


## Publishing in DepositOnce - Quick guide with screenshots using the example of research data



# Deposit Once

Repository for Research Data and Publications

Search DepositOnce...

 Search

## DepositOnce Policy

DepositOnce is TU Berlin's institutional repository and is operated and continually developed by the Service Center for Research Data and Publications.

[more](#)

## Research Data Policy

Research data is a valuable resource and a basis for scientific knowledge and has a long-term value for research and science, with the potential for widespread use in society.

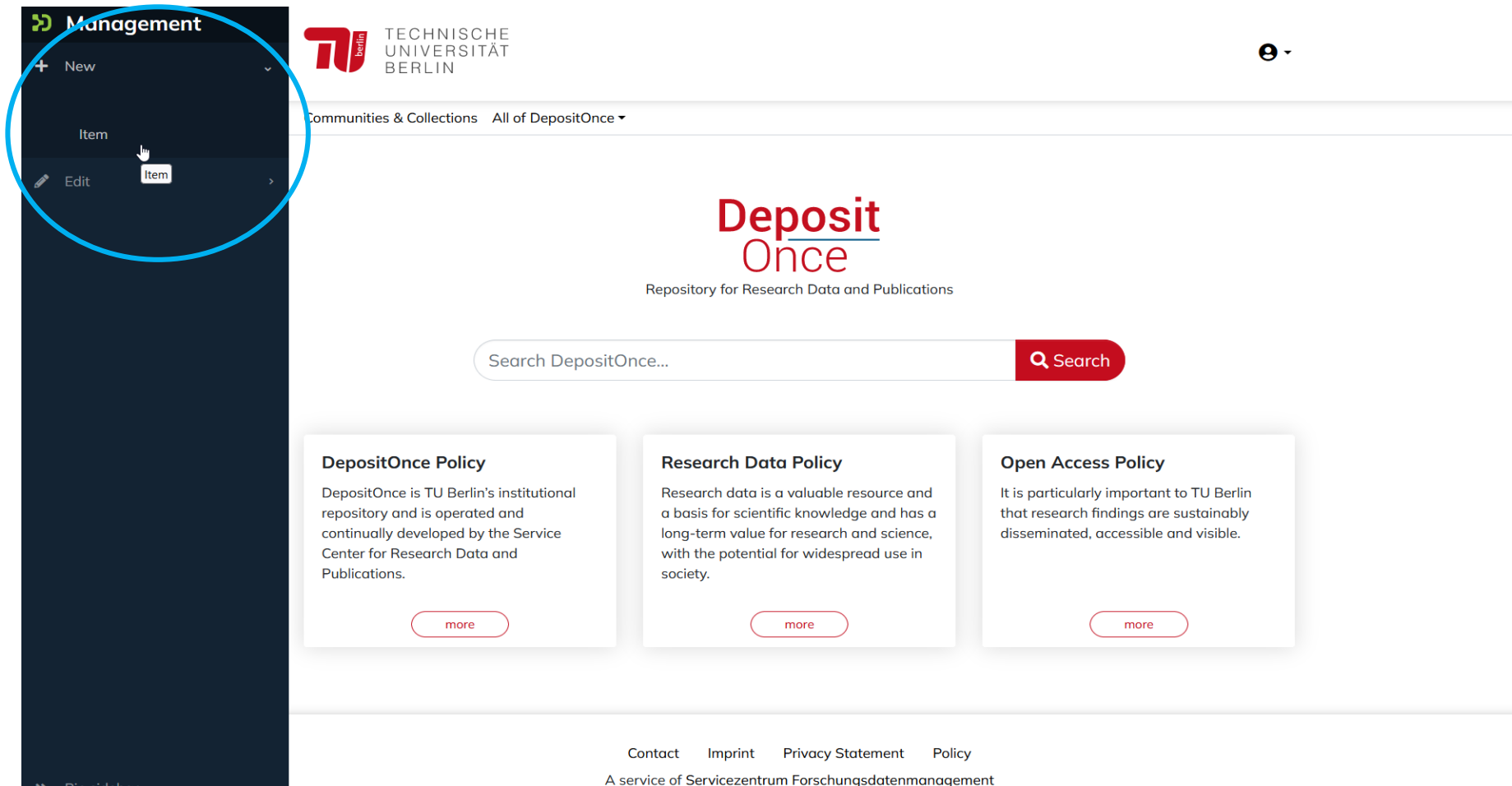
[more](#)

## Open Access Policy

It is particularly important to TU Berlin that research findings are sustainably disseminated, accessible and visible.

