



Using Figshare

a quick demonstration
for the **ilifu** user group

Friday, 29th March 2019, 13:45 - 14:00
CPUT Bellville Library Conference Centre

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Digital Library Services





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+ Follow

Manager: Digital Library Services (Art Theory and Criticism not elsewhere classified)

Cape Town, SA



I hold a MA(FA) and a BA(Hons) from University of Cape Town, as well as a BA in education from University of Cologne. My research MA on South African Jazz photography drew critical reflections on Fine Arts, Social history and Music. Before my employment at UCT Libraries in 2015 as manager of the Digital Library Services department, I worked as digitisation manager at the Centre for Popular Memory (UCT), as an art teacher, heading the Visual Arts Department at the German International School Cape Town, and as an archivist at the Art and Exhibition Hall of the Federal Republic of Germany. I have maintained a richly diverse freelance career, including lecturing in theory and discourse of art and critical studies at tertiary institutions in Cape Town and Stellenbosch, giving workshops in video, sound and photography, as well as writing reviews, exhibiting my photographic art. I am a research associate at Africa Open Institute for Music, Research and Innovation at Stellenbosch University.

Achievements



figshare ambassador

Publications

- <https://uct.academia.edu/NiklasZimmer>
- https://www.researchgate.net/profile/Niklas_Zimmer
- <https://academic.microsoft.com/#/profile/NiklasZimmer>
- https://meta.wikimedia.org/wiki/User:Niklas_Zimmer

4310 Item views 389 Item downloads 0 citations

Co-workers & collaborators



Thomas King

Project Curator
Cape Town, South Africa



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Contact

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ABOUT

ENGAGEMENT

AMBASSADORS

RESOURCES

NEWS & BLOG

FREYA is a 3-year project funded by the European Commission under the Horizon 2020 programme. The project aims to build the infrastructure for persistent identifiers as a core component of open science, in the EU and globally. FREYA will improve discovery, navigation, retrieval, and access of research resources. **New provenance services will enable researchers to better evaluate data and make the scientific record more complete, reliable, and traceable.** By engaging with the global community through the Research Data Alliance and other research infrastructures, **we work together to realise the vision of fully and effectively accessible data.**



Dr. Swijghuisen Reigersberg (<http://orcid.org/0000-0003-2337-7962>, @MurielSR) is an applied ethnomusicologist and practice-researcher affiliated with PARADISEC, Conservatorium of Music, and a researcher development manager (strategy) in the DVC Research Portfolio at The University of Sydney. Her research centres on Australian Indigenous Christian choral singing and the relationship between music, health and wellbeing. In her own time she works as a researcher and consultant.

Niklas-Zimmer



Niklas Zimmer is the Manager of Digital Library Services at University of Cape Town (UCT) Libraries. He holds an MA(FA) and a BA(Hons) from UCT, as well as a BA in education from University of Cologne. Before his employment at UCT Libraries in 2015, Niklas worked as digitisation manager at the Centre for Popular Memory at UCT, as an art teacher heading the Visual Arts Department at the German International School in Cape Town, and as an archivist at the Art and Exhibition Hall of the Federal Republic of Germany.

ORCID: 0000-0001-8078-0403 | Academia.edu: [NiklasZimmer](#) | Twitter: [NiklasZimmer](#)

Guo Xiaofeng



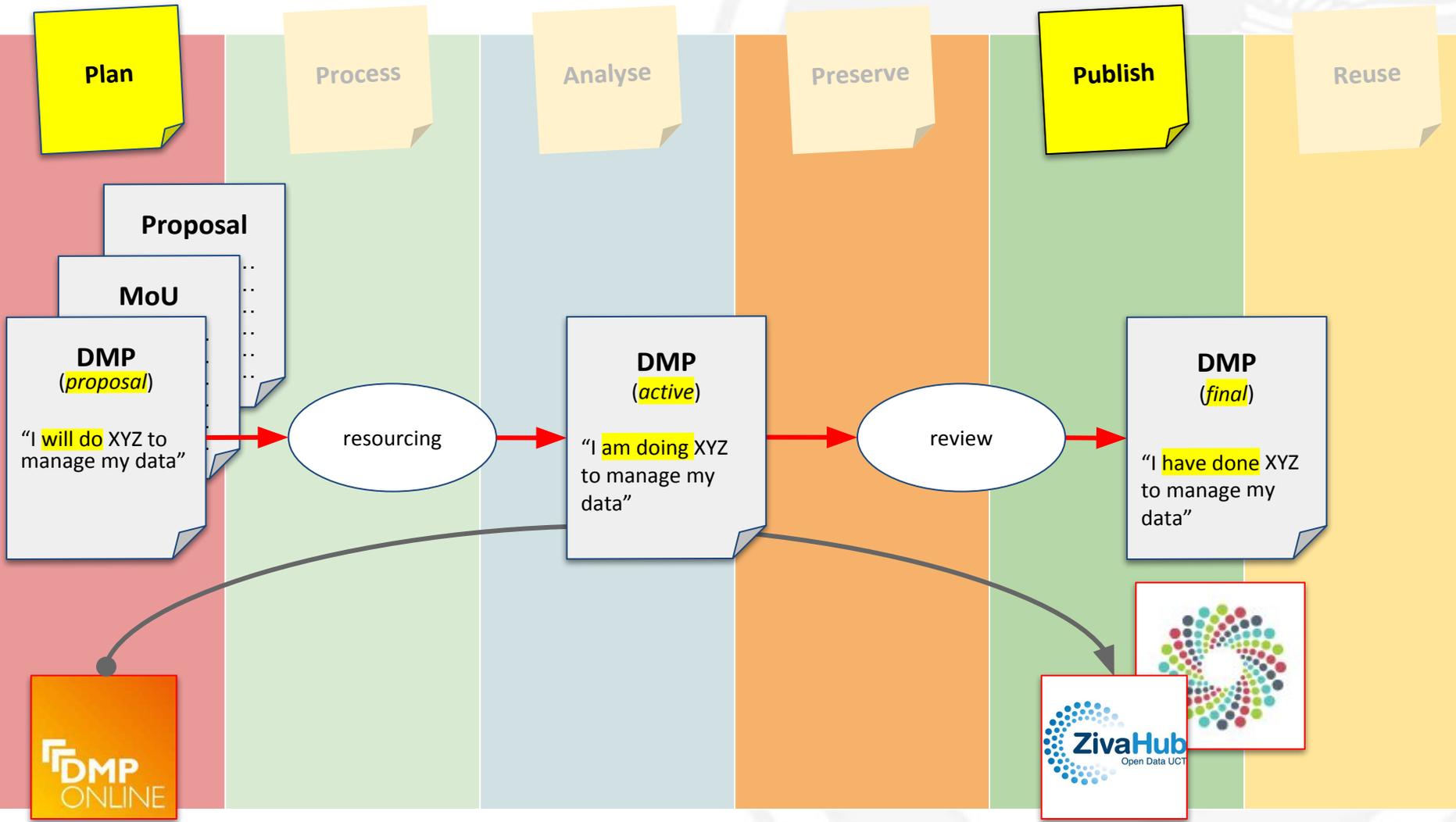
Ambassador Programme



FREYA | **Connected Open Identifiers for Discovery, Access and Use of Research Resources** | www.project-freya.eu | twitter: @freya_eu

1. DMPs | Resourcing and planning for data publishing
2. 5-star Open data | FAIR data
3. How to upload and publish data on Figshare
4. Data availability statement | DOI
5. Groups in Figshare
6. Tiered instances of Figshare
7. DLS resources on RDM at UCT Slack Workspace

DMPs | Resourcing and planning for data publishing



The Support-Your-Data RDM rubric

	Ad Hoc	One-Time	Active and Informative	Optimized for Re-Use
1. Planning your project	When it comes to my data, I have a "way of doing things" but no standard or documented plans.	I create some formal plans about how I will manage my data at the start of a project, but I generally don't refer back to them.	I develop detailed plans about how I will manage my data that I actively revisit and revise over the course of a project.	1. I have created plans for managing my data that are designed to streamline its future use by myself or others.
2. Organizing your data	I don't follow a consistent approach for keeping my data organized, so it often takes time to find things.	I have an approach for organizing my data, but I only put it into action after my project is complete.	I have an approach for organizing my data that I implement prospectively, but it not necessarily standardized.	2. I organize my data so that others can navigate, understand, and use it without me being present.
3. Saving and backing up your data	I decide what data is important while I am working on it and typically save it in a single location.	I know what data needs to be saved and I back it up after I'm done working on it to reduce the risk of loss.	I have a system for regularly saving important data while I am working on it. I have multiple backups.	3. I save my data in a manner and location designed maximize opportunities for re-use by myself and others.
4. Getting your data ready for analysis	I don't have a standardized or well documented process for preparing my data for analysis.	I have thought about how I will need to prepare my data, but I handle each case in a different manner.	My process for preparing data is standardized and well documented.	4. I prepare my data in such a way as to facilitate use by both myself and others in the future.
5. Analyzing your data and handling the outputs	I often have to redo my analyses or examine their products to determine what procedures or parameters were applied.	After I finish my analysis, I document the specific parameters, procedures, and protocols applied.	I regularly document the specifics of both my analysis workflow and decision making process while I am analyzing my data.	5. I have ensured that the specifics of my analysis workflow and decision making process can be understood and put into action by others.
6. Sharing and publishing your data	I share the results of my research, but generally I do not share the underlying data.	I share my data only when I'm required to do so or in response to direct requests from other researchers.	I regularly share the data that underlies my results and conclusions in a form that enables use by others.	6. Because of my excellent data management practices, I am able to efficiently share my data whenever I need to with whomever I need to.

Adapted from: Borghi J, Abrams S, Lowenberg D, Simms S, Chodacki J (2018) Support Your Data: A Research Data Management Guide for Researchers. Research Ideas and Outcomes 4: e26439. <https://doi.org/10.3897/rio.4.e26439>



NB: these example workflow stages are probably pretty wrong ... :

