

IST Research Explorer

Create a new research data entry

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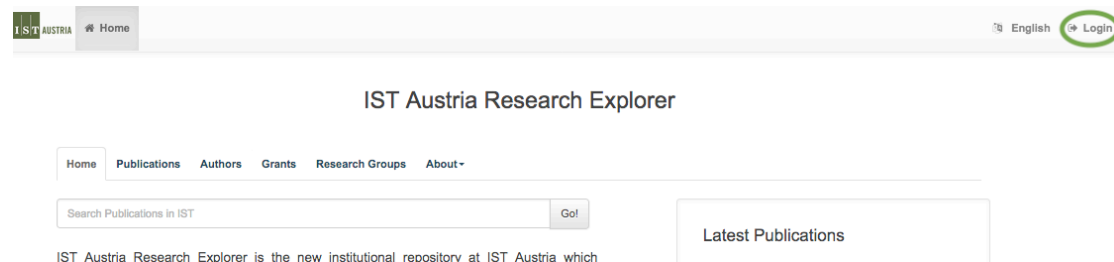
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About this Document

This is a quick guideline on how to publish supplementary data/research data to the institutional repository. We have several further documentations regarding the handling of IST Research Explorer (“Create a new entry”, “Search and Find”,...).

1. Login

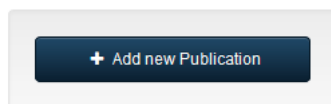
Go to <https://reserach-explorer.app.ist.ac.at> and click “Login”.



Enter your IST user and Intranet password. You are now in “My Dashboard”.

2. Add a new item

Go to “My Dashboard” and click on “add new Publication”.



Now you have to choose “Research Data” within Option 2:

Add New Publication

Option 1:
Enter a publication ID to import

DOI Go!

Option 2:
Select a type and fill out the form

- | | | |
|---------------------|----------------------|-----------------------|
| Book | Thesis | Translation |
| Book (Editor) | Encyclopedia Article | Translation (Section) |
| Book Chapter | Journal Article | Technical Report |
| Book Review | Special Issue | Working Paper |
| Conference Abstract | Newspaper Article | Other Publication |
| Conference (Editor) | Patent | Research Data |
| Conference Poster | Preprint | |
| Conference Paper | Report | |

You'll get a template and have to enter at least all required fields (marked *).
Be aware: the more information you enter the easier it gets for others to understand and reuse your data.

2.1 Detail Information

Research Data

Save Cancel Save Draft

Details

Publication Type ▼
Research Data

Title *
e.g. Handbook of eBook Publishing

Creator *

First Name Doris Last Name Ernst extern + -

Department
Library + -

DOI
e.g. 10.4119/xyz/2695161

Publisher *
IST Austria

Publishing Year * e.g. 2015 Published while not employed at IST

Publishing Month e.g. 04

Publishing Day e.g. 21

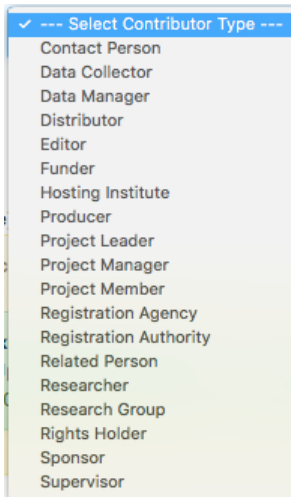
Grant
Start typing, or use (arrow down) to choose a Grant from the list. + -

Contributor

First Name e.g. John Last Name e.g. Appleseed extern + -

--- Select Contributor Type --- ▼

The template includes a title of the research data, the publisher is “IST Austria” and the publishing date. The creator is the responsible person who should be contacted for any questions regarding the data. Add further creators by clicking “+”. If a research is assigned to a grant, you can state its name or grant number (select the correct one from the dropdown list). If you have multiple grants add new lines by clicking the “+”. Within the field “contributors” name all your co-workers and their function (listed in the dropdown menu):



2.2 Research Data Upload

The second section is dealing with uploading your data. It is recommended to structure your files and bundle them in (several) zip-files (see the IT guidelines how to build a good data structure). Drag and drop or use a file explorer to upload your files (yellow area). The size limit of each file is 10 GB at the moment – if you have bigger files please contact the library team (repository.manager@ist.ac.at).

Research data upload

Upload File(s) (max. 10GB per file)

Drop files here to upload ... or click!

▼ Copyright and Licenses

There are further settings to consider. Click on the pen symbol in the green area to get the detailed template:

Research data upload

Upload File(s) (max. 5GB per file)

Drop files here to upload ... or click!

Mapping to librecat.xlsx			
Access Level:	Upload Date:	User:	Relation:
open_access	2018-12-07T09:59:02Z	dernst	main_file

Edit Uploaded File

File

Current file:

Upload_RD.png

Relation ("Uploaded document is...")

