

Step-by-Step Guide on Data Publication for ETH Zurich Researchers

About this document

The step-by-step guide for data preparation and data publication supports you with documenting your metadata and datasets and with preparing them for publication in a FAIR data repository. Following this guide will help you take into account good practice principles as well as funder requirements and requirements that apply at ETH Zurich. It also provides you with information about where to find relevant information and support at ETH Zurich. The guide is structured in three parts: "Part I – Metadata Preparation", "Part II – Data Preparation", and "Part III – Data Publication".

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[Part I – Metadata Preparation](#) [Page 2](#)

Part I of the step-by-step guide supports you in a situation when you are planning to publish your research data. It guides you step by step to prepare your metadata for this purpose, which is a crucial step before preparing your actual research data for reuse, publication, or archiving.

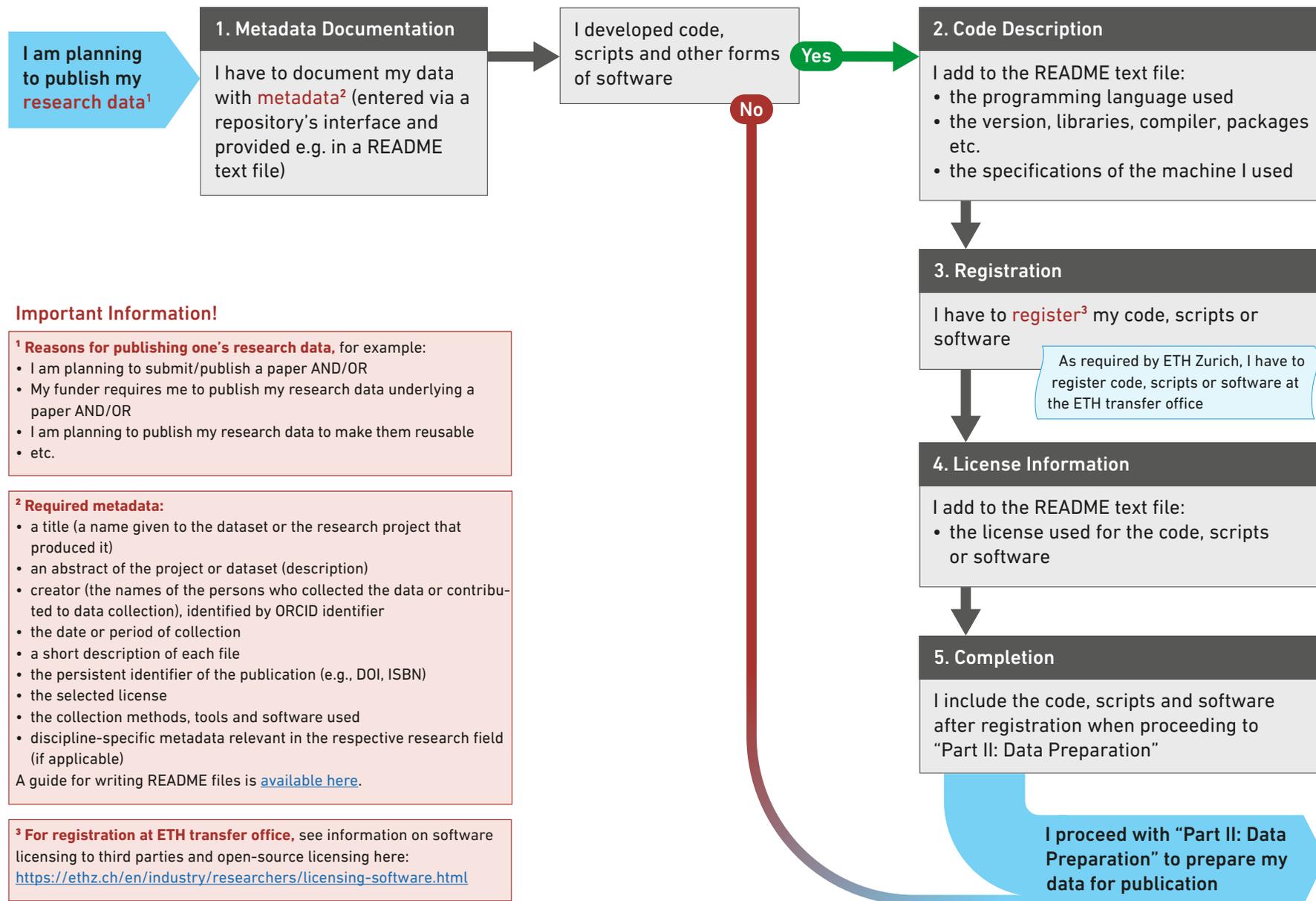
[Part II – Data Preparation](#) [Page 3](#)

Part II of the step-by-step guide supports you with preparing your data for reuse, publication, or archiving. This is a crucial step before the actual publication or archiving of your research data.