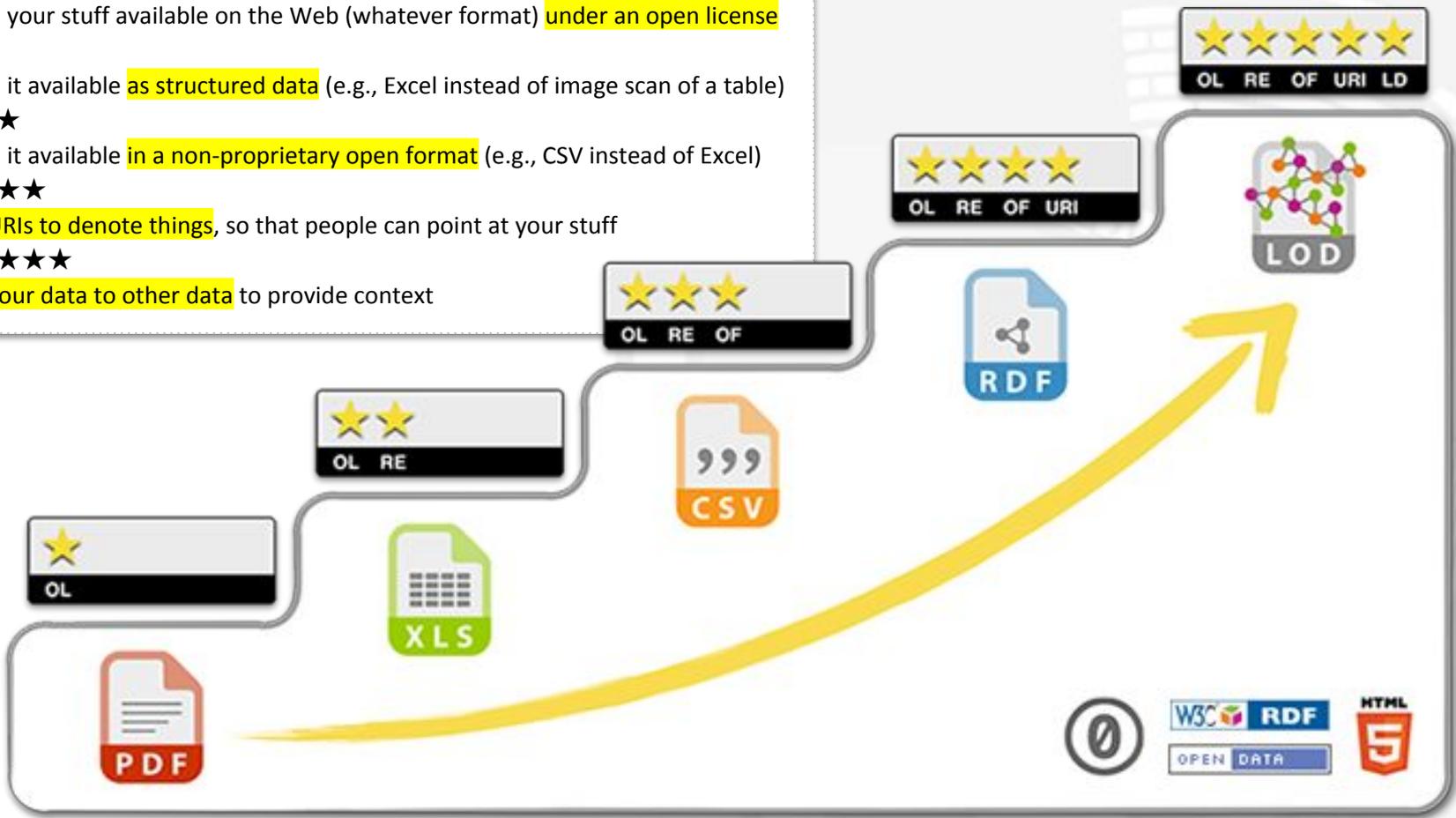




5-Star Open data | FAIR data

5 ★ Open Data

- ★
make your stuff available on the Web (whatever format) **under an open license**
- ★★
make it available **as structured data** (e.g., Excel instead of image scan of a table)
- ★★★
make it available **in a non-proprietary open format** (e.g., CSV instead of Excel)
- ★★★★
use URIs to denote things, so that people can point at your stuff
- ★★★★★
link your data to other data to provide context



Source: <https://5stardata.info/en/>

FAIR data

- Describe your data in a data repository
- Receive a persistent identifiers (e.g. uct doi provided by Figshare)

Findable

- Consider what can be published
- Obtain participant consent
- Perform de-identification / anonymisation

Accessible

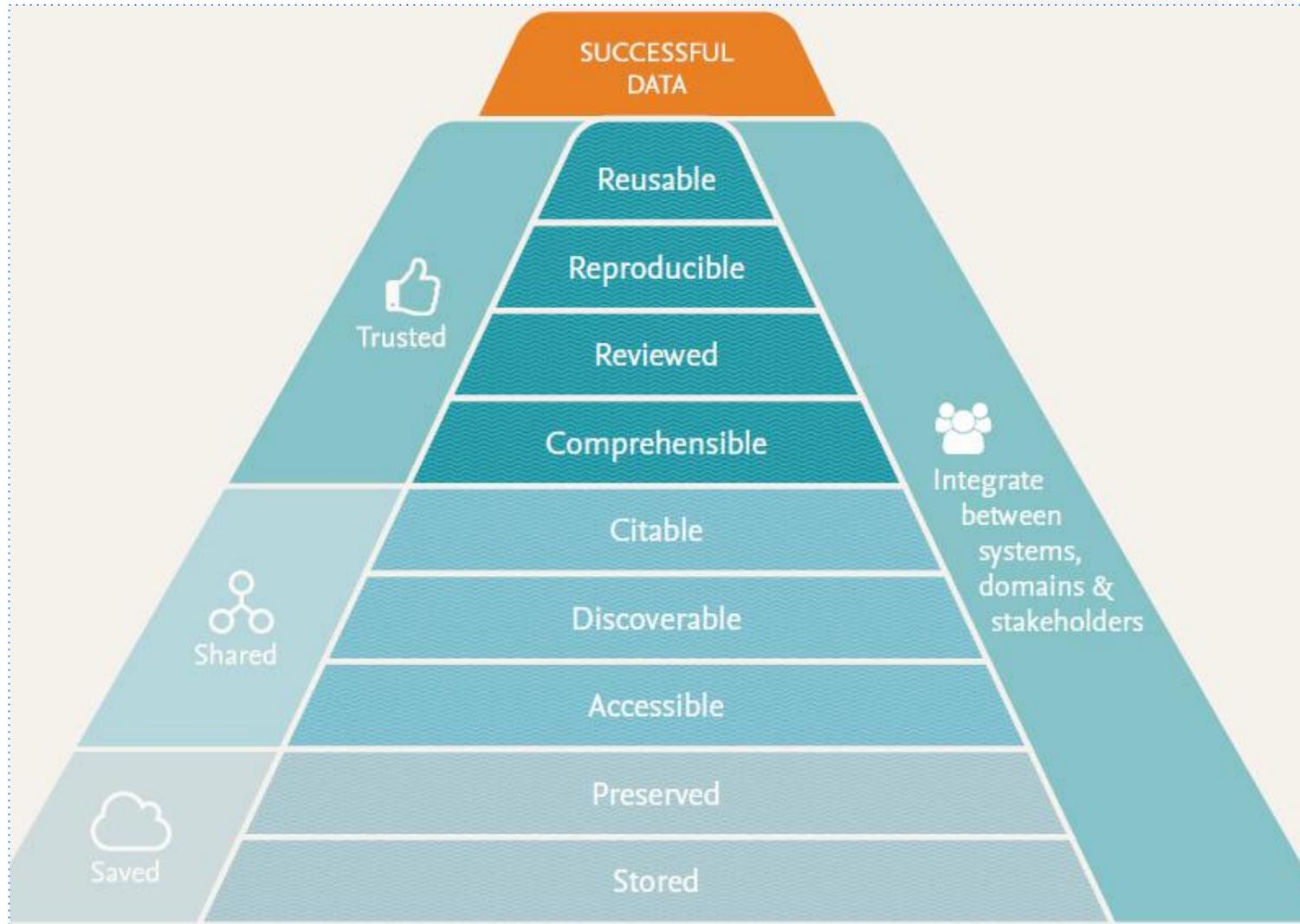
- Use open formats
- Apply consistent vocabulary
- Use common/disciplinary metadata standards

Interoperable

- Consider permitted use
- Apply machine-readable open licenses (e.g. CC-BY etc.)

Reusable

'Good RDM makes data reusable'



Source: [10 aspects of highly effective research data - Good research data management makes data reusable](#) By Anita de Waard, Helena Cousijn, PhD, and Usbrand Jan Aalbersberg, PhD



How to upload and publish data on Figshare

[Home](#) > Using figshare

Select a category

[Getting Started](#)**[How-To Guides](#)**[Information & Tips](#)[Our Policies](#)[Top 10 FAQs](#)

Looking for another answer?

[Visit Community Forum](#)[File Support Ticket](#)

How-To Guides

How to delete my account?**How to choose the most appropriate licence**

A guide to licensing your data, for institutional users only.

How to edit or delete my data

Find out how to make changes to your data. Please note that only private data can be deleted.

How to upload confidential files, linked files, embargoed files, and metadata records only

There are many ways to upload your data and/or metadata.

How to sync ORCID and DataCite for figshare**How to connect figshare with your GitHub account****How to use Collections****How to use projects and collaborate on Figshare****How to get a Personal Token****How to use the OAI-PMH**Source: <https://knowledge.figshare.com/>

Log in

Navigate to your institutions' Figshare portal and select 'Log in' at top right and enter your SSO (Single Sign-On) details. The process may vary depending on the respective institutional setup, but most Figshare instances in South Africa will likely be using [SAFIRE](#) for authentication.

The screenshot displays the Figshare website interface. At the top left is the Figshare logo. A search bar is located in the top center. To the right of the search bar are links for 'Browse' and 'Upload'. Further right are buttons for 'Sign up' and 'Log in'. The main content area features a large blue banner with the Lilliput University logo and name. Below the banner, the text 'Discover research from Lilliput University' is displayed with a dropdown arrow. At the bottom of the banner area, there are navigation links for 'NEW', 'POPULAR', 'CATEGORIES', and 'SEARCH'. Below the banner, there are statistics: '8864 views', '332 downloads', and 'more stats...'. The background of the page is a light blue and white gradient.

Source: <https://knowledge.figshare.com/>

+Create a new item

Select the **+Create a new item** button from the top left (or just drag and drop your file into the browser). If you are uploading a big file size then you can use our desktop uploader, see: [how to use the desktop uploader](#).

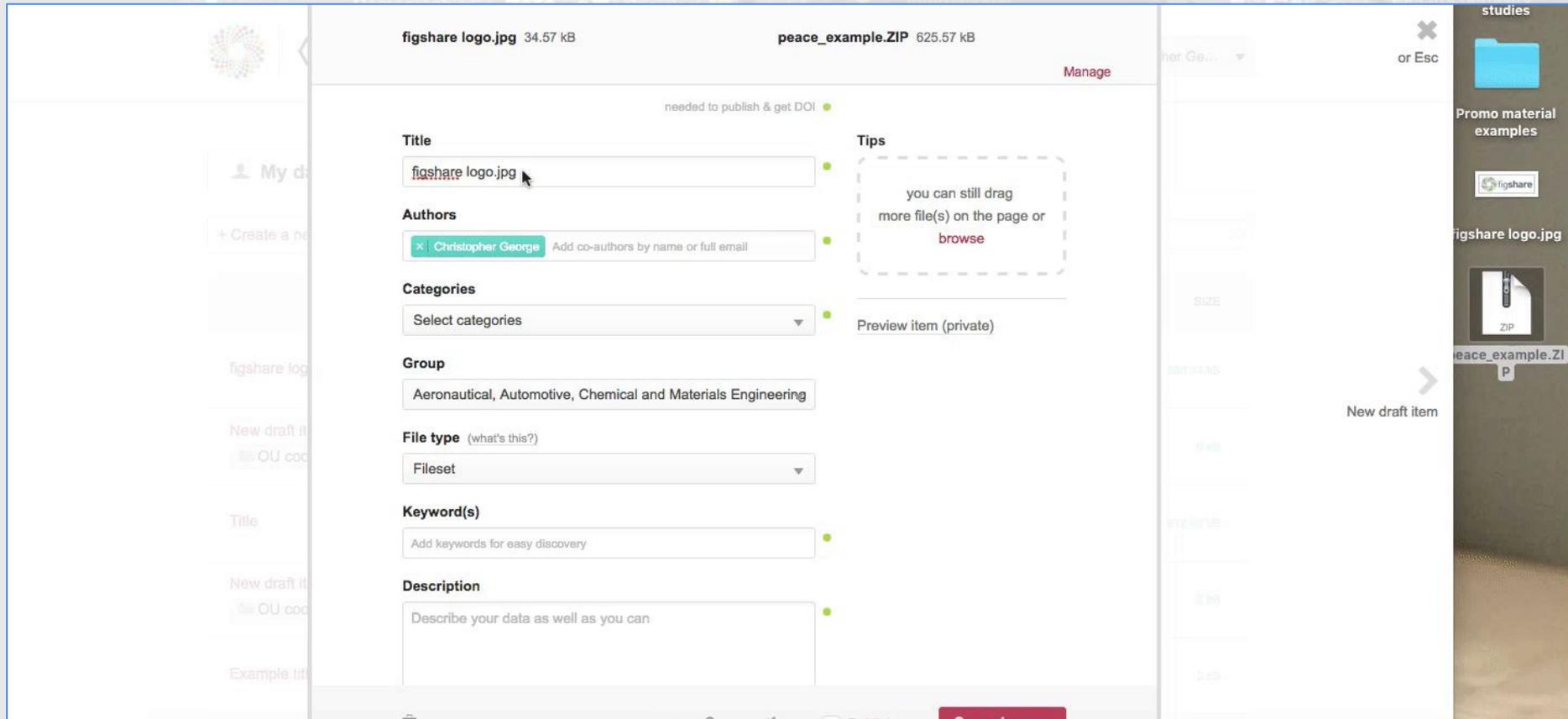
The screenshot shows the Figshare user interface for a user named Christopher Ge... The top navigation bar includes the Lilliput University logo, a search bar, and buttons for 'Browse' and 'Upload' (with a notification badge for 57 items). Below the navigation bar, there are tabs for 'My data', 'Projects', 'Collections', and 'Activity'. The 'My data' tab is active, showing a '+ Create a new item' button and a progress indicator for 673.96 MB out of 10 GB. A search bar for 'search my data...' is also present. Below this, a table lists the user's data items:

	STATUS	TYPE	CREATED	SIZE
New draft item OU cool stuff		DATASET	31.8.2016 16:22	0 kB
Title		FILESET	31.8.2016 14:25	617.62 kB
New draft item OU cool stuff		DATASET	31.8.2016 10:42	0 kB
Example title one		METADATA ONLY	31.8.2016 10:23	0 kB
New draft item		METADATA ONLY	31.8.2016 10:13	0 kB

Source: <https://knowledge.figshare.com/>

Insert a Title

For information on how best to complete the fields for maximum exposure of your data, see: [Figshare how-to guide](#). Tips on how to fill out each of the fields can also be found on the right side of the screen.

