



Research data deposit guidelines

May 2025

Version 1.1



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This guide provides a step-by-step overview for depositing in SciELO Data, and a [video version is available on YouTube](#) (portuguese only). Before depositing any data, consult the [SciELO Data Terms and Conditions of Use](#).

We recommend that you consult our [Research data preparation guidelines](#) before making your deposit to obtain information about the **README (a mandatory document)**, [whose templates can be downloaded](#), and the preparation of your dataset. For information about the SciELO Data flowchart, see [Annex 1](#).

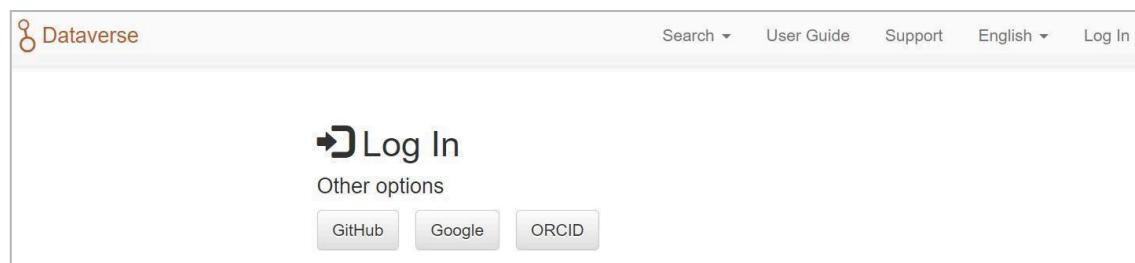
1. On the SciELO Data home page (<https://data.scielo.org/>), change the language of the page to English by clicking on “Português” in the top right bar.



Then click on “Log In” in the upper right corner:



And then choose one of the following log in options:



2. If you cannot find the chosen journal in the carousel (list with logos), search for the journal Dataverse (journal space within the SciELO Data repository) where your article was submitted / approved for publication. SciELO Prprints Dataverse may be found using the same strategy.

In the search results, search among the results for the item that leads to the page (Dataverse) of the journal or SciELO Preprints. It will have an orange outline.

Dataverse ➔ *Revista Brasileira de Medicina do Esporte* (Sociedade Brasileira de Medicina do Exercício e do Esporte)
Jul 12, 2021
RBME Data and other materials repository related to articles under evaluation for publication or published by the journal Revista Brasileira de Medicina do Esporte. / Repositório de dados e outros materiais relacionados com artigos em processo avaliação para publicação ou publicados...

Dataset ➔ *Replication Data for: "Características sociodemográficas y clínicas del trauma infantil en el Hospital San Vicente Fundación de Medellín durante el año 2018."* Draft Unpublished
Jul 10, 2021 - SciELO Preprints
Velásquez Marín, Daniela, 2021, "Replication Data for: "Características sociodemográficas y clínicas del trauma infantil en el Hospital San Vicente Fundación de Medellín durante el año 2018."",
<https://doi.org/10.48331/scielodata.9WFSNV>, SciELO Data, DRAFT VERSION
Introducción: Las lesiones no intencionales entre los niños pequeños son un importante problema de salud pública mundial, particularmente en los países de ingresos bajos y medianos. (3). Existen pocos sistemas de recolección sobre la información de lesiones no fatales en los países...

3. Click on the journal title to enter your Dataverse, then on the "Add Data" button on the right side of the page and then on "New Dataset".

