Research Data Submission Guidelines

How to upload your data

There are several ways to upload your data, depending on the size:
1. Through **My data** where you can drag and drop files of up to 5GB (default limit). If you need to upload a single file that is bigger than 5GB please submit a support ticket here and we will lift the limit to allow you to do so.
2. Using our **desktop uploader** or the **Figshare API**, especially when working with large file/s - most web browsers can cope with about 5GB singe file uploads. For more on uploading using the desktop uploader or the API, click here.
3. If these options do not meet your needs, please create a support ticket or get in touch with us and we'll see what we can do.

Your private space limit is dependent on your institution. Please contact your institutional admins if you require more space.

1.   Select the **+Create a new item** button from the top left or just drag and drop your file(s) into the browser.
Dragging more than one file into the browser will prompt you to create one item with multiple files or create individual new items.


2.   Insert a **Title**. For information on how best to complete the fields for maximum exposure of your data, see our how-to guide here. Tips on how to fill out each of the fields can also be found on the right side of the screen.
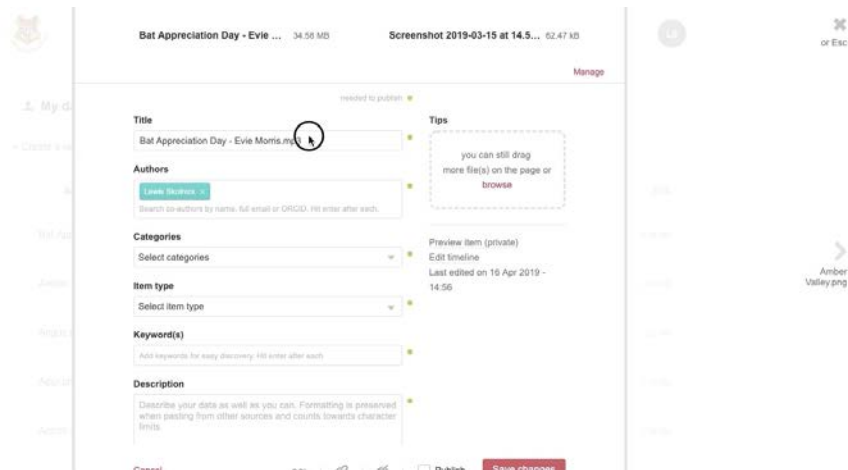
3.   Add **Authors**. You can rearrange the order in which the authors appear and remove yourself as an author if you are uploading on behalf of someone. You can also search by entering the email address or ORCID (if the author has synced their ORCID to their Figshare account) of the author you want to add. To add an author who doesn't have a Figshare account, select **Add author details** and enter their name, email address (optional), and ORCID (optional).
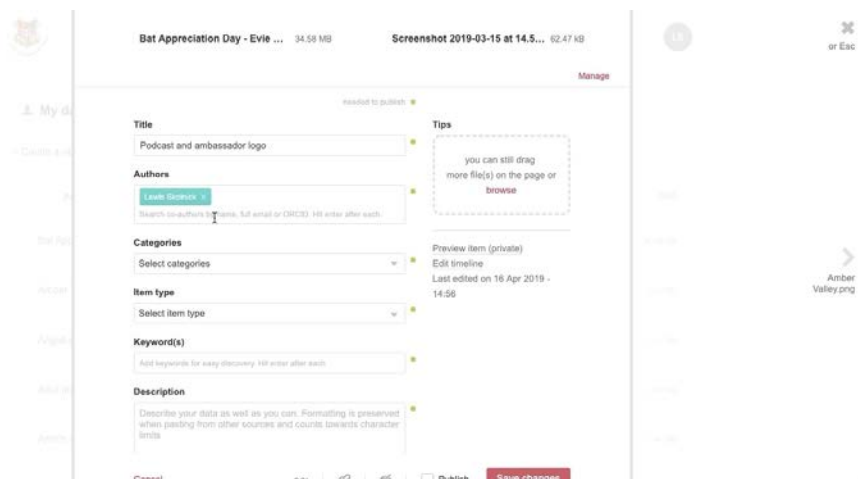