[more](#)

Here you can see the DepositOnce start page after login. On the left, there is the menu bar (marked in blue here)



**Management**

- + New
- Item
- Edit
- Item

Communities & Collections All of DepositOnce

# DepositOnce

Repository for Research Data and Publications

Search DepositOnce... **Search**

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more

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more

### Open Access Policy

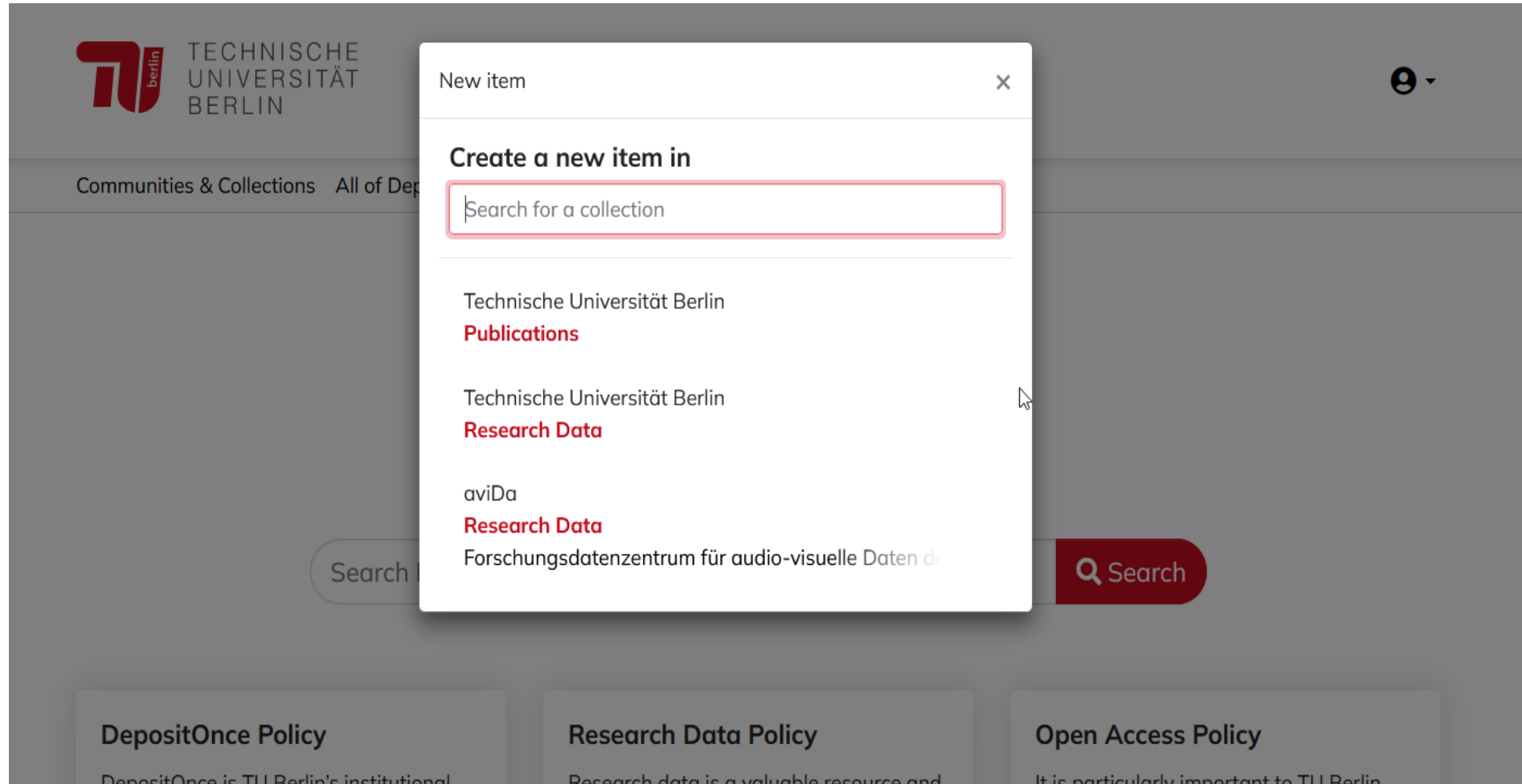
It is particularly important to TU Berlin that research findings are sustainably disseminated, accessible and visible.

more

Contact Imprint Privacy Statement Policy

A service of Servicezentrum Forschungsdatenmanagement

**Option A:**  
Data upload:  
Menu > New > Item



### Option A: Data upload:

In the following pop-up window, you can choose - depending on your file type - between text or research data.

