

## Deposit Guidelines

### Prepare your data



- Carefully select the data, such that the archived data is of scientific relevance and worth archiving over the long term. Please remove unneeded data. Make sure that no personal or confidential data is included.
- Use consistent and meaningful file names that reflect the file content, avoiding spaces and special characters.
- Wherever possible, choose accessible, patent-free, open formats, for which software is widely available on a variety of platforms. Check our [preferred file formats](#) before uploading files.
- When your data consists of many files, you can group them in zip bundles according to their content or file format, to make upload and download easier.
- More than 10 GB is considered impractical for both up- and download. Please [contact](#) 4TU.ResearchData when you want to deposit more than 10 GB.

### Prepare your documentation



Data documentation should give future researchers sufficient information to be able to understand and reuse the data. Examples of data documentation are: laboratory notebooks, questionnaires, codebooks, project reports, etc.

- In addition to the data you wish to deposit, we recommend you to provide a file entitled 'readme.txt' or 'readme.pdf' with information on the methods used for collecting/generating the data, and data-specific information (parameters and/or variables used, column headings, codes/symbols used, etc.)
- During the deposit process you are asked to add metadata to describe your dataset. This includes: title, date, creator(s), keywords, description, etc. Please make this as clear as possible so that others can find the data.

### Deposit



4TU.ResearchData only accepts datasets that are finalised for making public. Data that has been uploaded cannot be altered or supplemented by additional data. You are asked to deposit any alterations or supplements as a new version. 4TU.ResearchData will make a link between the new and previous version.

- [Register or login](#) to the 4TU.ResearchData data archive, complete the data upload form, accept the license agreement and submit your data files.
- If applicable, please provide a link to the primary article/publication based on this dataset which allows further, useful information to be associated to the dataset.
- When relevant for the interpretation of the data, include geospatial information, e.g. geographical location, in the metadata of your dataset so we can present this information on a map.

### Publish



- Before making your data openly available, 4TU.ResearchData will perform a metadata quality check to increase the discoverability of your data.
- All research data that is published in the data archive receive a Digital Object Identifier (DOI). This identifier defines a persistent link so that the research data can be cited by others.
- 4TU.ResearchData will preserve and maintain access to your data for a minimum of 15 years, and can provide information on usage rates.
- Published data deposits are also visible to search engines, such as Google; this helps maximise visibility and impact.