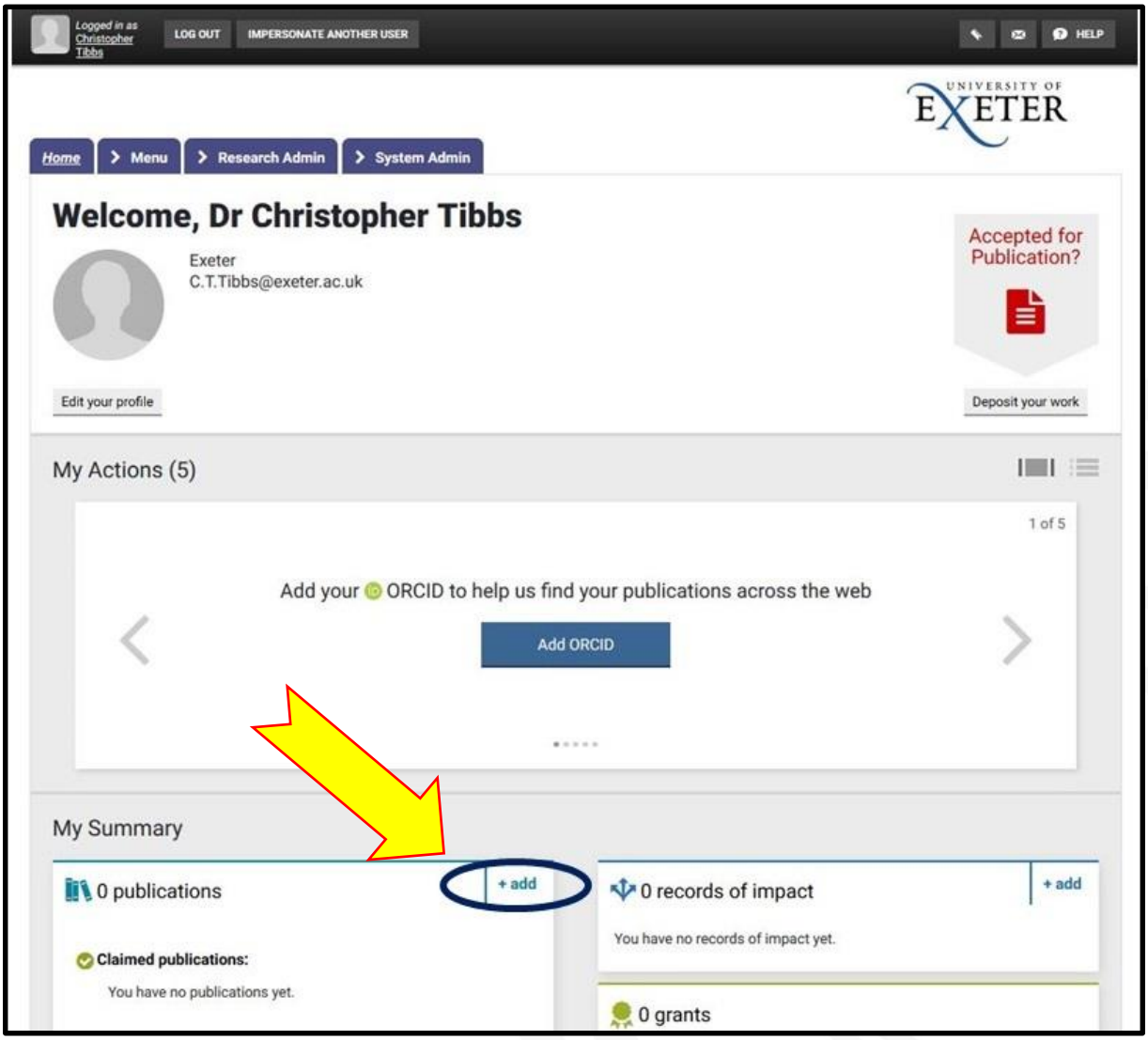
Depositing a dataset into ORE

This guide is only for use if your dataset is <2GB and you wish to deposit it into ORE.

