Publish a figshare item

Introduction

As you plan publication of your item on figshare, you'll need to think about how openly you want to share it. Figshare provides options for open publication, limited term or permanent embargo, and publishing only metadata. If your item can't be published openly, for reasons of sensitivity, etc., you will need to consider an embargo or metadata only option.

Procedure

Open publication

Publicly published items can be viewed by everyone and are indexed by Google's search engine. While it is possible to request publicly published items to be withdrawn by figshare, once an item goes public, it cannot be guaranteed that no one else has a copy of your data.

Once an item is published, the item's metadata will be available on Research Data Australia (RDA) https://researchdata.edu.au the official registry of all research data collected in Australia. The dataset will not be included, only the metadata and researcher contact details.

A. Create an item and complete the required metadata fields. See help guide *"Creating figshare items and adding files".*

B. Click **Save changes** on the right-hand side of the page and then **Publish item**.

Note: If you published in error, email Research Support on figshare@adelaide.edu.au

Items under limited embargo

Placing an item under embargo allows the data/metadata to be released at a later date, for example 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 If you choose **file(s) only**, the metadata will be made publicly available, but the associated files will not be published until the date you specify.

1. Go to **Create a new item.**

2. Select **Add embargo** on the right hand side of the item creation screen.
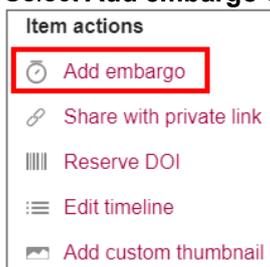
3. Choose the embargo period. This can be for a set period (1 month, 4 months, 6 months, 12 months or 2 years) or use the calendar to select a specific date range.

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 item**. The published item will clearly state that an embargo applies and provide the date the embargo ends.
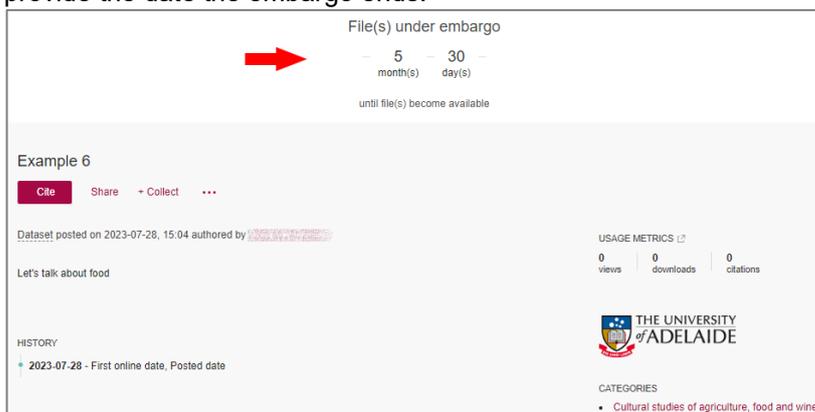

My data can't be published openly, but I want to publish metadata and create a DOI

To prevent public access to the data associated with your item, you can make the data files associated it confidential. If you choose to do this only the metadata describing the item will be publicly available.

Even though your data isn't published openly, publishing metadata and a DOI suggests ongoing availability of the data so you should ensure that it is securely stored on the University's shared drive and the location of the data is recorded in your data management plan.

1. Create an item.

2. You then have two options to choose between, both of which will allow you to make your files confidential. Both options will allow you to reserve a DOI You will need to provide a reason for applying confidentiality to your data in both cases.

    a. You can choose to apply a permanent embargo. Follow the steps above and choose **Permanent embargo** from the drop-down list. You can apply this embargo to your files only, which will still allow you to publish the metadata about your item.
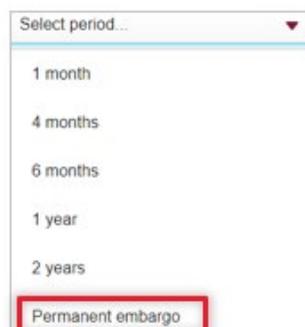
    b. Alternatively, you can select the **Set as metadata record** option on the right hand side of the item creation screen**.** This will allow you to create a record which describes your data but does not

require you to upload the associated data files. Fill out the *Reason for metadata* section with why data is not provided (e.g., data are of a sensitive nature, physical specimen, etc.). You can also include contact details: e.g. "For more information, please contact [Name] [email].

3. Select **Save changes** and then **Publish item**.

Contact Us

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