# How to archive your data at 4TU.ResearchData in ten steps

This manual will briefly explain the steps you will have to take to archive your data using the 4TU.Centre for Research Data (or 4TU.ResearchData), and reserve a DOI for the dataset. In step 7 you will learn how to reserve a DOI so you can link to your dataset in your publication during peer review. If you would like to share your dataset with peer reviewers, please contact your Data Steward for advice. Please note that it is best to contact researchdata@4tu.nl if you want to upload datasets larger than 10 GB, so that 4TU.ResearchData can support you with uploading your dataset(s). You can also find their manual on how to publish your data [here](https://d1rkab7tlqy5f1.cloudfront.net/Library/Themaportalen/RDM/How%20to%20publish%20your%20dataset%20with%204TU.pdf).

**1.** Go to https://researchdata.4tu.nl/en/use-4turesearchdata/archive-research-data/

**2.** Select “upload your data”



**3. Login** using your netID by selecting your institute at “Institutional account”



**4.** After reading the welcome text, select “next step”.

**5. Primary Information.** Fill in the information about your dataset using the fields. You can create an ORCID here: <https://orcid.org/> (click [here](https://www.tudelft.nl/en/library/current-topics/libraryfor-researchers/library-for-researchers/publishing-outreach/research-identity/create-an-orcid-id/) for more information on ORCID iDs).



**6.** **Additional information**. In the next step, additional information, you can provide a link to the publication (if your dataset is related to one). Select keywords that your peers would use to find your type of research/data, or that you have discussed with department/section members to increase findability. You can select a licence for your data: CC BY means that others can re-use your data as long as they provide you with attribution (cite the dataset). You can find more information on which license you should select on the [4TU.ResearchData](https://data.4tu.nl/info/en/use/publish-cite/upload-your-data-in-our-data-archive/licencing/) or on [TU Delfts copyright pages](https://www.tudelft.nl/library/copyright/).



**7. Obtain a DOI.** In the next step, obtain a DOI, you are provided with the DOI of your dataset. You are provided with this DOI before you upload your data. You can use this DOI to refer to your dataset in your publication (see [here](https://surfdrive.surf.nl/files/index.php/s/fXtBM6YyHPRTdLb) for guidelines on how to do this). The DOI link will lead to a dead web page until you choose to publish your dataset. Select “continue uploading” if your dataset is ready for archiving. You can choose to send your reserved DOI to your email by selecting “email my reserved DOI”.

**8. Upload files.** Before you upload your data, check if you are using the preferred format using [these guidelines](https://researchdata.4tu.nl/fileadmin/user_upload/Documenten/preffered_file_formats.pdf). File formats that are non-proprietary (e.g. open source) or widely used will remain readable for a longer period. Upload your dataset and your readme file (see [here](https://researchdata.4tu.nl/fileadmin/user_upload/Documenten/Guidelines_for_creating_a_README_file.pdf) for guidelines on how to create this file). When you have selected the files and they are in the upload window, select “start upload” before you can continue to the “next step”.



**9. License, verify and submit.**  In the last step you accept the licence agreement so 4TU.ResearchData can publicly share your data. After you accepted the agreement you can select “Submit”.

**10.** 4TU.ResearchData will confirm your submission (and provide you with the DOI). Within three days they will contact you about your submission and if necessary provide you with suggestions to improve the information you provided about your dataset. After you review these suggestions you can let 4TU.ResearchData know how to proceed. Then, the dataset will be published! You will again receive a confirmation email. The DOI is now working and will lead you directly to your dataset.

Congratulations! Your dataset is now kept in a secure environment, with regular back-ups, and preserved for future use. It can be discovered by search engines, the intellectual property rights and licence of your data is managed, and your dataset can be cited, enhancing the visibility of your research.