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# Making Data FAIR

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Managing and sharing research data for transparency and  
FAIRness

24 January, 2020



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# Overview Part 1: Documentation & Metadata

- FAIR Principles
- Is data Findable?
- Is data Accessible?
- Is data Interoperable?
- Is data Reusable?
- Exercise – 20 minutes

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# FAIR principles for repositories

Findable

Accessible

Interoperable

Re-usable

<https://www.force11.org/group/fairgroup/fairprinciples>

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## Is data Findable?

The dataset should have a unique, permanent “address” that would allow it to be found using discovery portals. This is referred to as a persistent identifier and is normally part of that dataset’s citation.

Example: **Kovacheva, Siyka** and **Demireva, Neli** (2018). *The lived experiences of migration 1996-2017*. [Data Collection]. Colchester, Essex: UK Data Service. [10.5255/UKDA-SN-853333](https://beta.ukdataservice.ac.uk/datacatalogue/studies/study?id=10.5255/UKDA-SN-853333)

Another aspect that can make a dataset more findable is rich, machine readable metadata that describes the dataset and is used to index datasets in data catalogues and allow them to be found efficiently through discovery portals. Example: [UKDS Data Catalogue](#), [CESSDA Data Catalogue](#),

Key: Does the dataset have a persistent identifier?

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# Documenting your data

- Enables you to understand the data if/when you return to it.
- Sufficient information for future researchers to understand and use the data
- If using your data for the first time, what would a new user need to know to make sense of it?
- The UK Data Archive uses data documentation to:
  - Supplement a data collection with documents and research instruments
  - Ensure accurate processing and archiving
  - Create a catalogue record (metadata) for a published data collection

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## Include as documentation

- Data collection methodology and processes: sampling, sample size, fieldwork protocol, experiment protocol, interviewer instructions
- Codebook, user guide (for quantitative data)
- Information sheet, consent form (blank versions)
- Questionnaires, show cards, topic guides
- Transcripts: header with context information: data and place of interview, interviewer, interviewee details (in line with consent form) etc.
- Data list: overview of key information about each interview, a map of the data collection (for qualitative data)
- Links to reports and publications (preferably DOIs where possible)

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# Data-level documentation

- All structured, tabular data should have adequate variable names, variable and value labels
- Variable names might include:
  - Question number system matching questions in the questionnaire used e.g. Q1a, Q1b, Q2, Q3b
  - Numerical order system e.g. V1, V2, V3
  - Meaningful abbreviations or combinations of abbreviations referring to meaning of the variable e.g. 'oz%=percentage ozone', 'GOR=Government Office Region', 'moocc=mother occupation'
  - For interoperability across platforms, variable names should not be longer than 8 characters and without spaces

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# Data-level documentation

Similar principles for variable labels:

- Be brief, maximum 80 characters
- Include unit of measurement where appropriate
- Reference the question number of a survey or questionnaire

e.g. variable 'q11hexw' with label 'Q11b: hours spent taking physical exercise in a typical week' – the label gives the unit of measurement and a reference to the questions number (Q11b)

- Coding or classification schemes used, with a bibliographic reference

e.g. Standard Occupational Classification 2000; ISO 3166 alpha-2 country codes

For value labels:

- Codes of, and reasons for, missing data
- Avoid blanks, system missing or '0' values e.g. '99= not recorded', '98= not provided (no answer)', '97=not applicable(skipped)', '96= not known', '95=error'

