


Step-by-Step Guide on Data Publication for ETH Zurich Researchers

About this Document

The step-by-step guide for data preparation and data publication supports you with documenting your metadata and datasets and with preparing them for publication in a FAIR data repository. Following this guide will help you take into account good practice principles as well as funder requirements and guidelines that apply at ETH Zurich. It also provides you with information about where to find relevant information and support at ETH Zurich. The guide is structured in three parts: "Part I – Metadata Preparation", "Part II – Data Preparation", and "Part III – Data Publication". Each of these parts is presented on the following pages. It is strongly recommended to engage with part I and part II before proceeding with part III of the step-by-step guide.

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Step-by-Step Guides

Part I – Metadata Preparation

Part I of the step-by-step guide supports you in collecting important metadata (i.e., data about your data), which is a crucial step before arranging your actual research data for reuse, publication, or archiving.

[» Show guiding graphic](#)

Part II – Data Preparation

Part II of the step-by-step guide supports you to decide which part of your data can be published directly and for which part of your data only metadata can be provided. This is a crucial step before the actual publication or archiving of your research data.

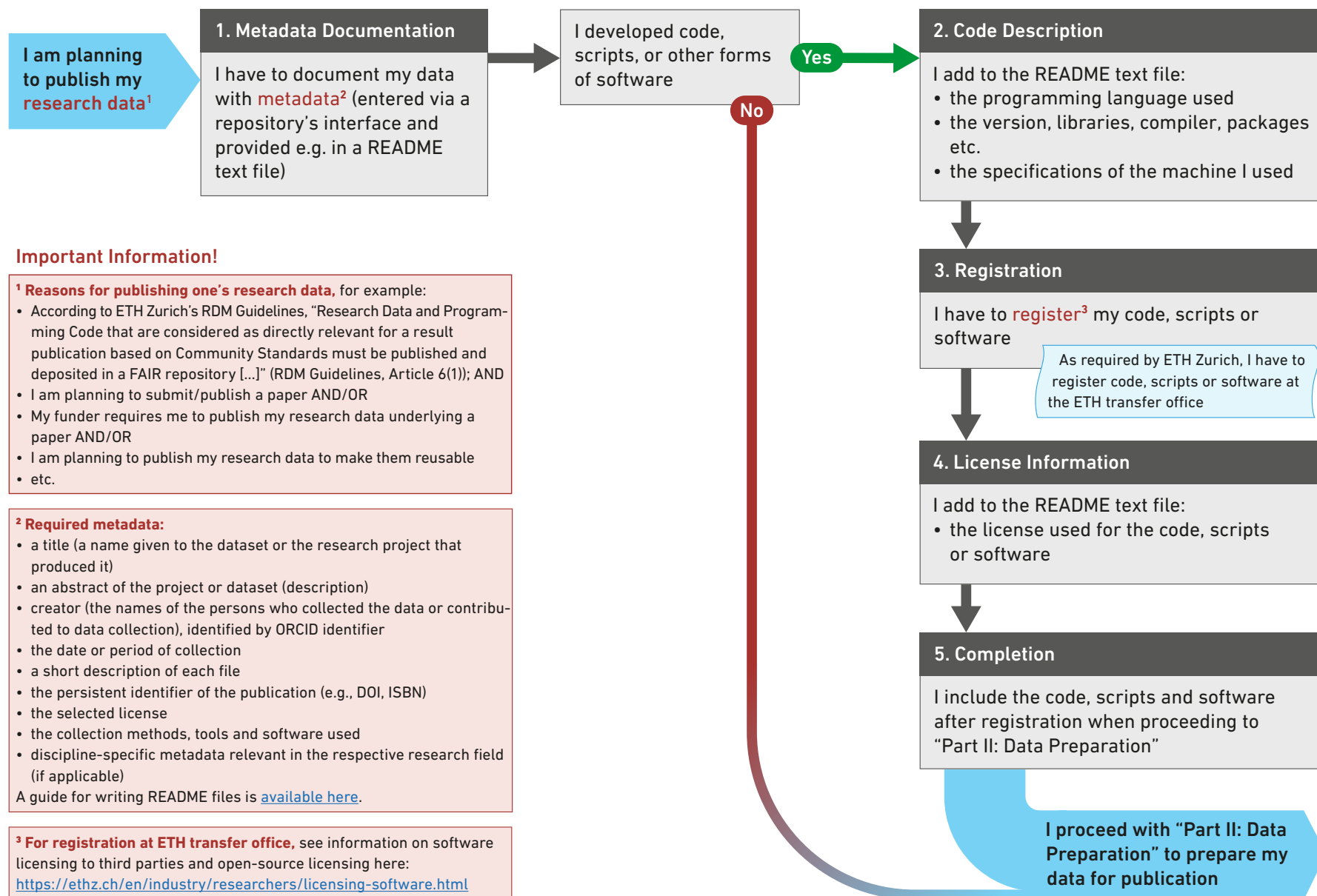
[» Show guiding graphic](#)

Part III – Data Publication

Part III of the step-by-step guide supports you when you finally want to publish your data collection or dataset, including your data, metadata, and potentially also accompanying code scripts. It is strongly recommended to engage with part I and part II before proceeding with this third part of the step-by-step guide.

