

Publishing in DepositOnce - Quick guide with screenshots using the example of research data



Deposit Once

Repository for Research Data and Publications

Search DepositOnce...

Search

DepositOnce Policy

DepositOnce is TU Berlin's institutional repository and is operated and continually developed by the Service Center for Research Data and Publications.

[more](#)

Research Data Policy

Research data is a valuable resource and a basis for scientific knowledge and has a long-term value for research and science, with the potential for widespread use in society.

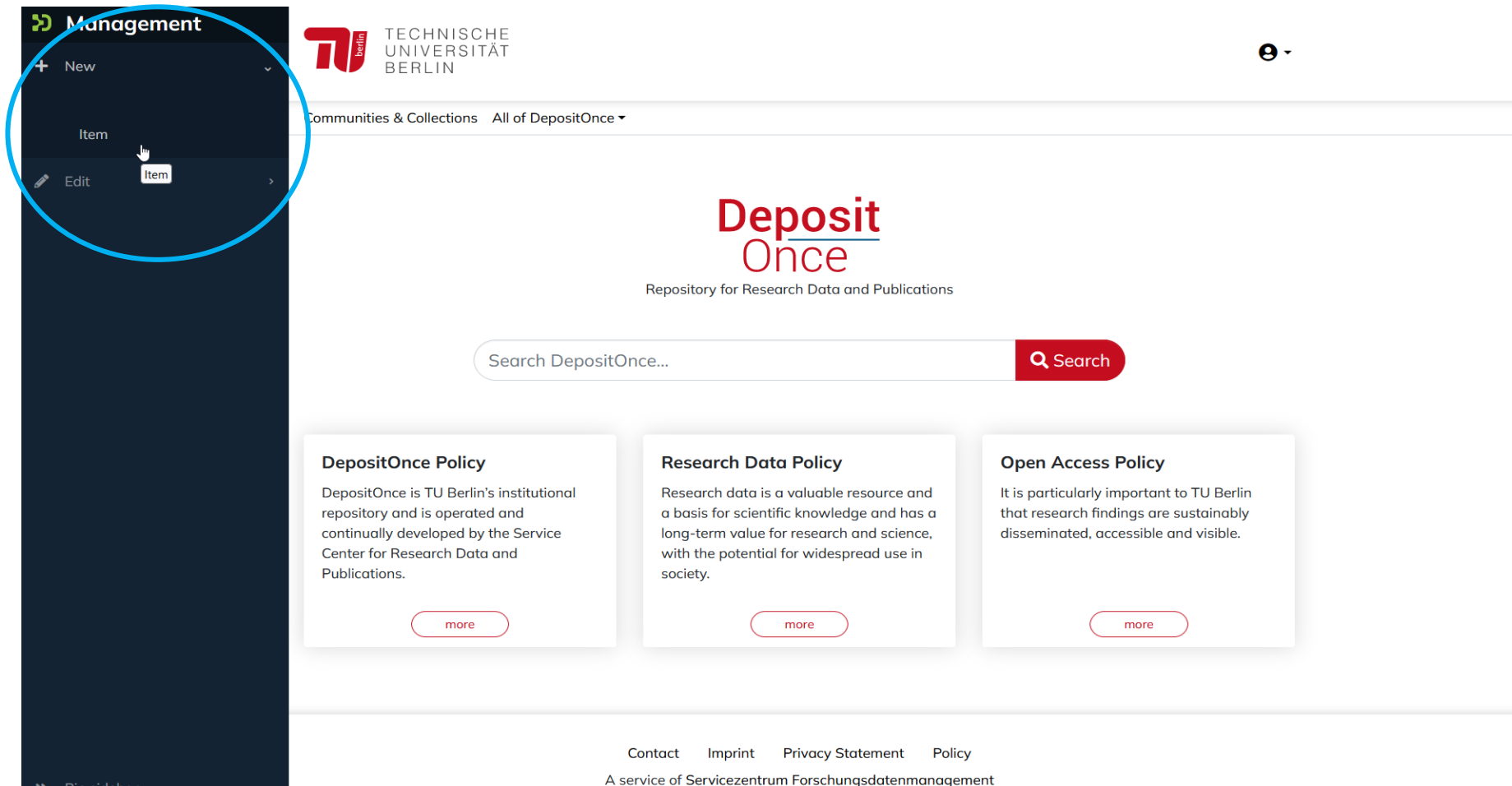
[more](#)

Open Access Policy

It is particularly important to TU Berlin that research findings are sustainably disseminated, accessible and visible.

[more](#)

Here you can see the DepositOnce start page after login. On the left, there is the menu bar (marked in blue here)



