



BRAC University Library

Research Data Repository User Guide

Step-by-Step Data Submission Using Dataverse

dataverse.bracu.ac.bd

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1. Purpose and Scope

This user guide explains how to submit research data to the BRAC University Research Data Repository using Dataverse. It is intended to help researchers prepare, describe, upload, submit, and publish datasets in a consistent, ethical, discoverable, and reusable manner.

The guide applies to Dataverse collections that support either direct publication or submission for curator review. Users should always deposit data in the most appropriate faculty, department, project, research centre, or institutional Dataverse collection.

1.1 Objectives of the Guide

- Provide a clear step-by-step workflow for dataset submission.
- Improve the quality and consistency of dataset metadata.
- Promote ethical data sharing, privacy protection, access control, and proper documentation.
- Support long-term preservation, discovery, reuse, and citation of BRAC University research data.
- Define the basic responsibilities of submitters, supervisors, departments, and Library curators.

Institutional policy statement: Research data submitted to the repository should be accurate, well documented, and legally and ethically shareable. Submitters must ensure that sensitive or personal information has been removed, anonymized, or appropriately restricted before submission. The Library may review submissions for metadata quality, file organization, access settings, and compliance before publication.

2. Roles and Responsibilities

Role	Main Responsibilities
Submitter / Researcher	Prepares data files, enters metadata, uploads files, selects access conditions, and responds to curator feedback.
Principal Investigator / Supervisor	Verifies that the dataset is complete, ethically shareable, and aligned with project, funder, or publication requirements.
Department / School Representative	Provides confirmation or approval when departmental review is required by institutional practice.
Library Data Curator	Reviews metadata quality, file organization, documentation, access conditions, and overall submission completeness.
Repository Administrator	Manages user permissions, Dataverse collections, publication workflow, DOI or persistent identifier settings, and technical support.
Technical Support	Supports platform access, system availability, authentication, and technical troubleshooting when required.

3. Before You Start

Prepare the following materials and complete the required checks before opening a new dataset record. Good preparation reduces curator feedback, improves dataset quality, and makes the data easier to understand and reuse.

Prepare These Files	Check These Requirements
Dataset file(s), preferably CSV for tabular data	You have the right to share the data.
README file	Personal identifiers are removed, anonymized, or properly restricted.
Codebook or data dictionary for tabular data	Ethics approvals, NDAs, and funder requirements are respected.
Analysis scripts or code, if used	Sensitive files are clearly separated from open files.
Supporting documents such as protocol, instrument, or consent template, where applicable	File names are clear and consistent.

3.1 File Naming Reminder

Use clear, consistent, and meaningful file names before uploading data to Dataverse. Detailed guidance on file naming, folder structure, version control, and data organization is provided in Section 3.3, Research Data Management: Data Organization.

Type	Example
Recommended	dataset_main_cleaned_2026.csv
Recommended	readme_dataset_description.txt
Recommended	data_dictionary_variables.xlsx
Avoid	finaldata_new_latest2.xlsx
Avoid	data123.csv

3.2 Ethical and Legal Checks

- Confirm that the dataset does not contain personally identifiable information unless proper permission, anonymization, or restriction is in place.
- Check whether consent forms, ethics approval, funder requirements, publisher requirements, or project agreements allow data sharing.
- Remove or mask names, student IDs, phone numbers, email addresses, addresses, hospital IDs, financial information, and other confidential information.
- If the data cannot be openly shared, prepare a clear reason for restricted access or embargo.

3.3 Research Data Management: Data Organization

Good data organization should begin before data collection and continue throughout the research project. A clear organizational structure helps research teams find files quickly, understand different versions, protect sensitive files, and prepare a complete submission package for Dataverse.

Acknowledgement: This section has been adapted and localized for BRAC University Library with acknowledgement to the National University of Singapore (NUS) Libraries Research Data Management guide, Data Organisation.

3.3.1 File Naming Convention

Use short, meaningful, and consistent file names. File names should help users understand the project, data type, date, version, and file content without opening the file.

- Use lowercase or consistent Title Case, and avoid unnecessary spaces.
- Use underscores (_) or hyphens (-) instead of spaces.
- Include a date in YYYY-MM-DD format where the date is important.
- Use version numbers such as v01, v02, v03 for working files.
- Avoid vague terms such as final, final2, new, latest, or corrected_final.
- Do not include confidential participant names, student IDs, phone numbers, or personal identifiers in file names.

Recommended Pattern	Good Example	Avoid
project_datatype_status_date_version.extension	library_survey_cleaned_2026-07-11_v01.csv	finaldata_new_latest2.xlsx
project_instrument_date.extension	rdm_questionnaire_2026-07-11.pdf	questionnaire final.docx
project_code_task_version.extension	rdm_analysis_descriptive_v02.R	analysis latest.R
project_readme_date.extension	rdm_readme_2026-07-11.txt	readme new.docx

3.3.2 Version Control and Change Log

- Keep raw data unchanged and create a separate processed or cleaned version when changes are made.
- Maintain a short change log documenting what changed, who made the change, and when it was made.
- Use version numbers consistently, for example v01 for the first cleaned version and v02 for the revised version.
- For collaborative projects, identify one person responsible for confirming the final submission package.

