tab. Select the **Edit** pencil or click on the file name to open the draft record for editing.



4. Fill out the metadata fields as described in the **Create an item** section above. Note that the draft item title will be autocompleted with the name of the attached file. You will need to change this to the item title you wish to use.



5. Save your changes.

## Deleting datasets and files

1. Open the draft item record. Files linked to that item will be displayed at the top of the page.



2. Select Manage files

Draft **example\_data\_file.xlsx**

last edited on 2023-07-27, 12:29 by

Add Files  Link to external files  Set as metadata record

2 file(s) added **Manage files** + Add more files

example_data_file.xlsx	10 KB	
example_data_file2.docx	15 KB	

3. Tick the file/s you want to delete and the option to delete selected files will appear.

Manage Files (2 in total)

<input type="checkbox"/>	NAME	SIZE
<input type="checkbox"/>	example_data_file.xlsx	10 KB
<input type="checkbox"/>	example_data_file2.docx	15 KB

+ Add more files (or drag and drop) = Reorder

Manage Files (2 in total)

<input type="checkbox"/>	NAME	SIZE
<input type="checkbox"/>	example_data_file.xlsx	10 KB
<input checked="" type="checkbox"/>	example_data_file2.docx	15 KB

1 file(s) selected **Delete Selected File(s)** Cancel

## Contact Us

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