

Archiving and publishing data in Research Data JCU – a quick guide

1. Identify the research data that directly supports the validity and integrity of the findings in your thesis, publications, or other research outputs

It's highly likely that you have generated research data and information that needs to be archived via a Data Record – to comply with the Code for the Responsible Conduct of Research.

Not all data needs to be archived e.g. if it is included in your output. Our [Identifying Data for Archiving](#) information sheet (written for non-STEM researchers) has some examples from the creative arts, history and ethnographic fieldwork – as well as these general principles:

- If you need to refer to something in your research output that you have generated, then it is research data or information;
- Working notes, reflections and observations that are used to develop your findings or creative output, but that are not required for validation (referred to) do not constitute research data in this context;
- Academic referencing can be used for external source documents and materials, and these do not need to be archived.

Every project is unique so please contact us at researchdata@jcu.edu.au if you would like to discuss your data and archiving - we can help you decide what needs to be retained (and where to store it) or grant an exemption.

2. Prepare your completed (read-only) data and supporting documentation for archiving (Data Record) and data sharing (Data Publication)

For example, you may need to consider:

- Saving or exporting your data into other file formats e.g. save MS Word files as PDF, export SPSS .sav as CSV etc. Durable file formats facilitate long-term preservation and access to your datasets, as required by the Code and data sharing norms;
- Revisiting your folder structures and file names with sharing and storage in mind i.e. ensure they can be easily understood (create a README if necessary) and consider creating separate folders for sensitive and non-sensitive data, as different storage options may apply;
- Organising any supporting documentation as this needs to be archived alongside your data e.g. codebooks, R scripts, interview guides etc. This helps to ensure that your data can be understood and interpreted correctly.

The [Organise Data](#) page, in Step 2 – Manage, on the RDIM website has more information about organising data.

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3. Complete a Data Record in [Research Data JCU](#) and store a copy of your data in a JCU compliant storage solution

This non-public, metadata record includes information about your project and data, the people involved, the retention period that applies and where your data is stored.

Your datasets are strategic assets for JCU and it's our (the University's) responsibility under the Code to manage them throughout their lifecycle. Archiving your data via a Data Record allows you (and your advisors) to keep track of your data, uphold its integrity if challenged - and is required in order to create Data Publications.

Getting started: Go to [Research Data JCU](#), select the centre (green) tile and click on the *Sign in with AAF* button to login with your JCU credentials (SSO)

Need more help? The [Research Data JCU Platform](#) page on our website gives an overview of the platform and includes more details on logging in, suggestions for when to complete metadata records and the read/write permissions that apply to each role in the system.

Completing a Data Record: You can create a Data Record directly from your Research Data Management Plan (RDMP) using the 'Create a data record from this plan' button – if you have one! Use the 'Plan' menu to 'View & Update RDMP' if you created your RDMP earlier.

Alternatively, use the 'Archive' menu to 'Create Data Record'. Follow this method if you do not have an RDMP. **An RDMP was not mandatory until 2021 and you do NOT need to complete one retrospectively if you commenced prior to 2021.**

The [How to Create a Data Record](#) page, in Step 3 – Archive, of the [RDIM](#) website includes screenshots for both methods.

Storage: If your data is less than 100 MB in total and not sensitive (see Step 4) you can attach files to your Data Record. You can drag and drop or upload files – or attach a zip file in order to maintain a complex folder structure.

If your data is > 100 MB or sensitive please email us at researchdata@jcu.edu.au and we will work with you to transfer and store your data in a JCU compliant solution.

You can also provide URLs for data held in other trusted repositories such as the NCBI.

4. Complete a Data Publication in [Research Data JCU](#) and submit it for review

This public metadata record includes detailed descriptions of the data, establishes the conditions for access and re-use (including the use of licences) and will usually involve [issuing a DOI](#). This ensures your data is both discoverable (great for your visibility as a researcher) and protected from unauthorised access, and that others can interpret/validate, re-use and cite it correctly.

