

KiltHub Deposit 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 depositing, publishing, and sharing your research and scholarship on KiltHub. For information on depositing, publishing, and sharing your research datasets and creating the required README.txt file to accompany a data deposit, please see the Data Deposit Guide and the README.txt template. For more information on creating collections and projects, please see our collections 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>

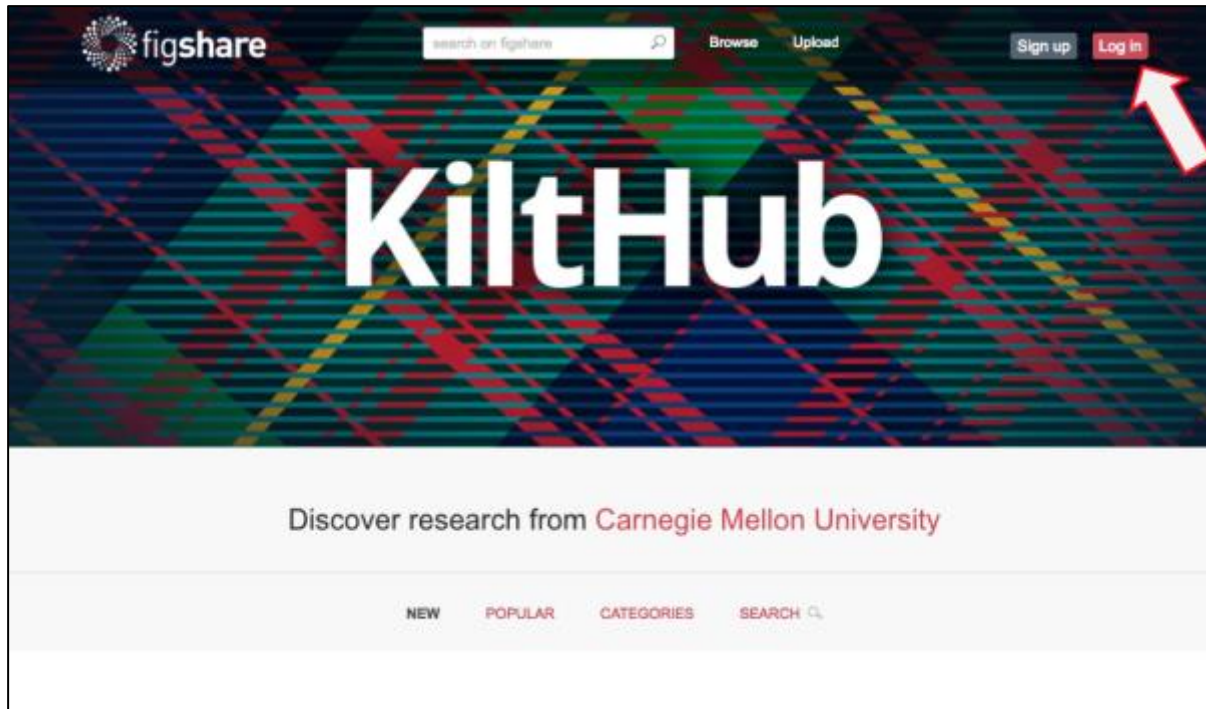
twitter: [@KiltHub](#)