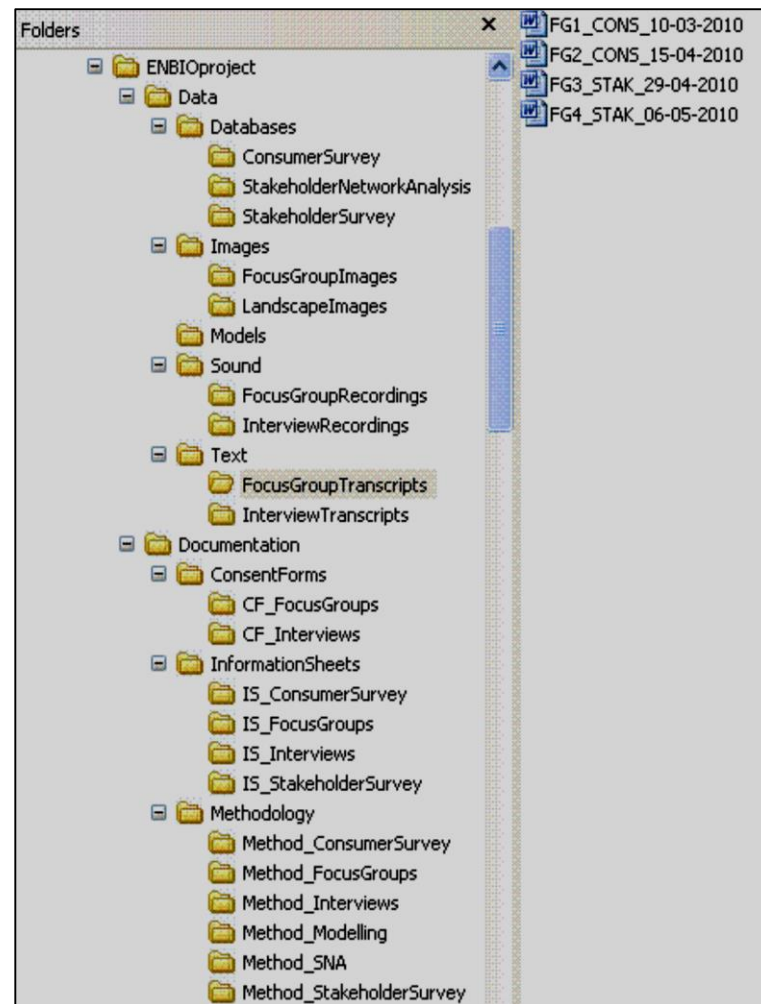


# Organising data

- Plan in advance how to best organise data (project specific)
- Use a logical structure and ensure collaborators understand

## Examples

- Hierarchical structure of files, grouped in folders e.g. audio, transcripts and annotated transcripts
- Survey data: spreadsheet, SPSS, relational database
- Interview transcripts: individual well-named files



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# Is the data Accessible?

Can be open but not necessarily.

Some data needs to be placed under access restrictions due to privacy concerns, consent agreements, disclosure risk or commercial interests.

Key: access should be implemented using a standardised protocol ->

- > terms and conditions governing access and reuse should be clear, standardised and transparent.

# Managing access to data

## Open

- available for download/online access under open licence without any registration

## Safeguarded

- available for download / online access to logged-in users who have registered and agreed to an End User Licence (*e.g. not identify any potentially identifiable individuals*)
- special agreements (depositor permission; approved researcher)
- embargo for fixed time period

## Controlled

- available for remote or safe room access to authorised and authenticated users whose research proposal has been and who have received training

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# Is data Interoperable?

Datasets are Interoperable if they are machine readable (metadata) and they are in specific formats, language and vocabularies and/or ontologies.

*Digital data is software dependent, so endangered by obsolescence of software/hardware.*

Formats used should be:

- community agreed (vary across disciplines)
- open (as opposed to proprietary)
- unencrypted
- suitable for long-term preservation

The metadata will also need to use a community agreed standards and vocabularies (such as the [DDI Schema](#)), and contain links to related information using persistent identifiers.

