

# How to upload

A dataverse is a container for datasets. You may choose to create a dataverse (once you create a dataverse, you will become the administrator of that dataverse which will allow you to have access to manage the settings, e.g. create Guestbook, create reusable metadata templates, etc.) to contain the datasets (e.g. research data, code, documentation, and metadata) associated with individual researchers, departments, journals, or organizations. Each dataset contains descriptive metadata and data files (including documentation and code that accompany the data). As an organizing method, a dataverse may also contain sub-dataverse(s) or sub-sub-dataverse(s).

However, you may also upload dataset(s) directly to DR-NTU (Data) without creating a dataverse.

Before depositing your dataset(s), please take a few minutes to think about whether you would want to create a dataverse or just upload datasets to DR-NTU (Data).

## A. Upload dataset(s) to DR-NTU (Data)

[\[Click Here\]](#)

## B. Create dataverse and upload dataset(s) to DR-NTU (Data)

[\[Click Here\]](#)

**We strongly recommend that you attend the DR-NTU (Data) workshops. To find out more: Alternatively, contact librarians for help at [rdm@ntu.edu.sg](mailto:rdm@ntu.edu.sg)**

## A. Upload dataset(s) to DR-NTU (Data)

If you have one dataset to upload for a particular project, consider option 1. Alternatively, if you have more than one datasets for the same project, consider option 2.

### Option 1:

Upload as one dataset (i.e. one record with one DOI)

Dataset [DOI]

- data file1
- data file2
- data file3

The screenshot illustrates the DR-NTU (Data) interface. At the top, a search bar shows 'Perceptions of Electoral Integrity, (PEI-4.5)' with a DOI of 10.7910/DVN/1057K. Below this, a search result for 'CERC Dataset (Full Hadza Data)' is shown with a DOI of 10.7910/DVN/ERKCLS. The dataset description states: 'This dataset includes demographic, behavioral, and religiosity data from eight different populations from around the world. The samples were drawn from: (1) Coastal and (2) Inland Tanna, Vanuatu; (3) Hadzaland, Tanzania; (4) Lovu, Fiji; (5) Pointe aux Piments, Mauritius; (6) Periquito, Brazil; (7) Kyrgyz, Tyva Republic; and (8) Yasawa, Fiji. Also included in the .xls file is an accompanying codebook for variable definitions. Note that this set includes data from the Hadza sample not included in main file. Also included is a script for R that highlights analyses from Purzycki, et al. (2016). Moralistic Gods, Supernatural Punishment and the Expansion of Human Sociality, Nature, 530(7590): 327-330.' The files section lists three files: 'CERC Dataset (Full Hadza Data).tab', 'CERC Dataset (Full Hadza Data).xls', and 'CERC R Code', each with a corresponding 'data file' label.

### Steps to deposit and publish your final research dataset:

1. Login to DR-NTU (Data) using your NTU Staff Authentication and password.
2. Go to "Add Data".
3. Select "New Dataset". [By creating a new dataset, you will get a DOI for the whole set of the data files.]
4. Enter the information about your dataset for each citation metadata field.  
**Note:** Use the following title for your dataset if your dataset is replication data (replication datasets include all information necessary to replicate empirical results).  
Replication data for: *Title of your research paper*
5. Upload your data files.
6. Click "Save Dataset".
7. Click "Edit Files" to edit the metadata (file name, description about the file) and tags (data types such as code, questionnaire, detailed usage terms, etc.) for each file.

8. Click “Edit” to edit the metadata, terms and permissions for the dataset. It is important for you to provide comprehensive input here to ensure the discoverability and reusability of your data. See [Dataverse, Dataset, File Management](#) guide for more details.
9. Publish your data.

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## Option 2:

Upload as multiple datasets (i.e. multiple records with different DOIs)

1<sup>st</sup> Dataset of [DOI1]

- data file1
- data file2
- data file3

2<sup>nd</sup> Dataset [DOI2]

- data file1
- data file2
- data file3

...

N<sup>th</sup> Dataset [DOI3]

- data file1
- data file2
- data file3

Multiple Datasets (with different DOIs)

1 to 10 of 62,441 Results

Perceptions of Electoral Integrity, (PEI-4.5)  
Aug 18, 2016 - Perceptions of Electoral Integrity Dataverse  
Norris, Pippa; Martinez I Coma, Ferran; Nai, Alessandro; Gromping, Max, 2016, "Perceptions of Electoral Integrity, (PEI-4.5)", doi:10.7910/DVNLMY057K, Harvard Dataverse, V2  
This data set by the Electoral Integrity Project evaluates the quality of elections held around the world. Based on a rolling survey collecting the views of election experts, this research provides independent and reliable evidence to compare whether countries meet international...

CERC Dataset (Full Hadza Data)  
Aug 18, 2016  
Purzycki, Benjamin; Apicella, Coren; Atkinson, Quentin; Xygalatas, Dimitris, 2016, "CERC Dataset (Full Hadza Data)", doi:10.7910/DVNMERKCLS, Harvard Dataverse, V2  
[UNF:6.31h4t50Y1U1z57NkyERhQ==]  
This dataset includes demographic, behavioral, and religiosity data from eight different populations from around the world. The samples were drawn from: (1) Coastal and (2) Inland Tanna, Vanuatu; (3) Hadzaland, Tanzania; (4) Lovu, Fiji; (5) Pointe aux Piments, Mauritius; (6) Pesqu...