email: kiltHub@andrew.cmu.edu

support site: library.cmu.edu/kiltHub

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How to login



1. Open your browser, and go to <https://kiltHub.cmu.edu>
2. Click on “Login in”
3. Enter your AndrewID and Password



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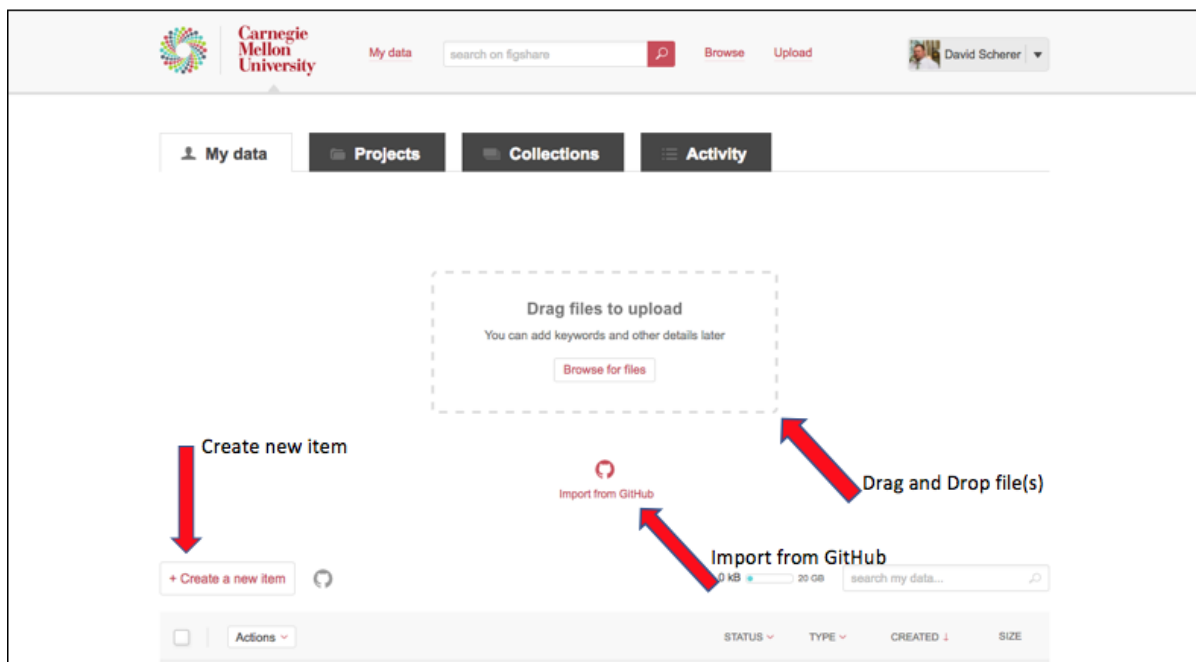
4. Confirm your login using your 2fa device. For more information on Two-Factor Authentication, please visit <https://www.cmu.edu/computing/news/2016/dec/1207162fa.html>.
5. You will be redirected to your “My Data” page. You are now logged into your account.

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How to Upload your Materials

Uploading your research and scholarship to KiltHub is very easy.

1. Login to your account and select the **+Create a new item** button from the lower left. You can also drag and drop your file from your browser to the drag and drop area.

