

Depositing data in ORE

- Go to the repository: <https://ore.exeter.ac.uk/>
- Log in with your University of Exeter credentials
- Click the 'Upload' link
- Click the 'Select group' box
 - In the 'Search for a group' box enter *Datasets*
 - click to choose
- Click the 'Select type' box
 - Click *Dataset*
- In the 'Upload files or folders' box
 - Drag the file(s) to upload OR
 - Browse for your file(s)
- When you have uploaded your file(s), click 'Continue to metadata'
- In the **Item actions** section:
 - **Add embargo and restricted access** (if applicable)
 - Enter the period for which your data should be embargoed
 - Enter the reason for the embargo in the 'embargo reason' box
 - Click 'Add embargo'
 - **Manage identifiers**
 - To reserve a DOI, ensure 'Reserve DOI' is selected
 - Click 'Reserve'
 - Click 'Close'
 - **Edit timeline**
 - Enter any of the online publication date, acceptance date, and publication date as appropriate
 - Click 'Apply changes'
- Complete the metadata fields as fully as possible, paying special attention to the following fields:
- Enter the **Item title**
- Enter the **Author(s)**
- Enter at least one **Keyword**; (this is a mandatory field)
- In the **Description** field, enter:
 - as much information about the data as possible, so as to enable others to understand and reuse it
 - a description of the research with which the data is associated, including how the data relates to it
 - information about any associated publication (published or accepted)
- **Funding**
 - If your research is funded, search the grant name or number

- If your grant is not listed in the system, enter funding information manually
- Select a **Licence** from the drop-down list
- In the **Notes** field:
 - describe how to open/install the files; (alternatively, upload a readme file)
 - describe the contents of each file, and how the data can be used and understood by other researchers
 - if applicable, confirm that the dataset does not contain any personal or identifiable data, and – if so - that the participants were informed and consented to their anonymised data being deposited to ORE.
- In the **Publisher** field, enter *University of Exeter*
- Enter the **File format(s)**
- Select your **Department** from the drop-down list
- Complete any of the remaining metadata fields as required; (not all are necessarily required)
- Click 'Save changes'
- You can click 'Preview item' to ensure that you have completed all the necessary information
- Click 'Submit for review'