Version	Date	Changes Made	Responsible Person
v01	2026-07-11	Initial cleaned dataset prepared from raw survey data.	[Name]
v02	2026-07-15	Missing-value labels corrected and variable labels added.	[Name]
v03	2026-07-20	Final anonymized dataset prepared for Dataverse upload.	[Name]

3.3.3 Documentation for Reuse

A dataset should not be uploaded without sufficient documentation. At minimum, prepare a README file and, for tabular data, a data dictionary or codebook. Documentation should help another researcher understand the data without needing to contact the original project team.

- Include a file inventory explaining the purpose of each file.
- Describe how the data were collected, cleaned, processed, and anonymized.
- Define variables, units, codes, missing-value rules, and abbreviations.
- Mention software, scripts, packages, and versions needed to open or analyze the files.
- State access conditions, embargo details, reuse limitations, and recommended citation.

3.3.4 File Formats for Preservation and Reuse

When possible, select formats that are widely used, preservation-friendly, and easy to reuse. Keep the original file when converting to another format, because file conversion may cause loss of content, metadata, layout, or quality.

Data Type	Preferred / Preservation-Friendly Format	Notes for Dataverse Preparation
Tabular data	CSV, TSV, TXT	Keep an Excel or software-specific file only if needed, but include CSV for reuse when possible.
Documentation	TXT, PDF/A, PDF, RTF	Use README.txt and data_dictionary.xlsx or PDF as appropriate.
Images	TIFF, PNG	Use lossless formats for preservation where possible.
Audio	WAV, FLAC	Avoid relying only on compressed files when preservation quality matters.
Video	MP4/H.264	Include notes on codec, resolution, and software requirements if relevant.
Code and scripts	R, PY, TXT, IPYNB	Include dependencies, software versions, and instructions in the README.

3.3.5 Preparing the Dataverse Submission Package

- Create a final submission folder containing only the files intended for repository deposit.
- Separate open files from restricted or embargoed files before upload.
- Confirm that personal identifiers and sensitive variables have been removed, anonymized, restricted, or embargoed as required.
- Check that file names, file-level descriptions, access settings, and README information match one another.
- Keep a local preservation copy of the final submitted package and the original working data according to project and institutional requirements.

Practical tip: Before submitting to Dataverse, ask whether a new user could identify the dataset, understand each file, run the analysis, and cite the dataset using only the metadata, README, and uploaded documentation.

4. Workflow at a Glance

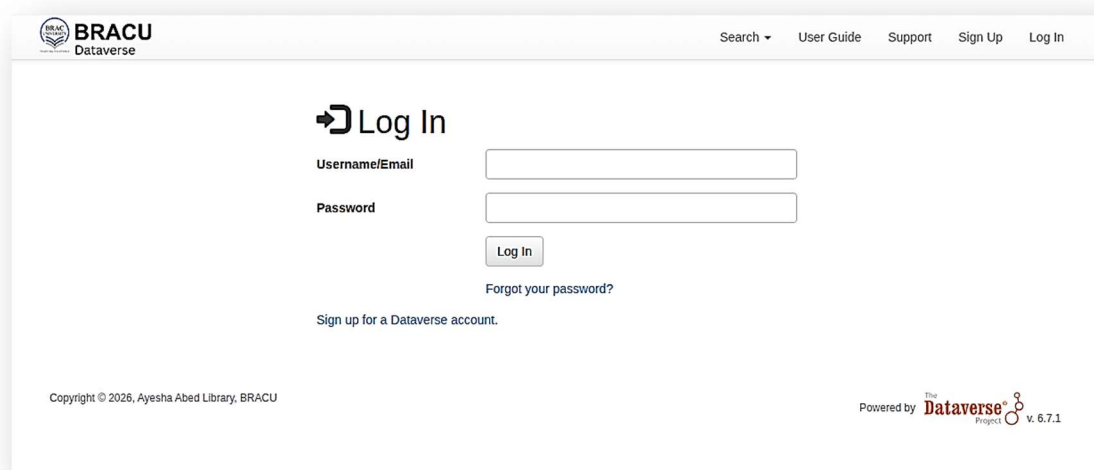
Step	Action	What You Do	Result
1	Log in	Access the repository using the available institutional sign-in method.	Your account name appears in the top menu.
2	Choose Dataverse	Select the correct faculty, department, project, or institutional collection.	You are working in the right collection.
3	Create dataset	Click Add Data > New Dataset.	A draft dataset record opens.
4	Add required metadata	Complete title, authors, contact, description, keywords, subject, related outputs, and funding information.	The dataset becomes understandable and discoverable.
5	Upload files	Add data files, README, codebook, scripts, and supporting files.	Files are attached to the draft.
6	Add file-level descriptions	Describe each uploaded file and add tags where available.	Files are easier to identify and reuse.
7	Modify enhanced metadata	Add data collection method, geographic coverage, time period, notes, software, and other discipline-specific fields.	The dataset becomes more discoverable, reusable, and well documented.
8	Set license and access	Choose a license and decide which files are open, restricted, or embargoed.	Reuse and access conditions are clear.
9	Review and submit/publish	Submit for curator review or publish directly according to the collection workflow.	The dataset is released or routed to a curator.

