Preparing your data for deposit /
Checklist

Use the following checklist to prepare your data for deposit in the St George's Research Data Repository

☐ I have the required permissions to share this dataset

> I own the copyright to this data. I have the permission from any other rights holders, including rights holders of any third party material included in the dataset, to share this data

☐ All datasets have been appropriately anonymised

☐ My files are accessible

> My files are in open, commonly-used file formats. I have practiced good records management - my files and folders have meaningful, logical filenames and my folders follow a logical structure

☐ I have prepared a 'readme.txt' file with study and data documentation. This will be included in the deposit to assist others in using my data. In this file I have included:
- Structural information: a list of the files included in the dataset along with a brief description. Information on the folder structure and any relationships between the files. Information about any requirements needed to make use of the files – e.g. software, hardware, original source code – which should be shared either as part of the dataset, or independently and linked to the dataset with its DOI
- Methodological information: describe methods used to collect and process the data and maintain data quality. May include instrument guides and survey questionnaires
- Data-level documentation: variable lists, definitions of abbreviations - including abbreviations used in column headings, units of measurement, codes or symbols used to record missing data

A template for creating readme style metadata can be downloaded from Cornell University's [Research Data Management Service](#)

☐ All owners of any third party material included in my dataset have been appropriately credited

☐ I have determined the access level for this dataset
- Open - The dataset will be openly available
- Controlled access - The dataset will be uploaded confidentially to the repository. Users will be able to access the data via SGUL's <u>controlled data access procedures</u>
- Restricted - Only the metadata for the dataset will be shared on the repository, the data will be stored and preserved locally. Permission to access the dataset can be acquired using SGUL's <u>controlled data access procedures</u>

☐ I have decided on a suitable embargo period for the dataset – if required

You can embargo a dataset until your research publication is public or under guidance from your funder

☐ I have familiarised myself with the copyright licenses available on the SGUL data repository and have selected an appropriate license for my data

☐ I have checked that the title of my dataset is not identical to the title of any of my other research outputs

For data supporting a publication it is acceptable to use "Data supporting" or "Data used in" along with the title of the publication as the title of your dataset