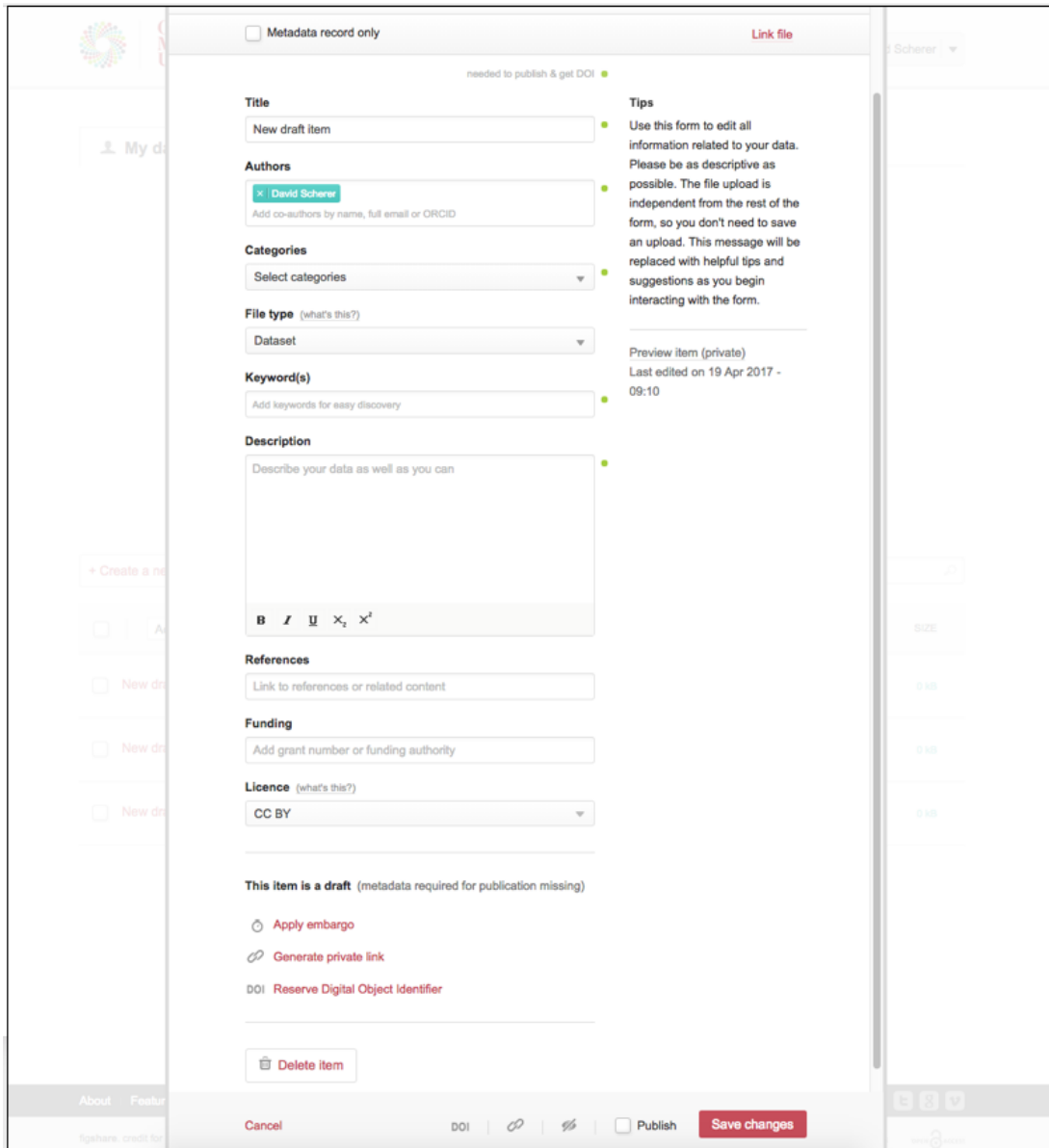


2. You will now see the Submission Record for your material(s) with the metadata that you will need to create. For information on how best to complete the fields for maximum exposure of your materials, see our how-to guide [here](#). Tips on how to fill out each of the metadata fields can be found in the description text in the field, as well as on the right side of the screen in the Tips column.
3. Each field with a green circle ●, indicates a field that is required to publish the material, and for the material to be assigned a DOI.

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- You do not need to publish the materials to reserve a DOI for your materials. The DOI will not be registered and live until the material(s) have been published.

Submission Metadata Page



Metadata record only Link file

needed to publish & get DOI

Title
New draft item

Authors
David Scherer
Add co-authors by name, full email or ORCID

Categories
Select categories

File type (what's this?)
Dataset

Keyword(s)
Add keywords for easy discovery

Description
Describe your data as well as you can

References
Link to references or related content

Funding
Add grant number or funding authority

Licence (what's this?)
CC BY

This item is a draft (metadata required for publication missing)

[Apply embargo](#)

[Generate private link](#)