CERC Dataset (Main)  
Aug 18, 2016  
Purzycki, Benjamin; Apicella, Coren; Atkinson, Quentin; Xygalatas, Dimitris, 2016, "CERC Dataset (Main)", doi:10.7910/DVNMRTSJTV, Harvard Dataverse, V2  
This dataset includes demographic, behavioral, and religiosity data from eight different populations from around the world. The samples were drawn from: (1) Coastal and (2) Inland Tanna, Vanuatu; (3) Hadzaland, Tanzania; (4) Lovu, Fiji; (5) Pointe aux Piments, Mauritius; (6) Pesqu...

KwaZulu-Natal (South Africa) Development Indicators Household Survey, 1996 (M1066V1)  
Aug 18, 2016 - UCLA Social Science Data Archive Dataverse  
KwaZulu-Natal Provincial Government; Human Sciences Research Council (HSRC), 2016, "KwaZulu-Natal (South Africa) Development Indicators Household Survey 1996 (M1066V1)", doi:10.7910/DVNMRSU1V, Harvard Dataverse, V1

## Steps to deposit and publish your final research dataset:

1. Login to DR-NTU (Data) using your NTU Staff Authentication and password.
2. Go to "Add Data".
3. Select "New Dataset". [By creating a new dataset, you will get a DOI for the whole set of the data files.]
4. **Name your datasets with the same title and append sequential number or meaningful text to the title of each dataset.**  
**e.g.:**  
**1<sup>st</sup> dataset: title ABC+ sequential number/ meaningful text**  
**2<sup>nd</sup> dataset: title ABC + sequential number/ meaningful text**  
Note: Use the following title for your dataset if your dataset is replication data (replication datasets include all information necessary to replicate empirical results).  
Replication data for: *Title of your research paper*
5. Enter the information about your dataset for each citation metadata field.
6. Upload your data files.
7. Click "Save Dataset".
8. Click "Edit Files" to edit the metadata (file name, description about the file) and tags (data types such as code, questionnaire, detailed usage terms, etc.) for each file.
9. Click "Edit" to edit the metadata, terms and permissions for the dataset. It is important for you to provide comprehensive input here to ensure the discoverability and reusability of your data. See [Dataverse, Dataset, File Management](#) guide for more details.
10. **Repeat steps 2- 9.**
11. Publish your data.

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## B. Create dataverse and upload dataset(s) to DR-NTU (Data)

If you would like to create a dataverse for one dataset, consider option 1. If you have multiple datasets to keep under the same dataverse, you may consider option 2. As dataverse may contain sub-dataverse(s) and sub-sub-dataverse(s), you follow option 3 to create multiple sub-dataverses and sub-sub-dataverse for your multiple datasets.

### Option 1:

Create one dataverse for one dataset (i.e. one record with one DOI under a dataverse)

#### Dataverse

- Dataset [DOI]
  - data file1
  - data file2
  - data file3

The figure illustrates the process of creating a dataverse for a single dataset through three sequential screenshots of the DR-NTU (Data) interface:

- Search for a Dataverse:** The top screenshot shows a search for "One dataverse". The results list several dataverses, including "narwhal beam data Dataverse" (Aug 16, 2016). A red box highlights this specific dataverse.
- Search for a Dataset:** The middle screenshot shows a search for "One dataset". The results list a single dataset, "narwhal beam dataset" (Aug 16, 2016). A red box highlights this dataset, and a yellow arrow points from the dataverse in the previous screenshot to this dataset.
- Dataset Details and Files:** The bottom screenshot shows the details for the "narwhal beam dataset". The DOI is highlighted with a red box. Below the description, there are four files listed: "11clicks\_clicks.xlsx", "11clicks\_duration.tab", "11clicks\_spectra.csv", and "JM\_11clicks.tab". Each file has a "Download" button. A green box highlights the "Dataset1" label, and blue boxes label the files as "data file 1", "data file 2", and "data file 3".

### Steps to deposit and publish your final research dataset:

1. Login to DR-NTU (Data) using your NTU Staff Authentication and password.
2. Go to "Add Data".
3. Select "New Dataverse".

4. Enter the necessary information about the project, choose the metadata fields, browse/search facets. [By creating a Dataverse, you will get a URL for the Dataverse. Also, you will be able to create a metadata template for future data depositing under the same Dataverse.]
5. Click "Create Dataverse".
6. Go to "Add Data".
7. Select "New Dataset". [By creating a new dataset, you will get a DOI for the whole set of the data files]
8. Enter the information about your dataset for each citation metadata field.  
Note: Use the following title for your dataset if your dataset is replication data (replication datasets include all information necessary to replicate empirical results).
9. Upload your data files.
10. Click "Save Dataset".
11. Click "Edit Files" to edit the metadata (file name, description about the file) and tags (data types such as code, questionnaire, detailed usage terms, etc.) for each file.
12. Click "Edit" to edit the metadata, terms and permissions for the dataset. It is important for you to provide comprehensive input here to ensure the discoverability and reusability of your data. See [Dataverse, Dataset, File Management](#) guide for more details.
13. Publish your Dataverse and dataset.

