

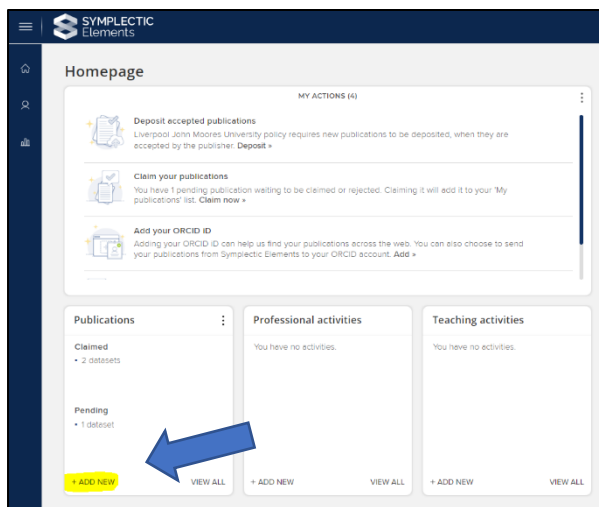
Library Services

Depositing your open data in LJMU Research Data Repository

LJMU Research Data Repository <http://opendata.ljmu.ac.uk> is the university's institutional repository where researchers can safely deposit and store research data on an open access basis. LJMU Research Data Repository is linked to Symplectic <https://symplectic.ljmu.ac.uk>, the LJMU research publications system. **All data should be accompanied by a readme file (template here)** Research data and records should be accurate, complete, authentic, and reliable. As well as this, the FAIR data ([link here](#)) principles should be followed. **For our helpful data repository checklist please see [here](#)**

Depositing your data using Symplectic

Log in to Symplectic (<https://symplectic.ljmu.ac.uk>)



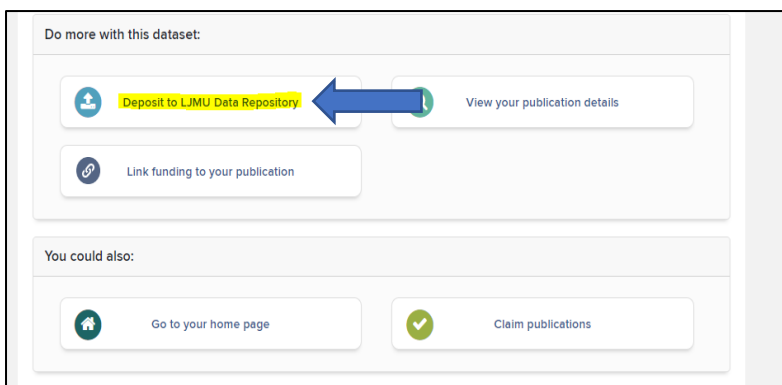
- From your Homepage click on +Add New in the Publications panel
- Select Dataset from the menu
- If your dataset has already been published and you know the DOI you can try to search for it within Symplectic – if you do not have this or it cannot be found click on Skip.

Complete the fields as follows (**all field marks with a *red asterisk are mandatory and must be completed***)

- What is your relationship with this dataset? *
- Title*
- Authors/Creators* -Check the Author field is displaying your name and remember to add any additional authors, by entering their name and clicking +Add. If your co-authors are from LJMU the system should prompt, you that it has found them in the system. Ensure you select Yes if this is the correct person. This means that the article will then appear on their record also and avoid duplicates being added to Symplectic. Creators – list the people involved.
- Collaborating Organisations
- Abstract *– short description of data set
- Keyword*

- Collection period * from/to - select this by clicking on calendar function on right of text box or enter dates manually.
- Research Funder if applicable
- Statement on legal, ethical and access issues - enter a description of any legal, ethical issues encountered in generating the data, and how these have been dealt with to allow sharing, including access restrictions in place.
- Geographic coverage - if applicable, either the geographic region(s) in which your data collection was carried out (e.g. name of country, region, location) or the spatial reference system used.
- Data collection method* - Describe the methodology used to create this data collection, including information on the studied population, studied entities and sampling procedures.
- Language of the data*
- Copyright holders - List all parties who have a claim to copyright holder status of this data.
- Publication Date- Complete if data already published elsewhere.
- Publisher -Complete if data already published elsewhere.
- Publisher URL- Complete if data already published elsewhere.
- Related dataset/journal paper URLs -Published URL for any related data set or journal paper click +Add.
- Additional Information – drop down list, please select appropriate status.

Click Save



On the next screen, select Deposit to LJMU Data Repository

Select choose File to locate the file you wish to upload, leave the file version as (None) then select **Use this file**.

To add additional files select +Upload another file.

The screenshot shows a form titled "1. Prepare deposit (step 1 of 2)". At the top, there are two tabs: "Upload a file" and "Add OA location" (highlighted in yellow). Below the tabs, there is a note: "If your publication is already available elsewhere in Open Access form, please enter the location here:". The form contains the following fields:

- * OA location: Enter a URL (text input field)
- File version: [None] (dropdown menu)
- Save location (button)
- Leave without depositing (link)

Alternatively, if your dataset is available open access elsewhere you can select Enter an OA location tab and input the URL where your data can be found. Please note this the data must be open access at this location.

Click on Deposit - To deposit a file in LJM University Research Data Repository, it is necessary to grant a distribution/archiving licence to the repository management team. This does not affect your rights in any way – it simply grants permission to the LJM University administrators to make the dataset available in LJM University Data Repository, to archive it, and to migrate it to any new platform that might be used in the future. Clicking on Deposit grants those rights.

The uploaded file will now be passed through to LJM University Research Data Repository. It will not be made available straight away – it will be checked by one of the repository administrators to ensure that we have all the information required to deposit the dataset. If the person checking the file has any questions, they will contact you by e-mail. When approved, the dataset will be assigned a DOI and will appear in LJM University Research Data Repository. You will be notified of this by email.

1. Prepare deposit (step 1 of 2)

1 local file has been selected:

Amie Notes 13.docx

+ Upload another file + Enter an OA location

2. Complete deposit (step 2 of 2)

By depositing, you confirm that you agree to the [Distribution and Archiving Licence Data Repository](#) licence.

Deposit

[Leave without depositing](#)

Top Tips

Look out for the below fields to save time:

- **Visible to** – Choose who can view the contents of this file.
- **Embargo date** – if you have reserved this file, you may want it to become Open Access in the future. Set the date at which you want this to happen here and select a reason in the next field. Reason for Embargo – leave this at UNSPECIFIED if none of the available reasons apply.