Main File

Access Level

- Open Access (File is freely available, effective immediately)**
- Local Access (LibreCat only)
- Closed Access (Author/Reviewer only)
- Request a Copy (Closed Access except upon request)

forms.research_data.field.dropzone.edit_modal.access.rac_email

Switch to Open Access on:

Open Access (File is freely available, effective immediately)

YYYY-MM-DD

Additional Information

Title

Description

✓ Save

✗ Cancel

Here, you can set an embargo if you need to.
The second part of this section deals with copyright and licenses.

Choose the correct license within the dropdown menu. Underneath, you have additional information to each option. Please confirm the copyright disclaimer by reading and clicking the tick box.

▼ Copyright and Licenses

Data Re-Use License

Select a license under which your uploaded data will be available:

Select a license

- ▼ Creative Commons Public Domain Dedication (CC0 1.0)
- ▼ Creative Commons Attribution 4.0 International Public License (CC-BY 4.0)
- ▼ Creative Commons Attribution-ShareAlike 4.0 International Public License (CC BY-SA 4.0)
- ▼ All Rights Reserved

Copyright Disclaimer

- I acknowledge that I have read, understood and agreed to be bound by the IST Research Explorer (IST REX) Terms of Use (Terms).
- I represent that I have the legal authority to accept the Terms on behalf of myself and any party I represent in connection with my use of any services (co-authors, publishers or other rightholders).
- I declare that I am authorised to make the Data and associated metadata to be uploaded available on IST REX.
- I warrant that the uploads do not infringe the rights of any third party.
- I represent that in case Data contains personal research data I have obtained the prior approval of the Ethics Officer to upload such personal data.
- I grant IST Austria a worldwide, non-exclusive, royalty-free, transferable license esp. to make my uploaded Data available for public access and for further use in accordance with the Terms.

I have read and agree with the information above about releasing data under the selected license.

If your data does not fit any of the licenses above or if you have any other questions, please contact:
Phone 1013, E-Mail: repository.manager@ist.ac.at

2.3 Additional Information

The third section concerns additional information:

Additional Information

Article Processing Charge	<input type="text" value="No"/>
Open Access Version	<input type="text" value="None"/>
Abstract	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Language English ▼ + - </div> <div style="margin-top: 5px;"> Abstract Text (you can use Markdown for styling) </div> </div>
Keywords	<input type="text" value="Keywords (multiple entries separated by semicolon, e.g. Keyword1 ; Keyword2 ; Keyword3)"/>
DDC	<input type="text" value="--- Select DDC ---"/>
Acknowledged SSUs	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="Start typing, or use (arrow down) to choose an SSU from the list."/> + - </div>
Acknowledgement	<input type="text" value="Thanks to..."/>
Returned Record Ids	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="text"/> + - </div>

Add the identifiers of deleted or returned records that should be redirected to this record.

Please insert the abstract and descriptive keywords. If you mentioned any Scientific Service Units (SSU) from IST Austria in the acknowledgments please select it and add another line by clicking “+”.

2.4 Linking the data

In the last section you can link your new entry to external material, for instance your new entered research data to the publication.

Links

Link and relation to external material

URL of external source (enter with http://) + -

External material is Confirmation Letter ▾

Description and other details about linked source

Link to LibreCat record

Start typing to search your publications.

Enter external material (the complete web address including http://) or link to an existing intern repository entry. Be sure to check the correct relation.

Link and relation to external material

http://thisisatest.com + -

External material is Confirmation Letter ▾

Description and other details about linked source

Link to LibreCat record

Start typing to search your publications.

Save Cancel

- Confirmation Letter
- Table of Contents
- Erratum
- Supplementary Material
- Research Data
- Software
- Earlier Version
- Later Version
- Publication containing LibreCat record
- Part of LibreCat record
- Dissertation containing LibreCat record
- Part of this Dissertation
- Old Edition
- New Edition
- Continuation
- Previous Item
- Popular Science
- Research Paper
- Translation
- Original of Translation

For entering an internal link just start typing the title of e.g. a publication and choose the correct one.

Link to LibreCat record

dual|

Paul Swoboda (2017): A dual ascent framework for Lagrangean decomposition of combinatorial problems [conference]

Torresani, Lorenzo (2012): A dual decomposition approach to feature correspondence [journal_article]

Veß, Astrid (2017): A dual phenotype of MDA MB 468 cancer cells reveals mutual regulation of tensin3 and adhesion plasticity [journal_article]

Woodford, Oliver J (2009): A global perspective on MAP inference for low level vision [conference]

Now the record is completed. Confirm your input by clicking “Save” or “Save as Draft” if you want to submit it later. All empty fields will not be shown in the database. You get a popup information that the entry is in review by the library. As soon as the review is finished (within 5 work days) the data becomes public in the repository.

3. Check your entry

Please check your entry – you know your scientific work best! If you have any questions don't hesitate to contact the library team via repository.manager@ist.ac.at! To find out more about good research data management and why it is so important, go to <http://www.dcc.ac.uk/digital-curation/digital-curation-faqs> or ask your library team!

Please let us know if you need any support:
IST Austria Library Team
repository.manager@ist.ac.at