[» Show guiding graphic](#)

Part I – Metadata Preparation



Important Information!

¹ **Reasons for publishing one's research data**, for example:

- According to ETH Zurich's RDM Guidelines, "Research Data and Programming Code that are considered as directly relevant for a result publication based on Community Standards must be published and deposited in a FAIR repository [...]" (RDM Guidelines, Article 6(1)); AND
- I am planning to submit/publish a paper AND/OR
- My funder requires me to publish my research data underlying a paper AND/OR
- I am planning to publish my research data to make them reusable
- etc.

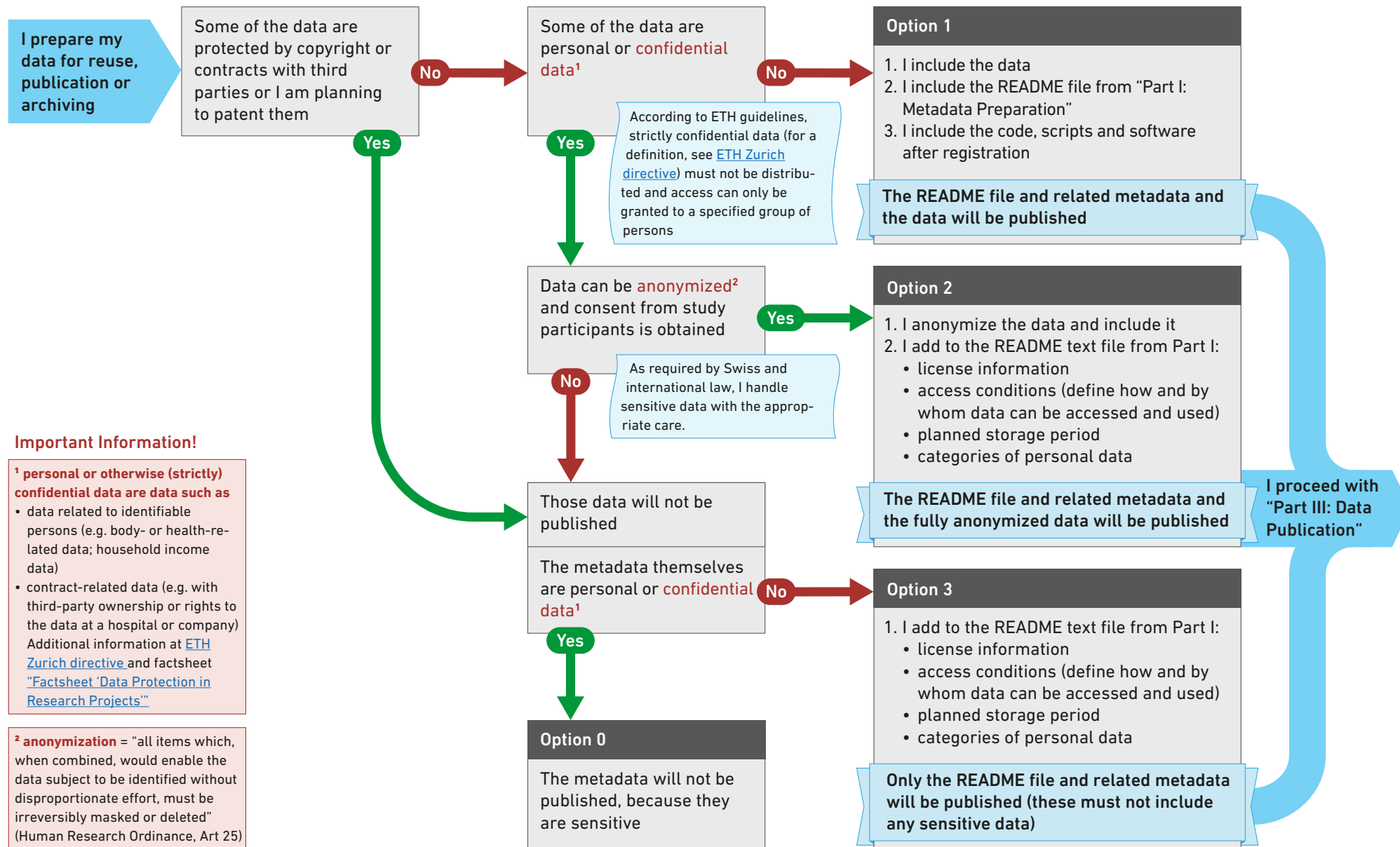
² **Required metadata:**

- a title (a name given to the dataset or the research project that produced it)
- an abstract of the project or dataset (description)
- creator (the names of the persons who collected the data or contributed to data collection), identified by ORCID identifier
- the date or period of collection
- a short description of each file
- the persistent identifier of the publication (e.g., DOI, ISBN)
- the selected license
- the collection methods, tools and software used
- discipline-specific metadata relevant in the respective research field (if applicable)