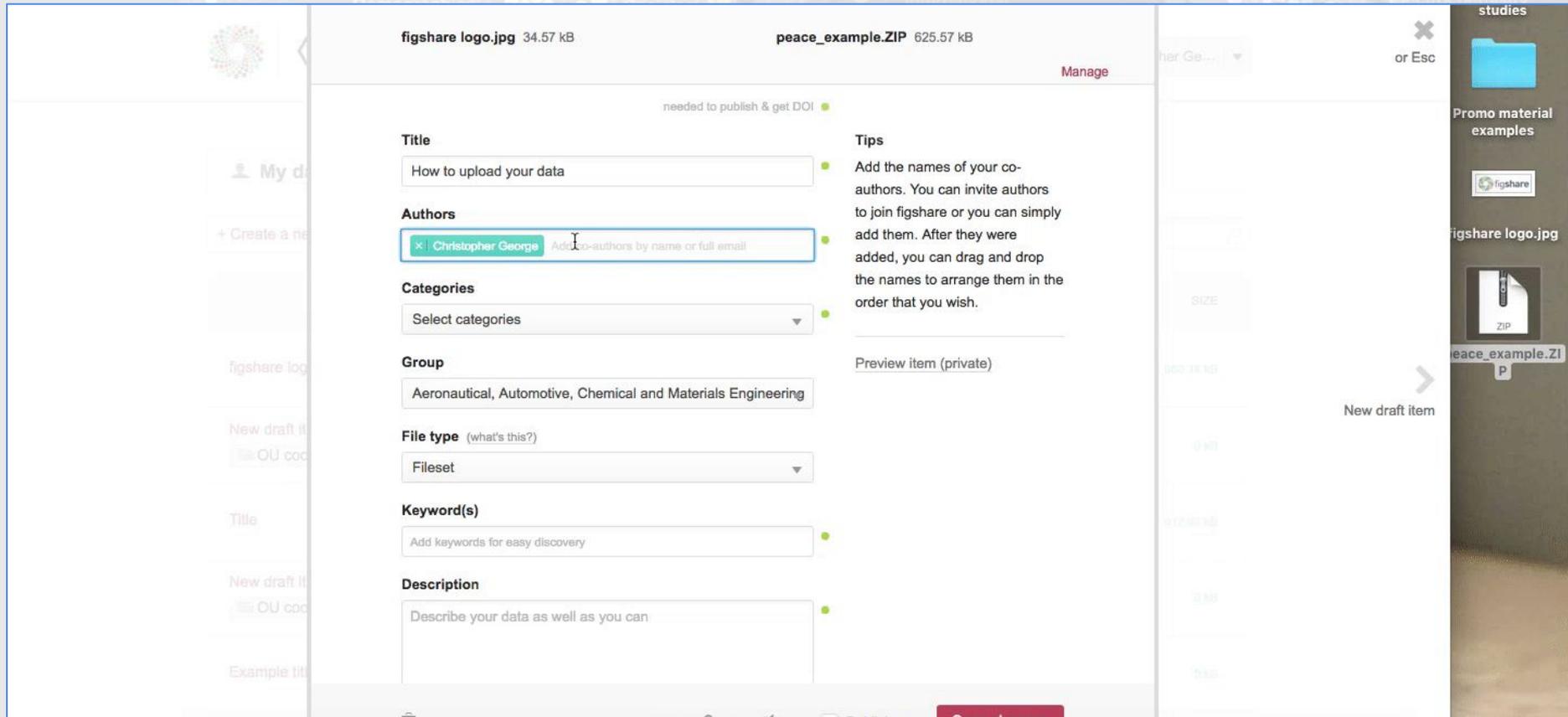


The screenshot displays the Figshare upload interface. At the top, two files are listed: 'figshare logo.jpg' (34.57 kB) and 'peace_example.ZIP' (625.57 kB). The main form is for the 'figshare logo.jpg' file. The 'Title' field contains 'figshare logo.jpg'. The 'Authors' field has 'Christopher George' added. The 'Categories' field is set to 'Aeronautical, Automotive, Chemical and Materials Engineering'. The 'File type' is 'Fileset'. The 'Keyword(s)' field is empty. The 'Description' field contains the text 'Describe your data as well as you can'. A 'Tips' box on the right side of the form states: 'you can still drag more file(s) on the page or browse'. A 'New draft item' button is visible on the right side of the interface.

Source: <https://knowledge.figshare.com/>

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 of the author you want to add.

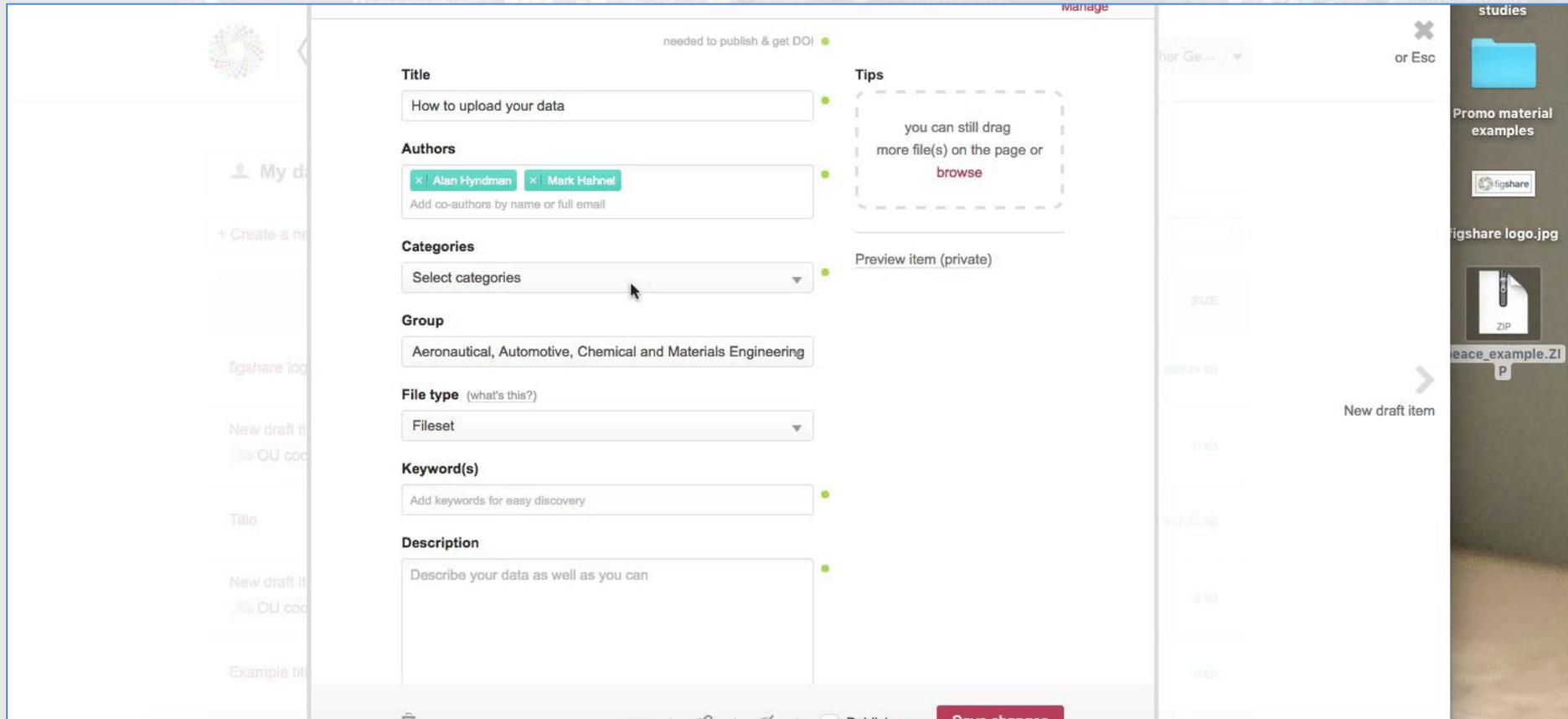


The screenshot displays the Figshare upload form for a file named 'peace_example.ZIP' (625.57 kB). The 'Authors' section is highlighted with a blue box, showing a search input field containing 'Christopher George' and a button labeled 'Add authors by name or full email'. The form includes fields for Title ('How to upload your data'), Categories (a dropdown menu), Group ('Aeronautical, Automotive, Chemical and Materials Engineering'), File type ('Fileset'), Keyword(s), and Description. A 'Tips' section on the right provides instructions on adding authors. The interface also shows file upload progress for 'figshare logo.jpg' (34.57 kB) and a 'Save changes' button at the bottom.

Source: <https://knowledge.figshare.com/>

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. It is suggested to find the closest fit, and then get more specific in the Keywords section, as required.



The screenshot shows the Figshare upload interface. The main form is titled "needed to publish & get DOI" and includes the following sections:

- Title:** A text input field containing "How to upload your data".
- Authors:** A list of authors with "Alan Hyndman" and "Mark Hahnel" selected. Below the list is the text "Add co-authors by name or full email".
- Categories:** A dropdown menu labeled "Select categories" with a mouse cursor hovering over it.
- Group:** A text input field containing "Aeronautical, Automotive, Chemical and Materials Engineering".
- File type (what's this?):** A dropdown menu labeled "Fileset".
- Keyword(s):** A text input field with the placeholder text "Add keywords for easy discovery".
- Description:** A large text area with the placeholder text "Describe your data as well as you can".