Management

- + New
- Item
- Edit

Technische Universität Berlin

Communities & Collections All of DepositOnce

DepositOnce

Repository for Research Data and Publications

Search DepositOnce... **Search**

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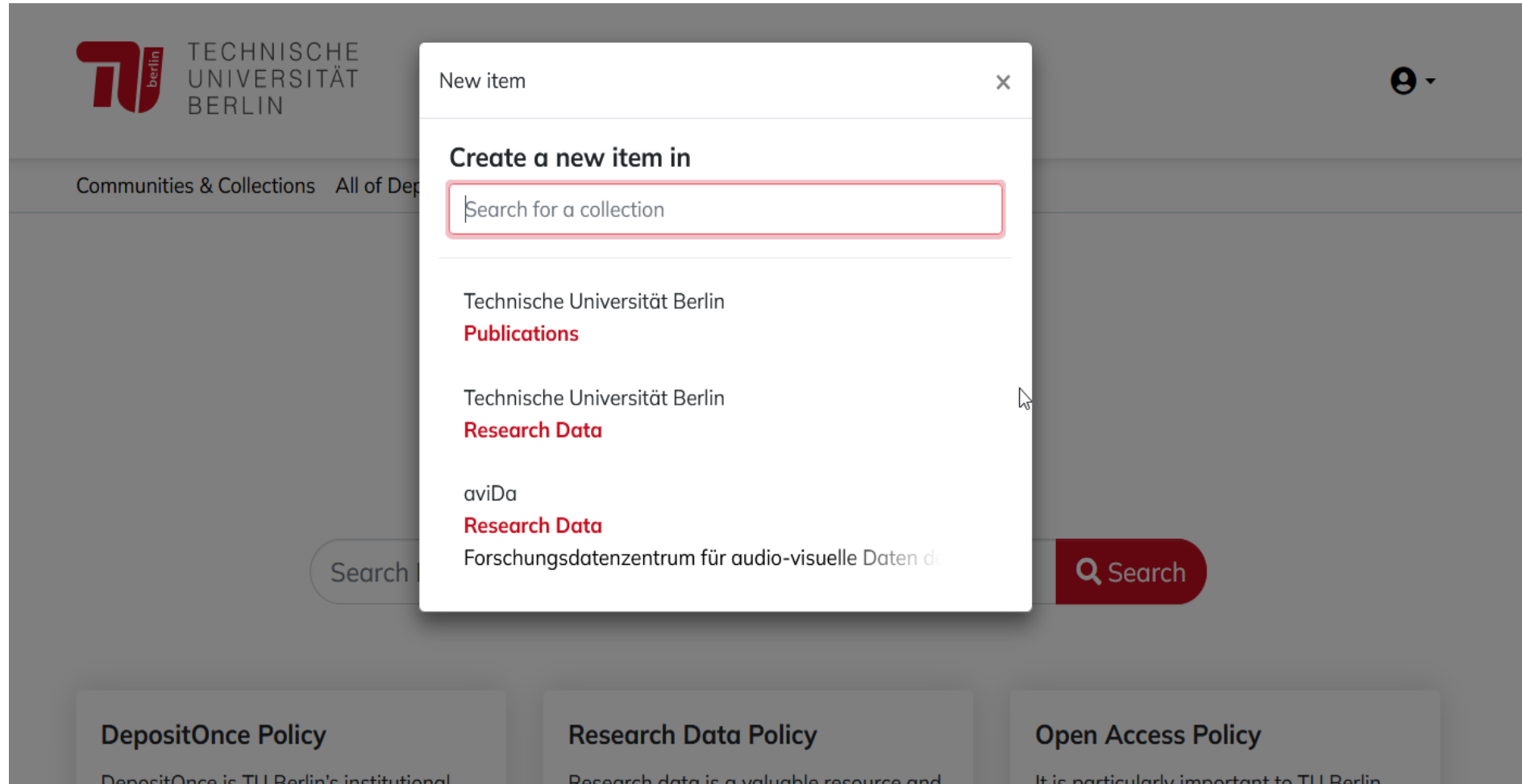
It is particularly important to TU Berlin that research findings are sustainably disseminated, accessible and visible.

[more](#)

[Contact](#) [Imprint](#) [Privacy Statement](#) [Policy](#)

A service of Servicezentrum Forschungsdatenmanagement

Option A:
Data upload:
Menu > New > Item



TECHNISCHE
UNIVERSITÄT
BERLIN

Communities & Collections All of Dep

Search

Search

DepositOnce Policy
DepositOnce is TU Berlin's institutional

Research Data Policy
Research data is a valuable resource and

Open Access Policy
It is particularly important to TU Berlin

Option A: Data upload:

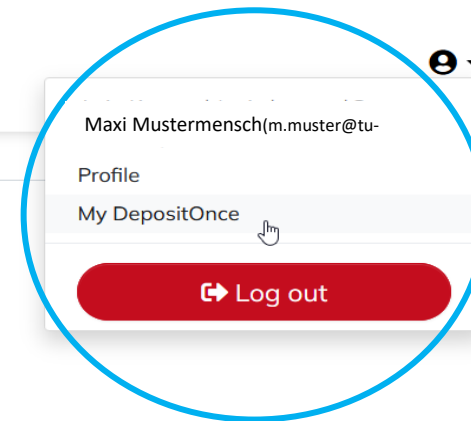
In the following pop-up window, you can choose - depending on your file type - between text or research data.

Publications = e.g. article, dissertation, etc.

Research data = e.g. measurement data, software, etc.

Deposit Once

Repository for Research Data and Publications



Option B:
Data upload:

Account icon > "My
DepositOnce" > see next
page

Search DepositOnce...

