

KiltHub Collections Guide

Welcome to KiltHub

Carnegie Mellon University is now providing a comprehensive repository for research data and other forms of scholarly outputs. Powered by figshare, KiltHub is an online platform for citing, sharing, and discovering research data and other forms of scholarly output. This user guide will walk you through the process of using collections, adding materials to collections, and how to publish a collection. For more information on uploading and publishing your materials or creating projects, please see our deposit and projects guides.

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What is KiltHub?

KiltHub is a place to make all your research data and other scholarly outputs citable, shareable, and discoverable. It's a place to share your supplementary research to make them first class outputs. Share both positive and negative results and get credit for all your research.

The most important things about KiltHub:

- Your research is assigned a **DOI**. This means you can cite it as a research output alongside your paper or as a freestanding piece of data.
- KiltHub complies with **funder mandates** around **making data openly accessible** and **stored in perpetuity**.

For more information, please contact:

website: <https://kiltHub.cmu.edu>

twitter: [@KiltHub](#)

email: kiltHub@andrew.cmu.edu

support site: <http://library.cmu.edu/kiltHub/about>

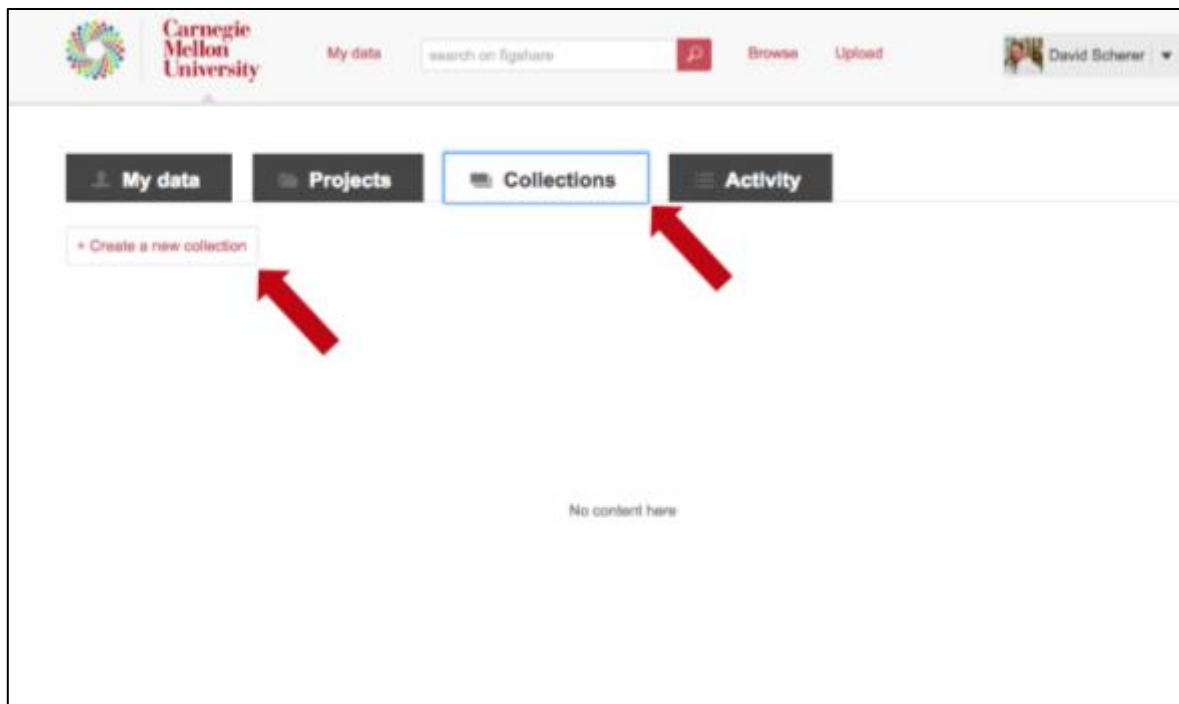
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How to Use Collections

Collections are ways of collating content within figshare that brings these items together under a theme, providing one place to host research outputs with their own URL and view counts. They can be either private or public, and can be assigned a DOI.

How to Create a Collection

1. Login into KiltHub and visit the **My Data** Page.
2. Click on the **Collections** tab.



3. Click on **Create a New Collection**.

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4. Complete the Create a New Collection Metadata Submission record

← Create a new collection

Title (mandatory) needed to publish & get DOI

Description

Include as many details as possible about the collection.