Publications = e.g. article, dissertation, etc.

Research data = e.g. measurement data, software, etc.

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Repository for Research Data and Publications

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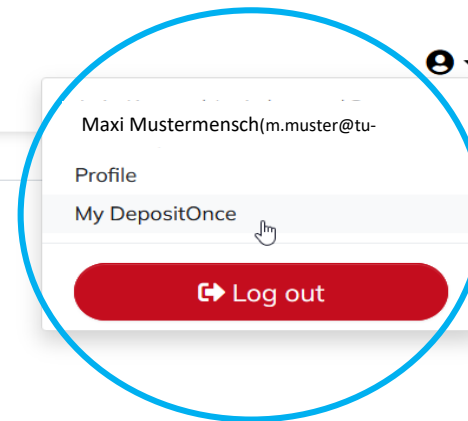
## Research Data Policy

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[more](#)

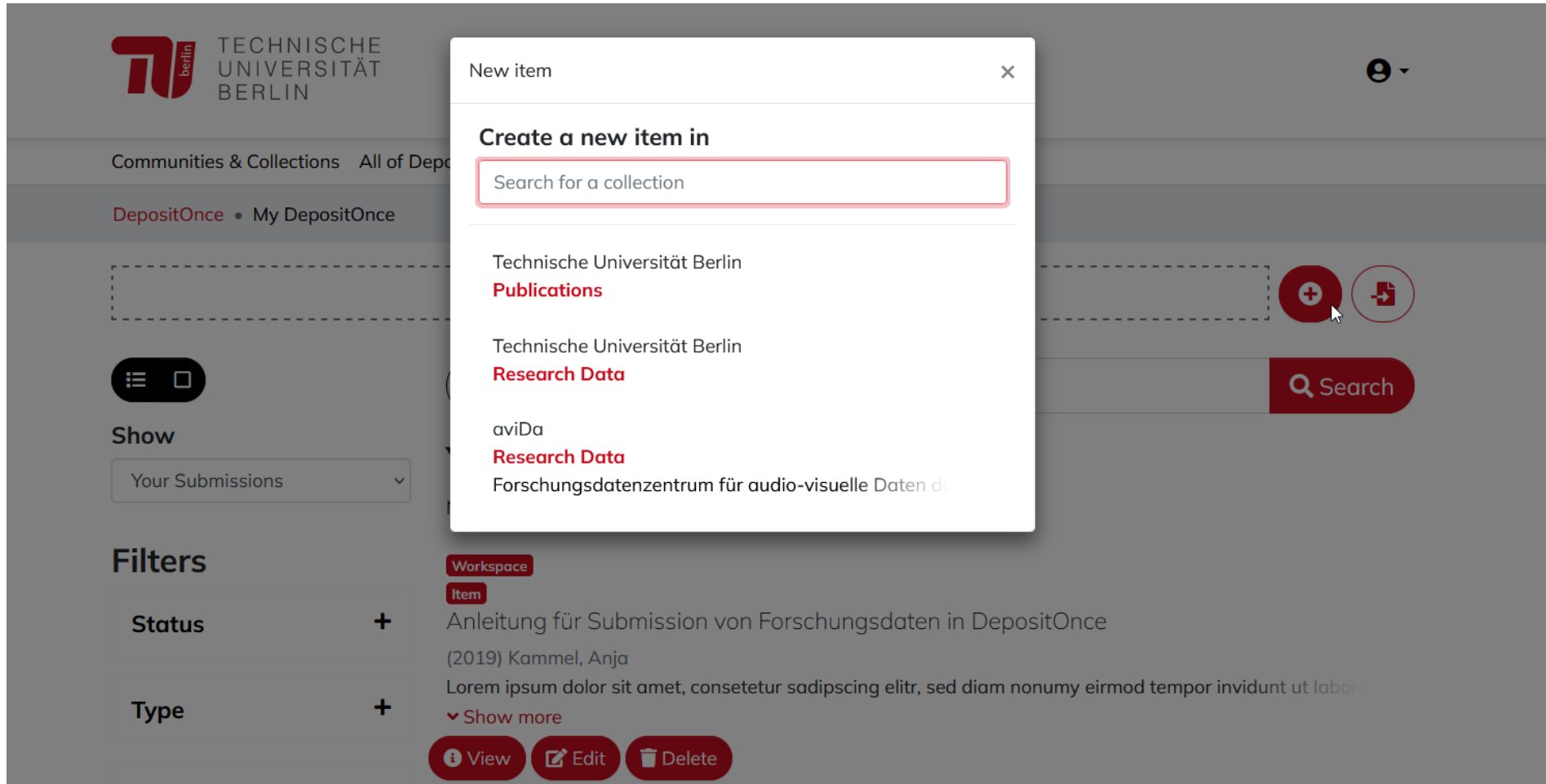
## Open Access Policy

It is particularly important to TU Berlin that research findings are sustainably disseminated, accessible and visible.