 Search

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Research Data Policy

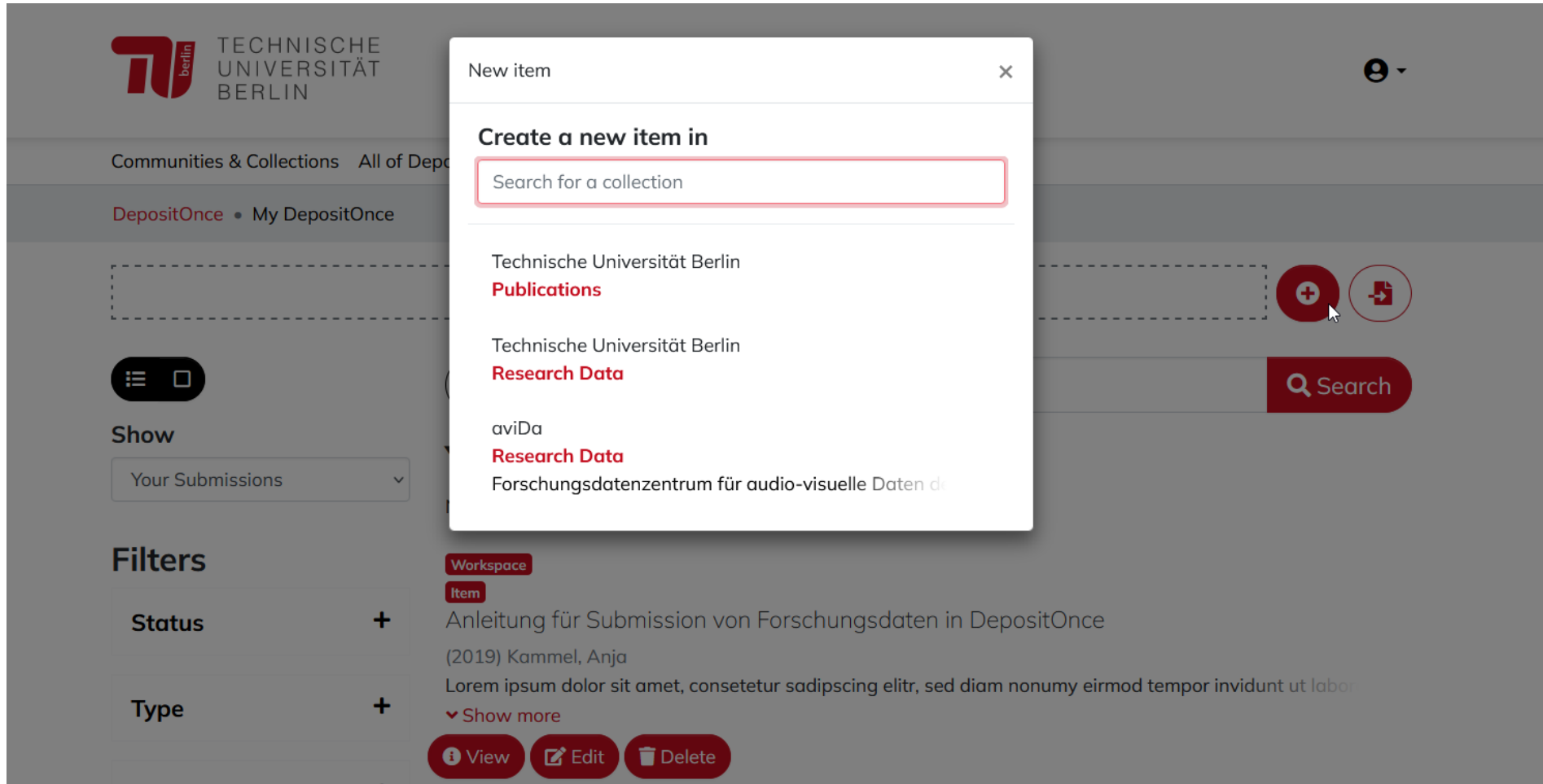
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[more](#)

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The screenshot displays the 'New item' dialog box in the DepositOnce system. The dialog is titled 'New item' and contains a search input field labeled 'Search for a collection'. Below the search field, there are three options for where to create a new item:

- Technische Universität Berlin **Publications**
- Technische Universität Berlin **Research Data**
- aviDa **Research Data**

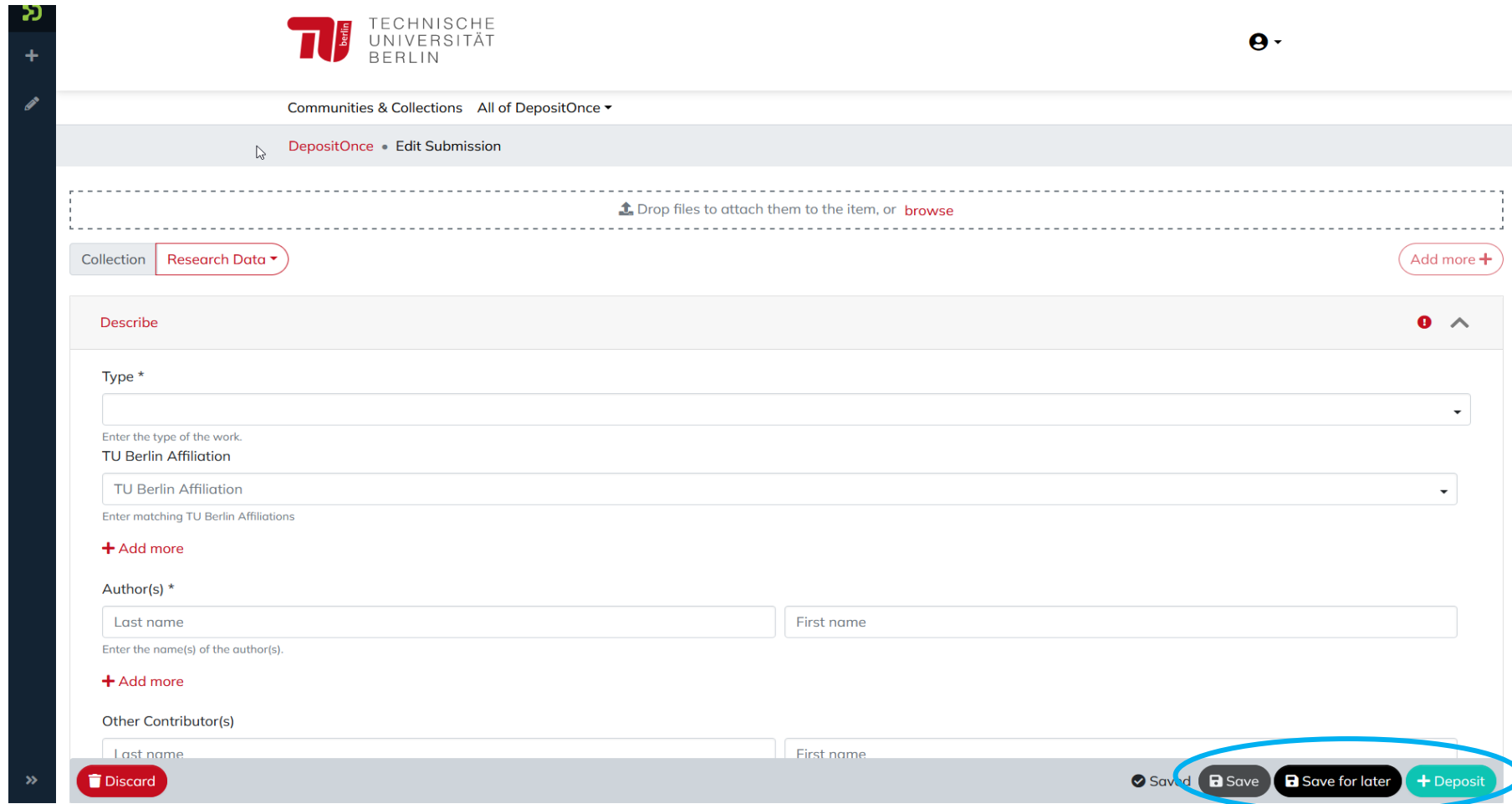
The background interface shows the 'Communities & Collections' section with 'All of Depo' and 'DepositOnce • My DepositOnce'. There are also icons for adding (+) and uploading (upload icon) items, and a 'Search' button.

