

McMaster Dataverse Depositor Checklist

This checklist augments our more comprehensive [McMaster Dataverse Data Deposit Guidelines](#) and [McMaster Dataverse Deposit Walkthrough](#) documents. *Items marked with an asterisk * are mandatory for submissions.*

Before Deposit

- *README:** Develop a README file to submit alongside dataset [*template*, [more info](#)]. You do not need to use the template but information equivalent to sections 1-3 from the template is required.
- Documentation:** Gather all the documentation for your dataset, potentially including: data dictionary, data model, code book, interview guide, etc. [[more info](#)]
- *Anonymization/De-Identification:** McMaster Dataverse does NOT accept datasets containing confidential or sensitive information. Remove, replace, or redact data until they are de-identified and non-confidential. [[more info](#)]
- *Ethics Approval:** Confirm you have MREB or HiREB approval to share data (*if applicable*).
- *Citation and Credits:** Confirm you have credited, linked, and cited third-party sources, including data, code, or software (*if applicable*)
- Dataset organization:** Use consistent file naming and folder organization. A well-structured dataset is easier to understand and share. [[more info](#)]
- Sustainable file formats:** Make your data files accessible long-term and for re-use. [[more info](#)]

During Deposit

- *Account + New Dataset:** [Access McMaster Dataverse](#) and set up your account by clicking “Log In” at the top of the page. Click “Add Data” and “New Dataset”.
- *Data License:** Select an open license under “Dataset Template.” [[more info](#)]
- *Add Metadata:** Ensure your data is findable by adding descriptive information.
 - *Basic Metadata:** Add Title, Author, Contact, Description, and Subject. [[more info](#)]
 - *Publication:** Enter citation information to Related Publication(s) – *min. title + journal*.
 - Time:** Add details to “Time Period Covered” and “Date of Collection” (*if applicable*)
 - Place:** Add details to “Geospatial Metadata” (*if applicable*)
- Researcher ID:** Connect your research by adding an ORCID or another researcher ID for yourself and your collaborators. [[more info](#)]
- *Dataset:** Upload data files under the “Files” heading – click “+ Select Files to Add” – *.zip files are unpacked automatically. If you have a lot of files, compress the whole directory in a .zip and upload that file to maintain file/folder structure.*
- File Names + Tags:** Modify file names and add text descriptions. If desired, add tags for clarity – select from “Data”, “Code,” and “Documentation”
- *Save Dataset:** Once the dataset is ready, click “Save Dataset”
- *Submit for Review:** Submit your dataset for review by RDM Services.

NOTE: If you have chosen not to make data open access, you can restrict access to data files while allowing open access to metadata so your research is still findable. [[more info](#)]