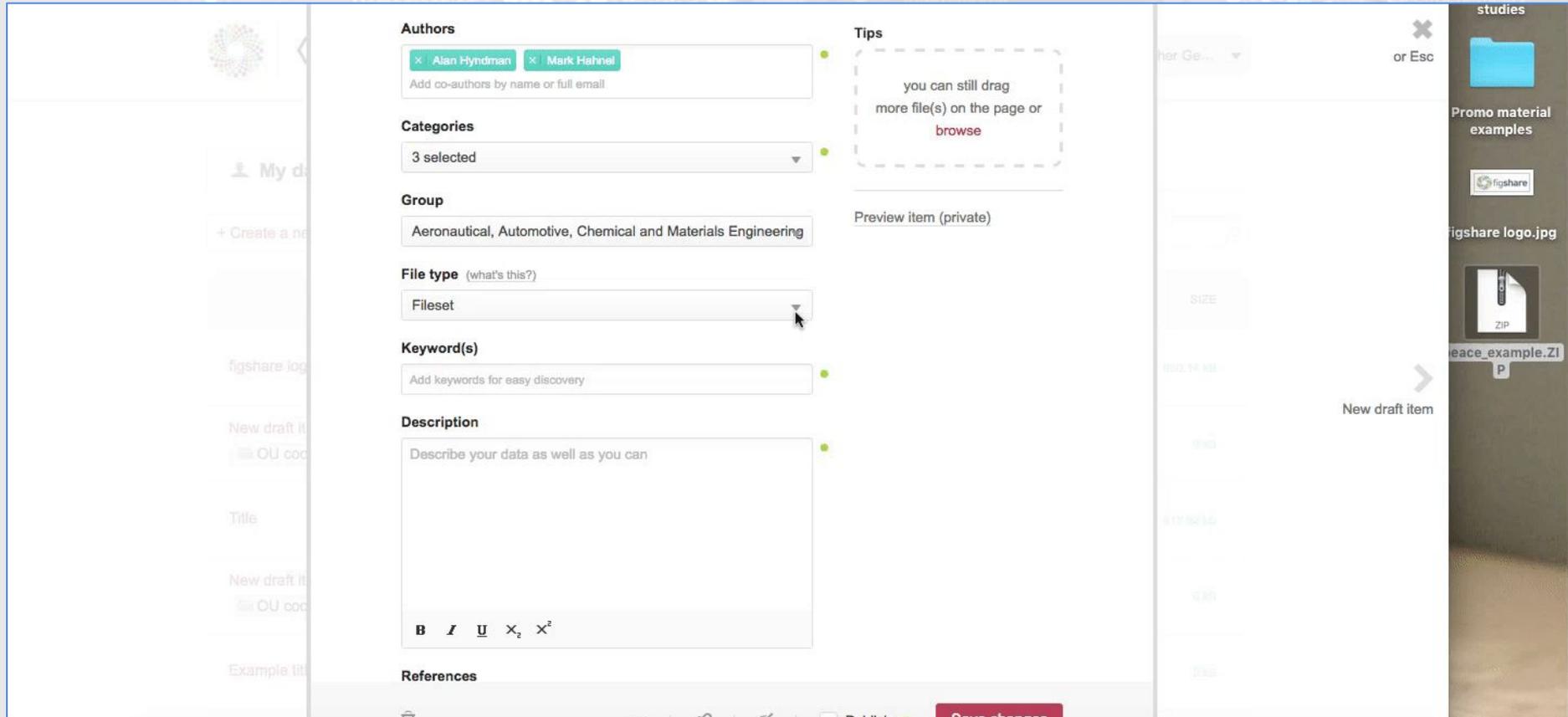
On the right side of the form, there is a "Tips" box with a dashed border containing the text: "you can still drag more file(s) on the page or browse". Below the tips is a "Preview item (private)" button. At the bottom right of the form is a red "Save changes" button.

On the far right, there is a sidebar with a "studies" folder icon, a "Promo material examples" section with a "figshare" logo, and a "figshare logo.jpg" file. Below these is a "ZIP" file icon labeled "peace_example.ZI". At the bottom of the sidebar is a "New draft item" button with a right-pointing arrow.

Source: <https://knowledge.figshare.com/>

Select the File Type

Select the File type from the drop-down menu. Figshare accepts over 1,000 file extensions, and many are parsed right in the browser. If there's something that isn't supported yet, they will likely build it for you.



The screenshot shows the Figshare upload form with the following sections:

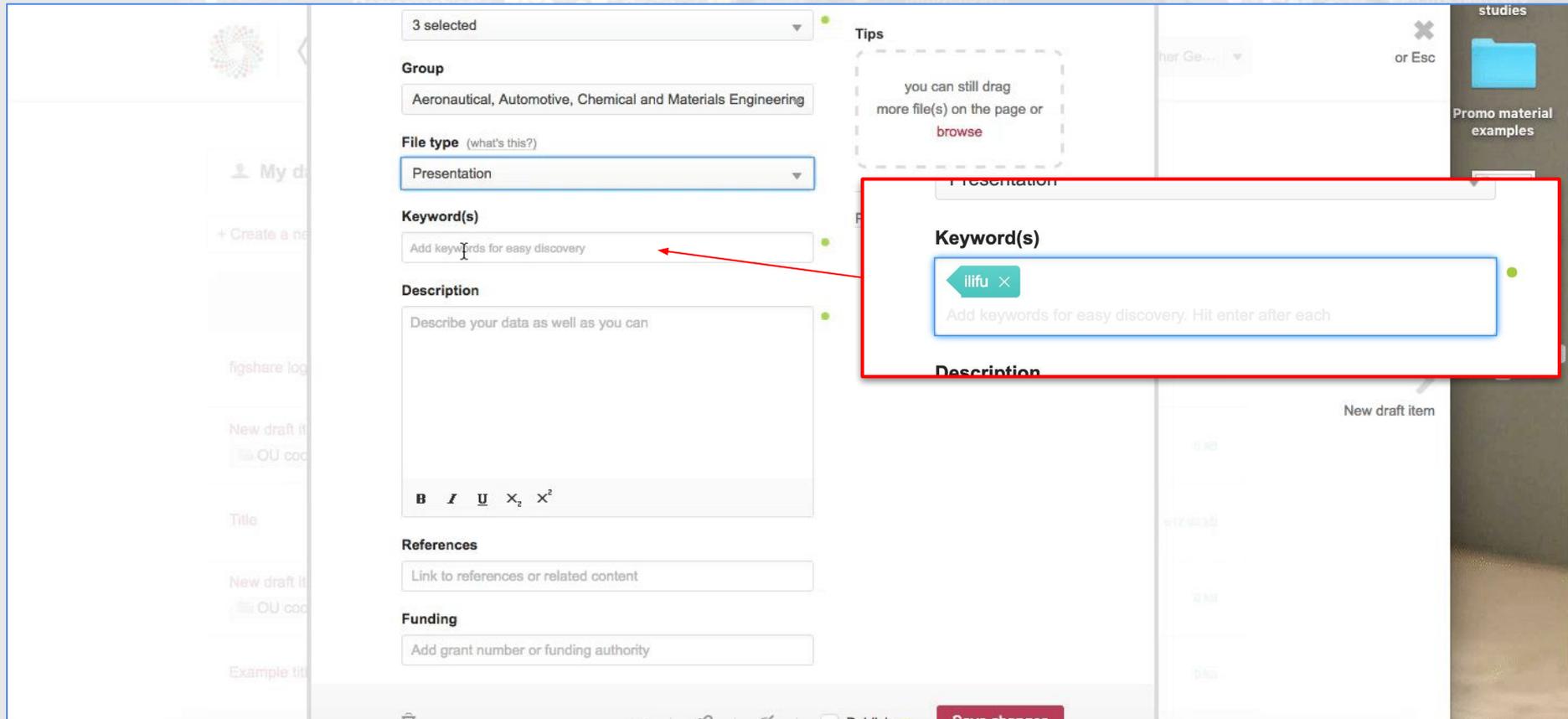
- Authors:** Alan Hyndman, Mark Hahnel
- Categories:** 3 selected
- Group:** Aeronautical, Automotive, Chemical and Materials Engineering
- File type (what's this?):** A dropdown menu is open, showing 'Fileset' as the selected option.
- Keyword(s):** Add keywords for easy discovery
- Description:** Describe your data as well as you can
- References:** (empty)

A 'Tips' box on the right states: "you can still drag more file(s) on the page or browse". A 'New draft item' button is visible on the right side of the interface.

Source: <https://knowledge.figshare.com/>

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 have entered previously, and will also suggest ones. **NB: please include 'ilifu' here.**

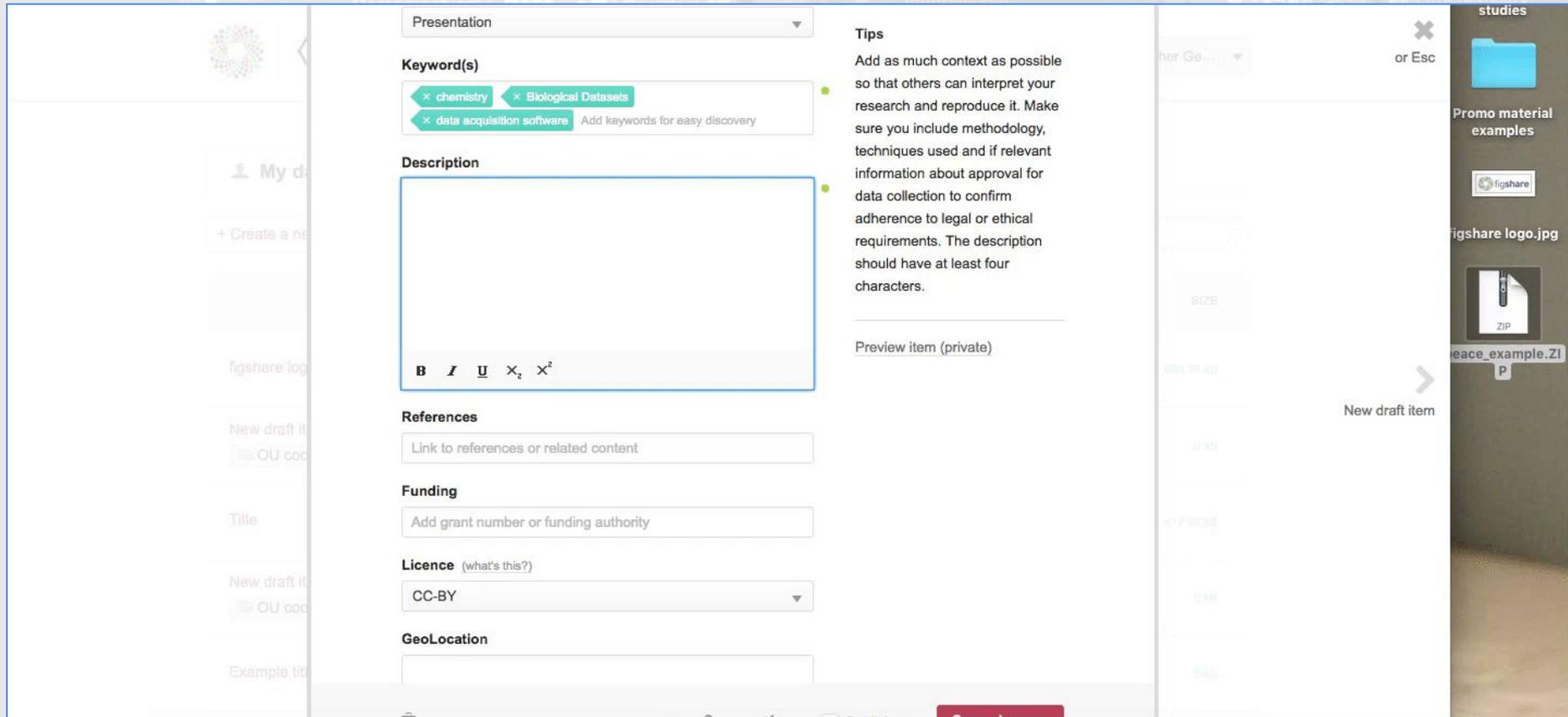


The screenshot shows the figshare upload form. The 'Keyword(s)' field is highlighted with a red box, and a red arrow points to the text 'ilifu' which has been entered and is now a tag with a close button. The form includes fields for 'Group' (Aeronautical, Automotive, Chemical and Materials Engineering), 'File type' (Presentation), 'Description', 'References', and 'Funding'. A 'Save changes' button is visible at the bottom right.

Source: <https://knowledge.figshare.com/>

Write a Description

‘The abstract’ - include any relevant information that pertains to your research, e.g. information about the methodology, approval for data collection, or legal or ethical requirements. Be as descriptive as you can!



The screenshot shows the Figshare 'Write a Description' form. The form includes the following sections:

- Presentation:** A dropdown menu set to 'Presentation'.
- Keyword(s):** A list of tags including 'chemistry', 'Biological Datasets', and 'data acquisition software'. A button says 'Add keywords for easy discovery'.
- Description:** A large text area for writing the description. Below the text area are formatting options: **B** (bold), *I* (italic), U (underline), x_2 (subscript), and x^2 (superscript).
- References:** A text input field with the placeholder 'Link to references or related content'.
- Funding:** A text input field with the placeholder 'Add grant number or funding authority'.
- Licence:** A dropdown menu with 'CC-BY' selected. A link '(what's this?)' is next to it.
- GeoLocation:** A text input field.

