

# UJ RESEARCH DATA REPOSITORY

(Figshare)

## Frequently Asked Questions

### How can UJ Data Repository (Figshare) help my research?

Sharing research data on UJ DR can help promote your research and raise your profile as a researcher. It has also been reported that, 'sharing detailed research data is associated with increased citation rate' for published articles. At Figshare, we've taken note of the growing argument around the moral and ethical responsibilities of sharing research data, and have built a platform to help researchers get credit for making their research available.

An ever-growing list of why researchers should practice open science is listed on Quora. Similarly, the Digital Curation Centre (DCC) makes the case for research data management in their briefing paper to help managers in research institutions build support for developing new services for research data management.

### How is my data stored, is it secure?

All uploads that are privately stored can only be accessed by the uploader when they are logged in.

Figshare is hosted on Amazon Web Services to ensure the highest level of security and stability for your research data, full security. Amazon S3 stores multiple, redundant copies of your information so you don't have to worry about ever losing your master copy. AWS utilises an end-to-end approach to secure and harden its infrastructure, including physical, operational, and software measures. Amazon S3 provides authentication mechanisms to ensure that data is kept secure from unauthorised access.

**Please note that this only applies to figshare.com and those institutions who have chosen figshare to host their data. If you are unsure, please contact your institutional administrator.**

Every part of the figshare data store is backed up – we don't just rely on the redundancy of Amazon's cloud. We do daily backups of the metadata, and weekly snapshots of the entire data system, including an encrypted one of the S3 file store.

The figshare server clusters are monitored in real time and the service is able to scale readily to meet traffic spikes that may occur when you release new or exciting datasets. We also use MD5 checksums when storing a file, which are checked against the file regularly to ensure the file is intact.

The security and persistence of your files on figshare make it easy to prevent plagiarism of your research data, as all uploads are time-stamped.

## What is the most appropriate licence for my data?

By making data public on figshare for the most part you are doing so under the Creative Commons 4.0 licences; please read on to learn about the variations.

### Privately stored research

For research outputs uploaded to your account and stored privately or in draft a license is not mandatory, as only you can access it at this stage.

### Publicly stored research

All publicly stored research outputs are stored under [Creative Commons Licences](#).

By making your data publicly available, you retain ownership of your research objects (as is often not the case with traditional publishing). All objects are licensed under CC-BY licence, except for datasets, for which the CC0 licence is more appropriate. The details of these licenses can be seen below:

If you are an **institutional user**, you may have additional licences available to you, please scroll down for more information.

You can learn more about Creative Commons Licences on their website: <http://creativecommons.org/licenses/>

## How persistent is my research?

### How long will figshare host and retain my public research data for?

Items will be retained for the lifetime of the repository. figshare has been working hard to establish a business model that supports sustainability of the research outputs hosted on figshare. Our publisher model requires an SLA statement guaranteeing 10 years of persistent availability.

### Backed up in multiple institutions around the world.

Learn more about this [here](#).

### Digital Object Identifiers (DOIs)

Sharing and discoverability being at the core of figshare we use DataCite DOIs ([What is a DOI?](#)) for persistent data citation. DataCite is a widely adopted service providing DOIs for data that also specifies a level of minimum metadata in order to create a new DOI. This metadata is key for persistence and ensures your research remains discoverable and useful to the academic community.

## What file types, browser versions and categories are accepted?

### What file types are supported?

figshare accepts the upload of any file format and we aim to visualise all of them within the browser.

Some examples are listed below:

- jupyter: <https://doi.org/10.6084/m9.figshare.2008401.v1>

- molecule: <https://doi.org/10.6084/m9.figshare.4235285.v1>
- presentation: <https://doi.org/10.6084/m9.figshare.4578886.v1>
- 3dviewer: <https://doi.org/10.6084/m9.figshare.697549.v1>
- txt: <https://doi.org/10.6084/m9.figshare.5016845.v1>
- network graph: <https://doi.org/10.6084/m9.figshare.1094642.v2>

Click [here](#) for a full list of the current file formats supported for in-browser viewing. We are constantly adding to this and will endeavour to update the list in a timely manner.