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## Option 2:

Create one dataverse for multiple datasets (i.e. multiple records with different DOIs under a dataverse)

### Dataverse

- Dataset1 [DOI1]
  - data file1
  - data file2
- Dataset2 [DOI2]
  - data file1
  - data file2
- Dataset3 [DOI3]
  - data file

The screenshot illustrates the Dataverse interface. At the top, a blue box labeled "One Dataverse" points to a search results page for a dataverse containing 1,799 results. Below this, a yellow box labeled "Multiple datasets" points to a search results page for a specific dataverse containing 4 datasets. A green box labeled "Dataset1" highlights the details for the "IRS Current Exempt Organizations Database", showing its DOI (10.7910/DVN/24PZ0G) and a list of two data files: "Exempt Organizations.rds" and "Exempt Organizations Tab". Blue boxes labeled "data file 1" and "data file 2" point to these files. A blue box labeled "DOI" points to the DOI field in the dataset details.

## Steps to deposit and publish your final research dataset:

1. Login to DR-NTU (Data) using your NTU Staff Authentication and password.
2. Go to "Add Data".
3. Select "New Dataverse".
4. Enter the necessary information about the project, choose the metadata fields, browse/search facets. [By creating a Dataverse, you will get a URL for the Dataverse. Also, you will be able to create a metadata template for future data depositing under the same Dataverse.]
5. Click "Create Dataverse".
6. Go to "Add Data".
7. Select "New Dataset". [By creating a new dataset, you will get a DOI for the whole set of the data files]

8. Enter the information about your dataset for each citation metadata field.  
Note: Use the following title for your dataset if your dataset is replication data (replication datasets include all information necessary to replicate empirical results)
9. Upload your data files.
10. Click “Save Dataset”.
11. Click “Edit Files” to edit the metadata (file name, description about the file) and tags (data types such as code, questionnaire, detailed usage terms, etc.) for each file.
12. Click “Edit” to edit the metadata, terms and permissions for the dataset. It is important for you to provide comprehensive input here to ensure the discoverability and reusability of your data. See [Dataverse, Dataset, File Management](#) guide for more details.
13. **Repeat step 6 to 12 for other datasets.**
14. Publish your Dataverse and dataset

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### Option 3:

Create one dataverse for multiple sub-dataverses contain multiple datasets (i.e. one dataverse contains multiple sub-dataverses and each dataverse has multiple records with different DOIs)

#### Dataverse

- Dataverse1
  - Dataset [DOI1]
    - data file1
    - data file2
- Dataverse2
  - Dataset [DOI2]
    - data file1

The screenshot illustrates the structure of a Dataverse. At the top, a blue box labeled "One dataverse" points to a search results page for the "Murray Research Archive Dataverse (Harvard University)". Below this, a yellow box labeled "Multiple dataverses" points to the "Murray Research Archive Dataverse" home page, which lists several sub-dataverses like "Diversity Datasets: Race, Ethnicity, Sexual Orientation, Religion Dataverse". A green box labeled "Multiple datasets (with different DOIs)" points to a search results page for the "Politics and Government Dataverse", which lists multiple datasets such as "Zilboog-Friedman Archives, 1936-1941" and "Completion of Participation and Non-participation in the Women's Liberation Movement, 1972-1974".

The bottom part of the screenshot shows a detailed view of a dataset titled "Zilboog-Friedman Archives, 1936-1941" (DOI: 10.7927/H73D-1007D3). A blue box labeled "dataset 1 (DOI 1)" highlights the dataset title. Below the description, a list of files is shown, with two files highlighted in blue boxes: "data file 1" and "data file 2".

### Steps to deposit and publish your final research dataset:

1. Login to DR-NTU (Data) using your NTU Staff Authentication and password.
2. Go to "Add Data".
3. Select "New Dataverse".
4. Enter the necessary information about the project, choose the metadata fields, browse/search facets.  
[By creating a Dataverse, you will get a URL for the Dataverse. Also, you will be able to create a metadata template for future data depositing under the same Dataverse.]
5. Click "Create Dataverse".
6. Go to "Add Data".
7. Select "New Dataset". [By creating a new dataset, you will get a DOI for the whole set of the data files]
8. Enter the information about your dataset for each citation metadata field.  
Note: Use the following title for your dataset if your dataset is replication data (replication datasets include all information necessary to replicate empirical results).
9. Upload your data files.
10. Click "Save Dataset".
11. Click "Edit Files" to edit the metadata (file name, description about the file) and tags (data types such as code, questionnaire, detailed usage terms, etc.) for each file.
12. Click "Edit" to edit the metadata, terms and permissions for the dataset. It is important for you to provide comprehensive input here to ensure the discoverability and reusability of your data. See [Dataverse, Dataset, File Management](#) guide for more details.
13. **Repeat step 2 to 12 for other sub Dataverses**
14. Publish your Dataverse and dataset

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