On the right side of the form, there is a 'Tips' section:

Tips
 Add as much context as possible so that others can interpret your research and reproduce it. Make sure you include methodology, techniques used and if relevant information about approval for data collection to confirm adherence to legal or ethical requirements. The description should have at least four characters.

Below the tips is a 'Preview item (private)' button.

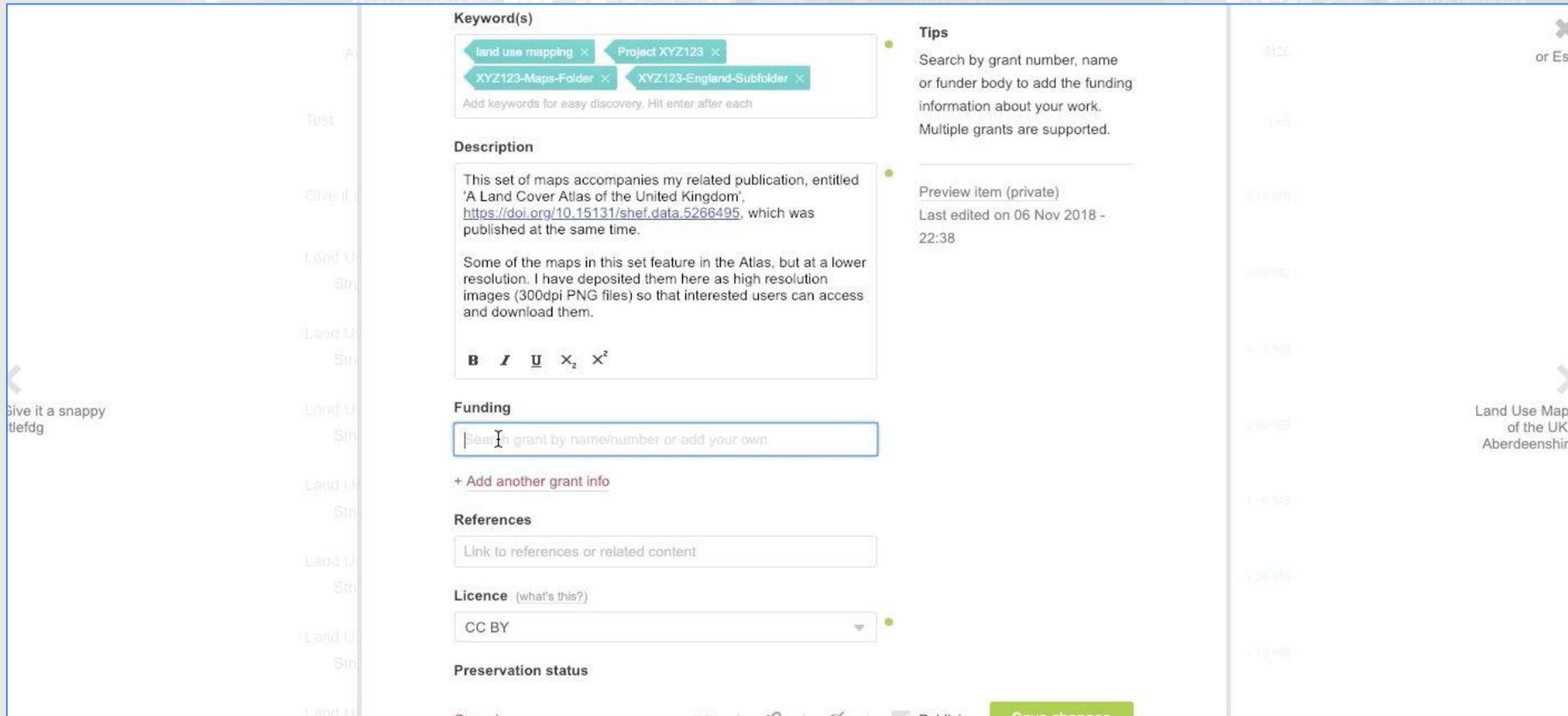
At the bottom right of the form is a red 'Save changes' button.

On the far right, there is a sidebar with a 'studies' folder icon, 'Promo material examples', a 'figshare' logo, 'figshare logo.jpg', a 'ZIP' file icon, and 'peace_example.ZI'.

Source: <https://knowledge.figshare.com/>

Add Funding info

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.



Keyword(s)

land use mapping × Project XYZ123 ×
 XYZ123-Maps-Folder × XYZ123-England-Subfolder ×

Add keywords for easy discovery. Hit enter after each

Description

This set of maps accompanies my related publication, entitled 'A Land Cover Atlas of the United Kingdom', <https://doi.org/10.15131/shef.data.5266495>, which was published at the same time.

Some of the maps in this set feature in the Atlas, but at a lower resolution. I have deposited them here as high resolution images (300dpi PNG files) so that interested users can access and download them.

Funding

Search grant by name/number or add your own.

+ Add another grant info

References

Link to references or related content

Licence (what's this?)

CC BY

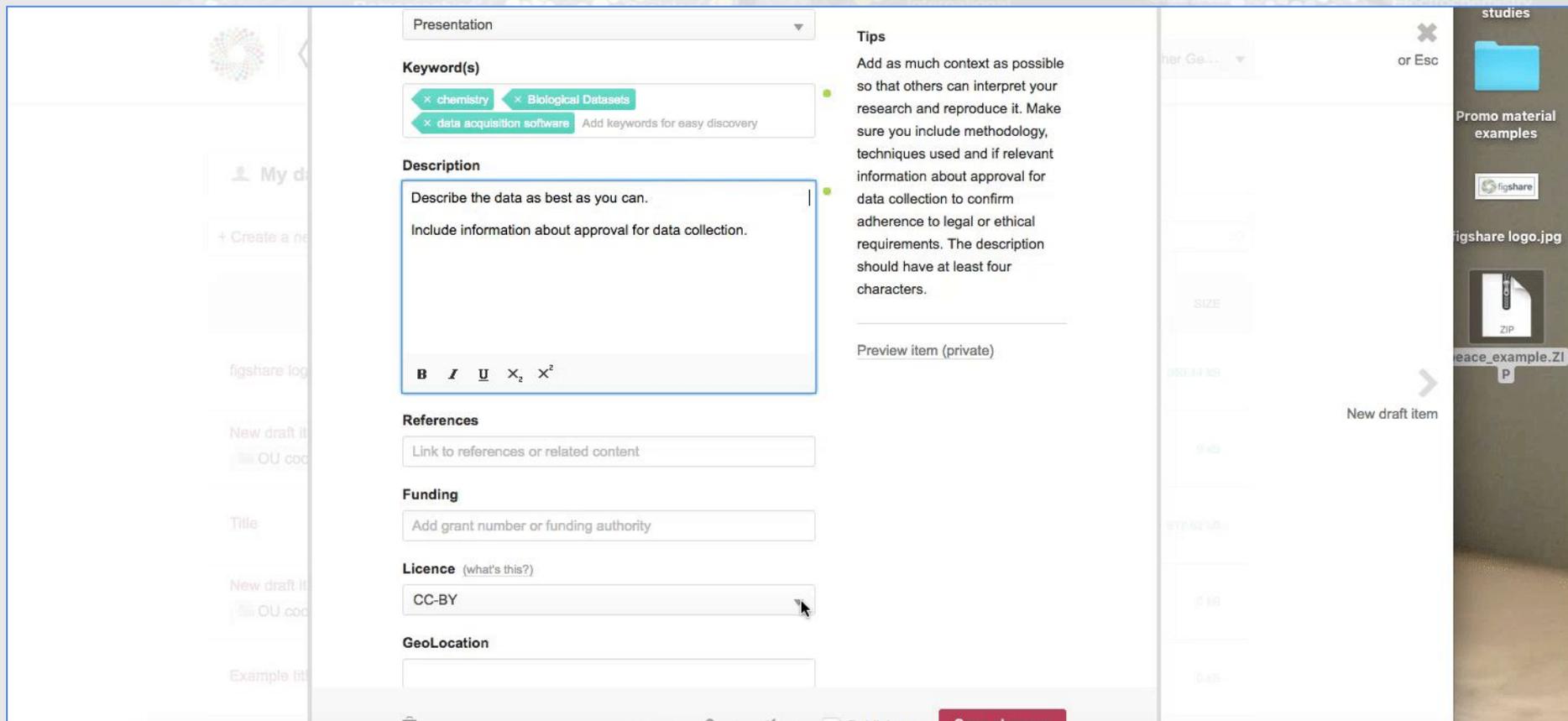
Preservation status

Save changes

Source: <https://knowledge.figshare.com/>

Select a License

You can choose from a number of licenses based on your reuse requirements. For more information see: [How to choose the most appropriate licence.](#)



The screenshot shows the Figshare upload form with the following sections:

- Presentation:** A dropdown menu set to "Presentation".
- Keyword(s):** A list of tags including "chemistry", "Biological Datasets", and "data acquisition software".
- Description:** A text area containing the text: "Describe the data as best as you can. Include information about approval for data collection." Below the text area are formatting options: Bold (B), Italic (I), Underline (U), subscript (x₂), and superscript (x²).
- References:** A text input field with the placeholder "Link to references or related content".
- Funding:** A text input field with the placeholder "Add grant number or funding authority".
- Licence (what's this?):** A dropdown menu currently showing "CC-BY".
- GeoLocation:** An empty text input field.

On the right side of the form, there is a "Tips" section with the following text: "Add as much context as possible so that others can interpret your research and reproduce it. Make sure you include methodology, techniques used and if relevant information about approval for data collection to confirm adherence to legal or ethical requirements. The description should have at least four characters." Below the tips is a "Preview item (private)" button.

At the bottom right of the form is a red "Save changes" button.

On the far right, a sidebar shows a file explorer view with a folder named "studies" and a file named "peace_example.ZI".

Source: <https://knowledge.figshare.com/>

References | Linking Files

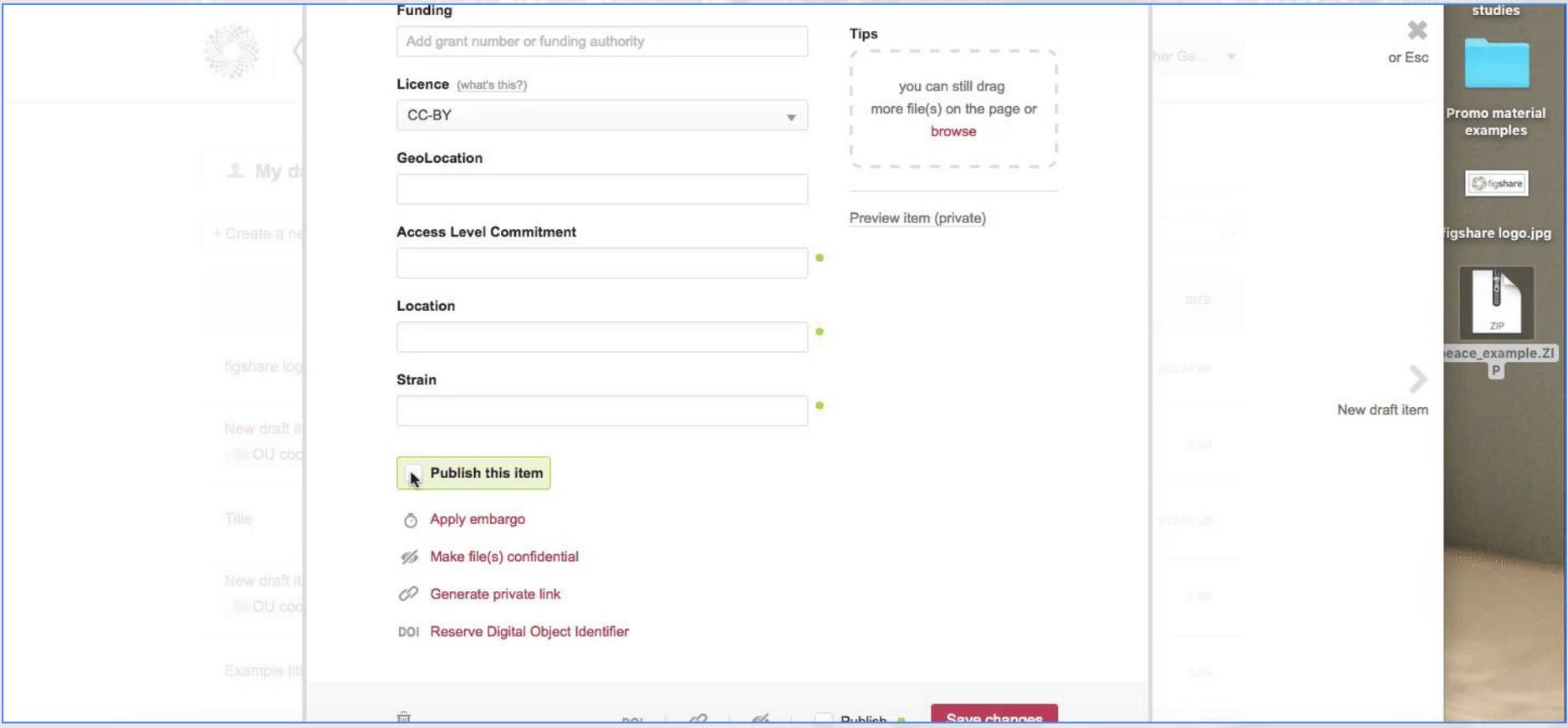
1. You can copy & paste URLs into the **References** box (add more fields by hitting Enter).
2. You can link to data that are hosted elsewhere by selecting '**Link file.**'

