

University of Reading Research Data Archive

View: view a dataset, and create a linked version of it, or use it as a template for creating a new dataset;

Remove: remove an unsubmitted deposit from your workspace and discard it;

Edit: resume editing a deposit in progress.

You can also click on the button th

Guidance on completing the fields is given below. Mandatory fields are marked with a * (red asterisk).

Field	Description
Creators*	List dataset Creators in order of priority. Creators are those who exercised creative choice in the selection and arrangement of data or authorship of the dataset. Dataset creators are to be distinguished from those involved in generation or collection of data under instruction, who can be separately acknowledged in the Contributors field. Start typing in the Family Name field to look up matching University of Reading staff, Reading creators (i.e. those named as creators on other datasets published in the Archive), and people with ORCIDs, from which you can select relevant individuals. Enter the Given Name/Initials if required to narrow your search. Details of Creators not located via lookup must be keyed in. Email addresses for non-staff members, and ORCIDs for all entries, are optional, but can be useful if provided.
Organisational units	Enter the University Schools, Departments, Groups, Centres and Research Platforms with which the Creators of the resource are affiliated. Expand the hierarchy to choose and add the Organisational unit(s). Add your current Organisational unit(s) and the Organisational unit(s) for your co-Creators, including those from 'Interdisciplinary Centres and Themes'. Add research platforms (from Interdisciplinary Centres and Themes) if the research is associated with or has made use of these. Select only at the lowest relevant level of a hierarchy.
Participating Organisations	List, in order of priority, any collaborating organisations involved in producing the resource, e.g. other HEIs, research organisations, laboratories, experimental facilities, and commercial partners. The University of Reading is included by default.

Guidance on completing the fields is given below.

Field	Description
Time period - Collection period	Enter dates for the start and end of the data collection period for the dataset, e.g. when fieldwork was carried out.
Time period - Temporal coverage	Enter start and end dates for the period covered by the content of the dataset,e



Field	Description
	information to link the dataset to the item when it is available in CentAUR.
Contact*	The default contact is the Admin Contact email, researchdata@reading.ac.uk . Multiple Contacts can be added. If any data files in the dataset are assigned a Restricted Access status, and you wish to nominate an alternative or additional Authorising Agent, you must provide a valid email address in the Contact field on the Details page. Specify the type of contact as either Data Owner or Data Steward.
Comments and suggestions	Enter in this field any information or questions for the attention of the Archive Administrators relating to the dataset submission. For example, you may need to explain why a an open licence has not been selected, or why an embargo period of greater than 12 months is required. Information entered here is for internal administrative purposes only and will not be publicly displayed on the metadata record.

10. Files

On this page upload any files you wish to deposit in the Archive as part of the dataset. If you are creating a metadata record only and not uploading any files, click **Next** to go the next page.

If the total volume of the files you will include in your dataset is **greater than 20 GB** you must first contact researchdata@reading.ac.uk to obtain permission to deposit the data. Deposits exceeding 20 GB in volume may be subject to a charge and if made without prior permission from the Archive Administrators will be rejected.

Files can be uploaded by drag and drop, browsing to a directory location or from a URL. Files can be uploaded individually, or in zip bundles. The following guidelines apply:

We recommend you do not upload individual files/zip bundles larger than 4 GB. If

11. Access and embargo

Select the Access setting for each file or zip bundle:

Open: anyone can download the file;

Registered users: only

Appendix. How to generate bounding box coordinates with OpenStreetMap

Navigate to the