[Part III – Data Publication](#) [Page 4](#)

Part III of the step-by-step guide supports you in a situation when you want to publish your data collection or dataset, including your data, metadata, and potentially also accompanying code scripts. It is strongly recommended to engage with part I and part II before proceeding with this third part of the step-by-step guide.

Part I – Metadata Preparation



Important Information!

¹ **Reasons for publishing one's research data**, for example:

- I am planning to submit/publish a paper AND/OR
- My funder requires me to publish my research data underlying a paper AND/OR
- I am planning to publish my research data to make them reusable
- etc.

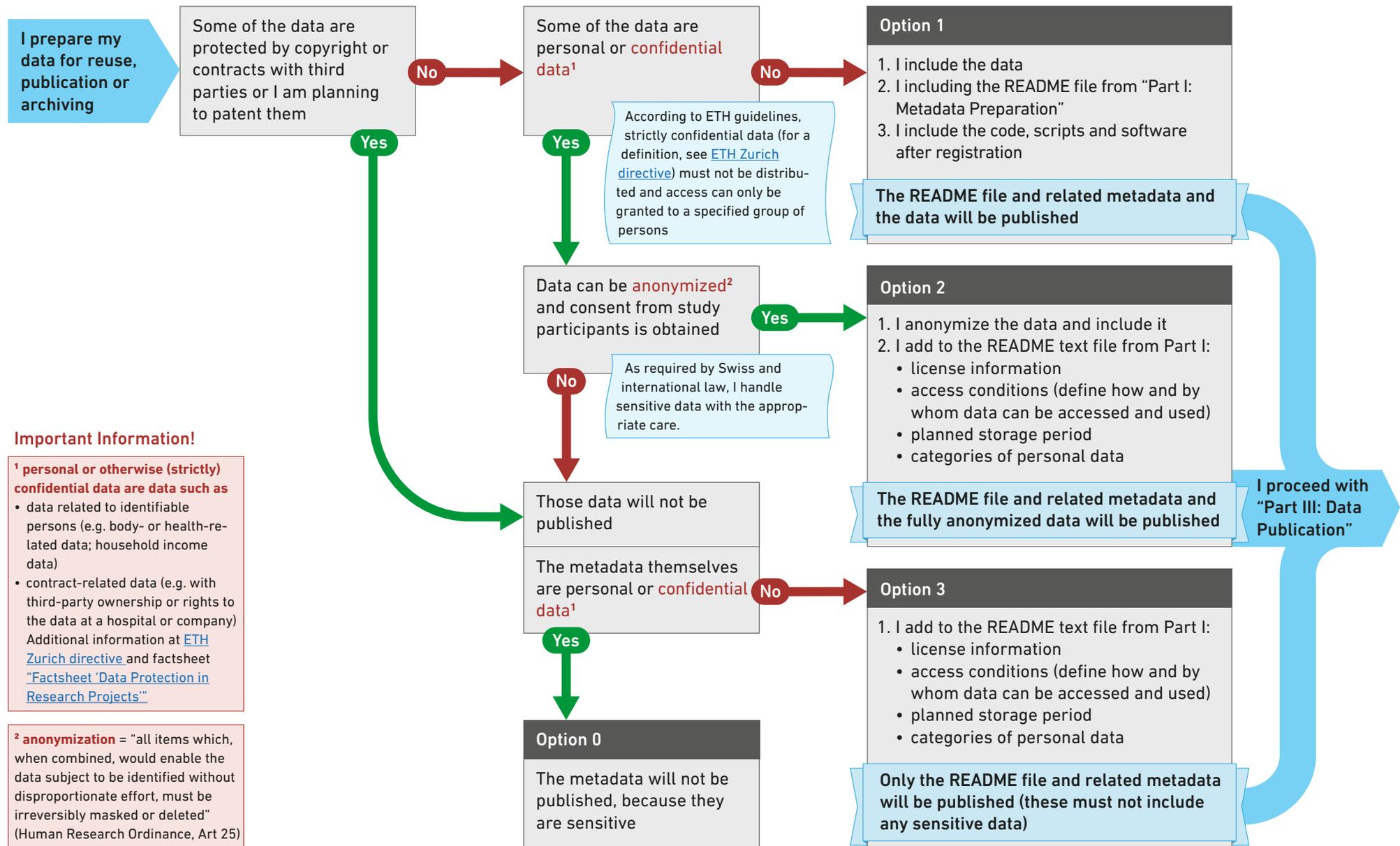
² **Required metadata:**

- a title (a name given to the dataset or the research project that produced it)
- an abstract of the project or dataset (description)
- creator (the names of the persons who collected the data or contributed to data collection), identified by ORCID identifier
- the date or period of collection
- a short description of each file
- the persistent identifier of the publication (e.g., DOI, ISBN)
- the selected license
- the collection methods, tools and software used
- discipline-specific metadata relevant in the respective research field (if applicable)