4.   Select a **Category**. These are taken from the Australian Fields of Research classification system. You can choose more than one and either select from the drop-down menu or search for your subject area. If you can't find exactly what you're looking for, we recommend finding the best option and getting more specific in the **Keywords** section.
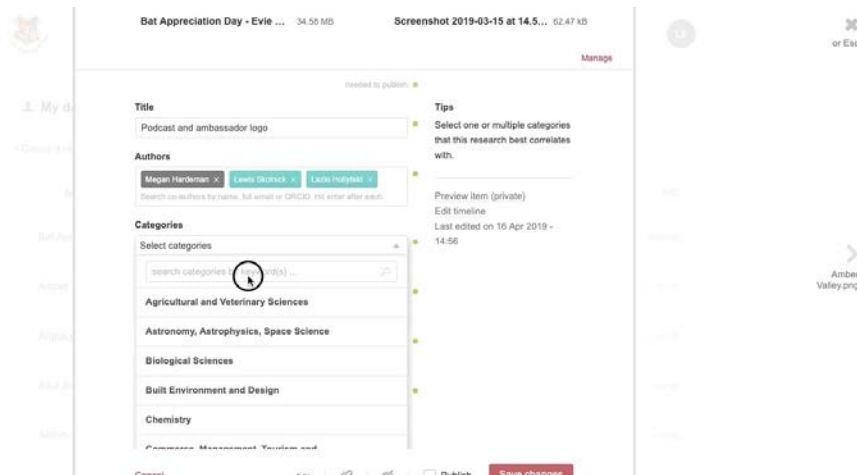
4b. You may see a field called **Group**. This is an optional field set by your institution which allows users to select the group in which the item should appear. If this field appears on your institution's instance of Figshare, please select a group from the dropdown menu. You can also search for the group in the search bar at the top of the menu.

When this item is published, it will appear in the group you have selected from the menu. If the text in the field is grey, it means you only belong to one group and are unable to select any alternative groups.
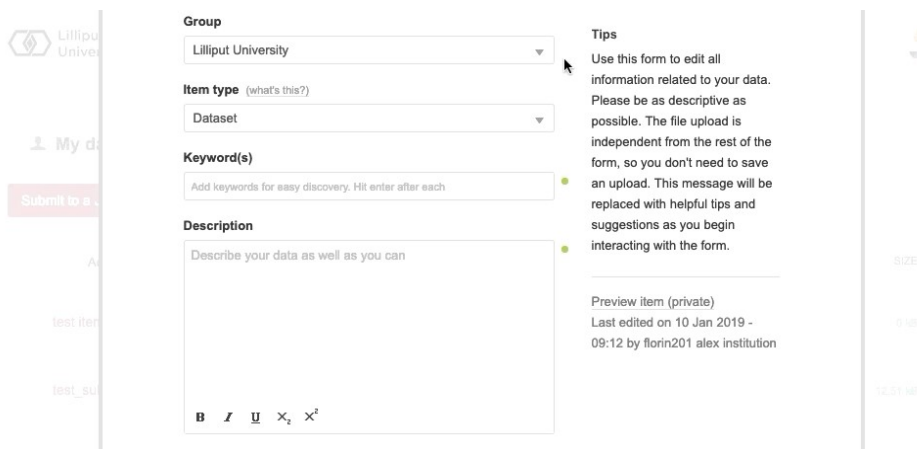

