





Create a new research data entry

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1 What is ISTA REx?

ISTA Research Explorer (ISTA REx, https://research-explorer.ista.ac.at) is the institutional repository presenting the scholarly output of the Institute (ISTA). It contains all publications (journal articles, conference papers, book chapters, research data, thesis, ...) affiliated to ISTA. Where possible, an Open Access version is included, otherwise the metadata (according to publisher regulations) is available. Additionally, REx also offers the full publication record of all professors before they joined the Institute.

Moreover, ISTA Research Explorer shows the awarded grants which you can link to your publication. Therefore, it shows not only the research achievement of the Institute over the years but also the scientific output of every approved grant. Furthermore, several different citation formats of the entries can be downloaded and easily reused for personal citation management or publication lists.

ISTA scientist commitment

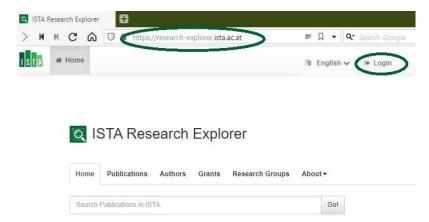
Authors at ISTA are requested to enter their publications into the ISTA Research Explorer by themselves not later than two weeks after acceptance of the paper. This helps to keep ISTA REx up to date, since scientists have the most reliable overview of their own publications.

There is no reason to worry about creating wrong or double entries. The library team keeps track of new items and corrects them on a weekly basis. Precise and flawless entries support external visibility and help generate complete publication lists for researchers and for reports on ISTA.



2 Add a new research data publication

Go to ISTA REx and click on "Login" in the right upper corner:

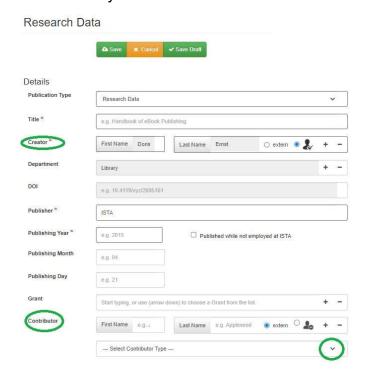


Use your SSO (your ISTA username and password) to login and open "My Dashboard". Click now on "new publication" and choose "Research Data" beneath option 2.

For all these import options applies that the created entry will be queued for moderation by the Library team and made public by them within 5 working days.

2.1 Mandatory fields

Please add at least the mandatory fields marked with *.





Please choose a meaningful title for your research data and add the publishing date. The creator is the responsible person who should be contacted for any questions regarding the data entry. 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 Data Upload

We recommend you 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 (in the yellow area). The size limit of each file is 10 GB at the moment – if you have bigger files please contact the library team beforehand (repository.manager@ista.ac.at).

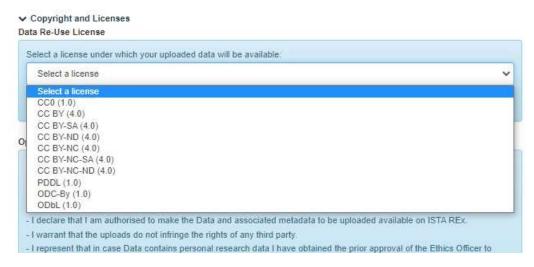


In addition to your files, please add a README file (a simple text file). State which software is needed to work with the data, how the files are structured (if it is a .zip file, or if it is useful to open the files in a specific order) or other essential explaining information. Imagine that you would be in the situation of being interested in the dataset and which information you would like to know before downloading it.





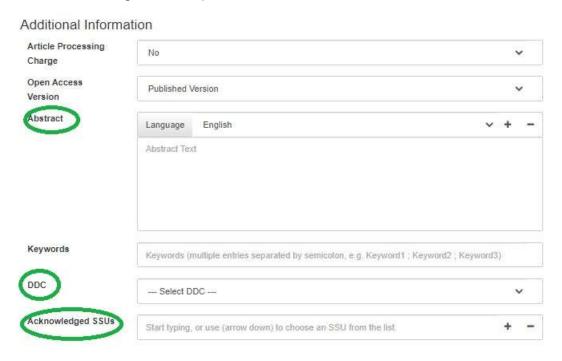
We highly recommend to choose a license for your research data. Be aware to check beforehand, if you have any publisher or funder regulations to consider!



If you need more information on these different licenses, you can find further information here: https://creativecommons.org/about/cclicenses/ and https://opendatacommons.org/

2.3 Additional Information

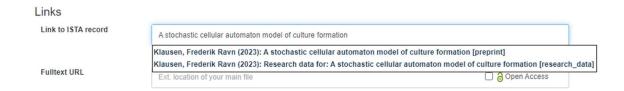
Add a short abstract to your data publication and select a DDC classification. If you had support or acknowledge a SSU, please add this as well:





2.4 Linking data entry to other entries

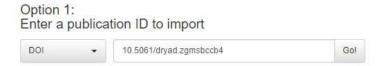
In this last section, you can link your data entry to other ISTA records like a preprint, publication or conference paper. Start typing the publication name in the field and select the desired version. Then choose the correct relation (used in publication/earlier version/...):





3 Add a data reference

Sometimes it makes more sense to use a discipline specific or a non-institutional repository to publish your data. In these cases, you should create a "Research Data Reference" for your dataset and link this entry to your publication. This can be easily done by importing the DOI to REx (see also the User Guide "create a new entry". In short, go to "My Dashboard", "add new publication", select "Option 1 add a DOI", copy the DOI into the field and click on "Go!")



You will have the reference as a separate entry in REx and linked to the publication:



4 Check your entry

You know your scientific work best – please check your entry! If you have any questions don't hesitate to contact the library team via repository.manager@ista.ac.at.

Please let us know if you need any support:

ISTA Library Team

repository.manager@ista.ac.at