HOW TO UPLOAD DATA FACT SHEETS TO BIBLIO?

INTRODUCTION

Uploading a data fact sheet is a straightforward process. You should keep in mind though that adding additional files to Biblio records is preferably done at the same time as submitting the new publication to Biblio and not later. At this moment, it is not possible add documents manually to an entry already published in Biblio. If you should encounter the situation that you want to add documents (like a data fact sheet) to an already existing record in Biblio, send these files to the Biblio team (see https://biblio.ugent.be/contact). If you do so, do not forget to mention to which record the files have to be added.
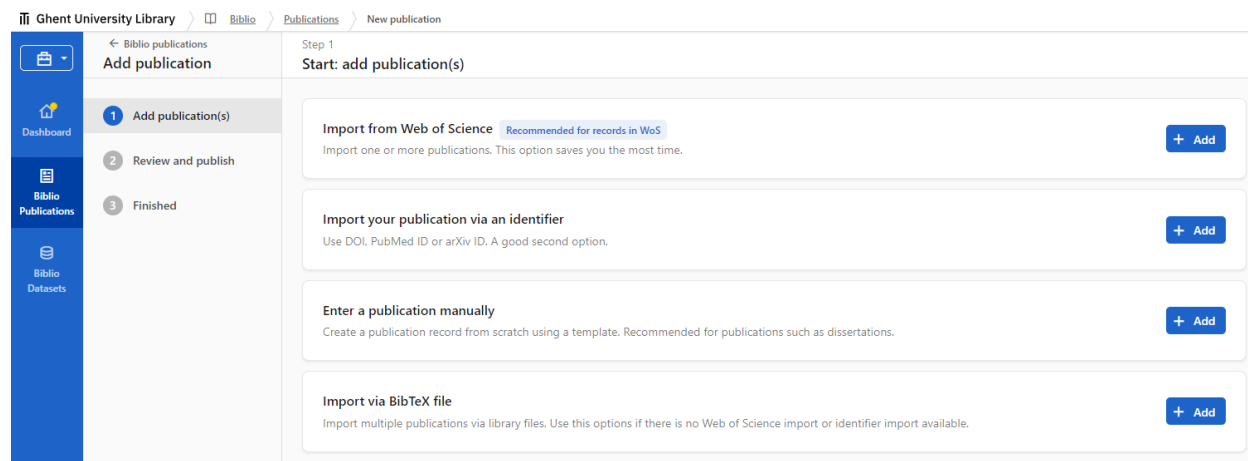
These are the steps you should take to add a data fact sheet to your Biblio record:

STEP 1 – ADD PUBLICATION

Follow the step-by-step guide to register publications in Biblio.

STEP 2 – CHOOSE TYPE

Choose to add a publication manually.

Select the publication type "Dissertation".

STEP 3 – ENTER DETAILS

Complete the publication details as described in the step-by-step guide to register publications in Biblio.

STEP 4 – UPLOAD FILES

Go to the tab Full text & Files to upload the main file (e.g. pdf of your dissertation) and supplementary files (e.g the data fact sheets).

Once you have uploaded all the data fact sheet file, select the document type "Data fact sheet".

Data fact sheets should be set to "open access". Once you have done this, save your edits and finally publish your record to Biblio.

Document details for file ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

Document type

Document type

Data fact sheet ▾

Who can access this document?

Access level ⓘ

○ ⤓ Public access - Open access

ⓘ Recommended if legally possible

Your file will be immediately available to anyone. Select "Local access – UGent only" if you are unsure.

● 🏛 UGent access - Local access

Your file will be available to users within the UGent network only. Minimum expected by UGent policy.

○ 🕓 Embargoed access

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