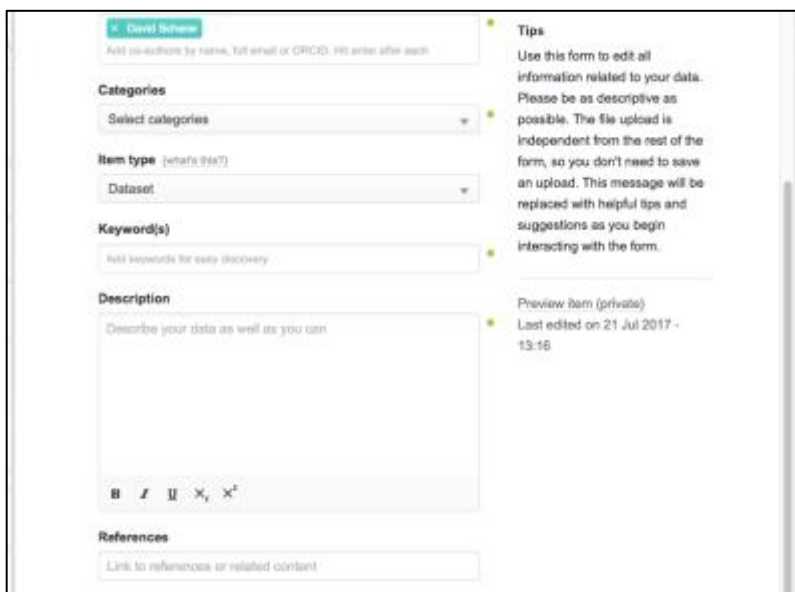
DOI [Reserve Digital Object Identifier](#)

[Delete item](#)

Cancel DOI [Link file](#) Publish [Save changes](#)

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5. Insert a **Title**. The title should have at least three characters.
6. 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, as well as search for other figshare users using their email addresses.
7. 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.
8. Select the **Item type** from our drop-down menu. We accept over 1,000 file extensions, but if there's something we don't support, please let us know. Click [here](#) to explore the different item types.



David Schwab
Add co-authors by name, full email or ORCID. Hit enter after each.

Categories
Select categories

Item type (what's new?)
Dataset

Keyword(s)
Add keywords for easy discovery

Description
Describe your data as well as you can

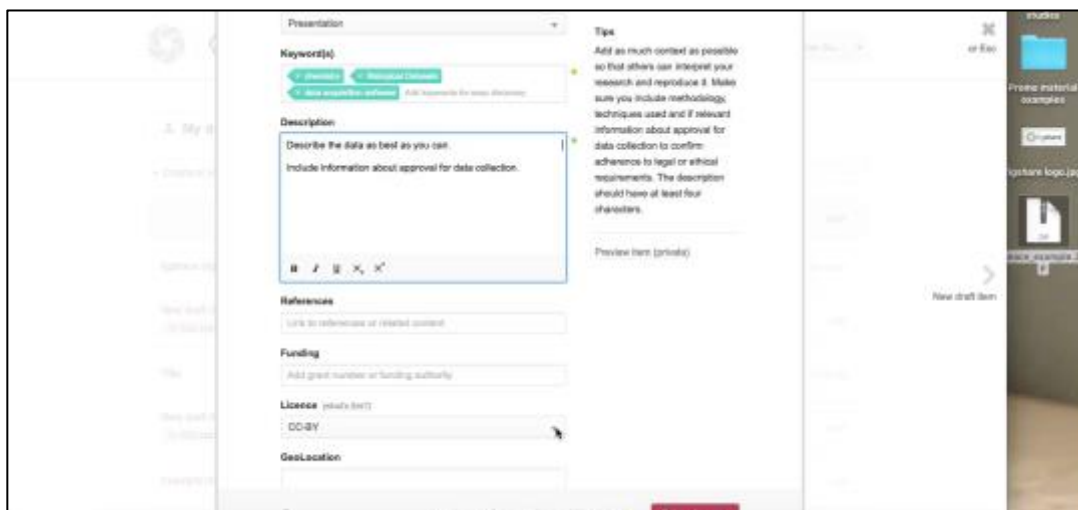
References
Link to references or related content

Tips
Use this form to edit all information related to your data. Please be as descriptive as possible. The file upload is independent from the rest of the form, so you don't need to save an upload. This message will be replaced with helpful tips and suggestions as you begin interacting with the form.