[more](#)

**Option B:**  
Data upload:

Account icon > "My  
DepositOnce" > see next  
page

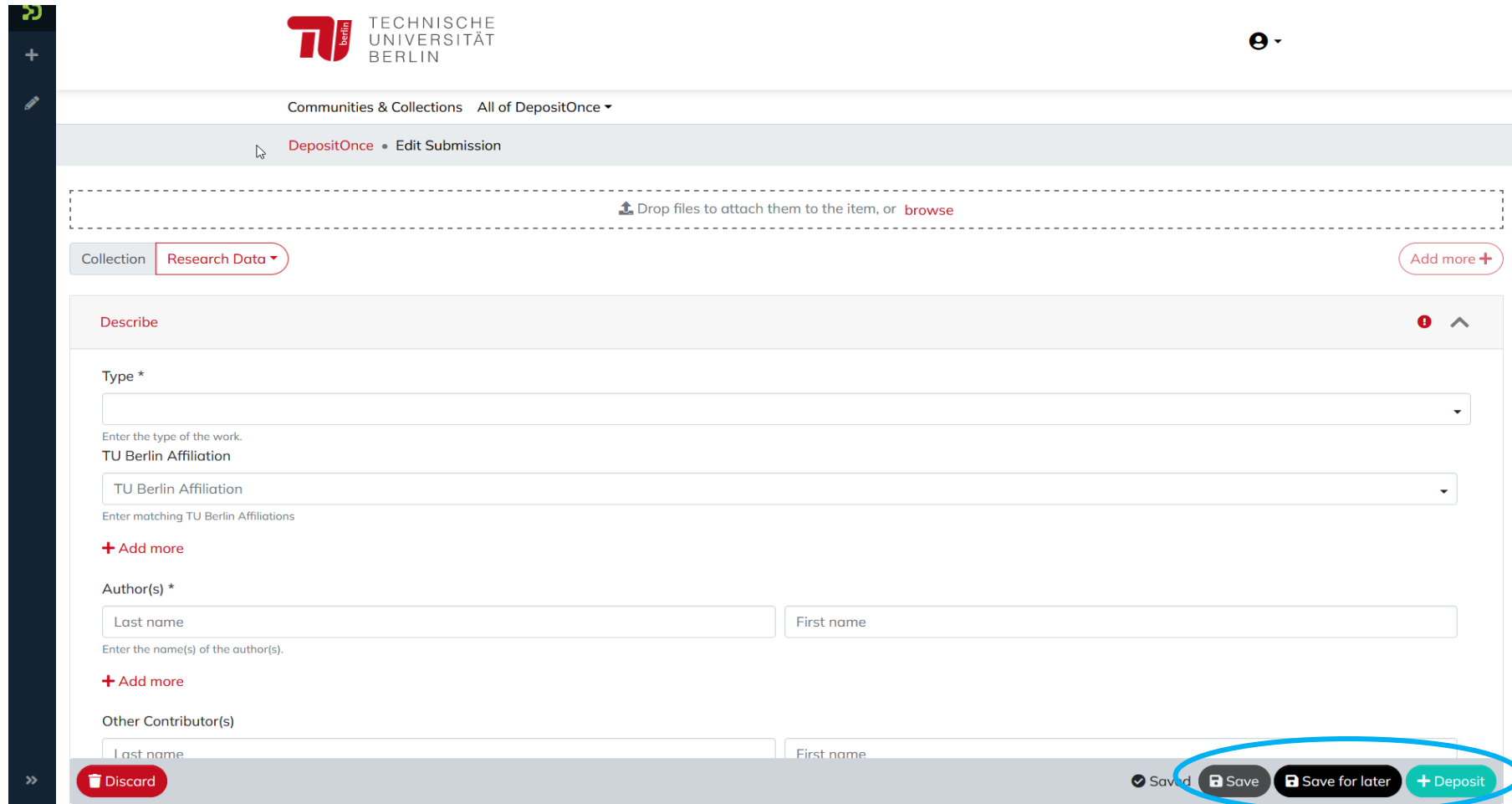


## Option B: Data upload:

In the following pop-up window, you can choose - depending on your file type - between text or research data.

