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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.

Inhalt

Version 1.0

I. Preparing the Data Publication: Metadata & License Agreement

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*](mailto: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"

Submit: Describe this Item

| Describe | Persistent Identifiers | Upload | Verify | Complete |

You are submitting in **Forschungsdaten**

Data type
Dataset ⌄

Title
[   ]

Author
[Musterfrau] [Marina] [🔍] [🗑 Remove Entry]

Author
[Last name, e.g. Smith] [First name(s) + "Jr", e.g. Donald Jr] [🔍] [+ Add More]

Contributors
[Data Collector ⌄] [Mustermann, Max] [🔍] [🗑 Remove Entry]
[Data Collector ⌄] [   ] [🔍] [+ 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]

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CreativeCommons 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   [   ] [🔍]   [**+** Add More]

Funder   [   ] [🔍]

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   [   ] [🔍]   [**+** 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".

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

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_Transscripts1.docx	✓	Anonymized Transscripts 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**
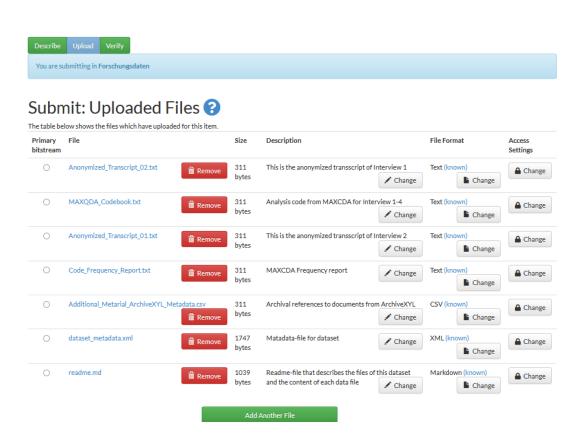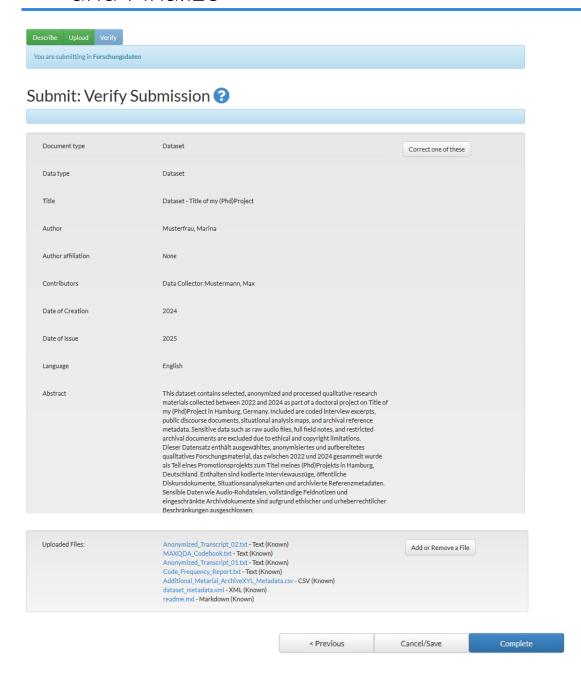
Submit: Uploaded Files ❓

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

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

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:

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