Option B:
Data upload:

In the following pop-up window, you can choose - depending on your file type - between text or research data.

Publications = e.g. article, dissertation, etc.

Research data = e.g. measurement data, software, etc.



The screenshot shows the 'Edit Submission' page in DepositOnce. At the top, there is a navigation bar with the TU Berlin logo and the text 'Technische Universität Berlin'. Below this, a breadcrumb trail reads 'Communities & Collections All of DepositOnce' and 'DepositOnce • Edit Submission'. A dashed box contains the instruction 'Drop files to attach them to the item, or browse'. Below this, a 'Collection' dropdown menu is set to 'Research Data', with an 'Add more +' button to its right. The main section is titled 'Describe' and contains several form fields: 'Type *' (a dropdown menu), 'TU Berlin Affiliation' (a dropdown menu), and 'Author(s) *' (two input fields for 'Last name' and 'First name'). Below the author fields, there is an 'Other Contributor(s)' section with similar input fields. At the bottom of the form, there is a row of buttons: 'Discard', 'Saved', 'Save', 'Save for later', and 'Deposit'. The 'Save for later' and 'Deposit' buttons are circled in blue.

Once you have selected the correct collection for your data, this form will appear. Here you can enter metadata used to describe your submission on a deeper level.

Please note that certain metadata is mandatory.

It's always possible to save the progress of your submission during editing.

Drop files to attach them to the item, or [browse](#)

Collection **Research Data** [Add more +](#)

Describe ⓘ ^

Type *

- Generic Research Data
- Textual Data
- Audio
- Video
- Image
- Software

Last name First name

Enter the name(s) of the author(s).

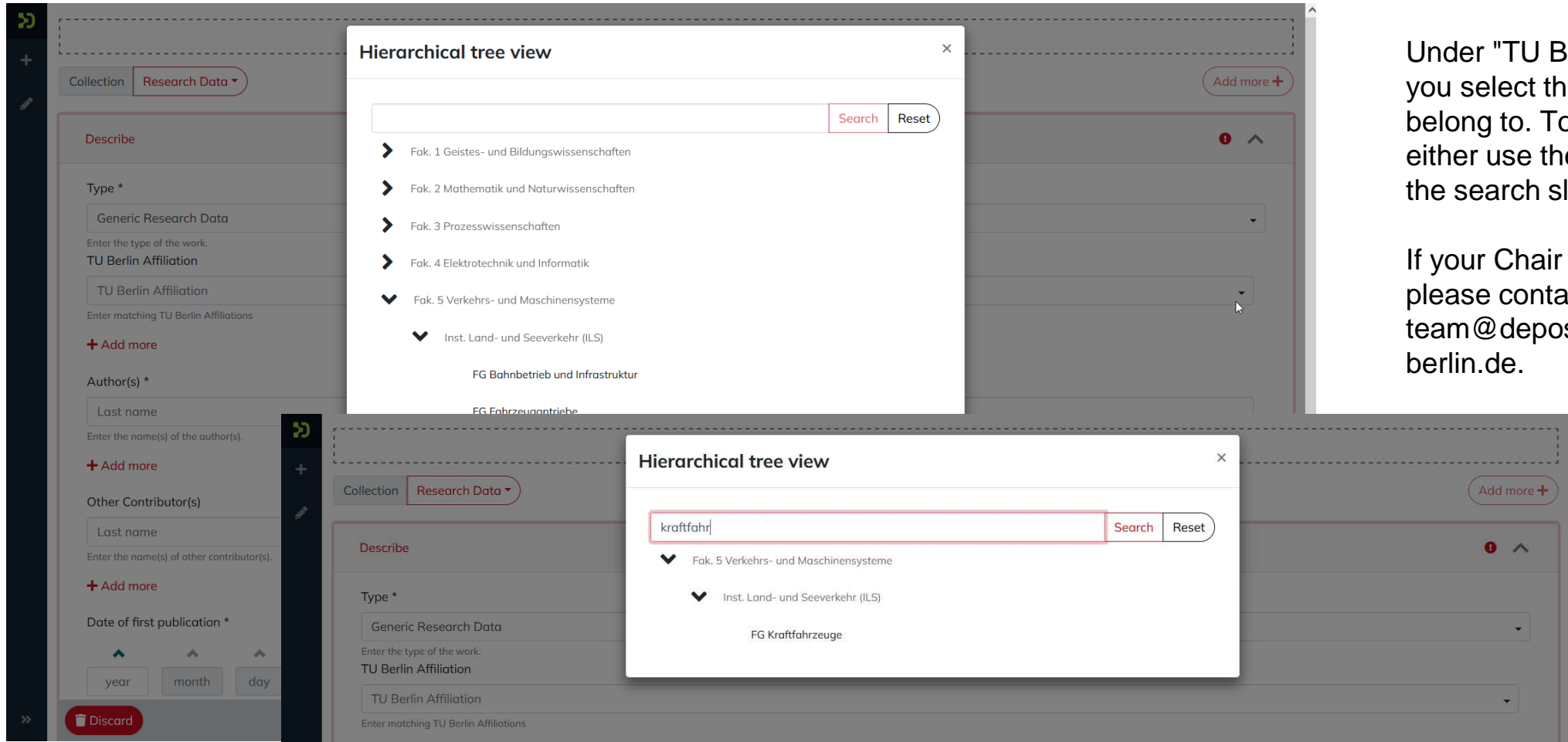
[+ Add more](#)