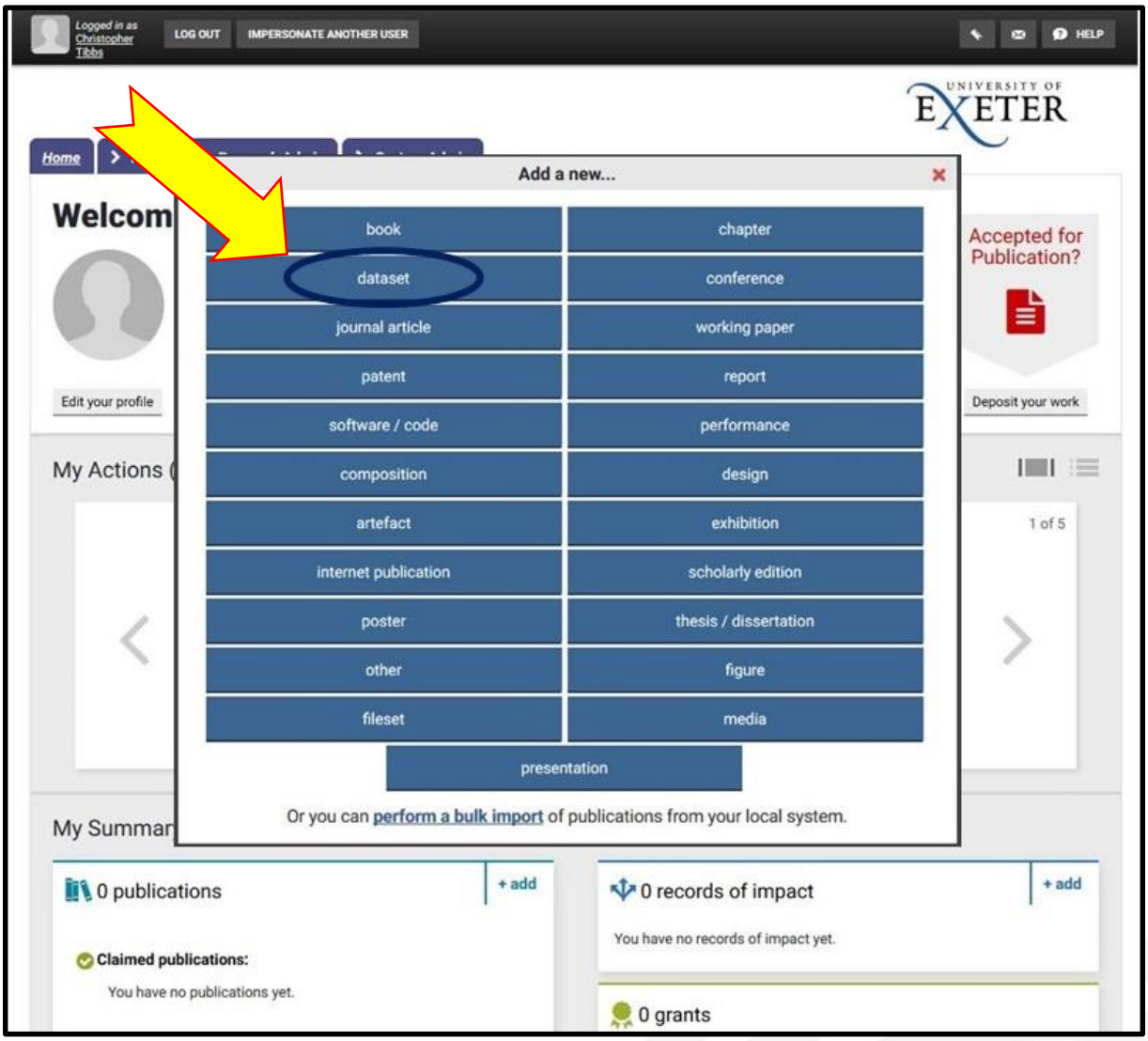
If your dataset is <2GB in size and you would like to deposit your data into the University's institutional repository, ORE, you should do so using Symplectic. The steps below will guide you through the process.

1. **Log in to Symplectic.**

2. **On the home screen click "+ add".**



3. **Select type "dataset".**



4. **Enter the title of the dataset and click "Search".**

5. **Check that no match is found to confirm that a Symplectic record for the dataset does not already exist. Then click "Go to next step".**

6. **Now describe the dataset by entering all of the required information.**
   - Enter a complete description of the dataset, including any software that is required to access/analyse the dataset
   - Enter all of the data formats used in the dataset
   - Add the names of all of the authors/creators of the dataset
   - Enter the publisher of the data, which for datasets should be the "University of Exeter"
   - Enter the date when the dataset was published
   - If an embargo is required, provide an embargo end date and clearly state the reason for the embargo

- Enter appropriate subject keywords if desired
- Enter the rights information – this determines how others can access and re-use your dataset, and is usually in the form of a Creative Commons Licence e.g., CC BY 4.0
- Indicate the status of any associated publication
- Add a link to the associated publication if applicable

7. Click "Save".

8. Link any grants that supported the production of the dataset.

Find the grant(s) from the list, tick the box associated with the appropriate grant(s), and click "Link selected". You can link multiple grants, and when all have been added, click "Done". Alternatively, if your research had no external funders, click "Not externally funded", or if you cannot find the appropriate grant, click "Grant not listed".

9. Upload your data to ORE.

Click the "Deposit to ORE" button and then click on "Browse" and select the file you wish to deposit. Press the "Upload" button and wait for the page to refresh. If you wish to upload an additional file select "Upload another file" and repeat the process.

Once you have added all of the files you wish to deposit, check the box agreeing to the Data Deposit Licence, and then click "Deposit my publication".

Once your dataset has been approved into ORE, you will receive an email containing the unique Digital Object Identifier (DOI) that can be used to cite your dataset. If the dataset is associated with a journal article, you should include this DOI in the data access statement of your article.

For further assistance, please contact the research data management team: rdm@exeter.ac.uk

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