# Machine-readable metadata (xml) for qualitative data

```
▼<TEI xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns="http://www.tei-c.org/ns/1.0"
xsi:schemaLocation="http://www.tei-c.org/ns/1.0 http://www.tei-
c.org/release/xml/tei/custom/schema/xsd/tei_all.xsd">
  ▼<teiHeader>
    ▼<fileDesc>
      ▼<titleStm>
        <title type="collectiondisplaylabel">The Edwardians</title>
        <title type="sourcedisplaylabel">Interview with Mrs. Craig</title>
      </titleStm>
      ▼<publicationStm>
        <idno type="qudexcollection">q-0fdfa424-cb25-4cc3-9ec5-972b738f7756</idno>
        <idno type="qudexsource">q-4d0eead6-8eeb-4353-b3c4-3fa152907079</idno>
        <idno type="qudexdocument">q-97f59df9-dc53-4145-88e1-7a9da2a3e783</idno>
      </publicationStm>
      ▼<sourceDesc>
        ▼<p>
          Family Life and Work Experience Before 1918, 1870-1973
        </p>
      </sourceDesc>
    </fileDesc>
  </teiHeader>
  ▼<text>
    ▼<body>
      <u xml:id="q-f93be1cb-7dfb-e211-b501-000bdb5cc6d5" who="I" n="1">Where were you born?</u>
      <u xml:id="q-fa3be1cb-7dfb-e211-b501-000bdb5cc6d5" who="R" n="2">In Marylebone.</u>
      <u xml:id="q-fb3be1cb-7dfb-e211-b501-000bdb5cc6d5" who="I" n="3">Whereabouts?</u>
      <u xml:id="q-fc3be1cb-7dfb-e211-b501-000bdb5cc6d5" who="R" n="4">In High Street, Marylebone.</u>
      <u xml:id="q-fd3be1cb-7dfb-e211-b501-000bdb5cc6d5" who="I" n="5">What was your parent's house like</u>
      ▼<u xml:id="q-fe3be1cb-7dfb-e211-b501-000bdb5cc6d5" who="R" n="6">
        Well I think they had two furnished rooms in those days or one then they moved to another place.
        They always had about two rooms. It was only small, myself and two brothers. I was the eldest. They
        were business people, they had a business, they acquired a business in Drury Lane.
      </u>
      <u xml:id="q-ff3be1cb-7dfb-e211-b501-000bdb5cc6d5" who="I" n="7">What sort of business was it?</u>
      ▼<u xml:id="q-003ce1cb-7dfb-e211-b501-000bdb5cc6d5" who="R" n="8">
        It was a hairdressing business and then they had one also in Charing Cross Road and then came back
        bought another business in what is now Bulstrode Street, in High Street, Marylebone. So we were just
        a bit above the ordinary class you see.
      </u>
      <u xml:id="q-013ce1cb-7dfb-e211-b501-000bdb5cc6d5" who="I" n="9">How old were you ... When you moved?
      </u>
      ▼<u xml:id="q-023ce1cb-7dfb-e211-b501-000bdb5cc6d5" who="R" n="10">
        In Drury Lane? Well I think I was, a little child of about 4 or 5 I should imagine. I may have been
        a bit older because my brother was born there.
      </u>
      <u xml:id="q-033ce1cb-7dfb-e211-b501-000bdb5cc6d5" who="I" n="11">How old were your brothers?</u>
      ▼<u xml:id="q-043ce1cb-7dfb-e211-b501-000bdb5cc6d5" who="R" n="12">
        One is six years and one has just passed away so I think he is just about eight years younger than
        me. They went to school. When we moved they went to a very nice school in Castle Street connected
        with St. Martins in the Fields a sort of little subsidiary school something like that where they
        went a little while
      </u>
    </body>
  </text>
</TEI>
```

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# Machine-readable data elements: Qualibank

Qualibank demo: <https://discover.ukdataservice.ac.uk/QualiBank>

How data collections are included in Qualibank

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# File formats

## File format examples:

- structured, open standard, machine-readable format e.g. (text) PDF/A, HTML, Plain text, (images) TIFF, JPEG 2000, GIF, (audio) MP3, AIFF, WAVE, (video) MOV, MPEG, AVI, (Tabular data) CSV
- structured, open standard, non-machine-readable format, e.g. PDF, HTML, JPG
- proprietary format, e.g. doc (Word), .xls (Excel), .ppt (PowerPoint), .sav

## Best formats for long-term preservation:

standard, interchangeable and open

[UK Data Service optimal file formats](#) for various data types

[Digital Preservation Coalition](#) guidance on preservation formats

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# Is the data Reusable?

- Does it have accurate and **relevant attributes** and **provenance information**? (machine readable metadata or text format)
- Does it meet domain-relevant **community standards** to allow it to be reused?
  
- **Licencing\*** - Stating clear re-use rights is like having a warm 'Welcome' on the doormat of your dataset.

