

Publish a figshare item

Introduction

figshare allows you to publish your data under a variety of conditions: Public, Embargo and Confidential. If you don't wish to publish your items they can remain as private items, which only you will be able to view.

Procedure

Public items

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 While it is possible to request publicly published items to be withdrawn by figshare, once an item goes public, it cannot be guaranteed that no one else has a copy of your data.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.ands.org.au/>: the official registry of all research data collected in Australia. The dataset will not be included, only the metadata and researcher contact details.

1. Create an item and complete the required metadata fields. See help guide "*Creating & Defining figshare Items*".
2. Click the checkbox next to **Publish** at the bottom-right hand of the page.



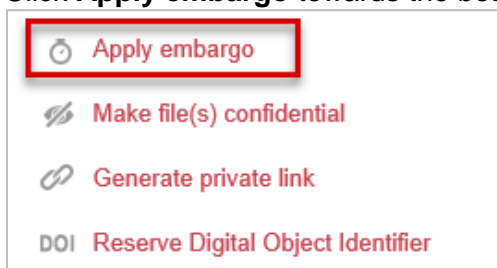
3. Click **Publish item**.
4. To confirm, click **Yes, publish** OR click **No, save privately** to cancel.

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

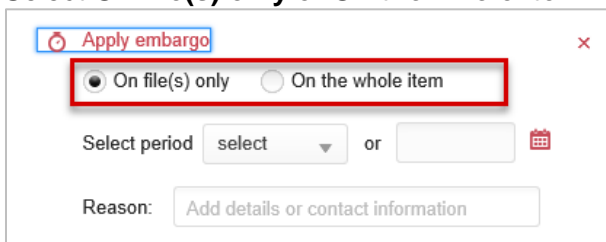
Items under embargo

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 If you choose **file(s) only**, the metadata will be made publicly available, but the associated files will be not be published until the date you specify.

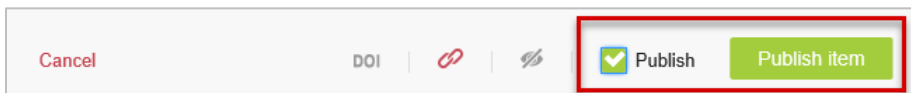
1. Create an item.
2. Click **Apply embargo** towards the bottom of the item creation screen.



3. Select **On file(s) only** or **On the whole item**.



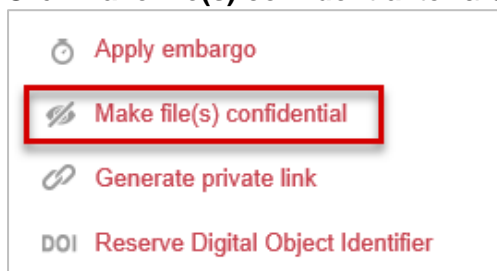
4. To choose the release date, select the period of time from the drop-down box or input a date by typing in the textbox or selecting a date from the icon.
5. Type in a reason for the embargo if required.
6. Tick **Publish** and click the **Publish item** button.



Confidential data

To prevent public access to the data associated with your item, you can make the files in your item confidential. In this instance, only the metadata of this item will be publicly available.

1. Create an item.
2. Click **Make file(s) confidential** towards the bottom of the item creation screen.



3. Type in a reason for making the item confidential if required.
4. Tick **Publish** and click the **Save Changes** button.

Contact Us

For further support or questions, please contact Research Technology Support on +61 8 8313 7799 or researchsupport@adelaide.edu.au