Publications = e.g. article, dissertation, etc.

Research data = e.g. measurement data, software, etc.

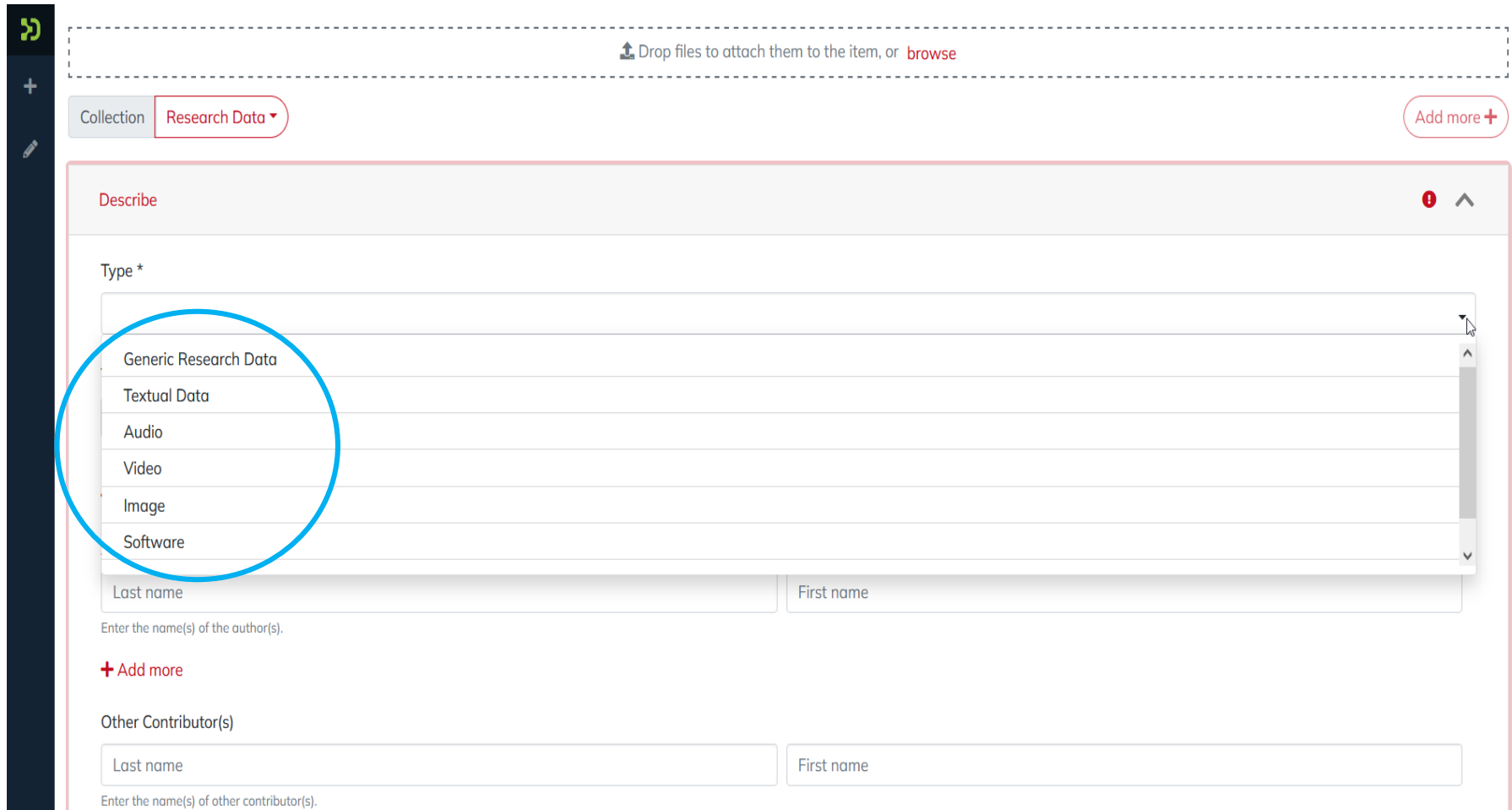


The screenshot shows the 'Edit Submission' page in the DepositOnce system. At the top, the TU Berlin logo and name are displayed. Below the header, there's a navigation bar with 'Communities & Collections' and 'All of DepositOnce'. The main content area is titled 'DepositOnce • Edit Submission'. A dashed box indicates where to drop files, with a 'browse' link. Below this, a 'Collection' dropdown is set to 'Research Data', with an 'Add more' link. The 'Describe' section contains several form fields: 'Type \*' (a dropdown menu), 'TU Berlin Affiliation' (a dropdown menu), and 'Author(s) \*' (two input fields for 'Last name' and 'First name'). There are also 'Add more' links for each of these sections. At the bottom, there's