To make re-use as likely as possible, choose a licence which:

- makes data available to the widest audience possible
- makes the widest range of uses possible

*\*More on Licencing in Part 2*

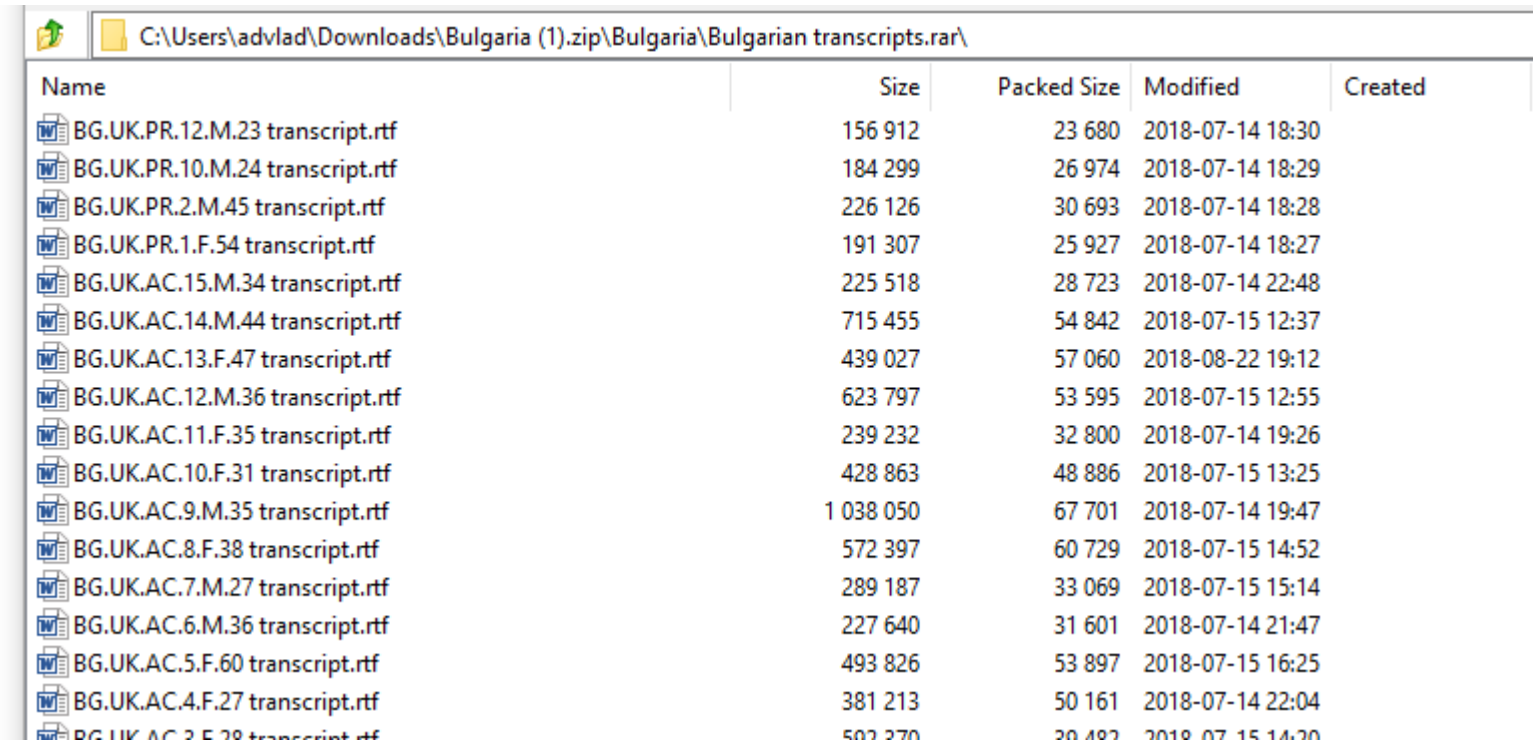


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## Exercise: FAIR data

- As part of this exercise, we will ask you to assess the FAIRness of a dataset.
- Use the four FAIR criteria to decide if the dataset is Findable, Accessible, Interoperable and Reusable and what are possible solutions.
- You can use our question list or an online, self-assessment tool:  
<https://ardc.edu.au/resources/working-with-data/fair-data/fair-self-assessment-tool/>

