MacEwan UNIVERSITY | LIBRARY

borealis The Canadian Dataverse Repository / Le dépôt Dataverse canadien

Depositing Data in the MacEwan University Data Repository

Creating an Account and Depositing Your First Dataset

1. Create Account

Go to borealisdata.ca and click on **Login** (top right).

Click on **Sign Up** to create an account. Find MacEwan University in the dropdown and click **Continue**.

Right away you can deposit data into The Data Repository - borealisdata.ca/dataverse/macewan.

If you need to deposit into another repository or would like to create a stand-alone Collection for your project or research group, please contact digitalscholarship@macewan.ca.

2. Add & Edit Data

Login

You will be redirected to the MacEwan Data Repository.

Select the Dataverse Collection

Choose the Dataverse Collection you want to deposit data into.

You can find the list of Dataverse Collections you have permission to deposit to via:

- **My Data** (in the dropdown menu from your account name in the upper right).

Create a new dataset

Click **+Add Data** and choose **New Dataset** from the dropdown menu.

- Select a dataset Template for the desired Creative Commons license (default license is CC0).
- *Be aware: selecting a template will clear all other data fields, so do this first.*

Fill in **Required Metadata** fields marked with a *

Note: many more metadata fields become available for editing after your dataset is saved.

- If desired, fill in additional metadata fields. **RECOMMENDED**: Keywords, Related Publications.

You can save the dataset without adding any files.

Upload data files

The **Files** section is at the bottom of the page, below the Citation Metadata.

- Drag and drop files from your desktop or click **+Select Files to Add**.
- Max file size: 3 GB. If your files are too large, try putting them into a .zip file, or contact digitalscholarship@macewan.ca.
- Describe the files: Title, Description, Tags.

Save Changes

Click Save Changes. This saves the dataset in Draft form; it is not yet published nor publicly visible.

- Once a dataset is published, a DOI is assigned automatically to permanently identify it. You can also assign a private URL to share with a journal without publishing the data. Contact digitalscholarship@macewan.ca for help.

Edit your dataset

You can edit elements of your dataset at any time using the **Files**, **Metadata**, and **Terms** (license and use permissions) tabs at the bottom of the page.

Files can also be **Restricted** so that they are available only on request. Contact digitalscholarship@macewan.ca to learn how.

3. Publish Dataset

Depending on your user permissions, you will have a button for either:

- Submit for Review (the draft dataset is reviewed by Library Data Services staff prior to publication).
- Publish (makes the dataset publicly available).

Changes made to Files, Metadata, or Terms **after publishing** your dataset will be saved as a Draft version. **Click Publish again** to make the changes go live; the new version will supersede the old.

Admin assistance is needed to un-publish a dataset, so be sure before Submitting or Publishing.

4. Cite Dataset

The data citation is generated based on the required metadata you entered. It's displayed in a blue box below the dataset title and version #.

Copy and paste, or use the **Cite Dataset** button to export the citation into EndNote, RIS, or Bibtex.

Questions? Contact Library Data Services at digitalscholarship@macewan.ca