Preview item (private)
Last edited on 21 Jul 2017 - 13:16

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9. Add **Keyword(s)**. These should be more specific than the Category entries and help others find your research. Add as many relevant keywords as you want - just hit enter after each keyword. KiltHub remembers ones you've entered previously and will suggest keywords as you begin typing.
10. Write a **Description**. This is the description or abstract of your material(s). This should include any relevant information that pertains to your research - which might include information about the methodology, approval for data collection, or legal or ethical requirements. Be as descriptive as you can.



The screenshot shows the KiltHub deposit form interface. The 'Keyword(s)' field contains 'Keywords' and 'Research'. The 'Description' field has a text area with the placeholder text 'Describe the data as best as you can. Include information about approval for data collection.' Below the description are fields for 'References', 'Funding', 'License' (set to 'CC-BY'), and 'GeoLocation'. A 'Tip' section on the right provides instructions on how to write a good description. The interface also includes a 'Preview here (print)' button and a 'New draft item' button.

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. Select a **License**. You can choose from a number of licenses based on your reuse requirements. If you are depositing a version of a publication you may need to select "In Copyright." You may need to provide text and the full citation to the published version. Use the Publisher Statement field to do so. For more information on which license to

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choose, click [here](#). For questions about depositing a version of a publication, please feel free to contact the University Libraries at kilthub@andrew.cmu.edu.

14. Insert the **Publisher Statement**. This is a field for inserting text and the full citation to the published version of your material(s) if required by the publisher to comply with their Green Open Access standards. More information about publisher requirements can be found by searching for the publisher/journal on [Sherpa/RoMEO](#). If a set Publisher Statement is not required, please use this KiltHub Standard Entry:
"This is the [insert name of Version of Publication] of, "Full APA-Style Citation of Publication with hyperlinked DOI." Copyright [Year of Publication] [Name of Publisher]."
15. Tick **Publish**. Make sure everything you have submitted is accurate - once it's published, it's permanently available.

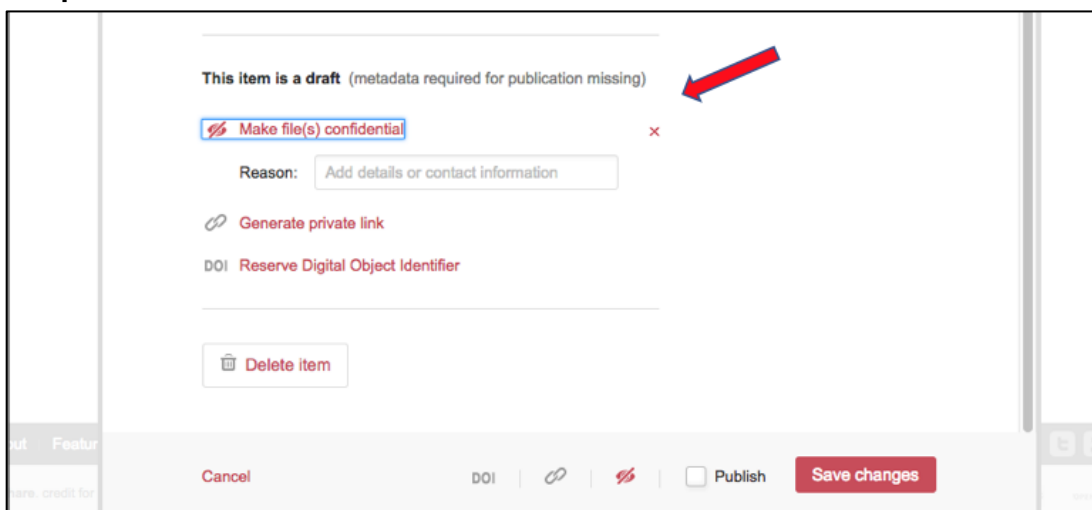
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How to Upload Confidential Files, Linked Files, Embargoed Periods, and Metadata-Only Records

