



Scientific Electronic Library Online

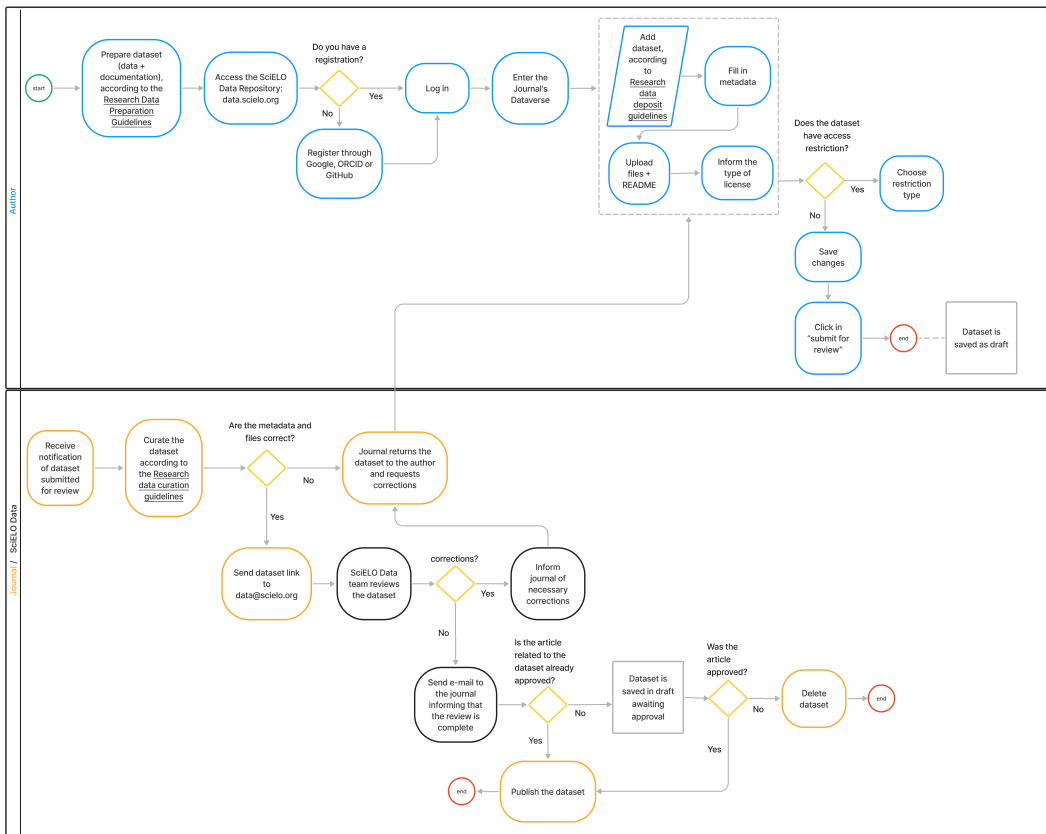
Research data deposit guidelines

April 2023



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Flowchart SciELO Data



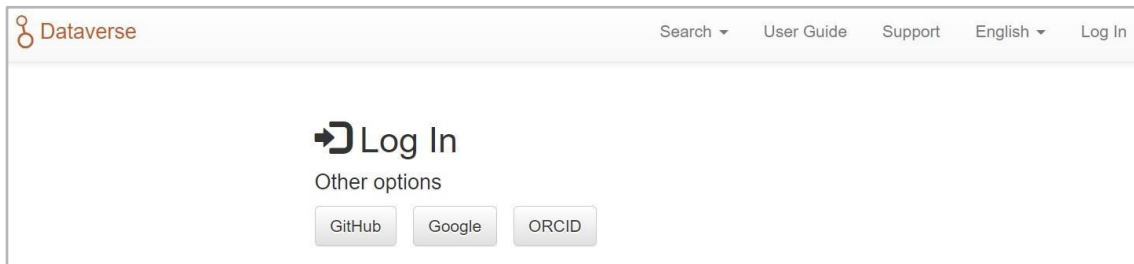
Before depositing any data, consult the [SciELO Data Terms and Conditions of Use](#).

This guide describes the step-by-step process for depositing in SciELO Data. For information on how to prepare data for deposit, please refer to our [Research data preparation guidelines](#).

1. On the SciELO Data home page (<https://data.scielo.org/>) click on “Log In” in the upper right corner:



And then choose one of the following log in options:



2. If you cannot find the chosen journal in the carousel (list with logos), search for the journal Dataverse (journal space within the SciELO Data repository) where your article was submitted / approved for publication.




In the search results, search among the results for the item that leads to the page (Dataverse) of the journal. It will have an orange outline.