4. Enter your dataset metadata as detailed as possible (*mandatory information).

- **Title*** → Press Add “*Replication Data for*” to *Title* and add the article title that the dataset is related, or create a proper title that is meaningful/descriptive for the dataset.
- **Author***
 - Name* → Enter your name as you use it in your publications (Surname, Name). To enter coauthors, click on the button “+”.
 - Affiliation → Institution, or “Autonomous Researcher”.
 - Identifier Type* / Identifier* → Mandatory information, use ORCID.
- **Point of Contact**
 - Name → Corresponding author’s name.
 - Affiliation.
 - E-mail* → Enter contact email.
- **Description***
 - Text* → Enter information about the data (study purpose, methodology, design, etc.). If relevant, enter information about data collection. Avoid copying the manuscript of the relates article.
 - Date → It should be in the YYYY-MM-DD format, separated by hyphens.
- **Subject*** → Do not select “Other” only.
- **Keyword***
 - Term → Each keyword should be entered separately. Click on the “+” button to enter more keywords.
 - Controlled Vocabulary Name → Fill it only if using well known controlled vocabulary from your area.
 - Controlled Vocabulary URL → Fill it only if using well known controlled vocabulary from your area.
- **Related Publication***
 - Relation Type → select the relationship between the dataset and the article:
 - Is Cited By: if the dataset is cited by the article (e.g., in the Data Availability section).
 - Is Supplement To: if the dataset serves as supplementary material to the article.
 - Citation → Enter the reference of the article to which the data are related. If the manuscript is still under review, add title only.
 - Identifier Type.
 - Identifier.
 - URL.
- **Notes**
- **Depositor**
- **Deposit Date**

5. In the section “Files” click on “Select Files to Add” to add the data files and the README.txt file (for information on the README.txt file, see topic 4 of the [Research data preparation guidelines](#)).

Files

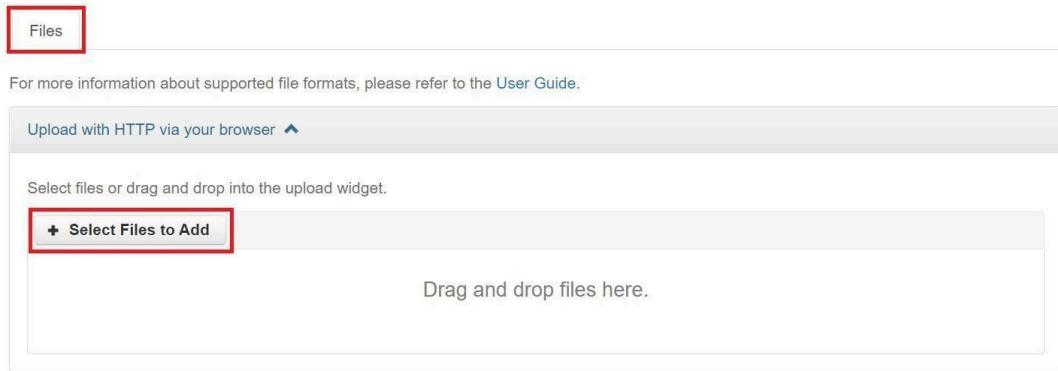
For more information about supported file formats, please refer to the [User Guide](#).

Upload with HTTP via your browser ▾

Select files or drag and drop into the upload widget.

+ Select Files to Add

Drag and drop files here.



Notes:

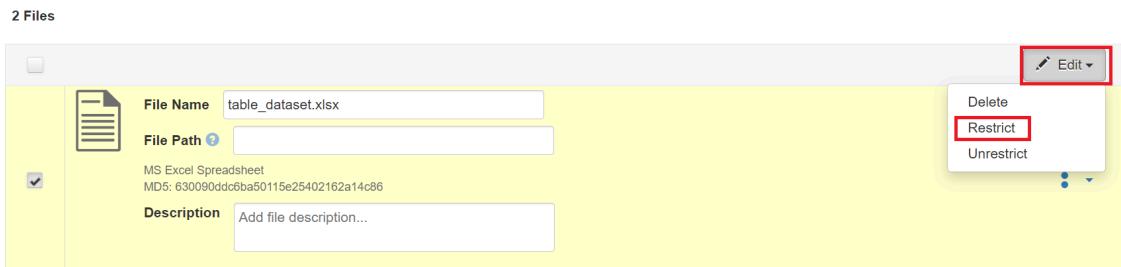
- The data needs to be as well documented as possible, which is why we strongly recommend filling in the non-mandatory fields.
- The size limit of individual files is 2GB. To add files above this limit, contact data@scielo.org.
- To add files organized in folders and subfolders it is necessary to compress the root folder to .zip format. After the upload, it will be possible to view the folder structure by clicking on the “Tree” button.
- There is data that requires anonymization. To learn more and see examples, check item 5 of the [Research data preparation guidelines](#).