a 'Discard' button and a row of four buttons: 'Saved', 'Save', 'Save for later', and 'Deposit'. The 'Deposit' button is highlighted with a blue circle.

Once you have selected the correct collection for your data, this form will appear. Here you can enter metadata used to describe your submission on a deeper level.

Please note that certain metadata is mandatory.

It's always possible to save the progress of your submission during editing.



Drop files to attach them to the item, or [browse](#)

Collection **Research Data** [Add more +](#)

**Describe** [!](#) [^](#)

Type \*

- Generic Research Data
- Textual Data
- Audio
- Video
- Image
- Software

Last name First name

Enter the name(s) of the author(s).

[+ Add more](#)

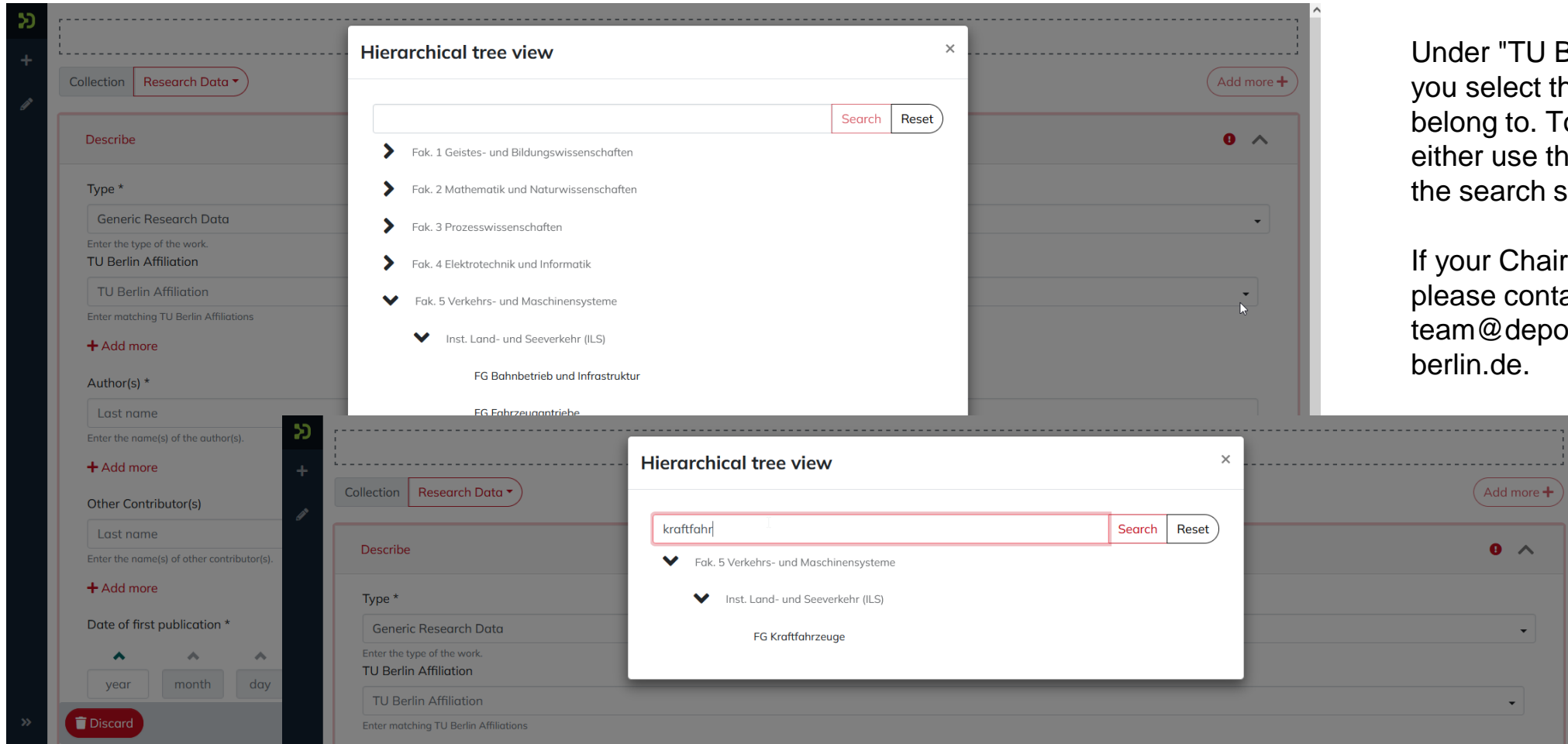
Other Contributor(s)

Last name First name

Enter the name(s) of other contributor(s).

