

UP Figshare Research Data and Metadata Management Elements Guideline

Metadata element	Guidance	Examples
Add files 	Drag and drop files to upload or browse for files.	Different file formats like MS Word, CSV, Pdf, Jpeg, Png etc.
Item title 	Give your datasets a unique title. Name them in a descriptive way rather than a file name. Kindly note that you must not add the same title of your study if the data is for a thesis or dissertation. The title should make your data discoverable when searched.	Dataset title: Analysis of delta-9- tetrahydrocannabinol, cannabidiol, and cannabinol Thesis/dissertation title of the above dataset: The analysis of delta-9- tetrahydrocannabinol, cannabidiol, and cannabinol in oral fluid and selected commercial products by gas chromatography-mass spectrometry
Group 	Select the faculty which you fall under.	Education, Health Sciences, Law, etc. see other groups
Item type 	The UP Research Data Management (RDM) policy only supports specific item types such as <i>figures, media, datasets, journal contributions, and software</i> . Select the item type accordingly.	See examples here
Authors 	You will automatically be added as the primary author by default, if there are co-authors, collaborators, or supervisors, please add them manually and/or from the list by typing the name or surname of the person.	Datasets authored by: Jessica Jooste
Categories 	These are predefined subject classifications of your research data. Please choose the category that best describes your field. Should your work address multidisciplinary fields, choose as many categories as necessary.	Categories selected by another researcher: Portia Makhubela Analytical chemistry not elsewhere classified Instrumental methods (excl. immunological and bioassay methods) Analytical spectrometry Separation science
Keywords 	These are search terms which can be single words, concepts, or phrases that describe data. Keywords and phrases make data findable by search engines. Always add keywords that are relevant to your content and not misleading to the reader. Add as many keywords as possible. Do not abbreviate your keyword. Write them in full to aid in the dataset's discoverability.	KEYWORDS Forensic anthropology Machine learning Population affinity Classification accuracy Observer agreement Variation See the guide on how to add keywords here

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Description 	Contextualise your datasets. Provide a summary of what your datasets entail. Describe it in a way that others would find meaningful for reuse. The description should not be a restatement of a publication/thesis/dissertation's abstract. The data collection methods used should be mentioned. Specify if these datasets are for a study i.e., thesis/ dissertation or journal contribution. If there are special programs/ codes or software(s) that need to be used to open the files, for data analysis, thoughtfully add that information as well. If there are codes used, provide information on research codes, and upload a code register or code book.	Data collection methods can be quantitative, qualitative, interviews, surveys, etc. Special programmes, codes, or software could be SPSS, Stata, ATLAS.ti, Python or README, etc. Example of dataset description: These datasets consist of a gas chromatography-mass spectrometry method for the detection and quantitation of cannabinoids was developed and validated in aqueous and oral fluid matrices
Funding 	Add sponsorship, funding, or any other grant that you have received, and include the grant number if available. You can add as many funders as possible by clicking on 'add another grant'.	- National Research Foundation of South Africa, Grant UID: 105519 - Medical Research Council - Thuthuka
References 	This applies to Theses and Dissertations. If you have submitted a thesis or dissertation on UPSpace , please add the handle/link received through an email as proof of submission.	See UPSpace handle: http://hdl.handle.net/2263/74747
Resource title 	Add the title of the article in case of a journal contribution. If not applicable, please leave it blank.	Here is an example of a resource title: Race, gender and willingness to compete
Resource DOI 	Add the Digital Object Identifier (DOI) of the journal article that you have contributed to. If not applicable, please leave it blank.	10.1016/j.econlet.2022.110382
Licence 	Figshare uses open licences for the reuse of data. The most appropriate open licenses are the Creative Commons.	See more information on: Figshare licences
Department 	Add the Department, Unit or School that you fall under.	Chemistry Psychology Food Science

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SDGs 	There are 17 Sustainable Development Goals (SDGs). Select one or multiple SDGs that your research best correlates with.	1 No Poverty See more information on the United Nations SDGs
Add embargo 	An embargo is a period where access restriction is applied to the datasets due to several reasons, such as the publication peer review process, more publications to be produced using the same datasets, funder/publisher's requirements, etc. To apply for an embargo, click on 'apply embargo'. Select the period appropriately by using the drop-down menu. Embargo type: Choose 'on files only'. NB: Putting the entire content on embargo is against UP's RDM Policy. It clearly states that at least metadata must be publicly available. Reason: Embargo must be supported by strong motivation clearly stating the reason for an embargo.	When an embargo is applied, it will show a reason and period for the embargo. File(s) under embargo Reason: Waiting to publish the study first. — 1 — 11 — 20 — year(s) month(s) day(s) until file(s) become available
Share with private link 	This is applicable to embargoed data. This feature allows researchers to share data privately and between research team members. In case of a journal contribution, a private link can be shared with the publisher(s) to give access to the embargoed files. Click on 'generate a private link' to create a link.	⌚ Apply embargo Generate private link x https://figshare.com/s/f0e7b20d138666454f5c Note: Do not reference this link in papers. Use the public DOI.
Reserve DOI 	The Digital Object Identifier (DOI) is a persistent identifier that is used to identify digital objects such as data uniquely. DOI becomes the data's permanent identifier which makes your data citable and easy to find. To create a DOI, click on "reserve digital object identifier". The DOI becomes active when the item is published.	DOI Digital Object Identifier 10.25403/UPresearchdata.22014977 The DOI becomes active when the item is published.
Save changes 	After you have completed the form, please click 'save changes'. All the information added will be saved.	Save changes
Submit for review 	Click the 'submit box' option. Submit means that your data is sent to data administrators to review, thereafter they will approve or decline.	Submit for review