SWISS U base

Metadata Guide

This document is useful when you are entering a project, a dataset or a data file in order to deposit your project and/or data.

STUDY

New Study Creation

Domain

Each domain provides a discipline-specific metadata schema to ensure an in-depth description of your study and/or your data. Rich metadata increases the discoverability of your research.

Study title

Please enter the title in the study language and in English if available. In order to submit a dataset later on, a title in English is mandatory. If there is a translation into another language available, you can enter it under the corresponding language tab.

Study language

Please enter the main language of the research project.

Author(s)

Please search for the institution(s) that carry out the research in order to link it/them to the study.
If the institution is not yet in the list of available institutions, you can add a new one.
Newly created institutions need to be checked by the data curators in order to avoid duplicates.

Institution(s)

By default, the person who creates the study will be attributed the role of Principal Investigator (PI) and the permission to submit. Both attributes can be changed once the study has been created.
Please search for the author(s) that carry out the research in order to link them to the study.
If the author is not yet in the list, you can add a new entry by adding first name, last name and his/her email address.
Newly added author(s) cannot be attributed permissions until they have created a SWISSUbase account.

Study Overview

Study title

You can edit the title in the study language. In order to submit a dataset later on, a title in English is mandatory. If there is a translation into another language available, you can enter it under the corresponding language tab.

Study language

Please enter the main language of the research project.

Institution(s)

You can add other institution(s) that carry out the research in order to link it/them to the study.

If the institution is not yet in the list of available institutions, you can add a new one.

Newly created institutions must to be checked by the data curators in order to avoid duplicates.

Author(s)

You can change the attributes for the person(s) already linked to the study when it was created.

You can add author(s) that carry out the research in order to link them to the study.

Authors with the role "Administrative collaborator" will not appear in the catalogue.

By default, an added author is checked as a current collaborator. If he/she is not part of the research team, please uncheck the box.

You can also specify which institution previously linked to the study the researcher is affiliated with.

If the author is not yet in the list, you can add a new entry by adding first name, last name and his/her email address.

Newly added author(s) cannot be attributed permissions until they have created a SWISSUbase account.

Main discipline(s)

Please choose all disciplines that apply.

State

What is the present state of the project?

Start Date / End Date

Please indicate the planned or actual dates of the start and the end of the research project.

For managing updates, an indication of the end date is essential, even if it is only temporary.

For periodic surveys that are continuing, the end date may remain free.

General Description

Period

Please enter the period covered by the project, e.g. 1939-1945. This is not necessarily the same as the length of the research project!

Geographical space

If applicable, eg. Lausanne, several cantons or communes, etc.

Abstract

For example, the origin of the research, objectives and strategy, problem addressed, theoretical framework, hypotheses, practical application. If you have an abstract in another language, please enter it in the corresponding tab.
According to the purpose of the research (data analysis, theoretical research, methodological development, etc.), and according to the degree of completion of the project, the description may vary in length.

Results

Please enter the main or intermediate results. This part can also be updated during the term of the project.

Funding

Study type

Please select in the drop-down menu the research type of your project (select all that apply).
If you choose "mandated research", adding a mandating institution is required.

Funding

Please select in the drop-down menu the funding scheme for your research project (select all that apply).

SNSF Nr.

Please enter the SNSF reference number of your grant.

NRP Nr.

Please select the number of the NRP.

NCCR

Please select the name of the NCCR.Mode of data collection

Publications

Publications
You can import a .ris or .txt file that you have exported from your preferred reference management tool (Zotero or Endnotes). Your publications or unpublished documents will be automatically displayed in the relevant section.

Please note the publications (monographs, journal articles, reports, etc.) that directly resulted from the research project, indicating the complete reference (author(s), title, series or journal, editor, place and date of the publication, URL, DOI, etc.).

Access

Data availability
This field is to be used only if the data are not deposited in SWISSUbase. In case the data are available from other sources (e.g., via a project website), you can provide here any information concerning access to the data. If you intend to deposit the data on SWISSUbase, you can also note the planned deposit date.

Archiving
Are you willing to archive on SWISSUbase the raw data (quantitative or qualitative) collected within the framework of your research project?

Archiving comment
Please indicate any remarks or conditions concerning the deposit of your data (embargo, etc.).

Archiving date
When would you be willing to deposit the data on SWISSUbase?

DATASET

Dataset description

Dataset language
Please choose the main language of data description.

Dataset title
The title of the dataset ideally provides details with respect to the methodology, topic, population or temporality of the data, which will later facilitate identification. For example, one dataset of the project "Situation of women in Switzerland is called "Survey among single women – 1971". Information contained in the title, in particular the year of data collection, is often crucial searching for data.

DOI
The DOI will attributed automatically when the dataset is published.

Additional info
Please state here any general remarks you may have concerning the dataset, as well as any extra information you feel is important for the reuse of the deposited data.

Remarks about the documentation
To facilitate re-use of your data, please note any comment concerning the documentation, as well as any practical considerations with respect to the use of this documentation.

System version number

Embargo date
Date when the data can be publicly shared

Bibliographical citation
This is the standard bibliographical citation suggested by SWISSUbase. It is based on the information contained within the system and gets updated automatically when an information changes. This field is not modifiable.

I would like to modify
Check this box to modify the standard bibliographical citation suggested by default.

Access

Restriction

Completion of this field is a necessary condition in order to deposit data. Access to the data can be limited to certain uses only.

If the data is shared with a closed contract, only registered users can be granted access to the data. Furthermore, any commercial use is excluded. Values are increasingly restrictive. "None" means that data are available for all types of usages that are not explicitly excluded in the user contract. This includes for example research carried out by interest groups (political parties, associations, unions), journalists, or private institutes carrying out mandates in the public interest.

If the data is released under a Creative Commons licence, please choose "None".

Special permission

Completion of this field is a necessary condition in order to deposit data. You can keep control over access to your data by requiring that any data provision be subject to your authorization. If you chose this option you will receive a copy of each data request by e-mail, together with the details of the person who is requesting the data, as well as a brief description of the intended analyses. Data will be released only after receiving your approval. However, by choosing this option you commit yourself to answering data requests within a few days. Beyond this time limit the FORS Data Service Unit reserves the right to decide on your behalf.

If the data is released under a Creative Commons licence, please choose "None".

End of term

The period of validity of the condition "Prior agreement of author", must be more than one but less than five years.

End of term comment

Enter any remarks concerning te special access conditions.

DATA FILE

Data file description

Dataset language
Please choose the main language of data description.

File title
Please give a title briefly describing the contents of the file.

Remarks
Unpublished field in the catalog. You can enter here any remarks that relate to the data file.

Data anonymsed
By checking this box, you attest that the anonymisation of the data has been carried out as completely as possible. This is a necessary condition for the deposit of data. Exemptions from complete anonymisation are possible but should be justified in the field below.

Anonymisation remarks
Please note here all information related to the anonymisation of the data.