Move data into figshare

There are 3 ways to get data and associated files into Figshare: through the API, by importing an entire repo from Github, or by uploading from your local storage.

If you're not ready to upload files, but need a DOI, you can create a **Metadata only record** (see below under method #3)

> ⓘ **Point to data stored elsewhere**
>
> You can also *link to data stored elsewhere,* e.g., in DAMS, by clicking the **Link file** button at the top of the metadata entry screen.

⚠️ you do NOT need to create a "project" to upload data. In fact, you probably will never need to create a "project" - see Create collaborative spaces using "projects"

Add data files

1. If you have **very large files** (>10 GB ea)**, or many files** to upload, please contact SI-RDM at SI dot EDU to arrange upload via the **API**.

2. If you have code, data, or related research outputs in **Github** that you'd like to publish as a **zipped** repository on Figshare,
   a. Connect your Github and figshare accounts
   b. check the box next to the repo you want to import. Once a green check mark appears next to the title of the repo, you're ready to add a description for it in figshare, and enable syncing (see Connect your Github account and import repos)
   c. click the green **Add info** link
   d. fill in the metadata fields as you normally would (see below under Describe your data)

3. ⭐ Most commonly you will log in and under the **My data** tab either
   a. click the **+ Create a new item** button
      i. The metadata editing window will come up and you can upload your data files or, if you want to create a **metadata only record** check the box next to ✅ Metadata record only and begin adding your descriptive metadata.
   b. drag/drop or browse to upload files
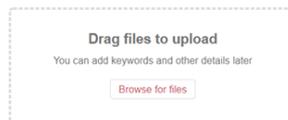
      i. the metadata record screen will then appear and you can begin adding descriptive metadata for your files.

Describe your data

No matter how you upload data, you will need to fill in all the **required metadata fields**.

1. **Title** - Please compose a *meaningful* and *intelligible* title.
   If the data are for a specific paper/article published elsewhere, preface the title with Dataset: followed by either part or all of the title of the paper.
   ⚠️ Fighsare will automatically use the filename of the first file you upload as the title. *ick!*
2. **Authors** - you can add authors by typing in their names or pasting in an ORCID. If your co-authors are not using ORCIDs in their Figshare profiles, please give them a hard time about it.
   a. typing in the author name does a search of the entire Figshare author corpus. Be careful to confirm that the name you choose is in fact your co-author!
   b. If you're uploading for someone else, simply add the correct authors, then delete your name.

3. **Category** - choose at least one subject term. Figshare uses the Australian and New Zealand Standard Research Classification (ANZSRC) Fields of Research (FOR) codes. Start typing in the term you want and the field will auto-populate.
4. **Keywords** - up to you.
5. **Description** - you can reuse your data abstract, if you have one, here. If you don't have an abstract, now is a great time to write one!
6. **License** - the default for SI is **CC BY NC 4.0,** which is appropriate for SI assets (images, video) or datasets that have been analyzed and contain significant intellectual effort besides just the raw data.
   a. Feel free to use the **CC0** license if your data is raw or the data is from a (US) **Federally funded** project or if you (or the primary author) is a **Federal employee**.
   b. If you are uploading *code*, please choose the **Apache 2.0** license.

Publish now

If you are ready to publish, check the box next to **Publish** (at the bottom of the screen) and hit **Save changes.**

Publish later

If you are **not ready** to publish, you can:

1. Apply an **embargo** on the file(s) or both the files and metadata. You will be prompted to enter the period of embargo and a reason for why your data is being embargoed.
2. Make files **confidential** before publishing. The metadata will be public, but the file won't be.
3. Keep the data **private** by clicking **Save changes** *without* checking the **Publish** checkbox.
4. Regardless of whether your data is confidential, private, or embargoed you can still **reserve a DOI.**

> ⚠️ *Remember: figshare is for making your data public! embargoes, confidential files, and private items should be* temporary.

More about what these terms mean and how these restrictions work can be found in the section

Restrict access to data

ℹ️ What's the deal with the **Private Link**? if you choose "Generate private link" in the item editing window, anyone ANYWHERE with that link will be able to view your files regardless of their publishing status. You can disable this link by editing the item and clicking the red x next to Generate Private link.

⚠️ Use Private Link SPARINGLY.

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- Edit or delete data files and metadata