You can read more about the [benefits of data management and sharing](#) on our website.

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Ethical and other limitations on data sharing: You may need to limit or restrict access to your data due to ethical or legal obligations, such as intellectual property arrangements, confidentiality obligations made to participants or restrictions on the publication of sensitive information. If your data cannot be shared you can create a metadata only Data Publication (this “advertises” your work and can even attract collaborators) or (if you are an HDR) contact us for an exemption.

You need to have obtained consent (check your ethics documentation) to share data – this applies to de-identified data being made available via conditional access as well as open data.

Support for publishing papers & data: We can issue a DOI urgently, and (optionally) embarqo your Data Publication (tick the box in the Submit tab in Research Data JCU) and organise anonymous peer review of datasets on request, should you need this for a manuscript submission. Please let us know (email researchdata@jcu.edu.au) if you require an urgent DOI or anonymous peer review so we can prioritise this for you.

Completing a Data Publication: You must have an archival Data Record in order to create one or more Data Publications from it. Many of the metadata fields in the Data Publication will be auto-filled from the Data Record.

You can create a Data Publication directly from your Data Record using the ‘Create a Data Publication from this record’ button! Use the ‘Archive’ menu to ‘View & Update Data Record’ if you created your Data Record earlier. Alternatively, use the ‘Publish’ menu to ‘Create a Data Publication’ and then choose a Data Record to link to when prompted.

The [How to Create a Data Publication](#) page, in Step 4 – Publish, includes screenshots for both methods.

Here are some tips on writing a data description, establishing access conditions and choosing a licence – these are frequently asked questions!

Description: Your data description should cover:

- **Why** the data was collected (aims) to provide context for other researchers
- **How** the data was collected and processed, for example:
 - how subjects were selected/rejected, assigned to treatments/controls, how instruments were calibrated, how measurements were taken
 - how data was processed, analysed, cleaned etc. (R scripts can be loaded as attachments)
- **What** the dataset consists, for example:
 - types of files (e.g. transcripts, recordings, spreadsheets etc.), file structures, formats and any relationships between them
 - data variables e.g., how they are coded and their units. This information could be included in a codebook, README.txt or other supporting documentation (and loaded as an attachment) or embedded in the data itself.

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Access conditions: Data can be made available under open or conditional access or it can be restricted (no access). These options are explained on the [Access Conditions \(Open, Conditional, Restricted\)](#) page, in the Terminology section of the RDIM website.

It is important to note that you can make data available under different access conditions in your Data Publication – you can select (tick the boxes) which of the files listed you wish to make open, while limiting access (conditional or restricted) to other files. There is a mixed-methods example on the [website](#) under the 'More Options' heading.

You should choose the access condition from the drop-down menu that best applies to the dataset as a whole.

If you are an HDR your Primary Advisor (should be entered as the Data Manager) will be responsible for your dataset when you leave JCU and will grant or deny access to any datasets made available under conditional access. See the tip box below for more information about access conditions.

Choosing a licence: The most common licences are available in a drop-down in the metadata form. Other licences can be added as free text e.g. GNU or MIT licences are often used for software.

Licensing your data ensures you are given attribution (e.g. the BY condition in Creative Commons licences) and that the conditions for data re-use are made explicit. We prefer an open licence like CC BY to facilitate [FAIR data](#) and data re-use, but it's up to you and your advisors. The Creative Commons [website](#) had more information about the licences and a handy (beta) [licence chooser tool](#).

Please be aware that some journals will not accept more restrictive licences e.g. PLoS will ask you to re-license if you submit data with CC BY ND (where ND=no-derivatives) as this licence prevents meta-analysis.

You still need to select a licence if you are making your data available via conditional access, as it will apply if/when access is granted.

Please email the Research Data Services team at researchdata@jcu.edu.au if you need help archiving or publishing your research data in Research Data JCU and/or to organize storage for large datasets (>100 MB) or sensitive data.