# For exercise: Interoperable section – What format is the data available in?



The screenshot shows a Windows File Explorer window with the address bar displaying the path: C:\Users\advlad\Downloads\Bulgaria (1).zip\Bulgaria\Bulgarian transcripts.rar\

Name	Size	Packed Size	Modified	Created
BG.UK.PR.12.M.23 transcript.rtf	156 912	23 680	2018-07-14 18:30	
BG.UK.PR.10.M.24 transcript.rtf	184 299	26 974	2018-07-14 18:29	
BG.UK.PR.2.M.45 transcript.rtf	226 126	30 693	2018-07-14 18:28	
BG.UK.PR.1.F.54 transcript.rtf	191 307	25 927	2018-07-14 18:27	
BG.UK.AC.15.M.34 transcript.rtf	225 518	28 723	2018-07-14 22:48	
BG.UK.AC.14.M.44 transcript.rtf	715 455	54 842	2018-07-15 12:37	
BG.UK.AC.13.F.47 transcript.rtf	439 027	57 060	2018-08-22 19:12	
BG.UK.AC.12.M.36 transcript.rtf	623 797	53 595	2018-07-15 12:55	
BG.UK.AC.11.F.35 transcript.rtf	239 232	32 800	2018-07-14 19:26	
BG.UK.AC.10.F.31 transcript.rtf	428 863	48 886	2018-07-15 13:25	
BG.UK.AC.9.M.35 transcript.rtf	1 038 050	67 701	2018-07-14 19:47	
BG.UK.AC.8.F.38 transcript.rtf	572 397	60 729	2018-07-15 14:52	
BG.UK.AC.7.M.27 transcript.rtf	289 187	33 069	2018-07-15 15:14	
BG.UK.AC.6.M.36 transcript.rtf	227 640	31 601	2018-07-14 21:47	
BG.UK.AC.5.F.60 transcript.rtf	493 826	53 897	2018-07-15 16:25	
BG.UK.AC.4.F.27 transcript.rtf	381 213	50 161	2018-07-14 22:04	
BG.UK.AC.3.F.28 transcript.rtf	502 370	30 403	2018-07-15 14:20	

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# Exercise: file formats



# Overview Part 2: Preparing and publishing data

Prepare to deposit data

Access

Licencing

Repository options

File formats exercise

ReShare Demo (10 min)

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# How to prepare for sharing your data?

To prepare your data for future deposit and sharing:

- capture information and documentation (metadata) during the data collection process that will allow understanding of your data, such as variable descriptions, survey questions, data collection methodology and information
  - check, validate and clean your data
  - ensure you are organising, naming and versioning data files meaningfully
- if data contain personal or confidential information, prepare to gain participant consent to share data with future researchers and create where possible an anonymised version

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# Documentation

*Planning ahead will save you time and help keep things organised. A useful exercise is to think about the information that a stranger to the project would need in order to understand, replicate or reuse the data.*

*Planning to archive the data at the end of the project and where in particular can be useful to know in advance, as guidance/formats/metadata standards can vary across repositories.*

- Project-level documentation includes information about the study, what were the main research questions, type of data was collected to answer these questions.
- Data-level documentation includes information at the level of individual data files, such as an interview transcript or a particular variable in a dataset.
- Metadata: 'Data about data' – machine readable information needed to catalogue and discover the data ([DDI compliant](#)).

# Anonymisation

## Quantitative

Remove direct identifiers

*e.g. names, address, institution, photo*

- Reduce the precision/detail of a variable through aggregation *e.g. birth year instead of date of birth, occupational categories rather than jobs; and, area rather than village*
- Generalise meaning of detailed text variable *e.g. occupational expertise*
- Restrict upper lower ranges of a variable to hide outliers *e.g. income, age*

✓ *Keep an anonymization log*

## Qualitative

Remove direct identifiers, or replace with pseudonyms

- Avoid blanking out; use pseudonyms or replacements
- Identify replacements with [brackets]
- Plan or apply editing at time of transcription
- Consistency throughout project
- Avoid over-anonymising – removing information in text can distort data, make them unusable, unreliable or misleading; so balance anonymisation with the need to preserve context

✓ Keep an anonymization log

# Data list example

Study Number 6377  
Integrated Floodplain Management, 2006-2008  
Morris, J.