5.1 SciELO Data is a repository for open data that, in specific cases (such as proprietary data or sensitive data) allows you to restrict access to selected files. When doing so, the file will not be accessible or available for download, but the dataset metadata will be visible.

To restrict access, after uploading the files, select the files whose access should be restricted by clicking the checkbox to the left of the file name, click “Edit files” and then “Restrict”.

2 Files

| | File Name | File Path | Description | Actions |
|-------------------------------------|--------------------|---|-------------------------|--|
| <input checked="" type="checkbox"/> | table_dataset.xlsx | MS Excel Spreadsheet MD5: 630090ddc6ba50115e25402162a14c86 | Add file description... | Edit ▾ Delete Restrict Unrestrict |



It will be required to enter the Data Access Terms (i.e., information about whether and how users can get access to the restricted files) in the pop-up window.

Restrict Access

Restricting limits access to published files. People who want to use the restricted files can request access by default. If you disable request access, you must add information about access to the Terms of Access field.

Learn about restricting files and dataset access in the [User Guide](#).

Request Access [?](#) Enable access request

Terms of Access for Restricted Files [?](#)

[Save Changes](#) [Cancel](#)

To allow users to request access to restricted files click "Enable access request". By selecting this option, it will cause the "Request Access" icon to appear next to the restricted files and you will be notified when there is a request for access the files, and you can decide to grant it or to request clarification regarding the intended use. By not selecting "Request Access" users will have to contact the person indicated in the "Contact" field.

6. When you finish filling out the metadata and uploading the files, click on "Save Dataset" to create / save the preliminary version of your dataset (identified as draft by Dataverse).

Select files or drag and drop into the upload widget.

[+ Select Files to Add](#)

Drag and drop files here.

1 File

| | | | |
|--------------------------|---|--|----------------------|
| <input type="checkbox"/> |  | File Name meus-dados-20201007.txt File Path ? Plain Text MD5: d4f19b8daa8f063b5b6cacc249db2a69; Description Add file description... | Edit |
|--------------------------|---|--|----------------------|

Metadata Tip: After adding the dataset, click the Edit Dataset button to add more metadata.

[Save Dataset](#) [Cancel](#)

Notes:

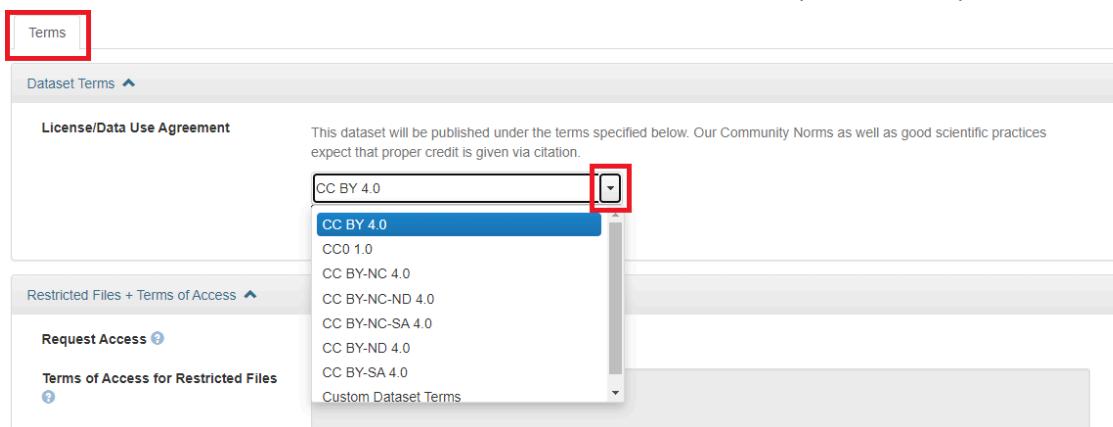
- The draft version immediately receives a DOI, which will be registered and activated after the dataset is published.