3. Click on the journal title to enter your Dataverse, then on the "Add Data" button on the right side of the page and then on "New Dataset".





4. Enter your dataset metadata as detailed as possible (* mandatory information).


Citation Metadata 


Title * 


Author * 


Name * 


Affiliation 


Identifier Scheme 

Identifier 

Contact * 

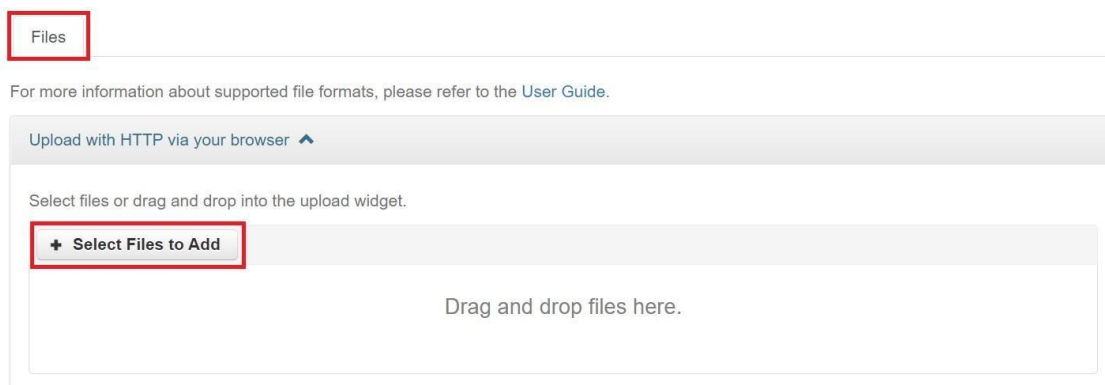
Name 

Affiliation 

E-mail * 

- **Title*** → Press *Add "Replication Data for" to Title* and add the article title that the dataset is related, or create a proper title that is meaningful/descriptive for the dataset.
- **Author***
 - **Name*** → Enter your name as you use it in your publications (Surname, Name). To enter coauthors, click on the button "+".
 - **Affiliation** → Institution, or "Autonomous Researcher".
 - **Identifier Scheme*** / **Identifier*** → Mandatory information, use ORCID.
- **Contact**
 - **Name** → Corresponding author's name.
 - **Affiliation**.
 - **E-mail*** → Enter contact email.
- **Description***
 - **Text*** → Enter information about the data (study purpose, methodology, design, etc.). If relevant, enter information about data collection. Avoid copying the manuscript of the relates article.
 - **Date** → It should be in the YYYY-MM-DD format, separated by hyphens.
- **Subject*** → Do not select "Other" only.
- **Keyword***
 - **Term** → Each keyword should be entered separately. Click on the "+" button to enter more keywords.
 - **Vocabulary** → Fill it only if using well known controlled vocabulary from your area.
 - **Vocabulary URL** → Fill it only if using well known controlled vocabulary from your area.
- **Related Publication***
 - **Citation** → Enter the reference of the article to which the data are related. If the manuscript is still under review, add title only.
 - **Identifier Type**.
 - **Identifier**.
 - **URL**.
- **Notes**
- **Depositor**
- **Deposit Date**

5. In the section “Files” click on “Select Files to Add” to add the data files and the README.txt file (for information on the README.txt file, see topic 4 of the [Research data preparation guidelines](#)).

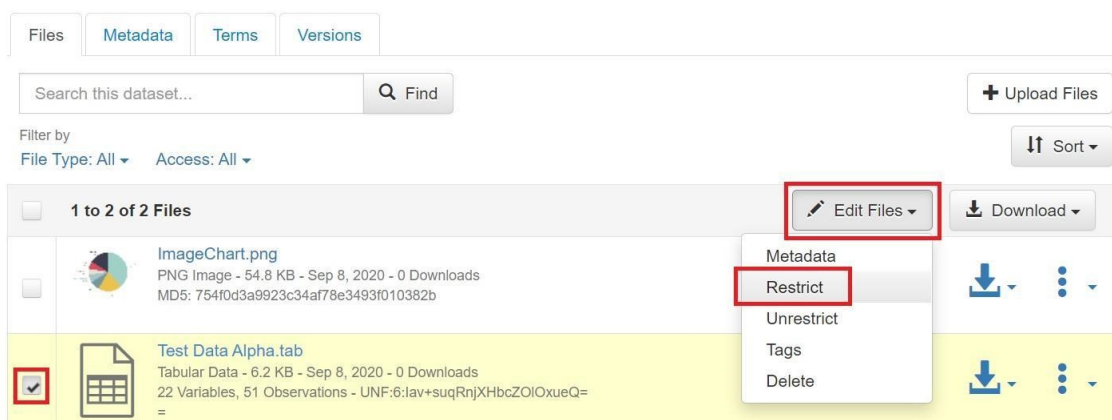


Notes:

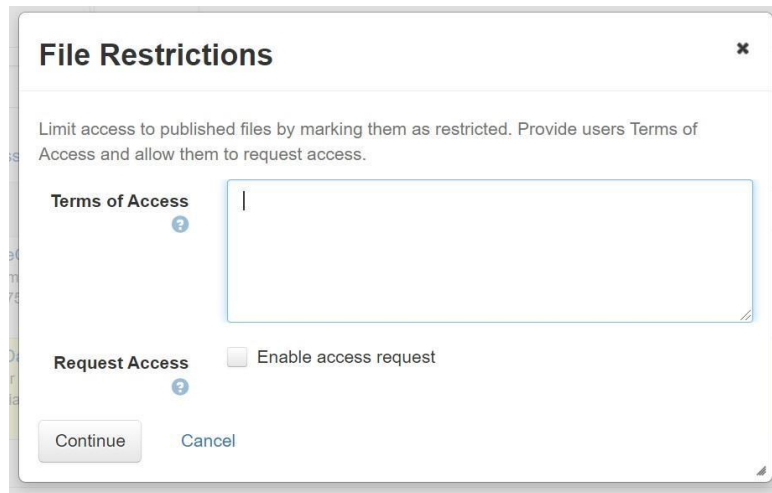
- The data needs to be as well documented as possible, which is why we strongly recommend filling in the non-mandatory fields.
- The size limit of individual files is 2GB.
- To add files above this limit, contact data@scielo.org.
- To add files organized in folders and subfolders it is necessary to compress the root folder to .zip format. After the upload, it will be possible to view the folder structure by clicking on the “Tree” button.
- There is data that requires anonymization. To learn more and see examples, check item 5 of the [Research data preparation guidelines](#).

5.1 SciELO Data is a repository for open data that, in specific cases (such as proprietary data or sensitive data) allows you to restrict access to selected files. When doing so, the file will not be accessible or available for download, but the dataset metadata will be visible.

To restrict access, after uploading the files, select the files whose access should be restricted by clicking the checkbox to the left of the file name, click “Edit files” and then “Restrict”.

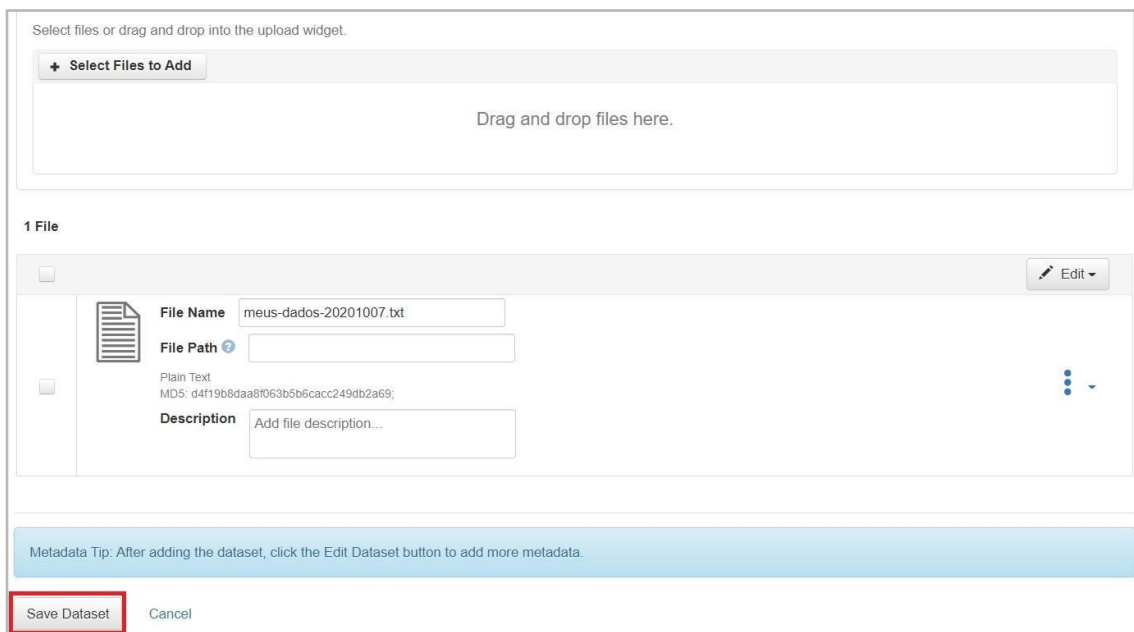


It will be required to enter the Data Access Terms (i.e., information about whether and how users can get access to the restricted files) in the pop-up window.