1 of 7

## Floodplain farm survey

Interview ID	Farmer code	Age	Farm Scheme	Farm type	Size of Farm (hectare)	Number of Holdings	Date of Interview	Interviewer Name	No of Pages	Text File Name	Audio File Name
1	Be1	35-45	Beckingham	Beef	360	1	04.12.2006	Helena	28	6377int001	6377int001
2	Be2	45-55	Beckingham	Arable	364	1	05.12.2006	Helena	21	6377int002	6377int002
3	Be3	45-55	Beckingham	Arable	372	2	06.12.2006	Helena	22	6377int003	6377int003
4	Be4	45-55	Beckingham	Arable	194	3	06.12.2006	Helena	18	6377int004	6377int004
5	Be5	55-65	Beckingham	Arable	108	1	07.12.2007	Helena	21	6377int005	6377int005
6	Be6	45-55	Beckingham	Arable	1254	2	01.02.2008	Helena	19	6377int006	
7	Bu1	55-65	Bushley	Mixed	101	2	13.02.2007	Quentin	29	6377int007	6377int007
8	Bu2	>65	Bushley	Mixed	97	1	15.02.2007	Quentin	15	6377int008	6377int008
9	Bu3	>65	Bushley	Arable	194	4	13.02.2007	Quentin	21	6377int009	6377int009
10	Bu4	55-65	Bushley	Mixed	202	1	15.03.2007	Helena	19	6377int010	6377int010
11	Cu1	35-45	Cuddyarch	Dairy	64	1	08.05.2007	Helena	19	6377int011	6377int011
12	Cu2	55-65	Cuddyarch	Dairy	189	2	08.05.2007	Helena	18	6377int012	6377int012
13	Cu3	55-65	Cuddyarch	Mixed livestock	76	1	08.05.2007	Helena	13	6377int013	6377int013
14	Cu5	45-55	Cuddyarch	Mixed livestock	198	1	09.05.2007	Helena	24	6377int014	6377int014
15	Cu6	55-65	Cuddyarch	Dairy	89	1	09.05.2007	Helena	14	6377int015	6377int015
16	Cu7	>65	Cuddyarch	Mixed livestock	190	4	11.05.2007	Helena	20	6377int016	6377int016
17	Cu8	55-65	Cuddyarch	Mixed livestock	109	2	11.05.2007	Helena	22	6377int017	6377int017
18	Id1	55-65	Idle	Arable	158	3	07.02.2007	Quentin	17	6377int018	6377int018a
18	Id1	55-65	Idle	Arable	158	3	07.02.2007	Quentin	17	6377int018	6377int018b
19	Id1b	55-65	Idle	Arable	158	3		Quentin	22	6377int019	
20	Id2	45-55	Idle	Dairy	150	1	08.02.2007	Quentin	17	6377int020	6377int020
21	Id2b	45-55	Idle	Dairy	150	1		Quentin	19	6377int021	
22	Id3	35-45	Idle	Arable	680	3	01.02.2008	Helena	27	6377int022	6377int022
23	Mo1	>65	Morda	Mixed	138	1	12.03.2007	Helena	31	6377int023	6377int023
24	Mo3	35-45	Morda	Arable	152	2	13.03.2007	Helena	16	6377int024	6377int024
25	Mo4	55-65	Morda	Mixed livestock	122	1	13.03.2007	Helena	19	6377int025	6377int025
26	Mo5	>65	Morda	Mixed	142	2	14.03.2007	Helena	14	6377int026	6377int026
27	Mo6	>65	Morda	Mixed livestock	19	1	14.03.2007	Helena	15	6377int027	6377int027
28	Mo7	<35	Morda	Dairy	74	1	30.05.2007	Helena	22	6377int028	6377int028
29	Mo8	55-65	Morda	Mixed livestock	48	4	30.05.2007	Helena	19	6377int029	6377int029
30	Mo9	>65	Morda	Mixed	278	1	31.05.2007	Helena	20	6377int030	6377int030
31	Mo10	35-45	Morda	Beef	81	1	01.06.2007	Helena	21	6377int031	6377int031
32	Mo11	35-45	Morda	Mixed	109	2	01.06.2007	Helena	22	6377int032	6377int032
33	Mo12	35-45	Morda	Mixed livestock	51	1	11.10.2007	Helena	34	6377int033	
34	Ro1	>65	Rother	Rent and let out	57	1	20.03.2007	Helena	19	6377int034	6377int034
35	Ro3	>65	Rother	Sheep	49	1	21.03.2007	Helena	33	6377int035	6377int035
36	Ro4	35-45	Rother	Mixed	182	1	21.03.2007	Helena	24	6377int036	6377int036