5. Step-by-Step Submission Procedure

Step 1. Log In

- Go to dataverse.bracu.ac.bd and click Log In.
- Use the institutional login method available on the site.
- Confirm that your name appears in the top menu after login.

Why this matters: You must be logged in before you can create, edit, or submit a dataset.



The screenshot shows the login page of the BRACU Dataverse. At the top left is the BRACU Dataverse logo. At the top right are links for Search, User Guide, Support, Sign Up, and Log In. The main heading is "Log In" with a key icon. Below it are two input fields: "Username/Email" and "Password". A "Log In" button is positioned below the password field. Below the button are links for "Forgot your password?" and "Sign up for a Dataverse account." At the bottom left is the copyright notice: "Copyright © 2026, Ayesha Abed Library, BRACU". At the bottom right is the text "Powered by The Dataverse Project v. 6.7.1" with the Dataverse logo.

Figure 1. Login page of BRAC University Dataverse.

Step 2. Choose the Correct Dataverse

- Use the search bar to find your faculty, department, project, or institutional Dataverse.
- Open the Dataverse page and review the scope in the About section.
If you are unsure, contact the Library before publishing.

Why this matters: Depositing in the correct collection improves visibility, ownership, and workflow routing.

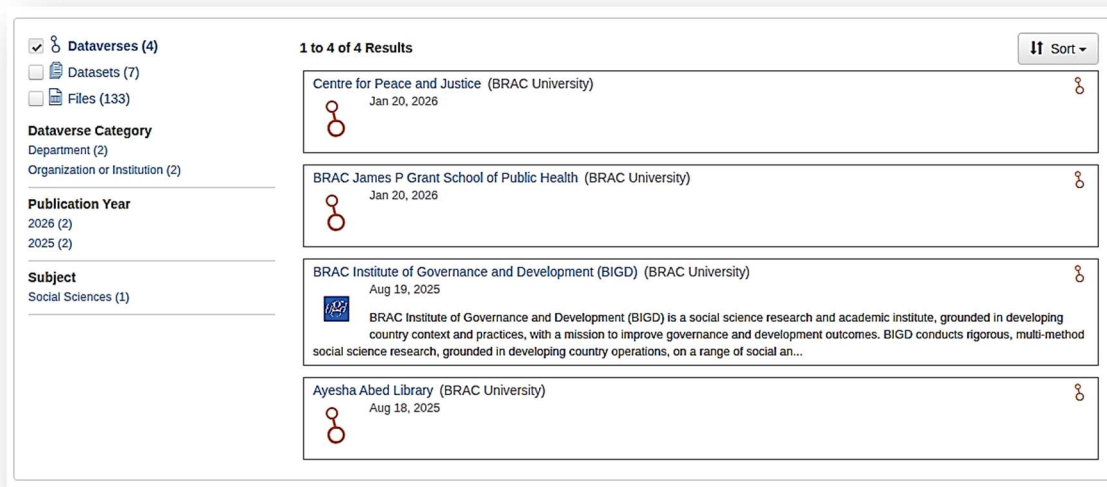


Figure 2. Example of search results when selecting the appropriate Dataverse.

Step 3. Create a New Dataset

- Within the selected Dataverse, click Add Data > New Dataset.
- A new draft dataset page will open.
Save the draft if you are uploading many files or need to return later.

Why this matters: Do not delay saving the draft if the submission contains many files.

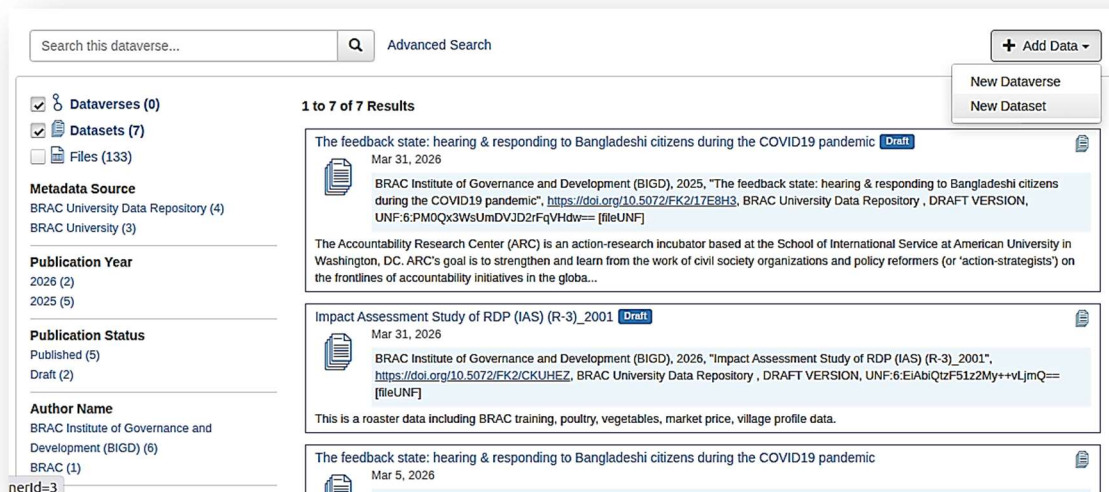


Figure 3. Add Data menu showing the New Dataset option.