To allow users to request access to restricted files click "Enable access request". By selecting this option, it will cause the "Request Access" icon to appear next to the restricted files and you will be notified when there is a request for access the files, and you can decide to grant it or to request clarification regarding the intended use. By not selecting "Request Access" users will have to contact the person indicated in the "Contact" field.

6. When you finish filling out the metadata and uploading the files, click on "Save Dataset" to create / save the preliminary version of your dataset (identified as draft by Dataverse).

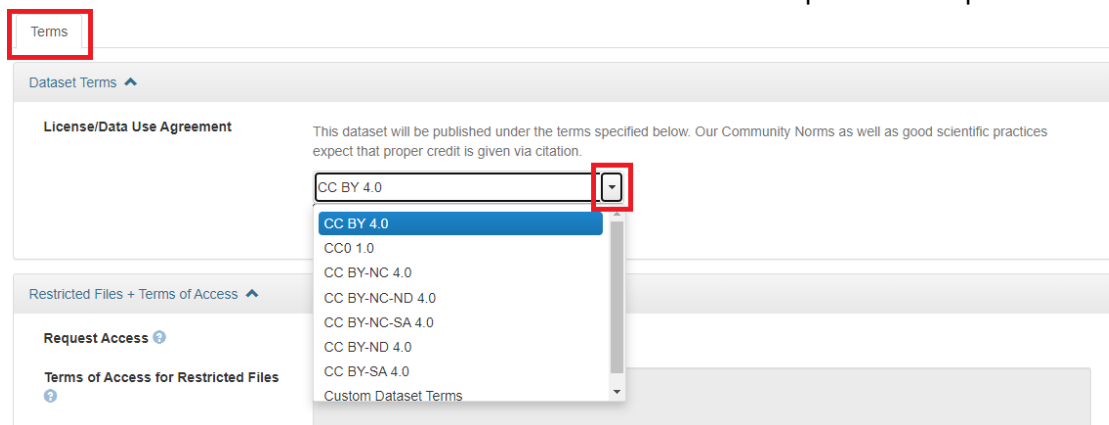


Notes:

- The draft version immediately receives a DOI, which will be registered and activated after the dataset is published.
- While in the draft version, it is possible to edit or modify both the metadata and the files.

7. After creating the draft version of your dataset you will need to review/fill in your Terms of Use (tab “Terms” → “Edit Terms Requirements”). The standard license adopted by the platform is CC-BY 4.0 License (Creative Commons Attribution 4.0 International) which authorizes the sharing, using, and adaptation of research data always as long as there is credit to the authors is ensured, but if you need to adopt a different license:

1. On the dataset page, click on the “Terms” tab and then on “Edit Terms Requirements” on the right;
2. Select the license wanted from the dropdown options.



You can check which Creative Commons License is best suited to the type of data deposited / restriction you wish to apply on the Creative Commons website (<https://creativecommons.org/licenses/>).

Regarding software code deposit, we recommend consulting the following websites to choose the most suitable license¹:

- Free Software Foundation: <https://www.fsf.org/>
- Open Source Initiative: <https://opensource.org/licenses>
- Choose an open-source license: <https://choosealicense.com/>

8. After inserting and saving all the necessary metadata and files click on “Publish Dataset” and then on “Submit for Review” in the upper right corner (next to the “Edit” button).

After submitting for review, the journal editorial staff will be notified to review your dataset and request modifications if necessary.

The publication of the dataset will take place in accordance with the journal's data deposit and publication policy:

¹ The use of Creative Commons licenses is not recommended for software code (see question “Can I apply a Creative Commons license to software?” in the Creative Commons FAQ: <https://creativecommons.org/faq/>).

1. If the journal recommends/requires the deposit of the dataset **together with/after** the submission of the related manuscript, the dataset will remain in the draft version after review by the editorial team and until the eventual approval of the manuscript for publication.
2. If the journal recommends/requires the deposit of the dataset **after approval** of the related manuscript, the dataset will be published after review by the editorial team.

Once the dataset is published it becomes public, therefore we encourage authors to share the DOI of the data with the work team or partners. The open access publication of the data set allows collaboration with other researchers, sometimes not strictly from the same area, which keeps the research alive and creditable/citation to the authors of the set.

References

DataverseNO. Deposit your data. *DataverseNO* [online]. [viewed 12 February 2021]. Available from: <https://site.uit.no/dataverseno/deposit/deposit-your-data/>.

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University of Illinois at Urbana-Champaign. Dataset Documentation. *Illinois Data Bank* [online]. [viewed 12 February 2021]. Available from: https://databank.illinois.edu/help#dataset_documentation.

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