Other Contributor(s)

Last name First name

Enter the name(s) of other contributor(s).

First of all you define what kind of data you are submitting (here you can see the selection options for research data).



Hierarchical tree view

Search Reset

- ▶ Fak. 1 Geistes- und Bildungswissenschaften
- ▶ Fak. 2 Mathematik und Naturwissenschaften
- ▶ Fak. 3 Prozesswissenschaften
- ▶ Fak. 4 Elektrotechnik und Informatik
- ▼ Fak. 5 Verkehrs- und Maschinensysteme
 - Inst. Land- und Seeverkehr (ILS)
 - FG Bahnbetrieb und Infrastruktur
 - FG Fahrzeugantriebe

Hierarchical tree view

kraftfahr| Search Reset

- ▼ Fak. 5 Verkehrs- und Maschinensysteme
 - Inst. Land- und Seeverkehr (ILS)
 - FG Kraftfahrzeuge

Under "TU Berlin Affiliation" you select the Chair you belong to. To do so, you can either use the directory tree or the search slot.

If your Chair is not listed yet, please contact team@depositonce.tu-berlin.de.

Type *

Drop files to attach them to the item, or [browse](#)

Collection **Research Data** [Add more +](#)

TU Berlin Affiliation

FG Kraftfahrzeuge

Enter matching TU Berlin Affiliations

[+ Add more](#)

Author(s) *

Mustermensch

Enter the name(s) of the author(s).

Maxi

[+ Add more](#)

Other Contributor(s)

Last name

First name

Enter the name(s) of other contributor(s).

[+ Add more](#)

Date of first publication *

You can use the "+ Add more" buttons to add more authors and other contributors.

Drop files to attach them to the item, or [browse](#)

Collection **Research Data** Add more +

Date of first publication *

2022 month day

Enter the date of the first publication (at least a 4 digit year is required).

Title *

Example record of research data

Enter the title.

Abstract *

Abstract

Enter an abstract. Please use "Add more" if you want to enter abstracts in other languages.

+ Add more

Keywords *

Keywords

English

English

German

Chinese

French

Italian

Japanese

Persian

Polish

Portuguese

Greek

Turkish

Spanish

Russian

(Other)

English

Make sure to specify the language for each title and abstract of your item.

Drop files to attach them to the item, or [browse](#)

Collection **Research Data** Add more +

Title *

Example record of research data English ▾

Enter the title.


Abstract *


Abstract of my record. English ▾


Enter an abstract. Please use "Add more" if you want to enter abstracts in other languages.