Step 4. Complete the Required Dataset Metadata

- Add a clear and descriptive title.
- Add all contributors as authors and include affiliation and ORCID where available.
- Provide at least one valid contact email address.
- Write a concise but informative description of the dataset, including coverage, methods, and limitations.
- Add 5 to 10 keywords and choose the most relevant subject area.
- Add related publications, DOI/URL, and funding details where applicable.

Why this matters: Good metadata is essential for discovery, citation, and future reuse.

*Asterisks indicate required fields

Citation Metadata ▲

Title *

Author *

Name *	Affiliation *	+
Admin, Dataverse	bracu.ac.bd	
Identifier Type	Identifier	
Select...		

Point of Contact *

Name	Affiliation	+
Admin, Dataverse	bracu.ac.bd	
E-mail *		
esharat1992@gmail.com		

Description *

This field supports only certain HTML tags.

Text *

Date

Subject *

Keyword

Term	Term URI	+
	https://	
Controlled Vocabulary Name	Controlled Vocabulary URL	
	https://	

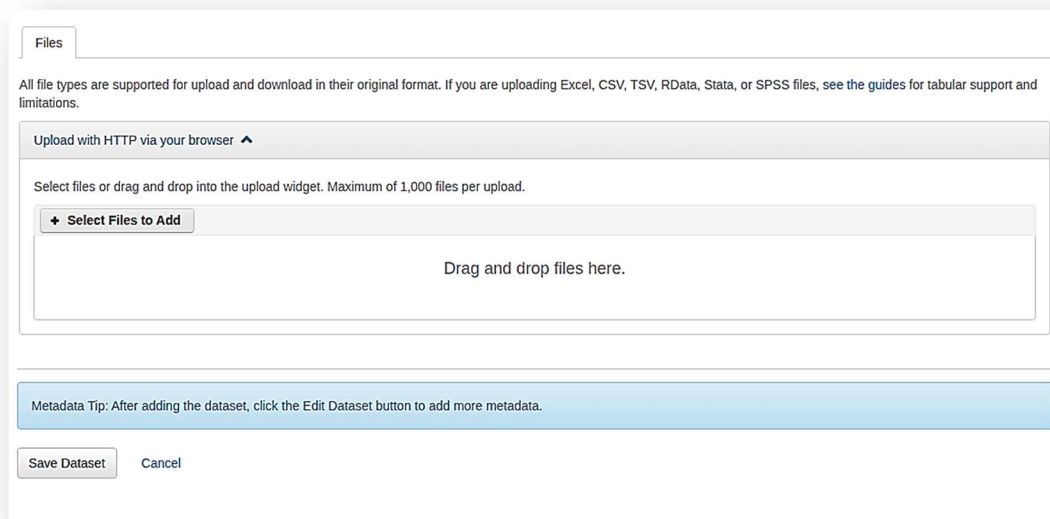
Related Publication **Relation Type**

Figure 4. Dataset metadata form.

Step 5. Upload Files

- Upload the dataset files together with the README, codebook or data dictionary, and scripts where relevant.
- Use clear file names such as dataset_main.csv, readme.txt, codebook.pdf, and analysis_script.R.
- Keep open and restricted files clearly distinguishable.

Why this matters: The README should explain file contents, variables, software requirements, and how the data should be cited.



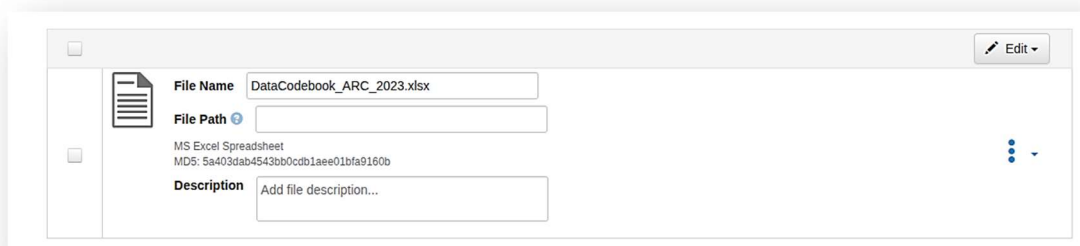
The screenshot shows a web interface for uploading files. At the top, there's a tab labeled 'Files'. Below it, a message states: 'All file types are supported for upload and download in their original format. If you are uploading Excel, CSV, TSV, RData, Stata, or SPSS files, see the guides for tabular support and limitations.' A section titled 'Upload with HTTP via your browser' contains a sub-header 'Select files or drag and drop into the upload widget. Maximum of 1,000 files per upload.' Below this is a button '+ Select Files to Add' and a large rectangular area with the text 'Drag and drop files here.' At the bottom, a blue tip box says 'Metadata Tip: After adding the dataset, click the Edit Dataset button to add more metadata.' Below the tip box are two buttons: 'Save Dataset' and 'Cancel'.