First of all you define what kind of data you are submitting (here you can see the selection options for research data).





**Hierarchical tree view**

Collection: Research Data

Describe

Type \*

Generic Research Data

Enter the type of the work.

TU Berlin Affiliation

Enter matching TU Berlin Affiliations

+ Add more

Author(s) \*

Last name

Enter the name(s) of the author(s).

+ Add more

Other Contributor(s)

Last name

Enter the name(s) of other contributor(s).

+ Add more

Date of first publication \*

year month day

Discard

**Hierarchical tree view**

Search Reset

- Fak. 1 Geistes- und Bildungswissenschaften
- Fak. 2 Mathematik und Naturwissenschaften
- Fak. 3 Prozesswissenschaften
- Fak. 4 Elektrotechnik und Informatik
- ▼ Fak. 5 Verkehrs- und Maschinensysteme
  - ▼ Inst. Land- und Seeverkehr (ILS)
    - FG Bahnbetrieb und Infrastruktur
    - FG Fahrzeugantriebe

**Hierarchical tree view**




Search Reset

kraftfahr


- ▼ Fak. 5 Verkehrs- und Maschinensysteme
  - ▼ Inst. Land- und Seeverkehr (ILS)
    - FG Kraftfahrzeuge

Under "TU Berlin Affiliation" you select the Chair you belong to. To do so, you can either use the directory tree or the search slot.

If your Chair is not listed yet, please contact [team@depositonce.tu-berlin.de](mailto:team@depositonce.tu-berlin.de).


Type \*
Drop files to attach them to the item, or [browse](#)

Collection **Research Data** 

TU Berlin Affiliation

FG Kraftfahrzeuge

Enter matching TU Berlin Affiliations




Author(s) \*

Mustermensch

Maxi

Enter the name(s) of the author(s).

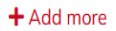


Other Contributor(s)

Last name


First name

Enter the name(s) of other contributor(s).



Date of first publication \*

You can use the "+ Add more" buttons to add more authors and other contributors.



English

English

German

Chinese

French

Italian

Japanese

Persian

Polish

Portuguese

Greek

Turkish

Spanish

Russian

(Other)

English

Make sure to specify the language for each title and abstract of your item.

+

✎

2022

Example record

Example record

Drop files to attach them to the item, or [browse](#)

Collection

Research Data

Add more +

Title \*

Example record of research data

English

Enter the title.

Abstract \*

Abstract of my record.

English

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Enter an abstract. Please use "Add more" if you want to enter abstracts in other languages.