+ Add more

Keywords *

keywords English ▾ 

of English ▾ 

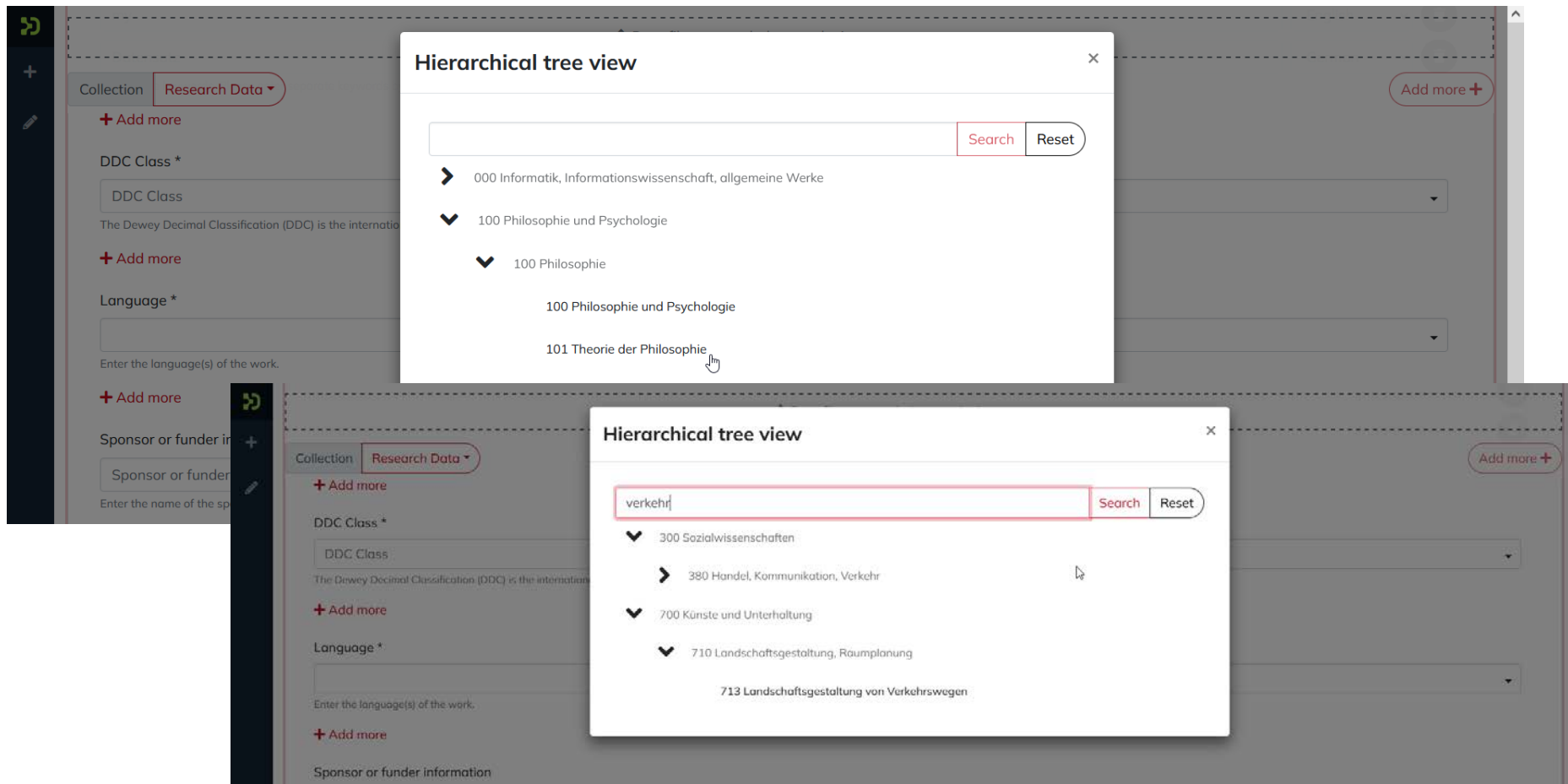
my English ▾ 

Datensatz German ▾ 

Enter some keywords. Please enter separate keywords by using "Add More".

+ Add more

You can also specify the language for the freely definable keywords and, in this way, assign keywords in several languages.



The image displays two screenshots of the DepositOnce interface, illustrating the 'Hierarchical tree view' dialog box used for assigning Dewey Decimal Classification (DDC) codes.

Top Screenshot: The dialog box is titled 'Hierarchical tree view'. It features a search input field containing '101 Theorie der Philosophie' and buttons for 'Search' and 'Reset'. The tree structure shows the following hierarchy:

- 000 Informatik, Informationswissenschaft, allgemeine Werke
- 100 Philosophie und Psychologie
 - 100 Philosophie
 - 101 Theorie der Philosophie

Bottom Screenshot: The dialog box is titled 'Hierarchical tree view'. It features a search input field containing 'verkehr' and buttons for 'Search' and 'Reset'. The tree structure shows the following hierarchy:

- 300 Sozialwissenschaften
 - 380 Handel, Kommunikation, Verkehr
- 700 Künste und Unterhaltung
 - 710 Landschaftsgestaltung, Raumplanung
 - 713 Landschaftsgestaltung von Verkehrswegen

When assigning the Dewey Decimal Classification (DDC), i.e. a subject group that matches the topic of your submission, either use the directory tree or the search slot.

You have to describe the subject of your data up to the third level of the hierarchy.

10.14279/depositonce-5330

The Deposit/DOI Classification (DDC) is the international most widely used classification. [View](#) [Drop files to attach them to the item, or browse](#)

Collection **Research Data** [Add more +](#)

Language

English

Enter the language(s) of the work.

[+ Add more](#)

Sponsor or funder information

EC/FP7/12345/EU/ProjectName/ProjectAcronym

Enter the name of the sponsor or funder, and/or project/grant name or ID. Please use the following syntax if applicable: EC/FP7/12345/EU/ProjectName/ProjectAcronym. Please separate multiple entries by semicolon.

[+ Add more](#)

Relations

Is Supplement To 10.14279/depositonce-5330

If the item has any relations to other DOIs in DepositOnce, please enter them here. Use the "Reference" relation for connected publications. Use the "Supplement" relation for connected research data.

[+ Add more](#)

