



Main Library
Warsaw University of Technology

Research data deposited outside WUT BW

2024



Adding research data

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[Add achievement/publication](#)

☐ Include multi-center publications

Achievements summary
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Publications 2
Research data 2

Bibliometry*
Total IF 1.492
Total SNIP 0.459
Total CiteScore 0.73
Cumulative ministry score 40

- Research data can only be entered into the system by WUT employees with an active user account in the Base
- In accordance with the Repository Terms and Conditions, authors self-deposit their research data in the system
- A logged-in user of WUT BW can start the process of depositing research data in their profile using the option 'Add achievement/publication'



Adding research data

The screenshot shows a web interface for the 'Base of Knowledge' at Warsaw University of Technology. A modal dialog box titled 'Add achievement/publication' is open, displaying a list of options for adding new records. The options are grouped into two sections: 'Add publication' and 'Add other achievement'. The 'Add research data' option is highlighted with a blue border.

Add achievement/publication

Add publication

- Add book
- Add article
- Add chapter
- Add report
- Research data deposited in BW
- Add research data**
- Add publication plan

Add other achievement

- Add professional achievements (career)
- Add professional activity
- Add artwork

There are two options available:

- **Research data deposited in BW** - to deposit datasets in the university repository
- **Add research data** - to deposit records linking to other repositories where research data has already been deposited

This presentation shows the option of adding cross-reference records linking to data deposited in external repositories



Title of presentation

* DOI ⓘ:

* URL ⓘ:

* Deposited in:

External identifier:

* Data type:

* Authors ⓘ:

Corporate authors ⓘ:

Publisher:

Research data language:

* Metadata language:

* Title:

* Keywords:

Complete the form, paying particular attention to the mandatory fields (marked with an asterisk)

- Hovering the mouse over a field description gives an explanation of that field. An additional explanation is displayed by hovering the mouse over the question mark



Title of presentation

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* Keywords:

For cross-reference records, some of the most important fields are those identifying the repository where the data has been deposited

- The DOI and URL fields are alternatively mandatory, which means that at least one of them must be completed
- In the 'Deposited in' field, select the name of the repository in which the data has been deposited
 - If you do not see the name of the repository on the list, please contact us by email to get it added to the dictionary: repozytorium.bg@pw.edu.pl



Adding research data

* DOI ⓘ:

* URL ⓘ:

* Deposited in:

External identifier:

* Data type:

* Authors ⓘ:

Corporate authors ⓘ:

Publisher:

Research data language:

* Metadata language:

* Title:

* Keywords:

In the 'Data type' field, you can select one of the following options:

- Simple data – data in the form of text files or spreadsheets
- Software
- Graphical files
- Video
- Music files
- Other - click if you are depositing files in other formats used in the discipline, or files deposited in the form of archives: zip, rar
 - You can only select one type, so if the metadata relates to data deposited in various formats, select 'Other'



Adding research data

The 'Authors' and 'Corporate authors' fields are alternatively mandatory fields. This means that one of them must be provided in order to submit a record for verification

* DOI ⓘ: Add DOI

* URL ⓘ: Add URL

* Deposited in: Choose

External identifier: HANDLE

* Data type: Choose data type

* Authors ⓘ: Emilia Nowakowska (FCEMP) ×

Corporate authors ⓘ: Choose or add corporate authors

Publisher: Enter publisher

Research data language: Select research data language

* Metadata language: English

* Title: Enter title in the selected language

* Keywords: Enter keywords in the selected language

- In the 'Authors' field, enter the authors involved in the creation of the data.
- If the person is listed in the index of people in the database, click on their name in the search results
- If the person does not have a profile in the database, click 'Enter' and then fill in the details in the form:
 - fill in as much data as possible, including the person's ORCID



Adding research data

The metadata of research data should be entered in the same language as it is visible in the repository to which the entered record will be linked.

- At Warsaw University of Technology, the language of the Research Data Repository is English. This means that data such as title, keywords, descriptions, abstracts, etc. should be entered also in English.
- If you have entered the metadata in a language other than English, add the English version in the field 'Other language versions of metadata'

The screenshot shows a web form for adding research data. At the top right, it displays 'CHARS: 0 WORDS: 0'. The form includes several input fields and dropdown menus:

- Methodology:** A text input field with a blue link 'Enter methodology'.
- Other language versions of metadata:** A text input field with a blue 'Add' button next to it.
- * Year of creation:** A text input field with the placeholder 'Add year of creation'.
- Scientific discipline:** A dropdown menu with the placeholder 'Choose a scientific discipline'.
- References:** A text input field with a blue link 'Enter references'.
- Teams:** A dropdown menu with the placeholder 'Choose research teams'.
- Related books:** A dropdown menu with the placeholder 'Choose related book'.
- Related articles:** A dropdown menu with the placeholder 'Choose related articles'.
- Related projects:** A dropdown menu with the placeholder 'Choose related projects'.
- Editor notes:** A large text area with the placeholder 'Add notes to the editor' and a small icon in the bottom right corner.

At the bottom of the form, there are two buttons: a blue 'Submit' button and a white 'Reset' button with a grey border.



Adding research data

* DOI ⓘ:

* URL ⓘ:

* Deposited in:

External identifier:

* Data type:

* Authors ⓘ:

Corporate authors ⓘ:

Publisher:

Research data language:

* Metadata language:

* Title:

* Keywords:

- The following fields must also be completed: title, keywords, abstract and the year the research data was created



Adding research data

- It is possible to add a ministerial discipline to the research data description. The discipline should best reflect the subject matter of the research data

Scientific discipline:

Choose a scientific discipline

▶ Humanities

▼ Engineering and technology

- architecture and urban planning
- ▶ automation, electronics, electrical engineering and space technologies
- information and communication technology
- safety engineering
- biomedical engineering
- chemical engineering
- ▶ civil engineering, geodesy and transport

References:

Teams:

Related books:

Related articles:

Related projects:

Editor notes:

Add notes to the editor

Submit

Reset



Adding research data

- In the 'References' field, a list of literature that was used during the research data collection can be entered

Methodology:

Other language versions of metadata:

* Year of creation:

Scientific discipline:

References:

Teams:

Related books:

Related articles:

Related projects:

Editor notes:



Adding research data

Editor notes:

- After clicking 'Submit' the record will be visible in your profile
- Until its acceptance by the data steward, it is only visible to the depositor and the data steward
- Return to data editing mode is possible from the full record description view, as long as the author has not submitted metadata for verification by the data steward - see presentation 'Editing a research data record'.