Figure 5. File upload area in the dataset draft.

Step 6. Add File-Level Descriptions

- Review each uploaded file.
- Add a short description explaining what the file contains and how it should be used.
- Use file tags such as Data, Documentation, Code, Questionnaire, Image, or Supplementary Material if the option is available.

Why this matters: File-level descriptions help users quickly understand which files are needed.



The screenshot shows a form for adding file-level descriptions. It has a tab icon in the top left and an 'Edit' button with a dropdown arrow in the top right. The form contains several fields: 'File Name' with the value 'DataCodebook_ARC_2023.xlsx', 'File Path' with a small blue circular icon to its left, a text area for 'MS Excel Spreadsheet' and 'MD5: 5a403dab4543bb0c0b1aee01bfa9160b', and a 'Description' field with the placeholder text 'Add file description...'. On the right side of the form, there is a vertical ellipsis menu icon.

Figure 6. File-level description field.

Step 7. Modify or Add Enhanced Dataset Metadata

After creating a dataset draft, you may add additional metadata to improve the dataset quality, discoverability, and reusability.

1. Navigate to the dataset you want to update.
2. Click Edit Dataset on the right side of the dataset page. (See figure 7)
3. From the drop-down menu, select Metadata. (See figure 7)
4. The Edit Metadata page will open. Depending on the available metadata blocks, you may add information such as data collection method, geographic coverage, time period, notes, software used, related publications, grant information, and other discipline-specific metadata. (See figure 8)
5. Complete or update the relevant metadata fields.
6. Scroll to the bottom of the page and click Save Changes.

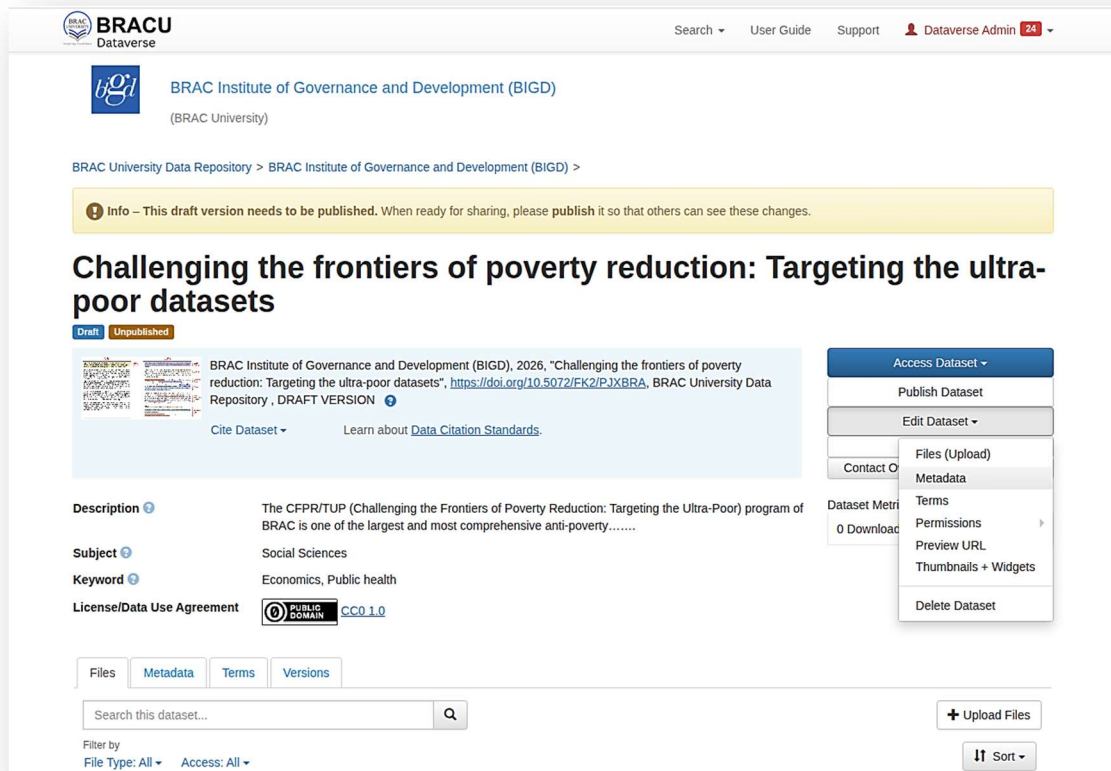


Figure 7. Edit Dataset option.

Distribution Date ? YYYY-MM-DD

Depositor ? Mahamud, Rokon

Deposit Date ? 2026-07-27

Time Period ?

Start Date ? YYYY-MM-DD

End Date ? YYYY-MM-DD

Date of Collection ?

Start Date ? YYYY-MM-DD

End Date ? YYYY-MM-DD

Data Type ?

Series ?

Name ?

Information ?

Software ?

Name ?

Version ?

Figure 8. Enhanced metadata fields.

Step 8. Select a License and Terms of Use

- Choose an appropriate license such as CC0 or CC BY when the data can be shared openly.
- Use custom terms only when required by agreements, ethics restrictions, or funder rules.
- Confirm that co-authors and project partners agree to the selected license or terms.

