

# HOW TO UPLOAD DATA FACT SHEETS TO BIBLIO?

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## 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 to 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

Go to the UGent Biblio website (<https://biblio.ugent.be>) and select “add publications” or click the big blue button.

**Publications added every year**

Year	Publications
2009	~14,000
2010	~14,000
2011	~14,000
2012	~14,000
2013	~14,000
2014	~14,000
2015	~14,000
2016	~14,000

**232,437** publications  
**102,035** with fulltext  
**35,402** with Open Access fulltext

**39,000** fulltext downloads monthly  
**74,000** available in Google Scholar  
**89,458** available in Web of Science

**Recently added**

- Cicerone, De oratore. Traduzione e commento (libro III)**  
Marco Formisano UGent  
(2015) In *Culture Antiche. Studi e testi.*
- The Herschel Exploitation of Local Galaxy Andromeda (HELGA). VII. A SKIRT radiative transfer model and insights on dust heating**  
Sébastien Viaene UGent, Maarten Baes UGent, A. Tamm, E. Tempel, G. Bendo, J. A. D. L. Blommaert, M. Boquien, A. Boselli, Peter Camps UGent, A. Cooray, et al.  
(2017) *Astronomy & Astrophysics*. 599.
- Paul Schmidt's account of his "automatic arrest" in Der Statist auf der Galerie 1945-1950**  
Hildegard Vermeiren UGent  
(2017) *Dolmetscherinnen und Dolmetscher im Netz der Macht. Autobiographisch konstruierte Lebenswege in autoritären Regimen. In Transkulturalität-Translation-Transfer* 29 . p.235-252
- The Vowel System of Mišótika Cappadocian**  
Mark Janse UGent, Dimitris Papazachariou and Nikoleta Vassalou UGent  
(2015) *Abstracts: 12th International Conference on Greek Linguistics (ICGL12), 16-19 September 2017, Freie Universität Berlin, CeMoG*. p.154-154
- Language choice as a Hobson's Choice: Ideologically driven language**

**Deposit mandate and Open Access**

Ghent University has implemented an *Immediate Deposit/Optional Open Access*

## STEP 2 – CHOOSE TYPE

Choose the type of publication you want to add. In this example we use the "Dissertation"-type.

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### Add New Publication

Option 1:  
Enter a publication ID to import

DOI 10.324/JHEP287432 Go!

Option 2:  
Select a type and fill out the form

Journal Article  
Book  
Book Chapter  
Book Editor

Conference Contribution

Dissertation  
Miscellaneous

Option 3:  
Upload a published Open Access fulltext

Drop published Open Access PDF here and we'll do the rest.

Option 4:  
Paste your BibTeX record here

Please paste only one record at a time

Import

Option 5:  
Import from Web of Science

Bestand kiezen Geen best... gekozen Go!

## STEP 3 – ENTER DETAILS

Once you have entered all details about your publication, click 'next' to advance to the upload section.

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### Dissertation

Details Upload Additional Information Links Single Page Form

<< Back Save Cancel Make Public Next >>

Publication Type: Dissertation

Author \*  
First Name: Jan Last Name: Lammertyn  extern  UGent + -

Title \*  
e.g. Handbook of eBook Publishing

Alternative Title  
e.g. Manuel de publication + -

Department  
Research Support Office FPPW (PP59) + -

Project  
Start typing, or use (arrow down) to choose a project from the list. + -

Supervisor  
First Name: e.g. J Last Name: e.g. Appleseed  extern  UGent + -

Publication Short Title  
e.g. Phys Rev D

DOI  
e.g. 10.7484/INSPIREHEP.DATA.RF5P.6M3K

Publisher  
e.g. European Physical Society

Place of Publication  
e.g. Berlin

Publishing Year \*  
e.g. 2015  Published while none of the authors are employed at UGent

## STEP 4 – UPLOAD FILES

Here you can upload the main file (e.g. pdf of your dissertation) and supplementary files (e.g. the data fact sheets).

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Details Upload Additional Information Links Single Page Form

« Back Save Cancel Make Public Next »

Upload Main File and Supplementary Material (max. 500MB per file)

Drop files here to upload ... or click!

✕	PhD.pdf				
	Access Level:	Upload Date:	User:	Relation:	
	open_access	2017-03-01T12:44:58Z	jammert	main_file	

  

✕	dsfs.txt				
	Access Level:	Upload Date:	User:	Relation:	
	open_access	2017-03-01T12:46:16Z	jammert	main_file	

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Once you have uploaded all the files, set the relation of the data fact sheet file(s) correct. You do this by clicking the pencil icon next to the data fact sheet file(s) and setting the relation to "Data fact sheet". Data fact sheets should be set to "open access" in this step (if this is not already the case).

The screenshot shows a web interface for Universiteit Gent with a modal dialog titled "Edit Uploaded File". The dialog contains the following fields and options:

- File:** A text input field containing "dsfs.txt".
- Relation ("Uploaded document is..."):** A dropdown menu with "Data Fact Sheet" selected.
- Access Level:** Three radio button options: "Open Access (File is freely available, effective immediately)" (selected), "Local Access (UGent only)", and "Closed Access (Author/Reviewer only)". There is also a checkbox for "Switch Access Level:".
- Additional Information:** A section with a "Title" text input field and a "Description" text area.
- Buttons:** "Save" (green) and "Cancel" (orange) buttons at the bottom right.

The background shows a sidebar with "UNIVERSITEIT GENT" and a main content area with "Single Page Form" and various form sections like "Upload Main", "Copyright", and "Licenses".

Once you have done this, save your edits and finally save your record.