

# Guide to the EDR upload form

## Creating quality and descriptive metadata

Version: 1

Authors: Astrid Grunnet, Christopher Todd Matsumoto, Simone de Hek, Nynke de Groot

The [Erasmus Datarepository](#) (EDR) is a digital library for digital files. The EDR was developed in order to facilitate open and FAIR research. Having descriptive metadata facilitates circulation and re-use of the data in both those ways.

When you create descriptive metadata for your uploaded resource, we ask you to think about the potential future users and how that future user might find, assess, and select your uploaded resource, as part of their current research.

The descriptive metadata in the EDR should both incorporate the FAIR principles (Findable, Accessible, Interoperable and Reusable) and it should help the users perform the user task defined by IFLA (international federation of library associations) – obtain, identify, select and find.

A good rule of thumb is when you are creating the descriptive metadata for your uploaded resource, put yourself in the position of someone trying to find your data research. Ask yourself, how would someone else find and use your research?

The upload form represents the metadata for your dataset and is the way to create descriptive metadata.

## Form fields

[Title field](#)

[Author field](#)

[Categories field](#)

[Item type field](#)

[Keywords field](#)

[Description field](#)

[Funding field](#)

[Resource title field](#)

[Resource DOI field](#)

[References field](#)

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## Title field (required)

Free text field between 3 and 500 characters.

Give your research a title that is more descriptive than just a filename. This will make your items discoverable via search engines.

### Guidelines

- Choose an appropriate, descriptive, but concise title for your dataset
- Keep titles relevant but as short as possible.
- Avoid punctuation, special characters, and capitalization (no all capitals).
- Do not use author names in this field, use the Author field.
- If the uploaded resource is a dataset from a published article, incorporate the title of the article in the title.

## Author field (required)

Lookup field/free text field.

The Author field will search for co-authors based on their name or Orcid. If no co-author is found the field allows you to add them manually. When you have added all the co-authors you can arrange them by dragging them into the order you wish. Click 'x' on the co-author name to remove a co-author.

### Guidelines

- Search co-authors by name, Orcid or mail.
- If the co-author cannot be found add details about your co-authors manually. Spell out the full name, do not use abbreviations, titles or initials. Since the co-author does not have an Orcid it is also good practice to encourage them to create one. For more information see: <https://www.eur.nl/en/library/research-support/orcid>.

## Categories field (required)

Dropdown lookup field.

The categories field allows the uploader to search for pre-existing categories. You may choose multiple categories. You may not add your own categories. The available categories are based on the Australian and New Zealand Standard Research Classification and their Fields of Research (FOR) codes.

### Guidelines

- When choosing your categories, use categories that would classify the methodology and focus of your research.
- Do not choose categories from the perspective of intended use of your research.
- Do not choose categories from the perspective of the school or institute where you conducted your research.
- Avoid using the 'Uncategorized' category. For this situation it is better to use more broad categories and use descriptive keywords in the Keywords field.
- If your research is multidisciplinary use more categories and use a variation of keywords in the Keywords field.

## Item type field (required)

Select dropdown field.

Select the file type that best describes your data.

### Guidelines

- If you have multiple files choose the 'dataset' item type.

## Keywords field (required)

Free text field.

Add keywords that will help make your research more discoverable. Click enter to add a new keyword or click 'x' on the keyword to remove a keyword.

### Guidelines

- Do not use words from the title as a keyword.
- Choose relevant keywords.
- Use keywords to describe your methodology, software or a technique that was used in your research.
- Do not use author names as keywords.
- Do not use abbreviations or codes for institutions. If you want to use your faculty or institute spell out the entire name.
- Focus on keywords that could lead a future user to your dataset.

## Description field (required)

Free text field, unlimited.

### Guidelines

- Describe your data in as much detail as possible so a future user can assess if the data is relevant for their research. At the same time, like the abstract of a published article, keep the description short and to the point.
- Focus on describing your dataset not the research based on the dataset.
- If the dataset is under embargo, make a note of this in the description and tell future users if/how they can use the data under embargo.
- If you want to refer to a reserved DOI (which is not advisable) reference the DOI here in the description field and not in the Resource DOI field or References field. When the DOI is claimed the researcher can move it to one of the previously mentioned fields.
- Make a note of whether a DOI you reference in the Reference DOI field is under embargo and what the conditions of the embargo are.

## Funding field (optional)

Lookup field/free text field.

### Guidelines

- Search funder and grant information using the grant name, code or funder body.
- If your funding is not found add the information in free text. The funding agency should be written out in full, followed by the grant number.
- In case the research is not funded this should be expressed in the funding field by stating 'The author(s) received no financial support for the research, authorship, and/or publication of this article.'

## Resource title field (optional)

Add the title of a research resource you want the dataset to link back to where the dataset was used or presented. This field works in tandem with the Resource DOI field and will be shown as one item on your published dataset. You cannot publish the dataset if you have not filled in the Resource DOI field.

### Guidelines

- The title of an article.
- The name of a conference
- The name of a summit
- The name of a seminar
- The name of a workshop

## Resource DOI field (optional)

Add a valid DOI for the entry made in the Resource title field. This field only allows for one entry. This field works in tandem with the Resource title field and will be shown as one item on your published dataset. You cannot publish the dataset if you have not filled in the Resource title field.

### Guidelines

- You may only add one resource DOI.
- Make sure your DOI is valid and linkable.
- The DOI should link to what was referenced in the Reference title field.
- Do not prepend your DOI with: <https://doi.org/>.
- If you want to refer to a reserved DOI (which is not advisable) do not add it in this field but reference it in the Description field.
- If the DOI is under embargo make a note in the Description field that the DOI is under embargo and what the conditions of the embargo are.

## References field (optional)

Add references (links) to any relevant content or external sources that help describe your research. Click enter after adding a reference to add another reference.

### Guidelines

- The link or DOI must be valid.
- A link must use the full URL address, for example: <http://www.wikipedia.org>
- Do not prepend your DOI with: <https://doi.org/>.
- If you want to refer to a reserved DOI (which is not advisable) do not add it in this field but reference it in the Description field.
- If the DOI is under embargo make a note in the Description field that the DOI is under embargo and what the conditions of the embargo are.

## License field (required)

Select the appropriate license from the list.

### Guidelines

- We encourage open access to all research data: CC BY is the most open license or CC BY-SA used by Wikipedia. This license is often compared to the “copyleft” open source software license.
- For more information about licenses and how to choose one follow the ‘[what's this](#)’ to the right of the field title.
- Read about [Creative Commons licenses](#).

### Apply embargo fields (optional)

Use this interface if you would like to keep either your dataset files from being public or your entire dataset from being public. Also set the time range for how long the dataset should be embargoed or set it to be under permanent embargo. For in depth guidance about the embargo interface contact the [EDR service team](#).