Why this matters: Licensing should match your legal and ethical ability to share the data.

Terms

Edit Terms Requirements

Dataset Terms ▲

License/Data Use Agreement

Our [Community Norms](#) as well as good scientific practices expect that proper credit is given via citation. Please use the data citation shown on the dataset page.

CC0 1.0

Guestbook ▼

Copyright © 2026, Ayesha Abed Library, BRACU

Powered by **Dataverse** 8 v. 6.7.1

Figure 9. License and terms area of the dataset form.

Step 9. Set Access Controls

- Open access means metadata and files are publicly downloadable.
- Restricted access keeps metadata visible but requires permission before files can be downloaded.
- You may restrict only selected files, for example keeping anonymized data open and raw sensitive files restricted.
- Use embargo only when the data should become available after a specific date.

Why this matters: Access can be managed at the file level, which is useful for mixed datasets.

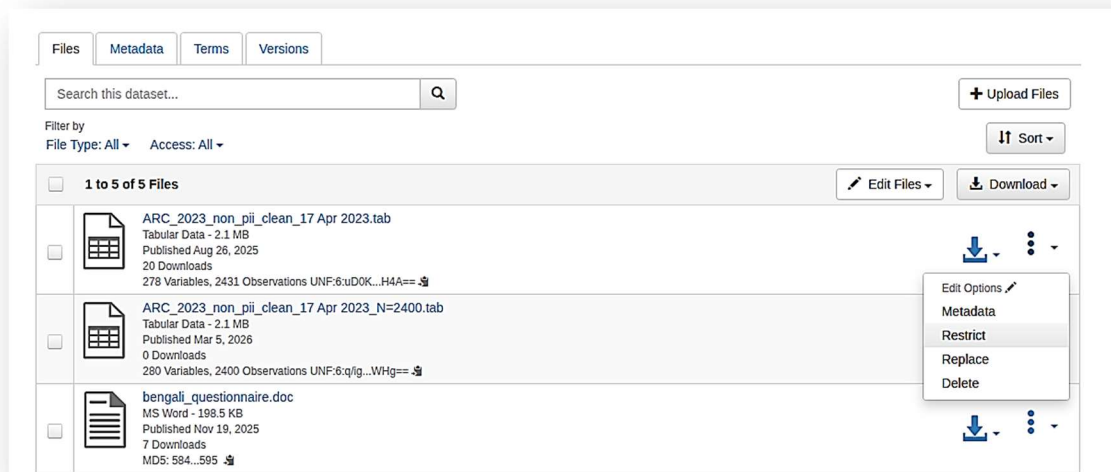


Figure 10. Example of uploaded files and file-level actions.

Step 10. Save the Draft and Review

- Save the dataset as a draft.
- Review all metadata, files, file names, access settings, licensing choices, and documentation.
- Confirm that sensitive information is protected and the README is included.

Why this matters: A careful review reduces curator queries and post-publication corrections.

Step 11. Submit for Review or Publish Dataset

- Use Direct Publish only when you are authorized to publish directly.
- Use Submit for Review when curator approval is required before publication.
- The available button on the dataset page tells you which workflow applies.
- If corrections are requested, revise the dataset and resubmit it for final review.

Why this matters: The publication pathway determines whether the dataset is released immediately or reviewed first. Do not assume every Dataaverse uses the same workflow.

The feedback state: hearing & responding to Bangladeshi citizens during the COVID19 pandemic

Draft



BRAC Institute of Governance and Development (BIGD), 2025, "The feedback state: hearing & responding to Bangladeshi citizens during the COVID19 pandemic", <https://doi.org/10.5072/EK2/17E8H3>, BRAC University Data Repository, DRAFT VERSION, UNF:6:PM0Qx3WsUmDVJD2rFqVHdw== [fileUNF]

Cite Dataset ▾ Learn about [Data Citation Standards](#).

Access Dataset ▾

Publish Dataset

Edit Dataset ▾

Link Dataset

Contact Owner Share

Description ⓘ

The Accountability Research Center (ARC) is an action-research incubator based at the School of International Service at American University in Washington, DC. ARC's goal is to strengthen and learn from the work of civil society organizations and policy reformers (or 'action-strategists') on the frontlines of accountability initiatives in the global South. It also seeks to build knowledge for the global field of transparency, participation, and accountability (TPA). ARC bridges research and frontline perspectives to learn from ideas, institutions, and actors that advance strategies to improve public accountability. (2025-06-23)

Subject ⓘ Social Sciences

Keyword ⓘ Transparency, Accountability (TPA), Participation

Related Publication ⓘ Cites: BIGD https://bigd.bracu.ac.bd/wp-content/uploads/2023/12/Perceptions_on_Government_Feedback_Mechanisms_During_the_Covid_19_Pandemic_Household_Survey.pdf

License/Data Use Agreement  CC0 1.0

Files Metadata Terms Versions

Dataset Metrics ⓘ

38 Downloads ⓘ

Figure 11. Example of a dataset page with the Publish Dataset button.

Info – This draft version needs to be published. When ready for sharing, please **publish** it so that others can see these changes.

