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Publication of Research Data on repOS – Guidance for Data Entry

In the HCU Open Science Repository (repOS), you can publish not only primary and secondary publications of your papers but also your research data. This document is designed to support researchers and students throughout the data entry process.

The submission process can be started at: <https://repos.hcu-hamburg.de/submit>. If needed the language settings can be set to English. This document provides guidance for each step of the publication process.

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I. Preparing the Data Publication: Metadata & License Agreement

If you have not yet published research data on repOS, we highly recommend arranging a consultation. We are happy to review your data with you and discuss the necessary preparation steps. An initial consultation can help avoid duplicate uploads and streamline the entire process. For assistance, please contact us at digitaledienste@hcu-hamburg.de.

Readme & Metadata file

Before publishing your data in **repOS** (or any other repository), thorough **documentation** is required. This includes two supplementary files that must be uploaded together with your research data: a **README file** and a **metadata file**. **Templates** for both files, including guidance, are **available** [here](#). You may adapt the README file to your needs, and the metadata file can be extended – for example, with additional fields according to the [DataCite Metadata Schema](#).

Purpose of the Files

Both files contain partly similar information but serve different purposes:

- The **README file** is intended for **other researchers**. It provides important context information that facilitates understanding and reuse of your data.
- The **metadata file** is primarily relevant for repositories and **search engines**. It ensures that your dataset is described in a machine-readable format and can be easily found.

DOI and Citation

The fields “DOI” and “Cite this Dataset as” can only be completed after the upload process in repOS has started. Once your dataset has been released for review, we will provide you with a DOI. You can then update the README and metadata files before final approval and publication. If you are also planning to publish your dissertation/paper on repOS at the same time, please let us know. We can then generate an identifier for that as well, allowing you to link the publication with your dataset by adding in into your README, and metadata files, as well as via the platform metadata on repOS.

Licence Agreement

Before your dataset can be published, a [license agreement](#) must be completed, signed, and sent by email to digitaledienste@hcu-hamburg.de.

The binding agreement is for now only available in German, a translation of the text is available [here](#).

You may begin uploading your data to repOS in advance, but the dataset will only be released once the license agreement has been received and approved by our team.

Selecting a License

In the license agreement, please specify under which **Creative Commons License** your data should be published. The available options include:

CC0 (Public Domain)

→ Waiver of all rights, worldwide free use without conditions.

CC BY (Attribution)

→ Use permitted, provided that authorship is credited

CC BY-SA (Attribution – ShareAlike)

→ Use permitted; if modified, the result must be distributed under the same license.

CC BY-NC (Attribution – NonCommercial)

→ Use permitted, but not for commercial purposes.

Combinations are also possible in certain cases, e.g., CC BY-NC-SA.

Access Restrictions or Embargo

If you would like your data to be **available only upon request**, or if you wish to set an **embargo** with an expiration date, please indicate this in the license agreement. We do not recommend choosing “available only upon request,” as contact persons may no longer be available when data is requested. An embargo, however, can be useful, for example, if your data are part of a publication still under **peer review** or included in an **unpublished dissertation**.

For question regarding licenses, embargoes or the publishing process please contact us via digitaledienste@hcu-hamburg.de. We will be happy to provide further guidance and support.

II. Page 1 of the Publication Process – Dataset Description in repOS

You can start the publication process here: <https://repos.hcu-hamburg.de/submit>. Select “New submission” and then choose “Research Data/Forschungsdaten” from the dropdown menu and click on “Manual submission”

New submission: Describe publication

General information about the publication process can be found in this [handout](#).

Submit Results

Manual submission

Select collections: Select...

Manual submission

Import via DOI

Import from Reference Manager

Exit

Submit: Describe this Item

Describe

Persistent Identifiers

Upload

Verify

Complete

You are submitting in Forschungsdaten

Data type

Dataset

Title

Author

Musterfrau

Marina

Q

Remove Entry

Author

Last name, e.g. Smith

First name(s) + "Jr", e.g. Donald Jr

Q

Add More

Contributors

Data Collector

Mustermann, Max

Q

Remove Entry

Data Collector

Q

Add More

Please give the date of your data creation below. You can leave out the day and/or month if they aren't applicable.

Date of Creation

Month:

(No Month)

Day:

Year:

Please give the date of your data publication below. You can leave out the day and/or month if they aren't applicable.