### Supported browser versions

As the complexity of figshare grows, the cost of supporting a large number of platforms has an increasing impact on our speed of delivery and quality of support. So that figshare can continue to deliver a great product and excellent support, it is necessary to limit support for older technologies.

Currently you can enjoy figshare optimally performing on many browsers - our minimum supported browser versions are listed below:

- Firefox: Version 28
- Chrome: Version 38
- Opera: Version 25
- Safari: Version 7
- Edge: Version 12

### How discoverable is my research?

That depends on you! There are a few ways you can increase discoverability of your research:

- Make sure your **tags** are relevant - this way when people search for topics related to your work, they will be more likely to find you.
- The 'keyword' field is free-text, you can insert as many as you like (just remember to hit the enter button after each one!).
- Provide as much **metadata** as possible, for example:
  - Make sure to change the title to a more descriptive one than just the original file name and to remove the file extension
- Share your research on **social media** and track the altmetric attention, we have made it easy for you to do so.

### Does Figshare hold any personally identifiable information?

We only record non-sensitive information such as name, email, employer or institutional affiliation and research activities - the information you provide to us. We take steps to protect your information, consistent with the principles set forth in our [Privacy Notice](#), which are intended to comply with the **PoPI Act 2013** (Read more [here](#)).

## Can uploading my research onto figshare be considered as pre-publication?

If your research is publicly funded then you may in fact be obliged to make all of your data available as terms of your grant. You must cite other people who have contributed to figures where necessary.

Most publishers (>90% including all major publishers) do not consider sharing your research outputs on online platforms as prior publication. F1000 did some research on this subject and the journal policies can be seen here.

Please be aware that **publishing already published articles are not allowed** as these already have a DOI assigned, please see figshare's [policy](#) and UJ RDM policy.

If you are still unsure and wish to upload a version of the published paper or part of it, you should review the publisher's copyright policies or get in contact with them.

## Are Figshare items included in Google Dataset Search results?

Yes, Figshare items with the type dataset are included in Google Dataset Search results. This is achieved by including [schema.org JSON-LD](#) markup in the public item's metadata HTML pages. For example, for <https://doi.org/10.6084/m9.figshare.5590852.v1> the following markup is included:

```
<script type="application/ld+json">{
  "@context": "http://schema.org",
  "@type": "Dataset",
  "@id": "https://doi.org/10.6084/m9.figshare.5590852.v1",
  "dateCreated": "2017-11-15T16:22:47Z",
  "datePublished": "2017-11-15T16:22:47Z",
  "dateModified": "2017-11-15T16:22:48Z",
  "name": "GRID release 2017-11-09",
  "description": "A database of over 80,000 research institutes with persistent identifiers.\n\n\nNew
institutes added from:\n- Various sources from the United States, European Union, China and New
Zealand\n\n\nQA:\n- Review of funding programs in the database\n\n\nNote: the geonames information is from
geonames.org and licensed as CC-BY 3.0.\n",
  "url": "https://figshare.com/articles/GRID_release_2017-11-09/5590852",
  "discussionUrl": "https://figshare.com/articles/GRID_release_2017-11-09/5590852",
  "sameAs": "https://figshare.com/articles/GRID_release_2017-11-09/5590852",
  "version": "1",
  "keywords": "CC0, Institutional Identifiers, Persistent Identifiers, GRID, Information Systems, Library and
Information Studies",
  "variablesMeasured": "none",
  "thumbnailUrl": "",
  "publisher": {
    "@type": "Organization",
    "name": "figshare"
  },
  "creator": [
    {
      "@type": "Person",
      "name": "Data-science Digital-science"
    },
    {
      "@type": "Person",
      "name": "Digital Science"
    }
  ],
  "distribution": [
    {
      "@type": "DataDownload",
      "contentUrl": "https://ndownloader.figshare.com/files/9723037",
      "license": "https://creativecommons.org/publicdomain/zero/1.0/"
    }
  ]
}
```

You can test the JSON-LD markup of any public Figshare dataset using [Google's Structured Data testing tool](#). The [general discoverability tips](#) can help improve your dataset's visibility in Google Dataset Search; don't hesitate to contact us at [ujir@uj.ac.za](mailto:ujir@uj.ac.za) if you spot any issues or require further information!