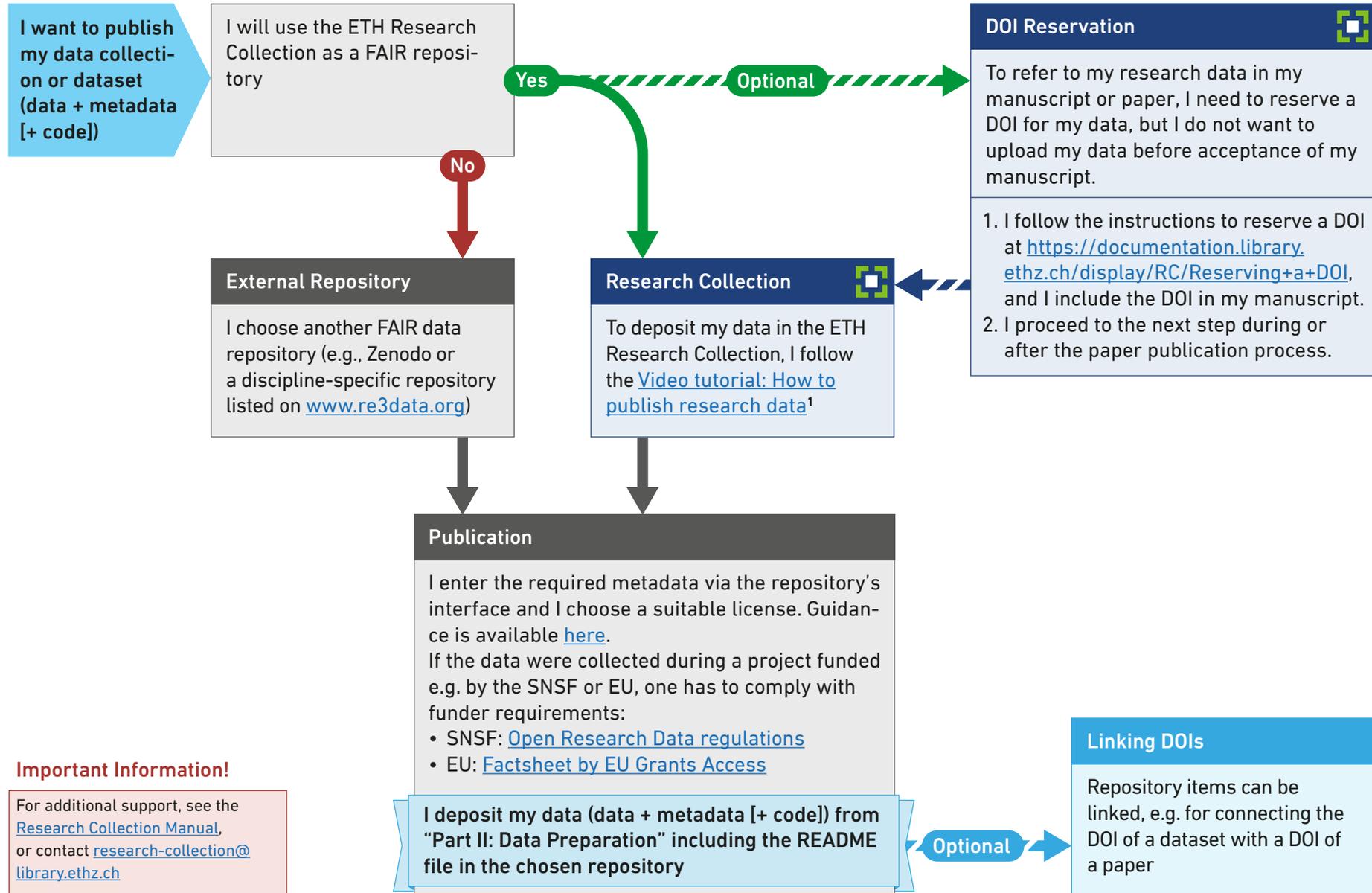
A guide for writing README files is [available here](#).

³ **For registration at ETH transfer office**, see information on software licensing to third parties and open-source licensing here: <https://ethz.ch/en/industry/researchers/licensing-software.html>

Part II – Data Preparation



Part III – Data Publication



Important Information!

For additional support, see the [Research Collection Manual](#), or contact research-collection@library.ethz.ch