There are a number of reasons why you may want to conditionally upload your files:

- There may be ethically or commercially sensitive information or data
- You may not have permission to make the materials available (i.e. the publisher allows green open access, but you have to wait till six months after publication).
- Your materials (e.g. datasets) may be stored somewhere else, but you want to link to it to get a DOI

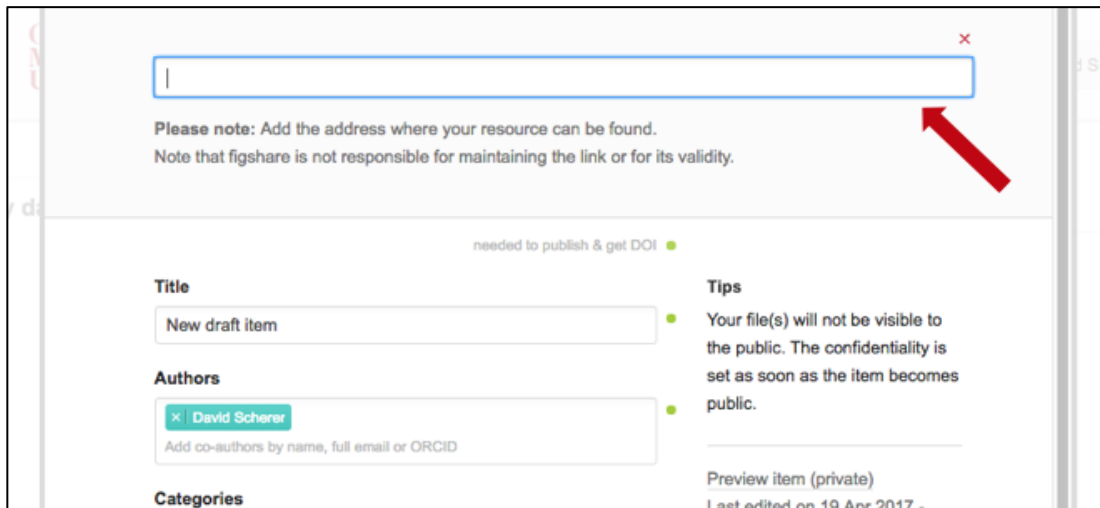
How to Upload a Confidential File



1. Scroll to the bottom of the page and tick **Make file(s) confidential**.
2. You will need to provide a reason in the Reason field as to why your materials should be made confidential.

