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# Publishing and Sharing Data into the ReShare Repository

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Creating Shareable Research Data: Managing and  
Archiving Social Science Research Data

28<sup>th</sup> and 29<sup>th</sup> November 2017

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UK Data Service

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# Summary

- What is ReShare?
- How to prepare for archiving data
  - Documentation
  - Comprehensive metadata
  - Access categories
- Citing a data collection
- Exercises



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# What is ReShare?

- UK Data Service's online data repository, where researchers can archive, publish and share research data: <http://reshare.ukdataservice.ac.uk>
- It allows depositors to create data collections themselves
  - upload data and documentation files;
- Once completed by depositors, collections go into a review area, where we check for disclosure risk, copyright breaches, validity of file formats and level of documentation;
- All numerical data files and at least a 10% random sample of textual data files are reviewed.



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# How to prepare for archiving data

- Think ahead
- Bundle similar files
  - e.g. into data/documentation/metadata)
  - By type of data: transcripts/audio/video or quant/qual
- File naming
  - Bulk renaming (maybe?)
- Familiarise yourself with:
  - Collections in our catalogue [Discover](#)
  - Review procedures:  
<http://reshare.ukdataservice.ac.uk/reshare-review-procedures/>
  - FAQs:  
<https://www.ukdataservice.ac.uk/help/faq/reshare>





My data

Manage records

Profile

Review

Admin

Edit page phrases

## Edit collection: My new dataset

Terms and conditions → Grant details → People → **Data collection** → Upload → Deposit

### \* Data collection title ?

My new dataset

### + Alternative title

### \* Data description (abstract) ?

### \* Keywords ?



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# Documentation

- Study-level documentation (Methodology, Findings)
- Data-level documentation (labels, interviewees information)
- Metadata (file names, bundles)

## Qualitative:

- Interview schedule (for structured and semi-structured interviews)
- Data list
- ReadMe file
- Consent form(s)
- Information Sheet(s)

## Quantitative:

- Variable labels (data file)
- Codebook, including how derived variables are created;
- Questionnaire (blank) for survey data
- Scripts for secondary data;
- ReadMe file
- Consent form
- Information sheet



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# Comprehensive metadata

- Descriptive abstract
- Grant summary  $\neq$  data collection abstract
- Data collection methods: include sample descriptions, sampling procedure
- Keywords
- Specify links between data files if any (e.g personal identifiers across qual and quant data files)



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# Access categories

Archiving data in a repository does not mean this would be openly accessible. To protect data that cannot be anonymised without reducing its reuse potential, access restrictions are used.

Open access – can be accessed by any user, no registration needed

Safeguarded- accessible only to registered users

Permission only – accessible with permission from depositor

Embargo – closed temporarily (up to 12 months to allow publication)

Note: Access restrictions can only be applied to data files. Documentation files and metadata is always freely available.



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# Access categories, choosing the right one

Choosing the appropriate access category to fit a particular data file or collection is always a case by case process, however the following are considered:

- Identifiable information in the data – quality and procedures of anonymization
- Consent statements
- Linkage possible? (to other published data/information which might contribute to identifying participants)

The appropriate access category is chosen during the review process, in collaboration with the depositor.

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# Citing a data collection

- A citation should include enough information so that the exact version of the data being cited can be located, but does not include information on the sponsor or copyright.
- A Digital Object Identifier (DOI) should be included in the citation. This ensures that even if the location of the data changes, the DOI will always link to the data that was used.
- Detailed information, including examples, is available at: <https://www.ukdataservice.ac.uk/use-data/citing-data>
- In ReShare, the citation can be found at the very top of the page: <https://discover.ukdataservice.ac.uk/>



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# Questions?



<https://pbs.twimg.com/media/B7ZUntnCUAEQAgR.jpg>

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# Exercise - Evaluate collection quality

- <http://reshare.ukdataservice.ac.uk/852202/>
- <http://reshare.ukdataservice.ac.uk/851083/>
- <http://reshare.ukdataservice.ac.uk/850284/>
- <http://reshare.ukdataservice.ac.uk/852014/>



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# Practice in ReShare

- 2 options here:
  - Create your own\*  
<http://reshare.ukdataservice.ac.uk>
  - Use our simulator  
<http://reshare-training.ukdataservice.ac.uk>

\*(Registration first)



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# Getting started:

How it usually works:

1. Register >> Login >> Select 'Create new data collection' and follow the steps;

## Simulator

1. Login using 'user01', 'user2' etc. as both username and password.
2. Proceed to "Create a new data collection"
3. Either using a data collection of your own or the sample collection described below, complete all sections of the deposit.

