UCONN
UNIVERSITY OF CONNECTICUT

University Libraries

Submission FAQ for the UCL Data Archive

Who can submit?

Any member of the University of Connecticut community.

What type of data can be submitted?

Data from any research discipline can be submitted. We accept data sets, article preprints, and any research that you would like to have archived. However, only static data can be deposited. You must also ensure that your submission does not include any personally identifying information (PII) or other sensitive information and that you have the rights to deposit your submission into the data archive. To submit, you must agree to our terms of agreement. For more information or help determining if you can submit, please contact researchdata@uconn.edu.

What format files can be submitted?

Any file format can be submitted such as images, PDFs, multimedia formats, specialized formats used in disciplines, or files from programs such as SPSS. However, derivatives and technical metadata extraction are only provided for the following formats: PDF, tiff/tif, jp2, jpg/jpeg, png, bmp, wav, mp3, ogg, mp4, mov, qt, m4v, and avi.

Why should I submit data or research into this Data Archive?

The UCL Data Archive provides a long-term preservation archive primarily for those in the UConn community that do not have a subject or data repository where they can add their work. But anyone in the UConn community can deposit data with us. The UCL Data Archive will provide a persistent identifier for citation and comply with standards and requirements for managing and preserving your work. The UCL Data Archive is backed up, regularly maintained, and has a disaster plan in place. All the care and feeding of the server is done for you.

What about submitting web pages?

No.

I already put my data or research in another data repository. Should I add my data or research in this Data Archive in addition to that other repository?

The UCL Data Archive is primarily for those in the UConn community who do not have a subject or data repository where they can add their work. However, if you would like to add your work here in addition to another repository, then by creating multiple access points for your work will create more ways to discover it.

Is UCL's Data Archive indexed by Google?

Yes! As a library, we have worked hard on optimizing our digital content so that it shows up in all major web indexing services.

University Libraries

If I've already published it, why should I put it in UCL's Data Archive?

It might be easier to put your work in UCL's Data Archive than to post documents to your personal or departmental web site. When colleagues request copies of your scholarly materials, just give them the URL- no more attaching documents to emails.

What do I do about copyright?

Depositing your work to UCL's Data Archive does not change the copyright status of your work in any way. If you are the copyright owner, you retain that right. You must include a statement on how you want your material to be used and provide an explicit mechanism for others to know that. You can opt to put a Creative Commons License on your work.

Can I put a journal article or published conference paper into UCL's Data Archive?

A number of publishers allow their publisher-formatted PDF to be posted in a library data repository. If you're unsure of what your publisher allows, we can help you.
Many publishers, such as Elsevier and Springer, allow authors to deposit the pre-publication version of their article. The "Sherpa" project provides a searchable database of publisher policies regarding IRs, see: http://www.sherpa.ac.uk/romeo.php. Final edited versions may also be allowed to be deposited in the IR if they are the author's copy (without publisher formatting); sometimes an embargo is imposed but not always. We can help you figure this all out. For conferences, it is best to contact the publisher of the conference proceedings directly.

If I sign my copyright away to a publisher can I still post my article?

It depends. Some publishers will allow you to post various versions. We can help you figure this out; as mentioned above, the "Sherpa" project web site can be helpful for determining this. If you retained your copyright transfer agreement of a recent publication, it may also specify.

What version of an article can I post?

If the publisher allows it, the last pre-publication version - the text you send to the publisher - should be the "ok" version. What you can't do with most publishers is take the "published" version - with all the formatting (columns and such) - from, say, the electronic version of a journal, and put that version in UCL's Data Archive. We can help you with the publisher rules.

Can I control who sees my work in UCL's Data Archive?

Indirectly, yes: you cannot do it yourself, but you can just ask ctda staff to set up restricted access. Please note that in general, we would prefer that most of the material going into UCL's Data Archive be available to the world.

What if I revise a paper I've put in UCL's Data Archive? Can I add the new version, or replace the old with the new?

University Libraries

The Data Archive is meant for finished and static research, not works in progress or active data. At the same time, we know "revisions happen," and we are happy to make sure the most up-to-date version of your work is available in UCL's Data Archive. If you revise a paper you've deposited, or want to add an addendum, contact researchdata@uconn.edu. We can add a new version to your existing deposit, along with labels indicating which the original paper is, and which is the latest version (or addendum). It's easy for us to do this, and we are happy to - so don't hesitate to ask.

What if I really want to remove something I put in UCL's Data Archive?

There are two levels removing work in UCL's Data Archive: (1) Withdrawal: the item will not be visible, and search engines will be blocked from detecting it, but the item will actually continue to exist in UCL's Data Archive. A coordinator would be able to reinstate it if you would like that option for some time in the future; (2) Removal: the item will be deleted from UCL's Data Archive, and cannot be reinstated without re-submitting it.

Is there a permanent way to cite work in UCL's Data Archive in my CV?

Yes, that is what the "referenceURL" system is all about. Once deposited, just copy the "referenceURL" that appears in the record. That is your permanent link to your item in UCL's Data Archive.