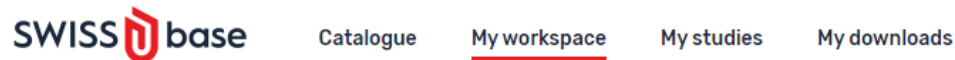


# 6 STEPS TO DEPOSIT YOUR SOCIAL SCIENCES DATA ON SWISSUBASE

## Before starting

- Log in to [SWISSUbase](#) using your SWITCH edu-ID account
- Click on **My workplace** and choose **Fast data deposit** to create a new study



## 1 Study

- For **Scientific domain**, select **Social sciences**. This ensures that the metadata scheme specific to Social sciences is used. FORS is automatically assigned as the responsible data service unit.
- Complete the mandatory metadata. To maximize the visibility of your study, fill in the metadata in several languages (English is mandatory).

Scientific domain •

Social sciences

Linguistics

General

Data curated by: •

FORS

## 2 Dataset

- Complete the mandatory metadata about the dataset

## 3 Data file(s)

- Upload data file(s) in widely used and, if possible, non-proprietary formats and complete the metadata concerning each uploaded file

i To make your dataset understandable, add all the necessary files related to your dataset (codebooks, README files, syntaxes, technical instructions, collection instruments, etc.) paying attention to the naming conventions.

## 4 Deposit contract

- Read and accept the deposit contract  I accept the deposit contract

## 5 Usage license

- Confirm that you comply with Intellectual Property Rights and data protection law in order to choose an appropriate licence



- You can only deposit data on SWISSUbase if you hold the necessary rights to the data
  - Consider the rules and regulations of your institutional framework, as well as your national and cantonal frameworks.
- Data must have been cleaned
  - Clean your data by removing direct and/or indirect identifiers
- Informed consent involving the publication, preservation, sharing, and reuse of research data is required to deposit personal and/or sensitive data.
  - Add a blank consent as a documentation file

- Choose an appropriate licence



Each license option is described in further detail by clicking on each box. If you want to set restrictions and special permissions on the use of deposited data, the Closed Contract must be chosen.

## 6 Deposit data

- Choose whether to **Enrich the data with more metadata and documentation** or to **Deposit your data with minimal metadata**



To make your data findable, increase their reuse potential, and comply with funder mandates, we highly recommend to enrich the data with metadata and adequate documentation taking into account good practices in data preparation.

- For more information on preparing data for deposit in SWISSUbase, [see our guides](#).