B *I* U x_2 x^2

Authors

Categories

Keyword(s)

References

Hit return for a new reference

Privacy settings

Note: You can apply this setting after all the items in your collection will be made public

 Display this collection publicly

DOI Reserve Digital Object Identifier

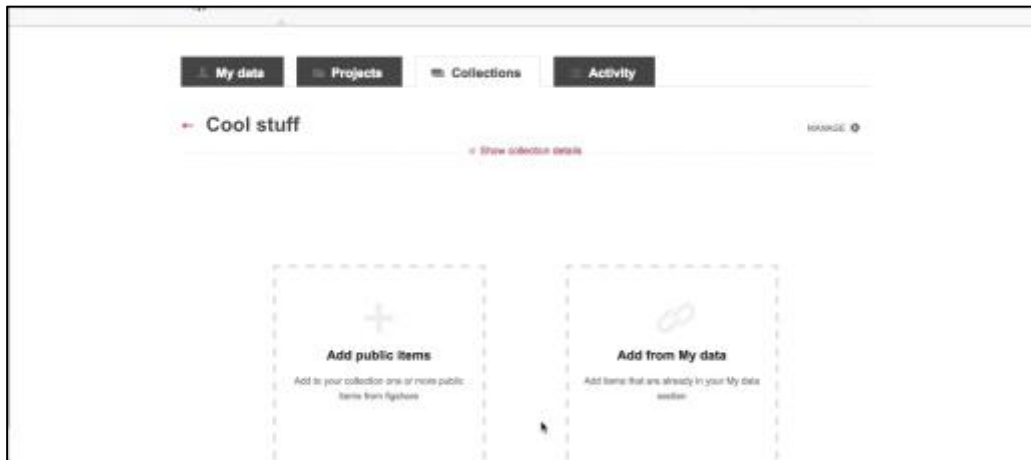
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5. Each field with a green circle ●, indicates a field that is required to assign a DOI and to publish the collection. You do not need to publish the collection to receive a DOI. The DOI will not be live until the collection has been published.
6. Insert a **Title**. The title should have at least three characters.
7. Write a **Description**. This is the description or abstract of the collection, and should include any relevant information. Be as descriptive as you can.
8. Add **Authors**. You can rearrange the order in which the authors appear. You can also remove yourself as an author if you are uploading on behalf of someone else. You can also search by entering the CMU email address of the author you want to add.
9. Select a **Category**. These are from the Australian and New Zealand Standard Classification (ANZSRC) Fields of Research (FOR) system. You can choose more than one and either select from the drop-down menu or search for your subject area. Click [here](#) for the full figshare category list. If you can't find exactly what you're looking for, we recommend finding the best option and getting more specific in the Keywords field.
10. Add **Keyword(s)**. These should be more specific than the Category entries, and help others find the collection. Add as many relevant keywords as you want - just hit enter after each keyword. KiltHub remembers ones you've previously entered and will suggest ones as you begin typing.
11. Enter any **References**. You can link to references or any related content.
12. Enter any **Funding** information. Add the grant number and name of the funding authority associated with your material.
13. Once your project has public content, you will have the option to display your project publicly in the **Privacy Settings** field. To make the project public, you must first make at least one item public within the project.

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14. Click **Save changes** once you've completed the form.

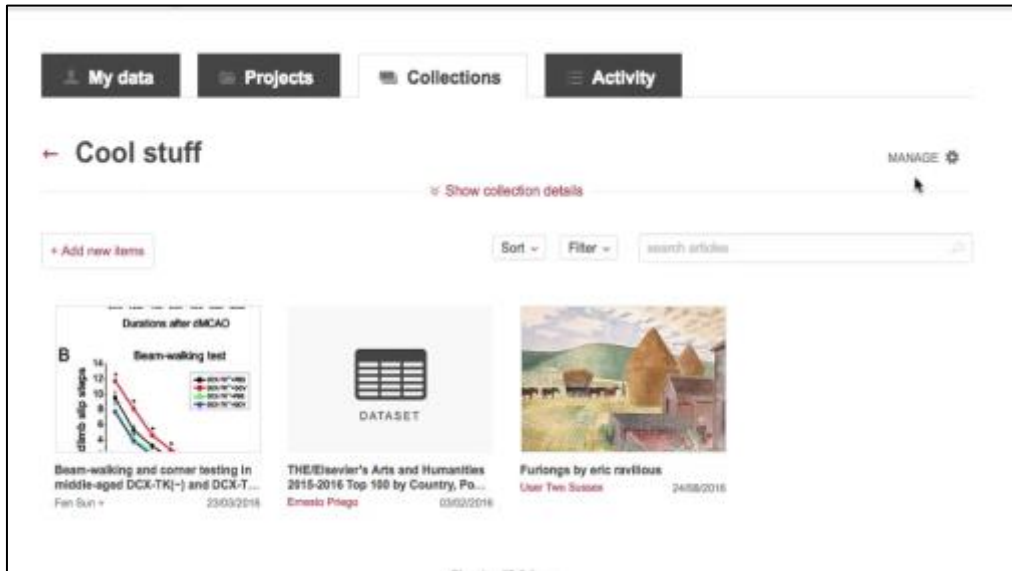
How to Add Materials to a Collection



1. Once you've created the Collection, select **Add public items** or **My data**.
2. 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.
3. If you find a public item you wish to add to a Collection, simply select **+Collect** and choose the Collection to add it to.

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How to Publish a Collection



1. Once you've collated 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 and the DOI is active.