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How to Upload a Linked File

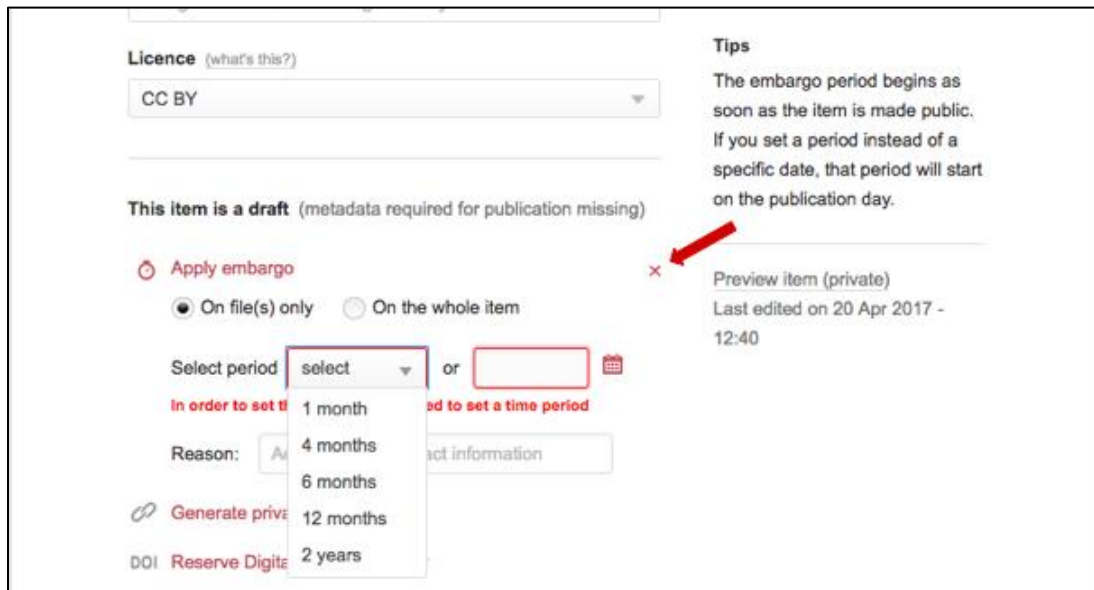


The screenshot shows a web form for uploading a linked file. At the top, there is a long, empty text input field with a red 'x' icon in the top right corner. A red arrow points to this field. Below the field, a note reads: "Please note: Add the address where your resource can be found. Note that figshare is not responsible for maintaining the link or for its validity." Below the note, there are several sections: "Title" with a text box containing "New draft item"; "Authors" with a text box containing "David Scherer" and a sub-note "Add co-authors by name, full email or ORCID"; and "Categories" with a text box. To the right of these sections, there is a "Tips" section with a bullet point: "Your file(s) will not be visible to the public. The confidentiality is set as soon as the item becomes public." Below the tips, there are links for "Preview item (private)" and "Last edited on 19 Apr 2017".

1. Click the **Link file** button at the top of the screen.
2. Copy the link in the box.
3. Click out of the box to continue adding metadata and publish your material.

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How to Upload an Embargoed Period



The screenshot shows the 'Apply embargo' section of the KiltHub upload interface. At the top, there is a 'Licence' dropdown menu set to 'CC BY'. Below it, a message states 'This item is a draft (metadata required for publication missing)'. The 'Apply embargo' section is active, with radio buttons for 'On file(s) only' (selected) and 'On the whole item'. A 'Select period' dropdown menu is open, showing options: '1 month', '4 months', '6 months', '12 months', and '2 years'. A red box highlights the '1 month' option. To the right of the dropdown is a text input field for a custom date, with a calendar icon. Below the dropdown is a 'Reason' field with a text input and a 'Generate private DOI' link. A 'Tips' section on the right explains that the embargo period begins when the item is made public. A red arrow points to a 'Preview item (private)' button.

1. Select the **Apply Embargo** button.
2. Select whether you want the embargo on the file(s) only or on everything (files and the metadata).
3. Select the embargo period. You can choose one of the standard embargo periods (1, 4, 6, 12 months, or 2 years) or enter your own date.
4. Enter the reason for the embargo (e.g. required by publisher) in the Reason field.

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How to Make Metadata-Only Records



The screenshot shows the KiltHub deposit form interface. At the top, there is a checkbox labeled "Metadata record only" which is checked. A red arrow points to this checkbox. To the right of the checkbox is a "Reason:" field. Below the checkbox, there is a green dot and the text "needed to publish & get DOI". The form is divided into several sections: "Title" with a text input field containing "New draft item"; "Authors" with a list of authors including "David Scherer" and a prompt to "Add co-authors by name, full email or ORCID"; "Categories" with a dropdown menu labeled "Select categories"; and "Keyword(s)" with a text input field and a prompt to "Add keywords for easy discovery". On the right side, there is a "Tips" section with two bullet points: "The embargo period begins as soon as the item is made public. If you set a period instead of a specific date, that period will start on the publication day." and "Preview item (private) Last edited on 20 Apr 2017 - 12:40".

1. Tick the metadata record only box at the top of the screen and enter a reason.
2. Enter the reason for the metadata-only (e.g. content published in another repository) in the Reason field.
3. Continue adding metadata and publish your material.