

Author checklist for depositing data in Enlighten: Research Data

For the time being, staff in the Research Data Management Service are running a mediated deposit service for data going into the institutional data repository. This means that we will create the record and deposit the data and mint a dataset DOI for you.

To help us deposit your data / generate a DOI, we need the following information (this can be emailed to research-datamanagement@glasgow.ac.uk):

- 1 - Title of the dataset (this can be the same as your paper / thesis if appropriate).
- 2 - Description of the dataset (a brief outline of the nature and purpose of the dataset).
- 3 - Authors / creators of the dataset and their institutional affiliations (if not Glasgow). Please indicate which author is corresponding author. Please provide ORCIDs (<http://orcid.org/>) if you have them.
- 4 - Funder information (funder name and grant number or cost centre number).
- 5 - Your dataset (this should comprise the data files and a README file - this can be sent by email or FTP: <https://transfer.gla.ac.uk/>).
- 6 - The date on which the dataset can be made publicly available.
- 7 - Any restrictions on making the dataset public (eg ethical, legal or commercial considerations).
- 8 - Preferred license type etc. If there are no restrictions, we will publish the data under a Creative Commons Share Alike license.
- 9 - Link to the related publication, if you have this. This could be the URL of the original publication, or the link to the Enlighten record for the publication.
- 10 - Who holds the copyright for the dataset?
- 11 - Was ethical approval required for this research? If so, please provide a copy of the consent form and information document.
- 12 - Time period over which the data was collected AND/OR temporal period the data covers (please indicate whether time period relates to collection or coverage).
- 13 - Approximate size of the dataset.

NB. At least one readme file should be included with the dataset indicating how the files in the dataset are structured, what they relate to and the details of any software (including version number) required to open proprietary file types. Any other information which adds context to the dataset should also be included. With complex datasets, it may be more appropriate to include one high-level readme file and then further information files in subfolders in the dataset.

Please note that we can create a record and generate a DOI before you hand over the actual data. In this way, you can include the DOI in the data citation in the manuscript, then deposit the data once you've finalised the manuscript and dataset. However, the record will **not** go live and the DOI will **not** resolve to a landing page for the data until the data have been supplied and the record is made live.