## Can I edit or delete my research after it has been made public?

Yes, figshare supports version control of all publicly available data. Any privately stored data can also be altered or deleted as you wish.

If you have accidentally published data which needs to be taken down, please see [I've accidentally set my data to public, what should I do?](#)

For a step-by-step guide on how to edit public and private items or delete private items please click [here](#).

## What is an API and OAI-PMH?

### What is an API?

API stands for: Application Programming Interface.

APIs are sets of requirements that govern how one application can talk to another. So, whenever you use your laptop, APIs are - more than likely - making it possible to move information between programs.

For more information about what an API is, here are some video guides:

- Summary: [What is an API?](#)
- Examples: [REST API concepts and examples](#)

Figshare supports an open API. For more information please visit: [https://figshare.com/blog/Open\\_API\\_and\\_Lab\\_Folder\\_OSF/119](https://figshare.com/blog/Open_API_and_Lab_Folder_OSF/119)

### What is OAI-PMH?

This is a service which gives a simple technical option for data providers to make their metadata available to services, based on the open standards HTTP (Hypertext Transport Protocol) and XML (Extensible Markup Language). For more information please visit: <https://www.openarchives.org/pmh/>

figshare supports OAI-PMH.

All documentation for both the API and OAI-PMH can be found in our [API documentation](#).

## What is Figshare?

<https://knowledge.figshare.com/articles/item/what-is-figshare>

## Is Figshare content indexed by Google Scholar?

Figshare strives to have all content of type poster, journal contribution, conference contribution, presentation, chapter, report, monograph, thesis, book and preprint indexed

by Google Scholar. This required implementing a number of guidelines, [as outlined by Google](#):

1. Include specific meta tags in the HTML pages of the records; currently, the mentioned item types have the following tags included in the page: citation\_title, citation\_publication\_date, citation\_author, DC.identifier.
2. Provide a direct link to PDFs: this is included in the citation\_pdf\_url meta tag, similarly to the tags above.
3. Provide a sitemap: Google advises on using the [sitemaps.org](https://sitemaps.org) standard and Figshare provides a sitemap for both its free offering (<https://figshare.com/sitemap/siteindex.xml>) and each customer portal. The sitemap is linked in the footer of each landing page.

Moreover, Figshare has been in direct contact with the Google team to ensure that all guidelines have been correctly implemented and that the records can be crawled by the Scholar.

## **I've accidentally set my data to public what should I do?**

### Institutional / publisher account

An institutional administrator will be able to un-publish any published item. Please contact your administrator.

Instructions on how to do this are available for Institutional admins [here](#) and Publishers admins [here](#).

## **Will my data appear on Google?**

Yes, we mark up all content uploaded to Figshare to enable identification by Google. This involves configuring meta-tags in line with Google indexing guidelines so that their 'parser' software can identify your data when crawling the Figshare site. Please note it can take a few weeks for Google to index your research. Data from DataCite suggests that Figshare content gets 10x more views than any of the other DataCite DOI minting repositories.

Please note that it can sometimes take up to a few weeks for Google to index the data you have made public through Figshare.

**If you have specific questions about our *DATA REPOSITORY* that were not answered in this Webpage please email to: [mlithole@uj.ac.za](mailto:mlithole@uj.ac.za) or [ttmabunda@uj.ac.za](mailto:ttmabunda@uj.ac.za)**