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# File naming conventions and best practice

Naming provides organization, context & consistency.

- how to best organize files depends on the plan and organization of the study
- file name/base name(not including file format extension) = principal identifier of file
- use logical naming i.e. easy to identify and retrieve the file
- name elements: version number, date, content description, creator name

Best practice:

- meaningful & brief
- relevant to content
- no special characters, dots or spaces
- avoid using space, for separation use underscores
- dates used should be in format YYYY-MM-DD;
- include versioning (when appropriate) via filename: ascending, decimal version numbers
- avoid very long file names

# Access

## Open

- available for download/online access under open licence without any registration

## Safeguarded

- available for download / online access to logged-in users who have registered and agreed to an End User Licence (*e.g. not identify any potentially identifiable individuals*)
- special agreements (depositor permission; approved researcher)
- embargo for fixed time period

## Controlled

- available for remote or safe room access to authorised and authenticated users whose research proposal has been and who have received training

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## In practice: data with access conditions

Mort, M. (2006). *Health and Social Consequences of the Foot and Mouth Disease Epidemic in North Cumbria, 2001-2003*. [data collection]. UK Data Service. SN: 5407, <http://doi.org/10.5255/UKDA-SN-5407-1>

- 40 interview and diary transcripts are archived and available for reuse by registered users (**safeguarded access**)
- 3 interviews and 5 diaries were embargoed until 2015 (**Safeguarded – embargoed**)
- Audio files archived and only available with permission from depositor(s) (**Safeguarded – Special agreement**)

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# Access Standard text:

## Open data

*The Data Collection is available to any user without the requirement for registration for download/access.*

## Safeguarded data

*The Data Collection is available for download to users registered with the UK Data Service.*

## Safeguarded data with permission from the depositor

*The Data Collection is available for download to users registered with the UK Data Service. All requests are subject to the permission of the data owner or his/her nominee. Please email the contact person for this data collection to request permission to access the data, explaining your reason for wanting access to the data, then contact our Access Helpdesk.*

## Embargo

*The UK Data Archive has granted a dissemination embargo. The embargo will end on [date] and the data will then be available in accordance with the access level selected.*

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# Licencing

- A licence agreement is a legal arrangement between the creator/depositor of the data set and the data repository, signifying what a user is allowed to do with the data.
- Dependent on access level, the less restrictive the access level, the less restrictive the licence will be:
  - For open data - Creative Commons with variations
  - For safeguarded (restricted access) data – End User Licence with variations

Licence	Can I copy & redistribute the work?	Is it required to attribute the author?	Can I use the work commercially?	Am I allowed to adapt the work?	Can I change the licence when redistributing?
CC0	Y	N	Y	Y	Y
CC BY	Y	Y	Y	Y	Y
CC BY-SA	Y	Y	Y	Y	N
CC BY-ND	Y	Y	Y	N	Y
CC BY-NC	Y	Y	N	Y	Y
CC BY-NC-SA	Y	Y	N	Y	N
CC BY-NC-ND	Y	Y	N	N	Y



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# How to choose a licence?

Be sure you know who owns the data - you can only archive and publish data you own (or if you have permission).

- Is open access appropriate for your data? Then use Creative Commons Licences.

You can choose between variations of Creative Commons Licences using a licence selector: <http://ufal.github.io/public-license-selector/>

- If access to your data should be regulated, then the licence would depend of the archive or repository you are choosing to deposit the data. In this case an End User Licence will be user to list the terms and conditions under which the data can be reused.