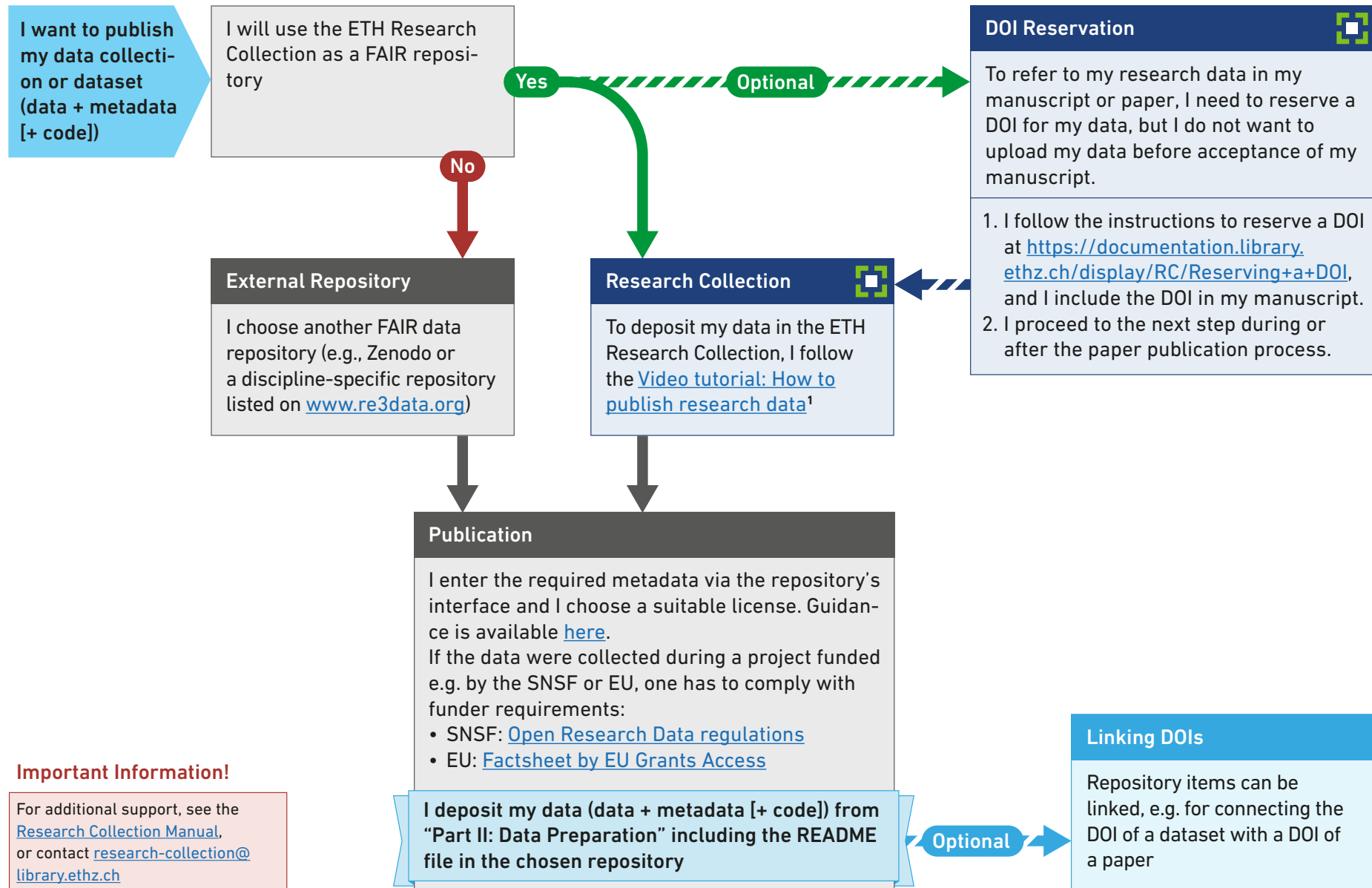
A guide for writing README files is [available here](#).

³ **For registration at ETH transfer office**, see information on software licensing to third parties and open-source licensing here: <https://ethz.ch/en/industry/researchers/licensing-software.html>

Part II – Data Preparation



Part III – Data Publication



Important Information!

For additional support, see the [Research Collection Manual](#), or contact research-collection@library.ethz.ch