Date of Issue

Month:

(No Month)

Day:

Year:

Select the language of the main content of the item. If the language does not appear in the list below, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

Language

German

Abstract

English

Add More

HCU-DOI: 10.34712/042...

DOI

Key Word

Key Word

Add More

Data Type: Select the data type that best matches your dataset publication.

Title: Provide a descriptive title. This helps others form an idea of the content in advance.

Author: Enter the main author. Under “Other Contributors,” you can specify roles such as Data Collector, Data Curator, Researcher, Contact, or Other.

Abstract: Please provide a brief description of the dataset—ideally in both German and English—so that users can quickly understand the content and purpose of the data.

DOI: The DOI (Digital Object Identifier) will be assigned by our team after the upload is complete and can then be added to the record.

Keywords: Assign meaningful keywords to help users and automated systems (e.g., data-mining tools) correctly categorize and find your dataset.

Enter related identifiers of the item (e.g. URL, DOI, ...) and select a qualification of the relation

Related Identifiers

is cited by

+ Add More

If your document is already or shall be under a Creative Commons License, please select the license here. If you miss your license here, please contact us. If you want to learn more about CC licenses, visit <http://creativecommons.org>.

Creative Commons
Lizenz

No CC license

For EU projects: Please fill out the next three fields.

EU funder

-

EU funding programme

-

EU project ID

For projects without EU funding:

Project

Q

+ Add More

Funder

Q

Choose the research field this work has been produced in by typing the name of the research field and using the lookup button.

HCU research field

Q

+ Add More

Shall we drop the item in 10 years?

Automatic Deletion

Yes

Cancel/Save

Next >

Related Identifiers: If possible, please provide Persistent Identifiers (PID) like the DOI or URL of an associated publication or other datasets. If the PID is not yet available, it can be added later.

Creative Commons License: Please indicate the license selected in the license agreement. See the explanations above for details. We are happy to provide further advice if needed.

EU Grant Number, etc.: If applicable, please enter the relevant EU grant number and/or the associated EU funding program.

Project: Enter the full title of the research project under which the dataset was created.

Funder: Name the funding institution, e.g., DFG, Volkswagen Foundation, BMBF, EU, etc.

HCU research field: Please select the working group to which the dataset belongs. If applicable, you may also specify the associated lab or graduate program. Students may alternatively provide their degree program.

Automatic Deletion: According to DFG guidelines, data must be stored for at least 10 years. If you wish for your data to be deleted after 10 years, please select "Yes."

III. Page 2 in the Publication Process - Persistent Identifiers

This page provides information on the Persistent Identifiers (PIDs) automatically generated by the system. For research data, no persistent identifiers are assigned automatically. Instead, you will receive a DOI (Digital Object Identifier) by email from us. Just click “Next”.

Describe

Persistent Identifiers

Upload

Verify

Complete

You are submitting in Forschungsdaten

Persistent Identifiers

Persistent identifiers (PI) make your research data citable, findable and traceable in the long-term - even if an internet address changes. They are therefore suited for citation in scientific work. The following Persistent Identifiers are assigned:

No URNs as persistent identifiers have been assigned in this collection yet. Please contact repos@hcu-hamburg.de in case of any further questions.

< Previous

Cancel/Save

Next >

IV. Page 3 in the Publishing Process – Upload and submission of the Dataset

Describe

Persistent Identifiers

Upload


Verify

Complete

You are submitting in Forschungsdaten

Submit: Upload a File ?

Please also note that repOS is able to preserve the content of certain types of files better than other types. [Information about file types and levels of support for each are available.](#)



Select a file or drag & drop files ...

< Previous

Cancel/Save

Next >

When uploading a dataset to repOS, it **must include a README.md file and a metadata.xml** file. If you have many smaller, related files, you may bundle them into a ZIP archive. Please assign clear and descriptive filenames to ensure clarity.















Dateien zum Hochladen			
#	Name	Status	Beschreibung
	Metadata.xml	✓	Metadata file, describing the dataset
	Anonymized_Transcripts1.docx	✓	Anonymized Transcripts from P1
	Archive_Metadata.csv	✓	Informations about Archives used for finding secondary data
	MAXQDA_Codebook.rtf	✓	MAXCDA_Analysis
	README.md	✓	Description of the dataset and details for each datafile

Describe Upload Verify

You are submitting in Forschungsdaten

Submit: Uploaded Files ?

The table below shows the files which have uploaded for this item.