- While in the draft version, it is possible to edit or modify both the metadata and the files.

7. After creating the draft version of your dataset you will need to review/fill in your Terms of Use (tab “Terms” → “Edit Terms Requirements”). The standard license adopted by the platform is CC-BY 4.0 License (Creative Commons Attribution 4.0 International) which authorizes the sharing, using, and adaptation of research data always as long as there is credit to the authors is ensured, but if you need to adopt a different license:

1. On the dataset page, click on the “Terms” tab and then on “Edit Terms Requirements” on the right;

2. Select the license wanted from the dropdown options.



You can check which Creative Commons License is best suited to the type of data deposited / restriction you wish to apply on the Creative Commons website (<https://creativecommons.org/licenses/>).

Regarding software code deposit, we recommend consulting the following websites to choose the most suitable license¹:

- Free Software Foundation: <https://www.fsf.org/>
- Open Source Initiative: <https://opensource.org/licenses>
- Choose an open-source license: <https://choosealicense.com/>

8. After inserting and saving all the necessary metadata and files click on “Submit for Review” in the upper right corner (next to the “Edit” button).

After submitting for review, the journal editorial staff will be notified to review your dataset and request modifications if necessary.

The publication of the dataset will take place in accordance with the journal's data deposit and publication policy:

¹ The use of Creative Commons licenses is not recommended for software code (see question “Can I apply a Creative Commons license to software?” in the Creative Commons FAQ: <https://creativecommons.org/faq/>).

1. If the journal recommends/requires the deposit of the dataset **together with/after** the submission of the related manuscript, the dataset will remain in the draft version after review by the editorial team and until the eventual approval of the manuscript for publication.
2. If the journal recommends/requires the deposit of the dataset **after approval** of the related manuscript, the dataset will be published after review by the editorial team.

If the dataset deposited is related to a preprint deposited in SciELO Peprints, the curation will take place in parallel with the evaluation of the preprint. The SciELO Data Team will contact the depositing author if during curation it is found that the dataset has any pending issues or requires corrections. If the preprint is accepted, the research data and associated metadata will be published in open access in the SciELO Data repository. If the preprint is denied, the dataset will be deleted.

Once the dataset is published it becomes public, therefore we encourage authors to share the DOI of the data with the work team or partners. The open access publication of the data set allows collaboration with other researchers, sometimes not strictly from the same area, which keeps the research alive and creditable/citation to the authors of the set.

References

DataverseNO. Deposit your data. *DataverseNO* [online]. [viewed 12 February 2021]. Available from: <https://site.uit.no/dataverseno/deposit/deposit-your-data/>.

Harvard Dataverse. Dataset + File Management. *Dataverse Project* [online]. [viewed 12 February 2021]. Available from: <https://guides.dataverse.org/en/latest/user/dataset-management.html#>.

Harvard Dataverse. Getting Started. *Harvard Dataverse Support* [online]. [viewed 12 February 2021]. Available from: <https://support.dataverse.harvard.edu/getting-started>.

Nanyang Technological University. DR-NTU (Data) User Guides and Policies. *Nanyang Technological University* [online]. [viewed 12 February 2021]. Available from: <https://libguides.ntu.edu.sg/drntudataguidespolicies/depositor#s-lg-box-21651979>.