The feedback state: hearing & responding to Bangladeshi citizens during the COVID19 pandemic

Draft



BRAC Institute of Governance and Development (BIGD), 2025, "The feedback state: hearing & responding to Bangladeshi citizens during the COVID19 pandemic", <https://doi.org/10.5072/EK2/17E8H3>, BRAC University Data Repository, DRAFT VERSION, UNF:6:PM0Qx3WsUmDVJD2rFqVHdw== [fileUNF]

Cite Dataset ▾ Learn about [Data Citation Standards](#).

Access Dataset ▾

Publish Dataset

Edit Dataset ▾

Link Dataset

Contact Owner Share

Description ⓘ

The Accountability Research Center (ARC) is an action-research incubator based at the School of International Service at American University in Washington, DC. ARC's goal is to strengthen and learn from the work of civil society organizations and policy reformers (or 'action-strategists') on the frontlines of accountability initiatives in the global South. It also seeks to build knowledge for the global field of transparency, participation, and accountability (TPA). ARC bridges research and frontline perspectives to learn from ideas, institutions, and actors that advance strategies to improve public accountability. (2025-06-23)

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License/Data Use Agreement  CC0 1.0

Dataset Metrics ⓘ

38 Downloads ⓘ

Figure 12. Example of a dataset page with the Submit for Review button.

Step 12. After Publishing

- Copy the dataset citation and use it in papers, theses, reports, and related outputs.
- Use dataset versioning for updates and write clear version notes.
- Link related outputs such as article DOI, DSpace record, or code repository in the metadata.

Why this matters: Once published, the dataset becomes part of the scholarly record.

6. Metadata Entry Guide

Metadata describes the dataset and helps users find, understand, cite, and reuse it. Complete metadata carefully and consistently.

Metadata Field	Guidance
Title	Use a clear and descriptive dataset title. Avoid vague titles such as Research Data or Final Dataset.
Author	Add all dataset creators in the correct order. Include affiliation and identifier information where available.
Contact	Provide a valid email address for dataset-related queries.
Description	Summarize what the dataset contains, how it was produced, what it can be used for, and any important limitations.
Subject	Select the most relevant subject category.
Keywords	Add discipline-specific and general keywords to improve discovery.
Related Publication	Add article, thesis, report, conference paper, DOI, or URL information if the dataset supports a publication.
Grant / Project	Include funder, grant number, project title, and principal investigator where applicable.
Data Collection Method	Briefly mention survey, experiment, simulation, interview, observation, instrument, or secondary data source.
Time Period	Mention the period during which the data were collected or generated.
Geographic Coverage	Mention location or country if relevant and shareable.
Software	Mention software required to open, run, or analyze the files, if applicable.

6.1 Sample Dataset Description

This dataset contains cleaned survey data, a data dictionary, and analysis scripts generated for a study on students use of academic library resources. The dataset includes anonymized responses, variable descriptions, and code used to produce descriptive statistics. Personal identifiers have been removed before submission.

7. File Upload and File-Level Description

Each uploaded file should be understandable on its own and should include a short file-level description. This helps users identify which file they need and how the files relate to each other.

File Name	Recommended Description	Suggested Tag
dataset_main.csv	Main cleaned dataset used for analysis.	Data
data_dictionary.xlsx	Variable names, labels, definitions, values, and units.	Documentation
readme.txt	General information about files, methods, and reuse instructions.	Documentation
analysis_code.R	R script used for statistical analysis and figure generation.	Code
questionnaire.pdf	Survey questionnaire used for data collection.	Instrument

7.1 File Format Guidance

- Prefer CSV instead of Excel for tabular data when possible, while also keeping the original Excel file if necessary.
- Use TXT or PDF/A for documentation when long-term preservation is important.
- Compress large multi-file datasets into a ZIP file only when the folder structure is necessary.
- Avoid uploading temporary files, duplicate files, or files with unclear names.

8. Access, Embargo, License, and Terms of Use

Access Option	When to Use
Open Access	Use when the data are safe, ethical, and legally allowed to be shared publicly.
Restricted Access	Use when users may discover the dataset but require permission to access the files. Provide a clear reason.
Embargo	Use when the dataset should remain closed until a specific date, for example due to pending publication, patent review, or funder conditions.
Metadata-Only Record	Use only when files cannot be shared but a public record of the dataset is useful for discovery and accountability.

8.1 License and Terms of Use

A license defines how other users may reuse the dataset. Select a license only when you have the right to share the data under that license. For restricted data, clearly describe the terms of access and reuse. When in doubt, consult the Library data curator or institutional authority before publication.

9. Curatorial Review and Publication

For quality assurance, BRAC University Library may apply a mediated review process before publishing datasets. The Library data curator or repository administrator may check the following items:

- Completeness and clarity of metadata.
- Availability of README file and data dictionary where appropriate.
- File organization, file names, and file descriptions.
- Appropriate access conditions, embargo, and restriction reason.
- Absence of obvious personal, confidential, or sensitive information in openly shared files.
- Consistency between dataset description, file contents, and related publications.

If revisions are required, the dataset may be returned to the submitter with comments. The submitter should revise and resubmit the dataset for final review.