Primary bitstream	File		Size	Description	File Format	Access Settings
<input type="radio"/>	Anonymized_Transcript_02.txt	 Remove	311 bytes	This is the anonymized transscript of Interview 1	Text (known)	 Change
<input type="radio"/>	MAXQDA_Codebook.txt	 Remove	311 bytes	Analysis code from MAXCDA for Interview 1-4	Text (known)	 Change
<input type="radio"/>	Anonymized_Transcript_01.txt	 Remove	311 bytes	This is the anonymized transscript of Interview 2	Text (known)	 Change
<input type="radio"/>	Code_Frequency_Report.txt	 Remove	311 bytes	MAXCDA Frequency report	Text (known)	 Change
<input type="radio"/>	Additional_Metarial_ArchiveXYL_Metadata.csv	 Remove	311 bytes	Archival references to documents from ArchiveXYL	CSV (known)	 Change
<input type="radio"/>	dataset_metadata.xml	 Remove	1747 bytes	Matadata-file for dataset	XML (known)	 Change
<input type="radio"/>	readme.md	 Remove	1039 bytes	Readme-file that describes the files of this dataset and the content of each data file	Markdown (known)	 Change

[Add Another File](#)

You can make changes and additions at any time. The process can be paused/saved and continued later under “My Deposits.”

IV. Page 4 of the Publication Process – Review and Finalize

Describe

Upload

Verify

You are submitting in Forschungsdaten

Submit: Verify Submission ?

Document type	Dataset	Correct one of these
Data type	Dataset	
Title	Dataset - Title of my (Phd)Project	
Author	Musterfrau, Marina	
Author affiliation	None	
Contributors	Data Collector: Mustermann, Max	
Date of Creation	2024	
Date of Issue	2025	
Language	English	
Abstract	<p>This dataset contains selected, anonymized and processed qualitative research materials collected between 2022 and 2024 as part of a doctoral project on Title of my (Phd)Project in Hamburg, Germany. Included are coded interview excerpts, public discourse documents, situational analysis maps, and archival reference metadata. Sensitive data such as raw audio files, full field notes, and restricted archival documents are excluded due to ethical and copyright limitations.</p> <p>Dieser Datensatz enthält ausgewähltes, anonymisiertes und aufbereitetes qualitatives Forschungsmaterial, das zwischen 2022 und 2024 gesammelt wurde als Teil eines Promotionsprojekts zum Titel meines (Phd)Projekts in Hamburg, Deutschland. Enthalten sind kodierte Interviewauszüge, öffentliche Diskursdokumente, Situationsanalysekarten und archivierte Referenzmetadaten. Sensible Daten wie Audio-Rohdateien, vollständige Feldnotizen und eingeschränkte Archivdokumente sind aufgrund ethischer und urheberrechtlicher Beschränkungen ausgeschlossen.</p>	

Uploaded Files:

[Anonymized_Transcript_02.txt - Text \(Known\)](#)
[MAXQDA_Codebook.txt - Text \(Known\)](#)
[Anonymized_Transcript_01.txt - Text \(Known\)](#)
[Code_Frequency_Report.txt - Text \(Known\)](#)
[Additional_Material_ArchiveXYL_Metadata.csv - CSV \(Known\)](#)
[dataset_metadata.xml - XML \(Known\)](#)
[readme.md - Markdown \(Known\)](#)

Add or Remove a File

< Previous

Cancel/Save

Complete

You will then see a summary of all entries and uploads. After confirming the overview (“Complete”), the metadata for your dataset will be reviewed by our team. You will receive an email notification once the DOI has been assigned, so you can update the README and metadata files accordingly. Once this has been completed and the license agreement is on file, your dataset will be released for archiving/publication, and you will receive another confirmation.

If you have any questions or uncertainties, please do not hesitate to contact us via digitaledienste@hcu-hamburg.de. We will be happy to provide further guidance and support.

Checklist before final publication:

- [License agreement](#) submitted to the library
- README file created, e.g., using [this template](#)
- Metadata file created using [this template](#) / [guidelines](#)
- Link to the publication (via DOI/ISBN/URL) created in both files and in the platform metadata on repOS / the chosen repository
- Contact information provided. Please provide contact details that will remain valid long-term (e.g., ORCID, personal email)
- After receiving the DOI:
 - DOI added to the metadata file and README file
 - If applicable, reference to the dataset publication (DOI) included in the related publication