5.   Select the **Item type** from the drop-down menu. We accept any file type and preview over 1,200 file extensions in the browser. This field may be auto populated based on the file extension you have uploaded but you can override it by selected a different option from the drop-down menu.
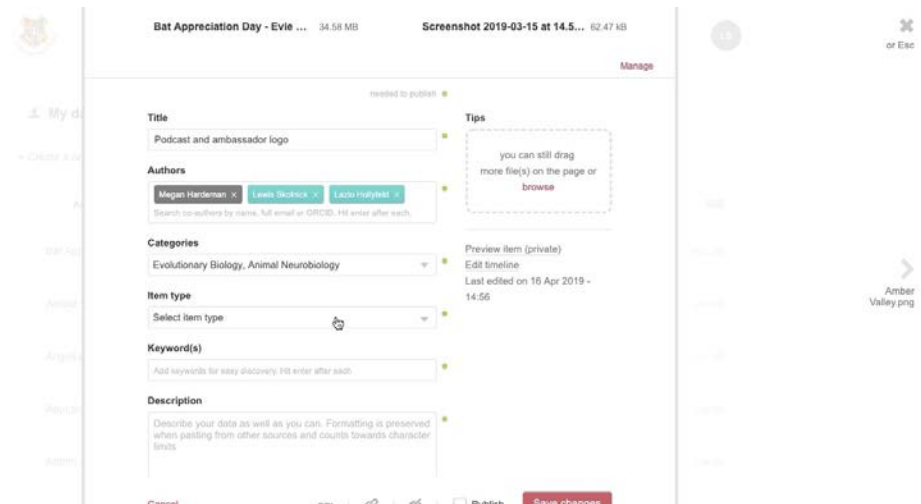
6.   Add **Keyword(s)**. These should be more specific than the category and help others find your research. Add as many keywords as you want - just hit enter after each keyword. Figshare remembers ones you've entered previously and will suggest keywords based on keywords that have been added to the database previously.
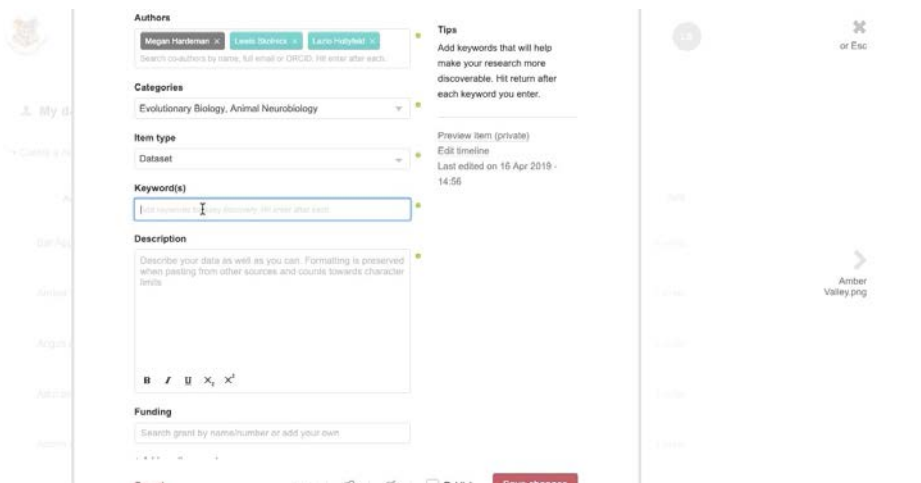

7.   Write a **Description**. This should include any relevant information that pertains to your research - this might include information about the methodology, approval for data collection, or legal or ethical requirements. Be as descriptive as you can! You can also paste HTML into this field.
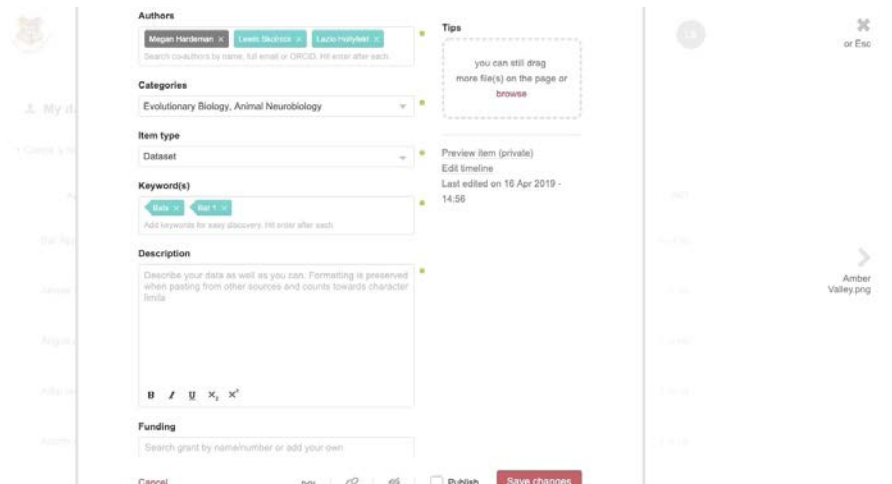
8.　You can also add **Funding** information related to your data and **References** to other materials related to your research outputs. When typing in your funder information, Figshare will search the Dimensions database for your funder and hyperlink to the Dimensions page bridging the connection between your research outputs and the funder. To add funding information that doesn't appear in Dimensions, just type the funder information into the field and don't select anything from the drop-down menu.