9.1 Publication Pathways

Pathway	When It Is Used	What Happens Next
Direct Publish	Used in Dataverses where depositors are allowed to publish directly.	Click Publish Dataset, confirm the action, and the dataset becomes publicly available based on the chosen access settings.
Submit for Review	Used in Dataverses that require curator approval before publication.	Click Submit for Review. A curator checks the submission and may request revisions before publication.

10. Post-Publication Updates and Dataset Citation

10.1 Dataset Versioning

If a published dataset requires correction or update, the submitter should create a new version according to the Dataverse workflow. Version history helps users understand changes over time and preserves the integrity of the scholarly record.

10.2 Dataset Citation

After publication, the dataset should be cited in publications, reports, theses, and presentations. A complete data citation normally includes author, year, dataset title, repository name, version, and persistent identifier such as DOI if available.

Example citation format: Author(s). (Year). Title of dataset [Dataset]. BRAC University Research Data Repository. Version number. Persistent identifier.

11. Recommended README Structure

README Section	What to Include
Dataset Title	Full title of the dataset.
Creators	Names, affiliations, and contact information of dataset creators.
Project Background	Brief summary of the research project and purpose of the data.
File List	List all files and describe the purpose of each file.
Methods	Explain how data were collected, generated, cleaned, or processed.
Variables	Define variables, units, coding, missing values, and abbreviations.
Software	Mention required software, version, packages, or scripts.
Access Notes	Explain restrictions, embargo, confidentiality, or special reuse conditions.
Citation	Provide recommended dataset citation and related publication information.
Contact	Provide email address for questions about the dataset.

12. Submission Checklist

Check	Item
☐	Dataset title is clear and descriptive.
☐	All authors/creators are included in the correct order.
☐	Contact email is valid.
☐	Dataset description explains content, purpose, and method.
☐	Subject and keywords are added.
☐	Related publication, grant, or project information is added if applicable.
☐	All required data files are uploaded.
☐	README file is attached.
☐	Data dictionary or codebook is attached where needed.
☐	File names are meaningful and consistent.
☐	File-level descriptions are added.
☐	Sensitive or personal information has been removed, anonymized, restricted, or embargoed.
☐	Access level, embargo, license, and terms of use are selected correctly.
☐	Supervisor, PI, or department approval is obtained if required.
☐	Final review has been completed before submission.
☐	Research files are organized into clear folders before upload.
☐	Raw data, processed data, documentation, code, and outputs are separated appropriately.
☐	File names follow a consistent naming convention and avoid vague terms such as final, latest, or new.
☐	A version history or change log is prepared for cleaned or revised datasets.
☐	Open, restricted, and embargoed files are clearly identified before upload.

13. Support and Contact

For assistance with dataset submission, metadata, file preparation, access settings, embargo, DOI/citation, or repository workflow, contact the Library repository support team.

Contact Point	Details
Repository Support	[Insert support email address]
Ayesha Abed Library	BRAC University
Repository URL	dataverse.bracu.ac.bd
Office/Extension	[Insert phone or extension]

Appendix A. Quick Submission Guide

1. Log in to the BRAC University Dataverse repository.
2. Open the correct Dataverse collection.
3. Click Add Data and select New Dataset.
4. Enter required metadata: title, author, contact, description, subject, and keywords.
5. Upload data files and supporting documentation.
6. Add file descriptions and tags.
7. Modify or add enhanced metadata, if needed.
8. Select access level: open, restricted, embargoed, or metadata-only as applicable.
9. Choose license or terms of use.
10. Save as draft and review carefully.
11. Submit for review or publish according to repository permission.
12. Respond to curator feedback if revisions are requested.
13. Cite the published dataset using the repository citation.

Appendix B. README Template

Dataset title: _____

Creators and affiliations: _____

Contact person/email: _____

Date or time coverage: _____

Geographic or location coverage: _____

Methodology and instruments: _____

Files included and short descriptions: _____

Variable notes and missing-value codes: _____

Software needed, if any: _____

License or terms: _____

How to cite this dataset: _____

Appendix C. Data Dictionary Template

Variable Name	Description	Type	Units	Allowed Values	Missing Code

Appendix D. Sample Email to Submitter After Curator Review

Subject: Dataset Submission Review Feedback

Dear [Submitter Name],

Thank you for submitting your dataset to the BRAC University Research Data Repository. Please complete the following revisions before publication:

1. Revise the dataset description for clarity.
2. Add a README file.
3. Provide file-level descriptions for all uploaded files.
4. Confirm whether any files require restricted access or embargo.

After completing the revisions, please resubmit the dataset for review.

Regards,

Ayesha Abed Library, BRAC University

Appendix E. Source Acknowledgement for Data Organization Section

The Research Data Management: Data Organization section has been adapted and localized for BRAC University Library with acknowledgement to the National University of Singapore (NUS) Libraries, Research Data Management Guide: Data Organisation. Source: https://libguides.nus.edu.sg/rdm/data_organisation#sig-box-15656667. The content has been rewritten for BRAC University Dataverse practice and should be applied in accordance with BRAC University repository policy, privacy requirements, and approved workflow.