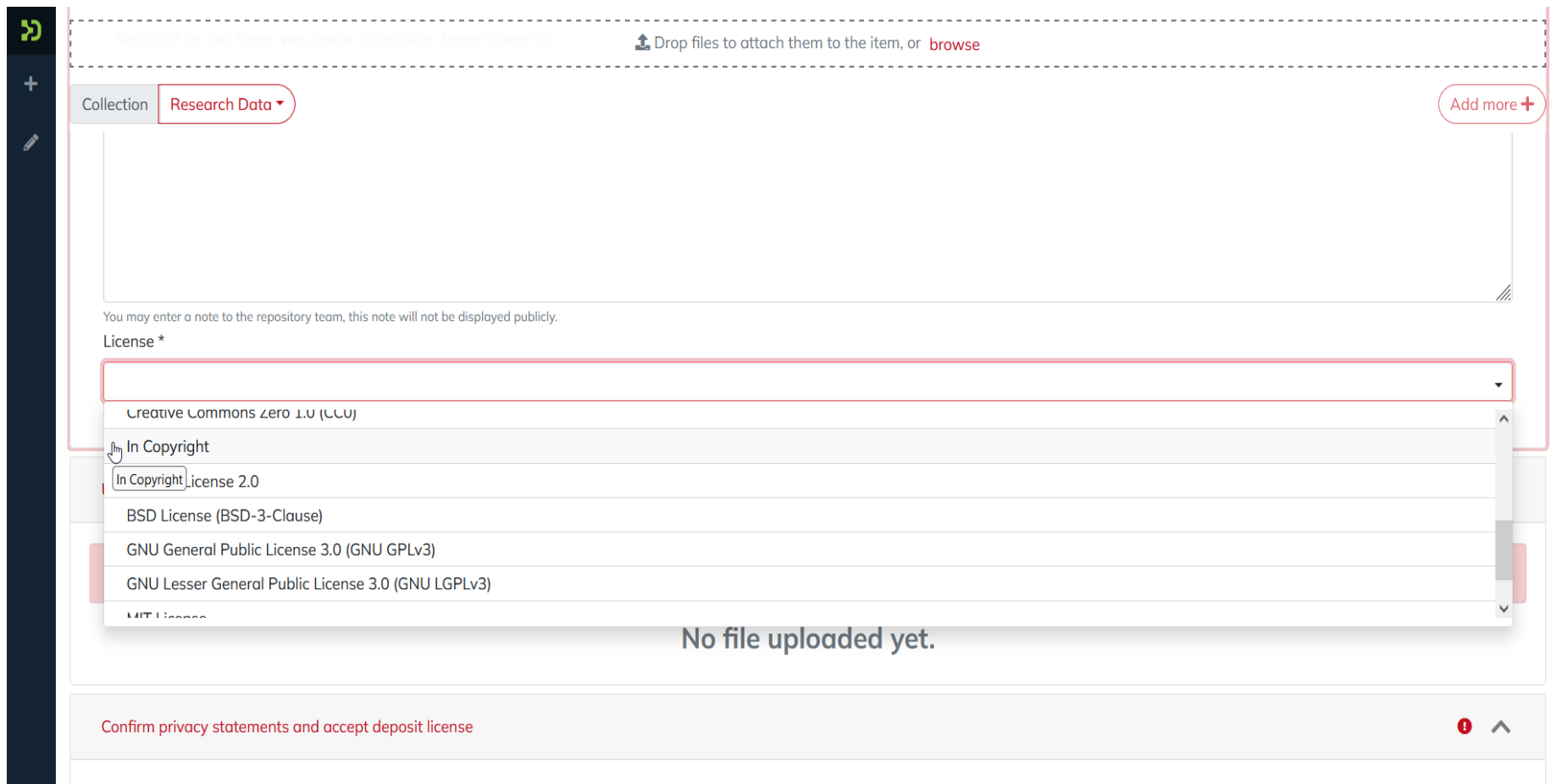
Internal note

Nachricht an das Team, was meine Submission formal überprüft..... :-)|

You may enter a note to the repository team, this note will not be disclosed publicly.

Third-party funding sources or relations to other published files are optional.

You can use the internal notes field if you have a message for the reviewers of your submission.



Nachricht an das Team, was meine Submission formal überprüft...

Drop files to attach them to the item, or [browse](#)

Collection **Research Data** Add more +

You may enter a note to the repository team, this note will not be displayed publicly.

License *

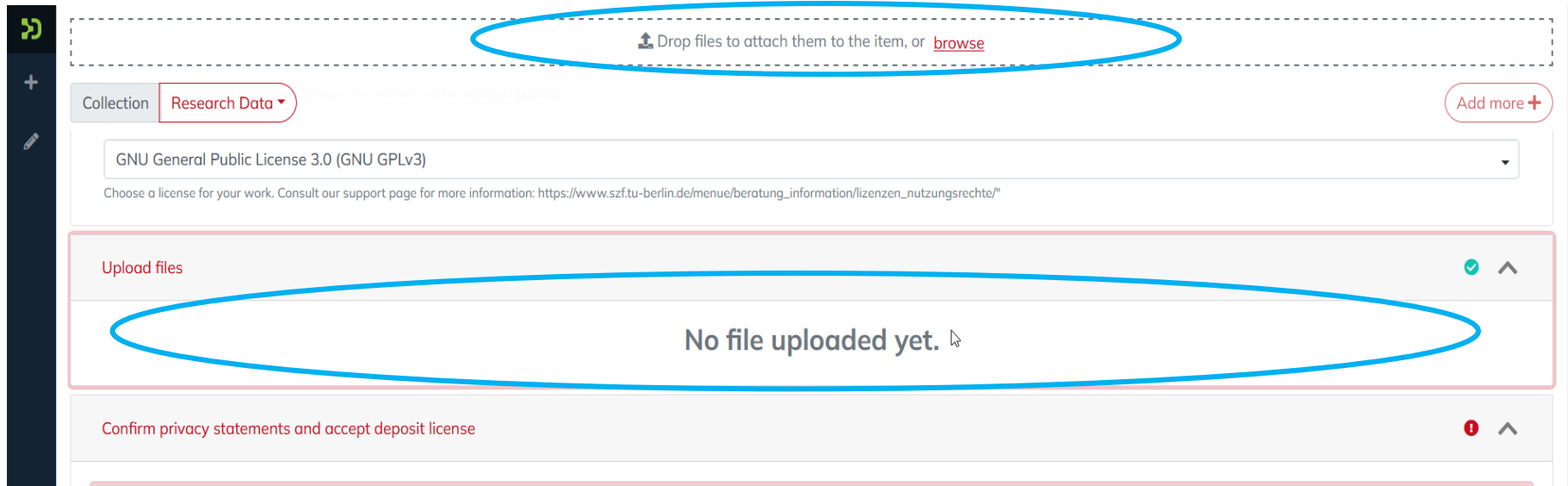
- Creative Commons Zero 1.0 (CC0)
- In Copyright
- In Copyright license 2.0
- BSD License (BSD-3-Clause)
- GNU General Public License 3.0 (GNU GPLv3)
- GNU Lesser General Public License 3.0 (GNU LGPLv3)
- MIT License

No file uploaded yet.

[Confirm privacy statements and accept deposit license](#)

As the copyright holder, you have the option to license your item.

Explanations of the individual licenses can be found under https://depositonce.tu-berlin.de/info/help_en#g#Licenses.