The screenshot displays the 'Link file' interface in Figshare. At the top, a dashed box contains the instruction: 'to upload, drag file(s) on the page or [browse](#)'. Below this, there is a checkbox for 'Metadata record only' and a 'Link file' button. A green dot indicates that a DOI is needed for publication. The form includes several fields: 'Title' (filled with 'New draft item'), 'Authors' (filled with 'Christopher George'), 'Categories' (a dropdown menu), 'Group' (filled with 'Aeronautical, Automotive, Chemical and Materials Engineering'), 'File type' (filled with 'Figure'), and 'Keyword(s)'. A 'Tips' section on the right explains that files are not visible to the public until they are published. At the bottom, there are icons for DOI, a link icon, a trash icon, a 'Publish' button, and a 'Save changes' button.

Source: <https://knowledge.figshare.com/>

Tick Publish

Make sure everything you have submitted is accurate - once it's published, it's **permanently available**. You can go back and edit items after you've made them publicly available. Some changes may trigger a new version. See [here](#) to find out which amends will generate a new version of your item.

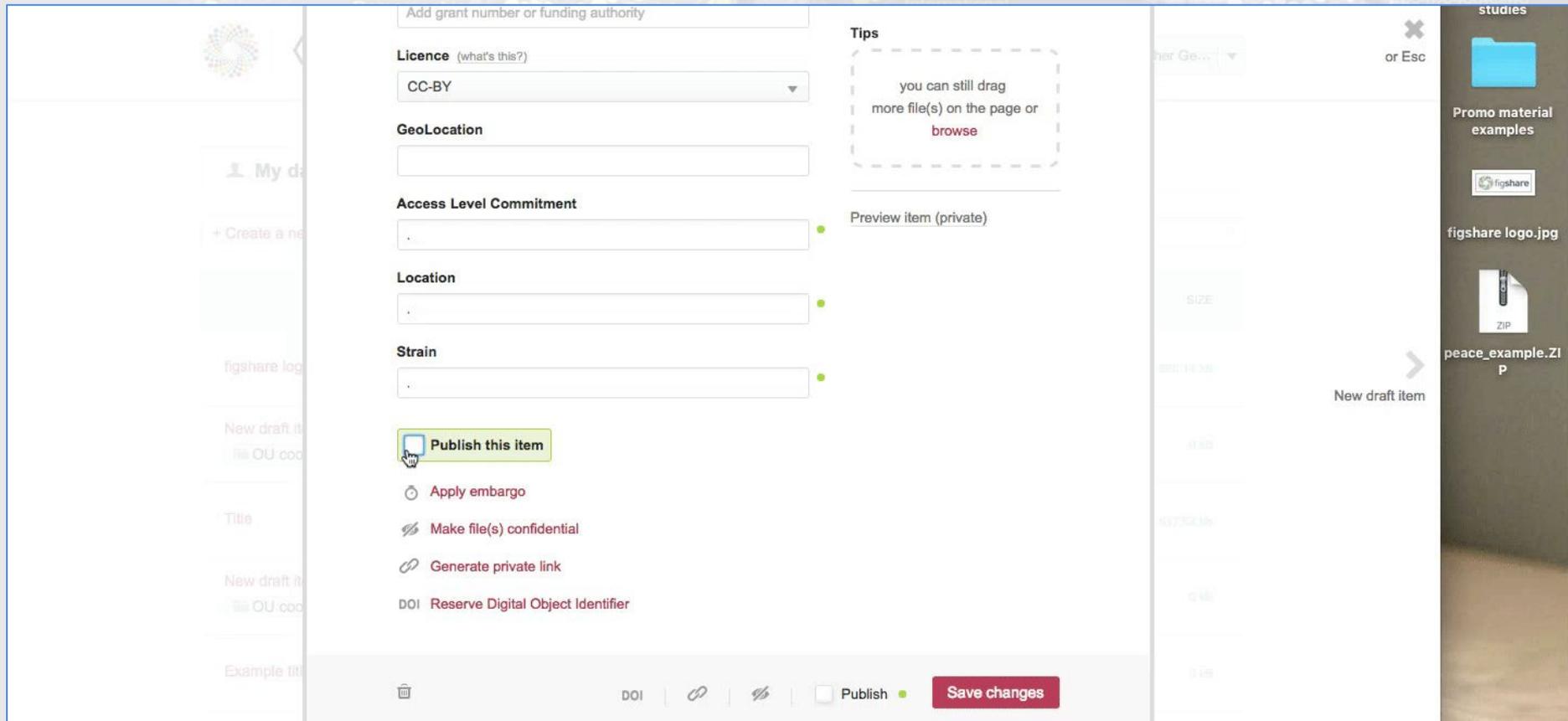


The screenshot shows the 'Publish' interface for a Figshare item. On the left is a sidebar with navigation options like 'My drafts' and '+ Create a new item'. The main area contains several form fields: 'Funding' (with a text input for grant number), 'Licence' (a dropdown menu set to 'CC-BY'), 'GeoLocation', 'Access Level Commitment', 'Location', and 'Strain'. Below these fields is a 'Publish this item' button, which is highlighted in green. Underneath the publish button are several options: 'Apply embargo', 'Make file(s) confidential', 'Generate private link', and 'DOI Reserve Digital Object Identifier'. A 'Tips' box on the right side of the form contains the text: 'you can still drag more file(s) on the page or browse'. At the bottom of the form is a 'Save changes' button. On the far right, there is a vertical sidebar with a file explorer view showing folders like 'studies' and 'Promo material examples', and files like 'figshare logo.jpg' and 'peace_example.ZIP'. A 'New draft item' button is visible at the bottom right of this sidebar.

Source: <https://knowledge.figshare.com/>

Review / Curation

All of your items will first be reviewed by curator before they are approved (i.e. published). Someone may contact you, generally with suggested edits towards improving the metadata. In some cases, they may also take down files that have been published in error.



The screenshot displays the Figshare 'Review / Curation' interface. The main content area includes a form with the following fields and options:

- Add grant number or funding authority:** A text input field.
- Licence (what's this?):** A dropdown menu currently set to 'CC-BY'.
- GeoLocation:** A text input field.
- Access Level Commitment:** A text input field with a green dot indicator.
- Location:** A text input field with a green dot indicator.
- Strain:** A text input field with a green dot indicator.
- Buttons and Actions:**
 - Publish this item:** A button with a document icon, highlighted in yellow.
 - Apply embargo:** A button with a clock icon.
 - Make file(s) confidential:** A button with a lock icon.
 - Generate private link:** A button with a link icon.
 - DOI Reserve Digital Object Identifier:** A button with a DOI icon.
- Bottom Bar:** Contains icons for trash, DOI, link, lock, and a 'Publish' button with a green dot, followed by a red 'Save changes' button.

On the right side, there is a 'Tips' box with the text: "you can still drag more file(s) on the page or browse". Below it is a 'Preview item (private)' button. A sidebar on the far right shows a file named 'peace_example.ZIP' with a 'New draft item' button next to it.

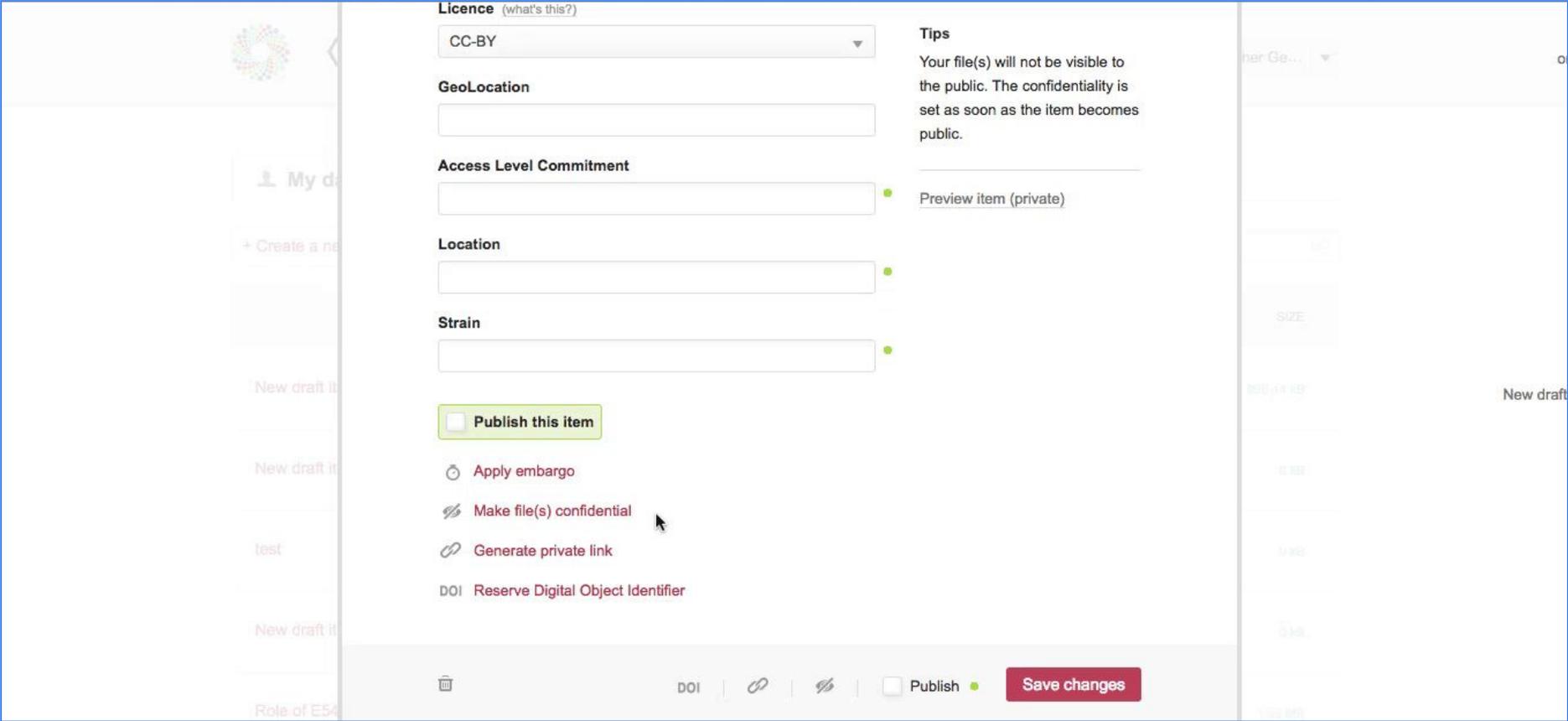
Source: <https://knowledge.figshare.com/>



Those are the basics, and now
for a few more features ...