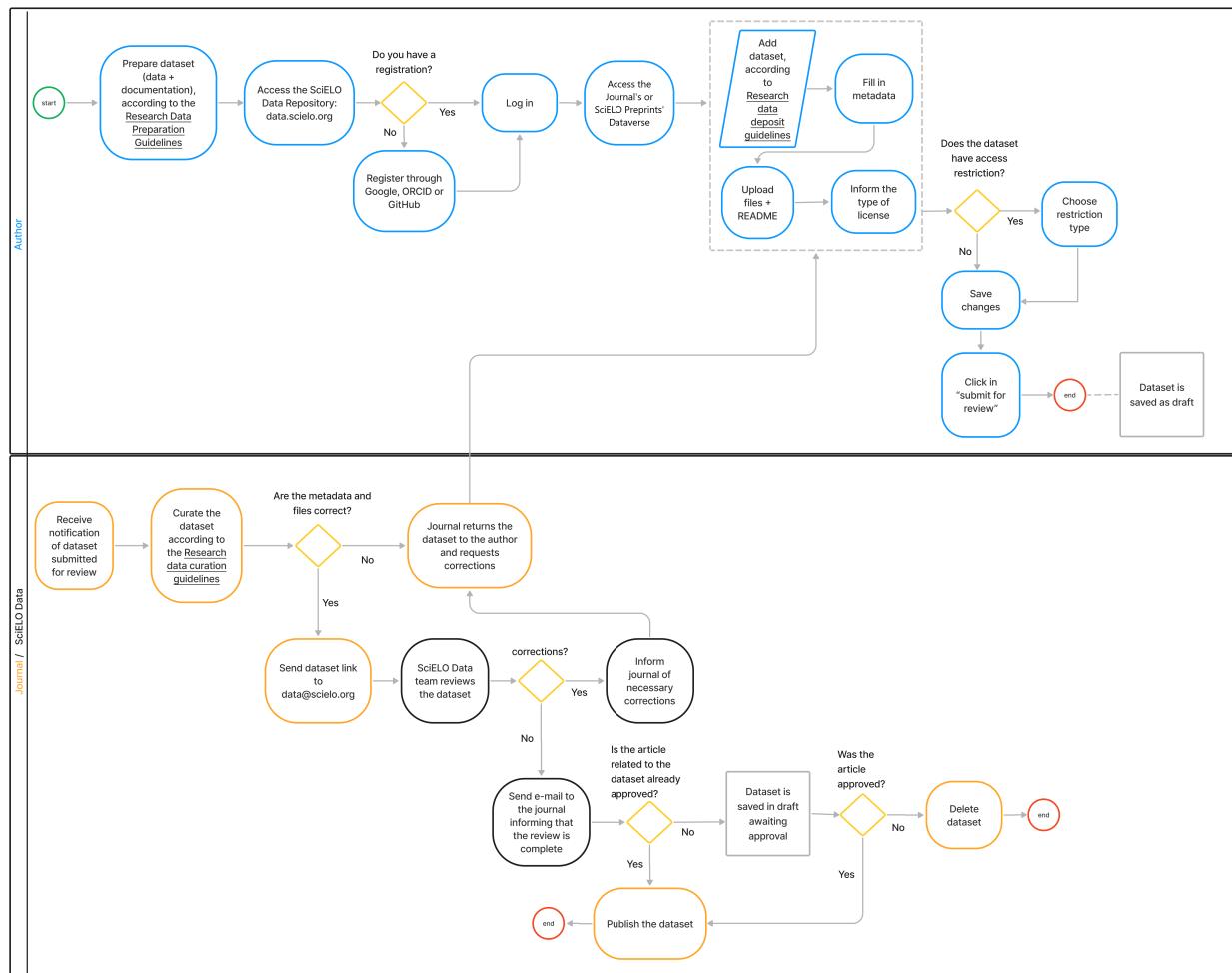
University of Illinois at Urbana-Champaign. Dataset Documentation. *Illinois Data Bank* [online]. [viewed 12 February 2021]. Available from: https://databank.illinois.edu/help#dataset_documentation.

How to cite this document

SciELO. *Research data deposit guidelines* [online]. SciELO, 2025 [cited DD Month YYYY]. Available from: _____.

Annex 1. SciELO Data Flowchart

Flowchart SciELO Data



***Only for datasets deposited in the SciELO Preprints Dataverse:** curation is done by the SciELO Data Team. If editing or corrections are required, the SciELO team will contact the depositing author via email to request corrections. The dataset will only be published once the preprint has been approved and the corrections have been made.