Neither of these fields are required in order to publish data.
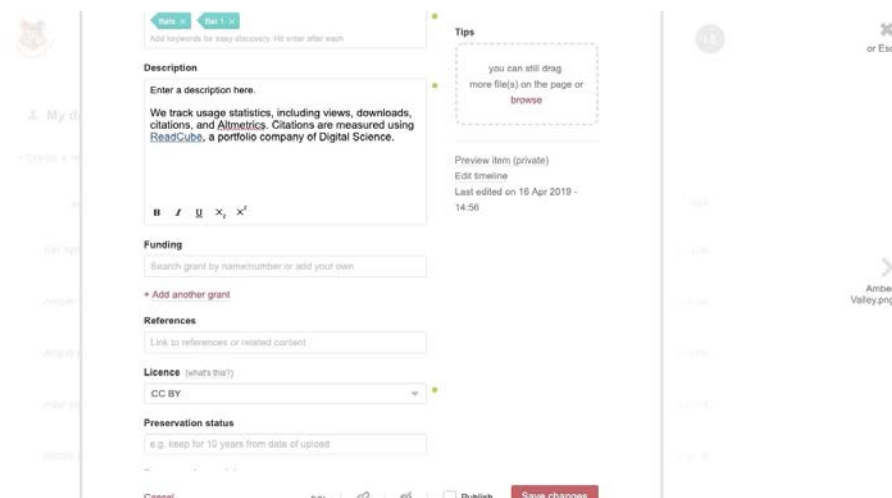
Once you've published the item, you can click on the **Funding** information to see more information.

9.   Select a **License**. This will determine how others can reuse your data. You can choose from a number of licenses based on your reuse requirements. For more information on which license to choose, click here.
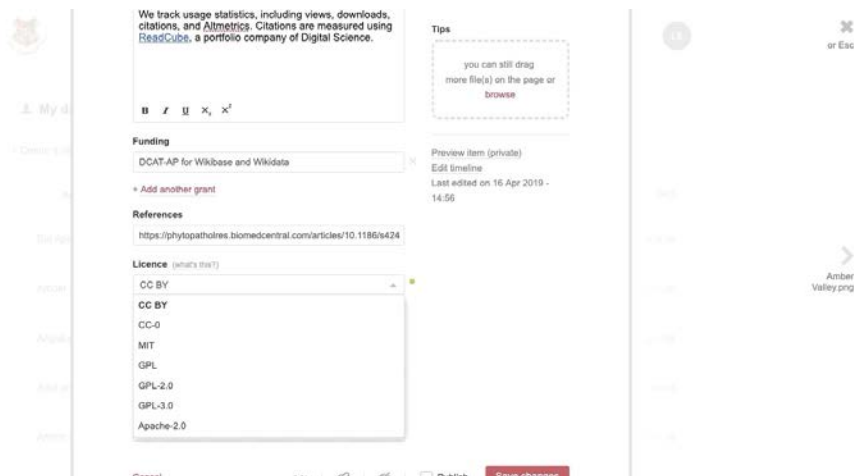
10.   Tick **Publish**. When doing so, you'll be prompted to check the license you've assigned and the terms of use. If your institution has review turned on, you may be prompted that your item will be sent for review before it's made publicly available. Make sure everything you have submitted is accurate - once it's published, it's permanently available.

Other things to consider:
1.   Ensure your data does not breach the 'Data Protection Act'.
2.   Ensure you have removed any Protected Health information.
3.   Ensure you have removed any identifying information.
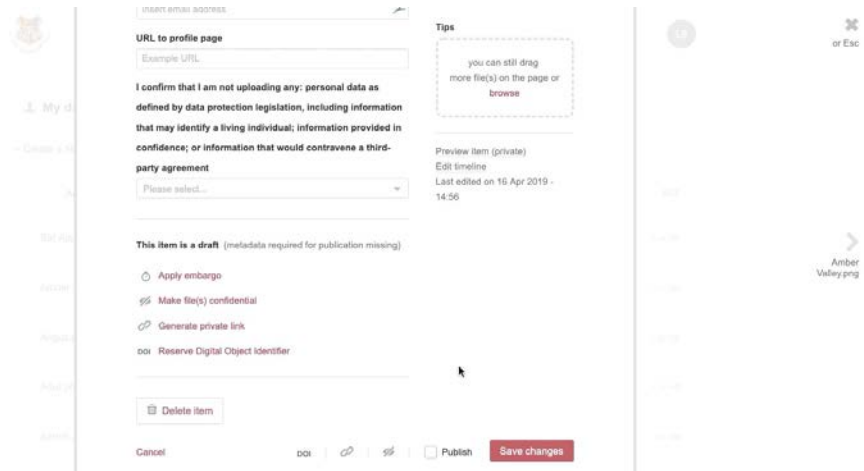
Contact us for further assistance

Ms. Mutali Lithole
Email: mlithole@uj.ac.za
Tel: 011 559 3374