Drop files to attach them to the item, or [browse](#)

Collection **Research Data** Warning: this data will not be displayed publicly [Add more +](#)

GNU General Public License 3.0 (GNU GPLv3)

Choose a license for your work. Consult our support page for more information: https://www.szf.tu-berlin.de/menue/beratung_information/lizenzen_nutzungsrechte/

Upload files ✓ ^

No file uploaded yet. ⏶

Confirm privacy statements and accept deposit license ! ^

Now you just have to attach your files to the metadata record. For uploading the files you can use the area above the form. Open your file folder by clicking "browse". Another possibility is to pull your files from your already opened folder on your desktop over to the marked area of the form.

Make sure that you only use open file formats that are not proprietary but free to use. Recommendations for file formats can be found on our help pages: <https://depositonce.tu-berlin.de/info/help#Dateiformat>.

As soon as you have accepted the privacy policy and the Deposit license at the end of the form, you can finally submit your file. The DepositOnce team then will do a formal review of the data and finally approve it in the repository. You will be informed by email about the publication.

Confirm privacy statements and accept deposit license

You must accept the privacy statements and grant this deposit license to complete your submission. If you are unable to accept the privacy statements and grant this license at this time you may save your work and return later or remove the submission.

1. Personal rights

I hereby confirm that by submitting personal metadata (name and surname of the participating scientists) I act in consent with all persons whose data I enter. I also confirm that I do not

I confirm the privacy statements and accept the deposit license above

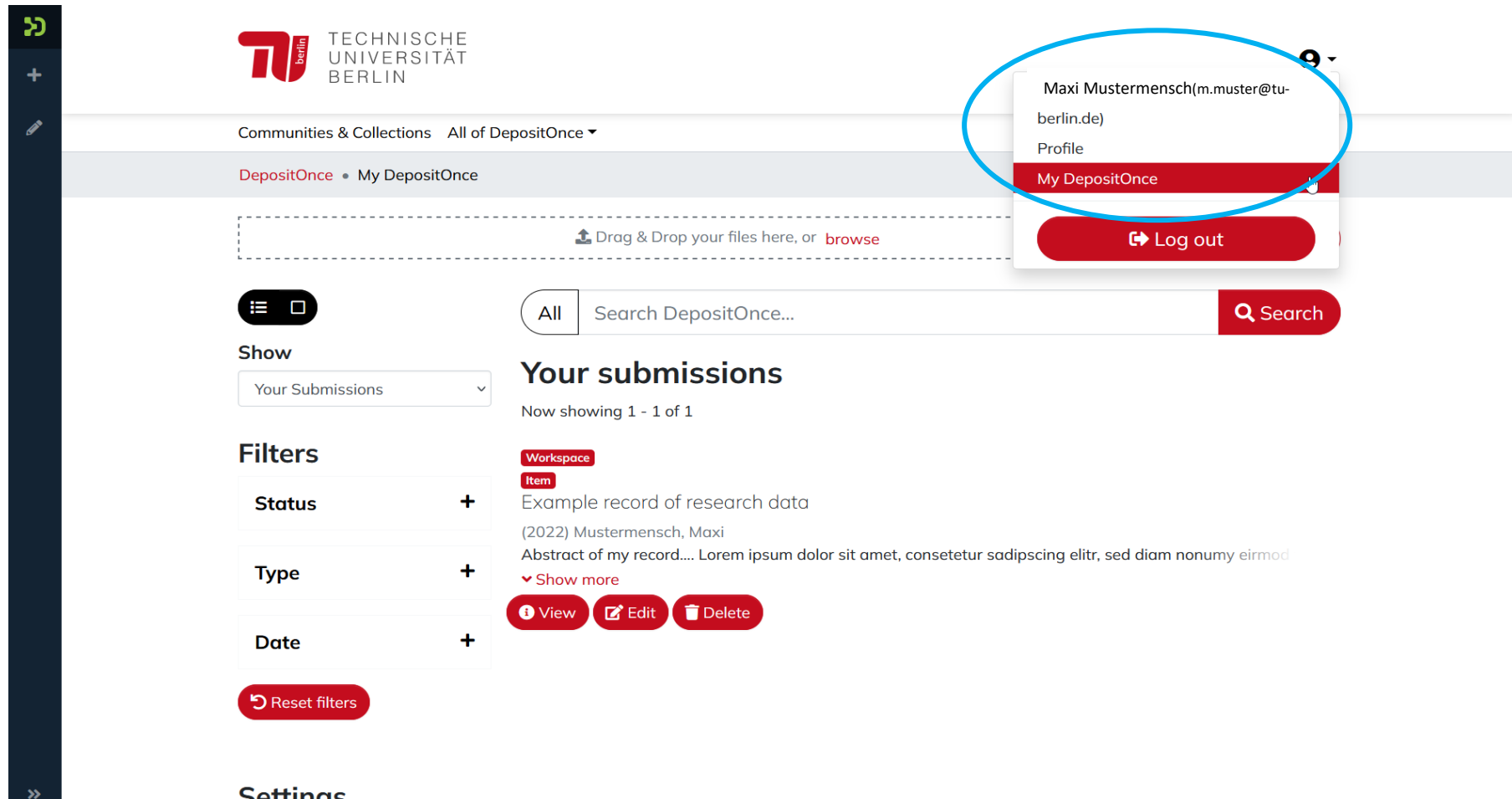
Discard

✓ Saved

Save

Save for later

+ Deposit



TECHNISCHE
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BERLIN

Communities & Collections All of DepositOnce ▾

DepositOnce • My DepositOnce

Drag & Drop your files here, or [browse](#)

Search DepositOnce... [Search](#)

Your submissions

Now showing 1 - 1 of 1

Workspace

Item

Example record of research data

(2022) Mustermensch, Maxi

Abstract of my record.... Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod

[Show more](#)

[View](#) [Edit](#) [Delete](#)

[Reset filters](#)

Settings

My DepositOnce:

Here you see all of your submitted and published data as well as your saved drafts.