Example: the UKDS End User Licence

<https://ukdataservice.ac.uk/media/455131/cd137-enduserlicence.pdf>

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# Example: UKDS End User Licence (for restricted access data)

## 2. End User Licence (EUL) Summary text

Eighteen points to help you understand the End User Licence (EUL). These pointers are for general guidance and you must read and understand the full EUL before agreeing to it. By accepting the EUL, you agree:

1. to use the data in accordance with the EUL and to notify the UK Data Service of any non-compliance you are aware of
2. not to use the data for commercial purposes without obtaining permission and, where relevant, an appropriate licence if commercial use of the data is required
3. that the EUL does not transfer any interest in intellectual property to you
4. that the EUL and data collections are provided without warranty or liability of any kind
5. to abide by any further conditions notified to you
6. to give access to the data collections only to registered users with a registered use (who have accepted the terms and conditions, including any relevant further conditions). There are some exceptions regarding the use of data collections for teaching and the use of data collections for Commercial purposes set out in an additional Commercial Licence.
7. to ensure that the means of access to the data (such as passwords) are kept secure and not disclosed to anyone else
8. to preserve the confidentiality of, and not attempt to identify, individuals, households or organisations in the data
9. to use the correct methods of citation and acknowledgement in publications
10. to send the UK Data Service bibliographic details of any published work based on our data collections
11. that personal data about you may be held for validation and statistical purposes and to manage the service, and that these will only be passed on to the following, in specific circumstances: the data collection depositor, your own institute or your research funder
12. to notify the UK Data Service of any errors discovered in the data collections
13. that personal data submitted by you are accurate to the best of your knowledge and kept up to date by you
14. to meet any charges that may apply
15. to offer for deposit any new data collections which have been derived from the materials supplied
16. will, destroy **all** copies of the data to the standards specified in point 1.16
17. will ensure that the data are destroyed to the standards specified in the [Microdata Handling and Security: Guide to Good Practice](#);
18. that any non-compliance with the EUL will lead to immediate termination of your access to the services and could result in legal action against you.



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# Where to publish your data?

There are different ways to publish data. Your preference may depend on the existing practices in your discipline or on the expectations of your funder.

- Journal supplementary material service (Example: [Plus One](#), [Scientific Data](#))
- Institutional data repository (Example: [Essex University Data Repository](#), [ORDA](#) - University of Sheffield's data repository)
- General purpose repository (Example: [Dryad](#), [Figshare](#), [Zenodo](#))
- Domain specific data repository (Example: [UKDS](#) -social science, [ADS](#) – Archaeology, [GenBank](#) – genetic sequence database)

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## Self-archiving or expert help?

- There is a difference between self-archiving without any help and archiving with the help of an expert.
  - Self-archiving is a quick and easy way to publish data ([ReShare](#), [Datorium](#))
  - Archiving with the help of an expert will enhance data quality ([UKDS](#))
  - Expert help is most likely to be available at a trusted domain repository or an institutional repository.
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- Contact your local institution library or Research Office, they should be able to help.

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# ReShare Demo

ReShare is the UK Data Service's self-deposit repository, where researchers can archive, publish and share research data, as open or restricted access data.

Once you create a data collection in your account, UKDS staff will review your data collection before publishing data to the live system, for:

- disclosure risks
- copyright breaches
- validity of file formats
- level of documentation

Depositors are contacted if there are any problems the deposit; otherwise, they receive an email notification when the collection goes live.

[Demo](#)

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## Exercise: data list

Which interview elements from the example interview would you include in a data list for the collection of interviews?

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## Keep connected

- Subscribe to UK Data Service list:  
[www.jiscmail.ac.uk/cgi-bin/webadmin?A0=UKDATASERVICE](http://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=UKDATASERVICE)
- Follow UK Data Service on Twitter: @UKDataService
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- Youtube: [www.youtube.com/user/UKDATASERVICE](http://www.youtube.com/user/UKDATASERVICE)

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# Contact

## Enquiries/ Help Desk:

<http://ukdataservice.ac.uk/help/get-in-touch.aspx>

[help@ukdataservice.ac.uk](mailto:help@ukdataservice.ac.uk)

## Follow us on:

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# Questions?

<https://pbs.twimg.com/media/B7ZUtnCUAEQAgR.jpg>