Publishing files as **confidential**

Confidential data files are securely stored, but are inaccessible to the user. Just the metadata, i.e. the item record, is open. This is an option for ethically or commercially sensitive data.



The screenshot shows the 'Publish this item' form in Figshare. The 'Licence' is set to 'CC-BY'. The 'GeoLocation', 'Access Level Commitment', 'Location', and 'Strain' fields are empty. The 'Publish this item' checkbox is checked. The 'Make file(s) confidential' option is selected, indicated by a mouse cursor. Other options include 'Apply embargo', 'Generate private link', and 'Reserve Digital Object Identifier'. A 'Save changes' button is visible at the bottom right.

Source: <https://knowledge.figshare.com/>

Applying an Embargo

Embargoing data serves to allow the author(s) a period of sole use of the data. After you click 'save' & 'publish' - and approval by the curator -, users are presented with a countdown timer.

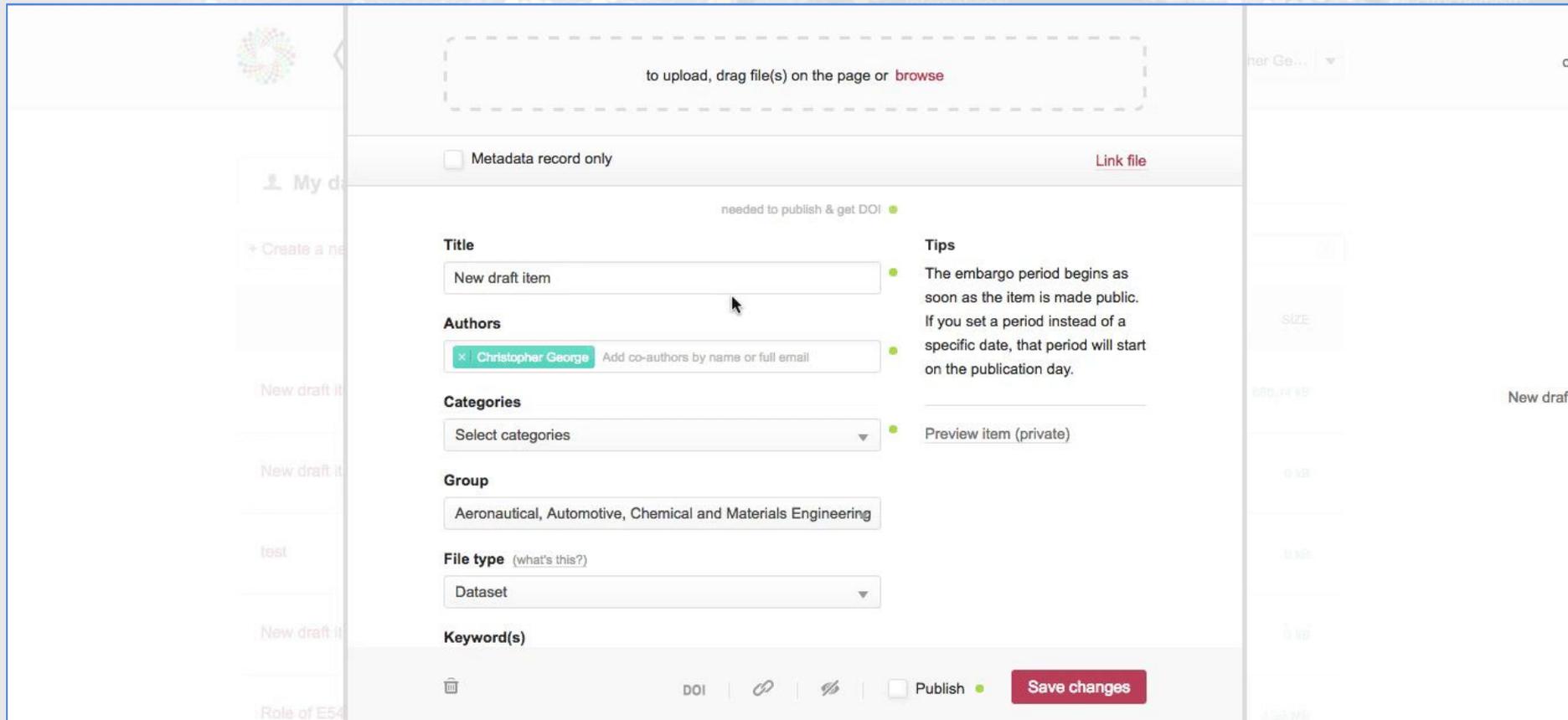
The screenshot displays a web interface for managing digital items. On the left is a sidebar with navigation options like 'My drafts', 'Create a new draft', and 'New draft item'. The main content area is divided into several sections:

- Licence (what's this?):** A dropdown menu currently set to 'CC-BY'.
- GeoLocation:** An empty text input field.
- Access Level Commitment:** An empty text input field with a green dot to its right.
- Location:** An empty text input field with a green dot to its right.
- Strain:** An empty text input field with a green dot to its right.
- Buttons:** A row of action buttons: 'Publish this item' (highlighted in green), 'Apply embargo' (with a clock icon), 'Make file(s) confidential' (with a lock icon), 'Generate private link' (with a link icon), and 'DOI Reserve Digital Object Identifier'.
- Tips:** A text block explaining that the embargo period begins when the item is public, or at a specific date if set. Below it is a 'Preview item (private)' link.
- Footer:** A row of icons for 'DOI', 'link', 'lock', 'Publish' (with a green dot), and a red 'Save changes' button.

Source: <https://knowledge.figshare.com/>

Publishing a **Metadata-only** record

In this case no files are uploaded, but a description of the study is available, including information about how to contact the authors. This is a good option for getting a DOI for - and linking to - **data that are stored / hosted somewhere else.**



The screenshot shows the Figshare metadata form for a 'Metadata record only' item. The form includes the following fields and options:

- Upload area:** A dashed box with the text 'to upload, drag file(s) on the page or [browse](#)'.
- Metadata record only:** A checkbox that is checked, with a 'Link file' button to its right.
- needed to publish & get DOI:** A green dot indicating this is required.
- Title:** A text input field containing 'New draft item'.
- Authors:** A text input field containing 'Christopher George' with a plus sign and the text 'Add co-authors by name or full email'.
- Categories:** A dropdown menu with 'Select categories' selected.
- Group:** A text input field containing 'Aeronautical, Automotive, Chemical and Materials Engineering'.
- File type (what's this?):** A dropdown menu with 'Dataset' selected.
- Keyword(s):** An empty text input field.
- Tips:** A list of tips:
 - The embargo period begins as soon as the item is made public. If you set a period instead of a specific date, that period will start on the publication day.
 - Preview item (private)
- Bottom bar:** Includes a trash icon, a 'DOI' link, a link icon, a 'Publish' button with a green dot, and a 'Save changes' button.

Source: <https://knowledge.figshare.com/>

Creating a Project

Projects are **collaborative spaces used for ongoing work**. You can upload data that is in progress and have users make comments. **Projects are secure spaces that can be used for sensitive data**. You can also **collaborate with people outside your institution** by inviting them to your project.

The screenshot shows the Figshare user interface for a user named Christopher Ge... at Lilliput University. The 'Projects' tab is selected in the navigation bar. Below the navigation bar, there is a '+ Create a new item' button, a storage usage indicator (677.01 MB / 10 GB), and a search bar. A table lists several items, including 'New draft item' (Fileset and Dataset) and 'test' (Dataset).

	STATUS	TYPE	CREATED	SIZE
New draft item		FILESET	29.9.2016 14:32	0 kB
New draft item		DATASET	29.9.2016 14:32	0 kB
test		DATASET	29.9.2016 14:29	0 kB
New draft item		DATASET	28.9.2016 11:07	0 kB
utations of PIK3CA in breast cancer: a comparative ...		DATASET	26.9.2016 17:12	1.93 MB

Source: <https://knowledge.figshare.com/>

Individual vs. Group Projects

If a project is for individual use, select the **individual** option under Allocate storage. To use group storage, select the **group** option and find the relevant group. Add users to the project by searching on the right hand side (collaborator or viewer). Collaborators can comment on the project and the data within it and upload items, while viewers can only view the data. NB: Items must be downloaded, edited, and re-uploaded to the Project.

Individual Projects	Group Projects
Everyone uses their own quota and account storage.	Submitters' quota will not be used, storage allocation comes directly from the project.
People take their work with them if they leave the project.	All work is stored on institutional storage and remains within the project space if people leave.
Items are created using the metadata schema of the submitter.	Contributors must adopt the metadata schema of the project owner.
Items appear in the subgroup of the uploader.	Items appear in the subgroup of the project owner.

Source: <https://knowledge.figshare.com/>

Creating a Collection

Collections are ways of collating data that bring it together under a theme. They can be either private or public and can be assigned a DOI. One key difference the Projects feature is that this offers a way of gathering and re-using data published on Figshare which you did **not** create yourself.

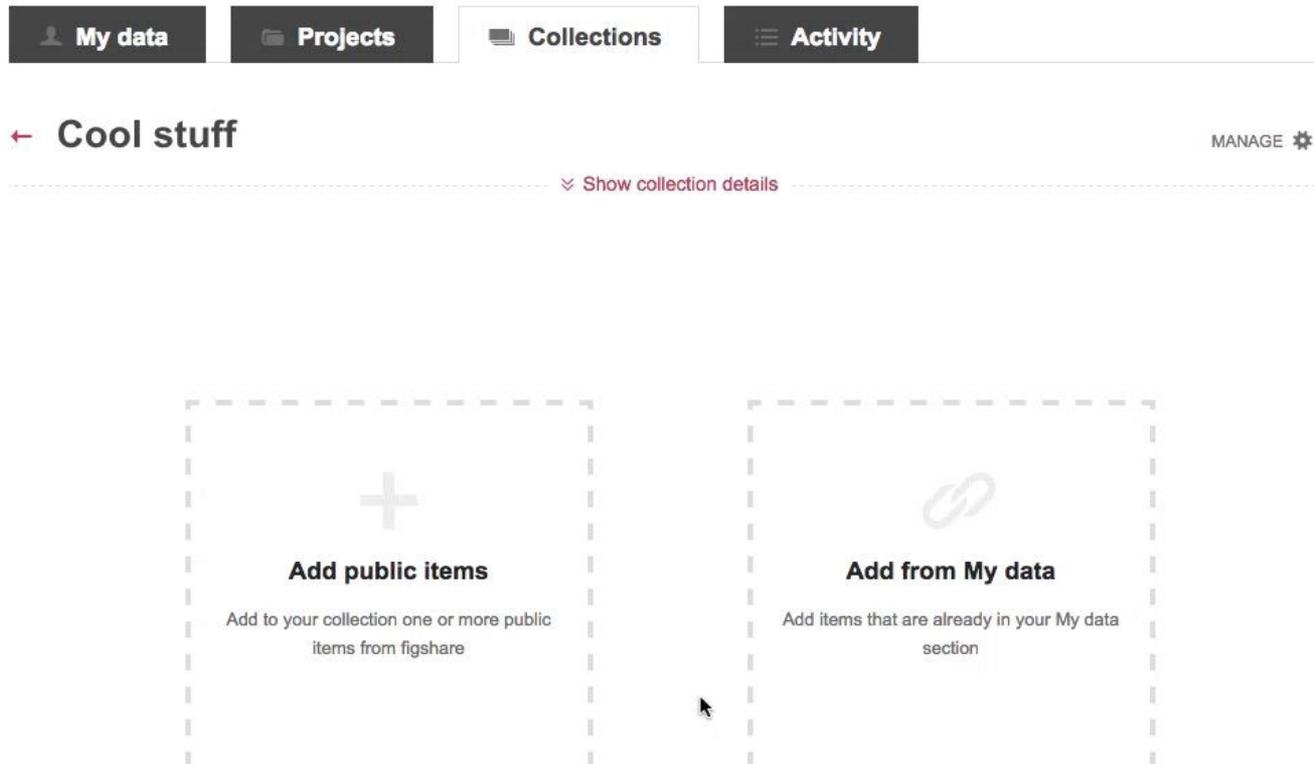
The screenshot displays the Figshare user interface for a user named Christopher Ge... The top navigation bar includes the Lilliput University logo, a search bar for Figshare, and buttons for 'Browse', 'Upload' (with a count of 57), and a user profile dropdown. Below the navigation bar, the 'Collections' tab is selected, showing a '+ Create a new collection' button and a search bar for collections. The main content area lists several collections:

- New draft collection (empty)** with an 'Add items' button.
- New draft collection (2)** updated 31 minutes ago.
- test test (15)** updated 2 days ago.
- OU collection of cool stuff (8)** updated 10 days ago.

