Outline overview – Deposit Template
Preparing data for the Research Data Leeds repository

The Data Deposit Template is an excel file containing 8 sheets:

1.	**Datasets**	Blank template to record metadata for your *data sets*.
2.	**Files**	Blank template to record metadata for your *files*.

Advice & Guidance

3.	Dataset Example	Completed dataset example
4.	Files Example	Completed file example
5.	Info	All potential metadata entries with guidance on each of the fields in the template
6.	Controlled lists	Controlled vocabulary for entry across selected metadata fields
7.	Subjects	Controlled vocabulary per Academic Subject
8.	Divisions	Controlled vocabulary per Institutional Division

1. Datasets
- Supports the preparation of metadata for more than one dataset at a time.
- Only the more commonly used metadata fields are displayed.
- Mandatory fields are highlighted in yellow.
- There are hidden rows which can be unhidden if needed.

3. Datasets example
- This example shows two datasets from the same project each with its own DOI and title – most of the other dataset metadata is common to both.
- For many projects there will be a single dataset.
- Where there are fields with multiple values such as **creators, subjects**, **funders** and **grants** use more than one column for each dataset and remember to include the matching dataset number in the first row.

Note: If you have not already decided what represents a dataset for your research project, think of a dataset as a research object that represents a natural subdivision of your research project. Much as a project may lead to several research publications similarly the data may be best stored and released as subsets.

2. Files
- Records the metadata for the documents that make up the dataset – one document per row in the sheet.
- Only Filename and Content Type are needed *(though Title and Description may be helpful)*.
- Where there is more than one dataset make sure that the Dataset Number is included for all files.
- Mandatory fields are highlighted in yellow

4. File example
- This example shows a collection of files for a dataset:
  my_file.txt - no spaces, underscore as separator

5. Info
- Some of the fields are multiple – *this just means that there may be more than one entry e.g. 2 creators of the dataset.*

6. Controlled List(s):
− 7. Subjects
− 8. Divisions
- A number of the metadata fields expect values from a controlled list given on the Subjects & Divisions sheets. See examples given in the Info sheet.