Source: <https://knowledge.figshare.com/>

+Add items to a Collection

Once you've created a Collection, select **Add public items** or **My data**. If you select from public items, you can search and select the items you wish to add to your collection. The same process applies if you choose from your data. If you find a public item you wish to add to a Collection, simply select **+Collect** and choose the Collection to add it to.



My data **Projects** **Collections** **Activity**

← **Cool stuff** MANAGE ⚙

⌵ Show collection details

Add public items
Add to your collection one or more public items from figshare

Add from My data
Add items that are already in your My data section

Source: <https://knowledge.figshare.com/>

Publish a Collection

Once you've collected your data, you can make your Collection public by selecting the **Manage** gear wheel on the right side of the screen and selecting **Publish collection**. Once you've published a collection, it's permanent - the same as publishing an item.

The screenshot shows the Figshare user interface for a user named Christopher Ge... The navigation bar includes 'My data', 'Projects', 'Collections', and 'Activity'. The main content area is titled 'Cool stuff' and features a 'MANAGE' gear icon. Below the title, there is a 'Show collection details' link and a search bar for articles. The collection contains three items:

- Beam-walking and corner testing in middle-aged DCX-TK(-) and DCX-T...** by Fen Sun, dated 23/03/2016. The item includes a line graph titled 'Durations after dMCAO' and 'Beam-walking test' showing 'dlimb slip steps' on the y-axis (ranging from 4 to 14) and four data series: DCX-TK⁻+PBS (black), DCX-TK⁻+GCV (red), DCX-TK⁻+PBS (green), and DCX-TK⁻+GCV (blue).
- THE/Elsevier's Arts and Humanities 2015-2016 Top 100 by Country, Po...** by Ernesto Priego, dated 03/02/2016. The item is a DATASET represented by a grid icon.
- Furlongs by eric ravillous** by User Two Sussex, dated 24/08/2016. The item is an image of a rural landscape with haystacks and a barn.

Source: <https://knowledge.figshare.com/>



Data availability statement | DOI

Data availability statement

The [ilifu Research Data Management and Open Science Guidelines](#) (V.0.5 June 2018) require users to share their data openly by default (with various exceptions provided for). This also requires users to provide a link to where the data underpinning their traditional, written research outputs can be found. Provided are a few examples of wording data availability statements based on whether:

1. you collected or generated your own data
2. you re-used publicly-available data
3. your data requires an embargo period, or
4. (if applicable), why your data is not publicly available.

Data availability statements should be included in the abstract or executive summary, as well as in the methods/methodology section. When data is uploaded to Figshare, a doi is automatically generated on saving the new item. This doi can be copied & pasted into the data availability statement.

Data availability statement

Generic version:



DIGITAL LIBRARY
SERVICES

The data supporting this paper can be accessed on the University of Cape Town's Institutional Data Repository (ZivaHub) under the following doi:

Data availability statement

(1) You produced, collected or generated **your own data**:

The data that support the findings of this study are openly available in {repository name, e.g. 'ZivaHub'} under the following {identifier(s), e.g. DOI(s)}: '...'

Example from the Department of Biological Sciences:

The data that support the findings of this study are openly available in ZivaHub with the identifier [10.25375/uct.6561776](https://doi.org/10.25375/uct.6561776)



Data availability statement

(2) You re-used public data:

The data that support the findings of this study are available in [repository name] at [URL/DOI], reference number [reference number]. These data were derived from the following resources available in the public domain: [list resources and URLs]

Example from the Faculty of Commerce:

The data that support the findings of this study are openly available in DataFirst with the identifier

<https://datafirst.uct.ac.za/dataportal/index.php/catalog/570>

Data availability statement

(3) You collected your own data, but require an **embargo period**:

The data that support the findings **will be available** in [repository name] at [URL / DOI link] following a [6 month] embargo from the date of publication to allow for commercialisation of research findings.

Example from Faculty of Science:

The data that support the findings will be available in ZivaHub at 10.23456/uct.examplelink following a 12 month embargo from the date of publication to allow for commercialisation of research findings.

Data availability statement

(4) Ethical concerns **prevent** data sharing:

Note: even if your data cannot be ethically shared, the metadata describing the study should still be made available as it builds your academic profile and may lead to future collaboration. UCT's data repository [ZivaHub](https://uct.figshare.com/) (<https://uct.figshare.com/>) allows the creation of **metadata-only records** that can be used to describe a study without openly sharing data objects.

Example:

Due to ethical concerns, supporting data cannot be made openly available. Further information about the data and conditions for access are available at the University of Bath data archive: <https://doi.org/10.15125/12345>

If none of the above adequately describe your data sharing requirements, the University of Bath has comprehensive guidelines (<http://www.bath.ac.uk/research/data/archiving-data/writing-a-data-access-statement/>) on how to write different kinds of data accessibility statements.

The (institution-specific) doi on Figshare

The dois created and managed via Figshare are minted by [DataCite](#). A doi is an alphanumeric string beginning with '10', i.e 10.25375/**uct.7143581.v1**. To make this resolve to a digital object, it needs to be prefixed with 'https://doi.org/'.

Example: <https://doi.org/10.25375/uct.7143581.v1>, further explained:

https://	doi.org/	10.25375/	uct.	7143581.	v1
A secure extension of HTTP.	International DOI foundation, who ensure that DOIs stay true.	'10' is the standard doi directory code; '25375' is the registrant code for ZivaHub.	Indicates that the DOI originates from a UCT researcher or research project.	Administrative subdivision code.	Version number.



Groups in Figshare



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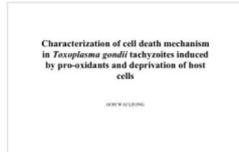
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Rapid and repeatable local adaptation in the global invader A...

Source: <https://monash.figshare.com/sciencetheses>

level 3 group

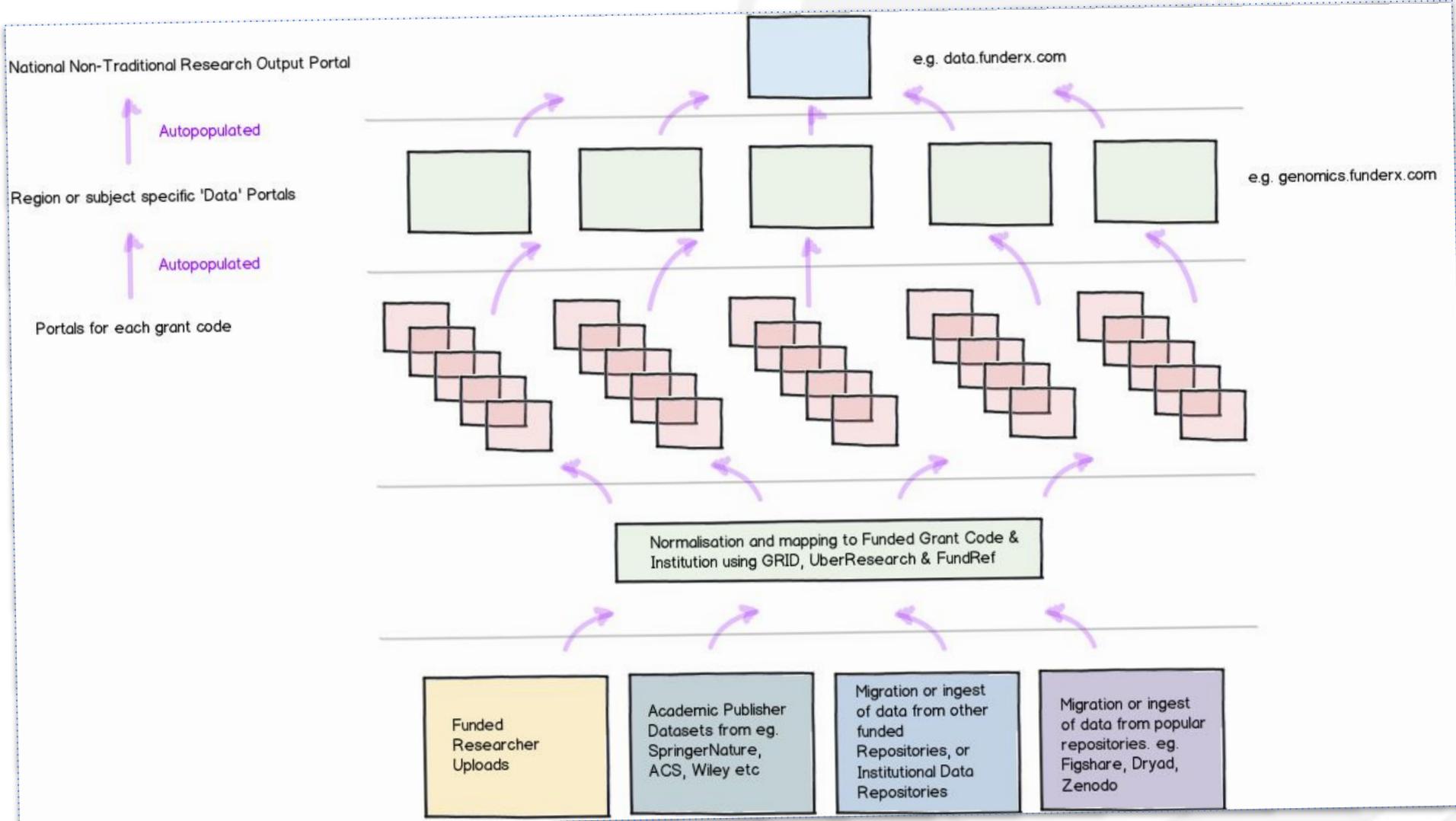
Tiered instances of Figshare

Tier 1: national - DIRISA storage? curation?

Tier 2: regional - ilifu instance? group?

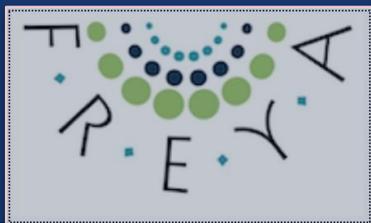
Tier 3: institutional - ilifu sub-groups? projects?

Tier 4: individual - ilifu affiliates? tags?



Source: Hahnel, Mark: *Introduction to Figshare*. DIRISA - Figshare pilot in Pretoria and Durban. Presentation. Available: <https://www.dirisa.ac.za/wp-content/uploads/2017/07/figsharefest-UCT-July-17.pdf>

DLS resources on RDM at UCT Slack Workspace



Searchable Log of All Conversation and Knowledge



DIGITAL LIBRARY SERVICES

The screenshot shows a Slack channel named #zivahub_figshare. The left sidebar lists various channels, with #zivahub_figshare highlighted. The main chat area shows a message from Niklas Zimmer dated July 18th, 2018, about Monash University's content migration. A second message from Niklas Zimmer dated October 4th, 2018, discusses indexing files for Google search. A third message from Niklas Zimmer dated November 7th, 2018, mentions support materials for Figshare. A fourth message from Niklas Zimmer dated Wednesday, January 9th, 2019, announces Figshare's availability on custom domains. The chat interface includes a search bar, user avatars, and a message input field at the bottom.

[RDM at UCT \(Slack\)](#)

[UCT DMPonline](#)

[OneDrive / Google Drive etc.](#)

[UCT Open Science Framework \(OSF\)](#)

[Digital preservation \(DLS\)](#)

[ZivaHub | Open Data UCT](#)



Thank you