+ Add more

Keywords \*

keywords

of

my

Datensatz

English

English

English

German

🗑️

🗑️

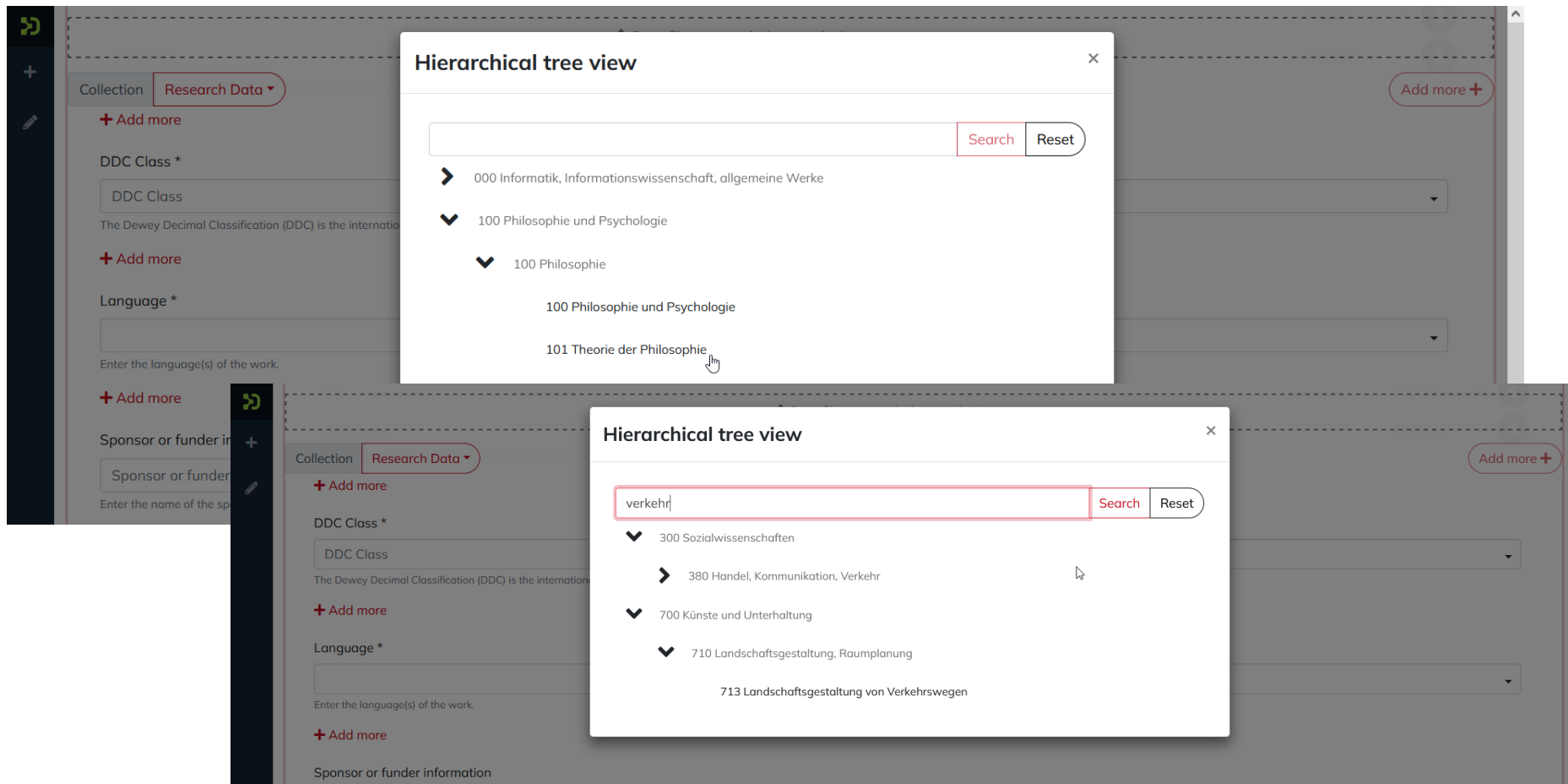
🗑️

🗑️

Enter some keywords. Please enter separate keywords by using "Add More".

+ Add more

You can also specify the language for the freely definable keywords and, in this way, assign keywords in several languages.



The screenshots illustrate the 'Hierarchical tree view' modal in the DepositOnce system. The modal allows users to search for a Dewey Decimal Classification (DDC) class. In the top screenshot, the search term is 'Philosophie', leading to the selection of '101 Theorie der Philosophie'. In the bottom screenshot, the search term is 'verkehr', leading to the selection of '713 Landschaftsgestaltung von Verkehrswegen'. The background shows the main form with fields for Collection (Research Data), DDC Class, Language, and Sponsor or funder information.

When assigning the Dewey Decimal Classification (DDC), i.e. a subject group that matches the topic of your submission, either use the directory tree or the search slot.

You have to describe the subject of your data up to the third level of the hierarchy.

+

+

Collection

Research Data

Add more

Language

English

▼

Enter the language(s) of the work.

+ Add more

Sponsor or funder information

EC/FP7/12345/EU/ProjectName/ProjectAcronym

Enter the name of the sponsor or funder, and/or project/grant name or ID. Please use the following syntax if applicable: EC/FP7/12345/EU/ProjectName/ProjectAcronym. Please separate multiple entries by semicolon.

+ Add more

Relations

Is Supplement To

10.14279/depositonce-5330

If the item has any relations to other DOIs in DepositOnce, please enter them here. Use the "Reference" relation for connected publications. Use the "Supplement" relation for connected research data.

+ Add more

Internal note


Nachricht an das Team, was meine Submission formal überprüft..... :-)|

You may enter a note to the repository team. this note will not be disclosed publicly.

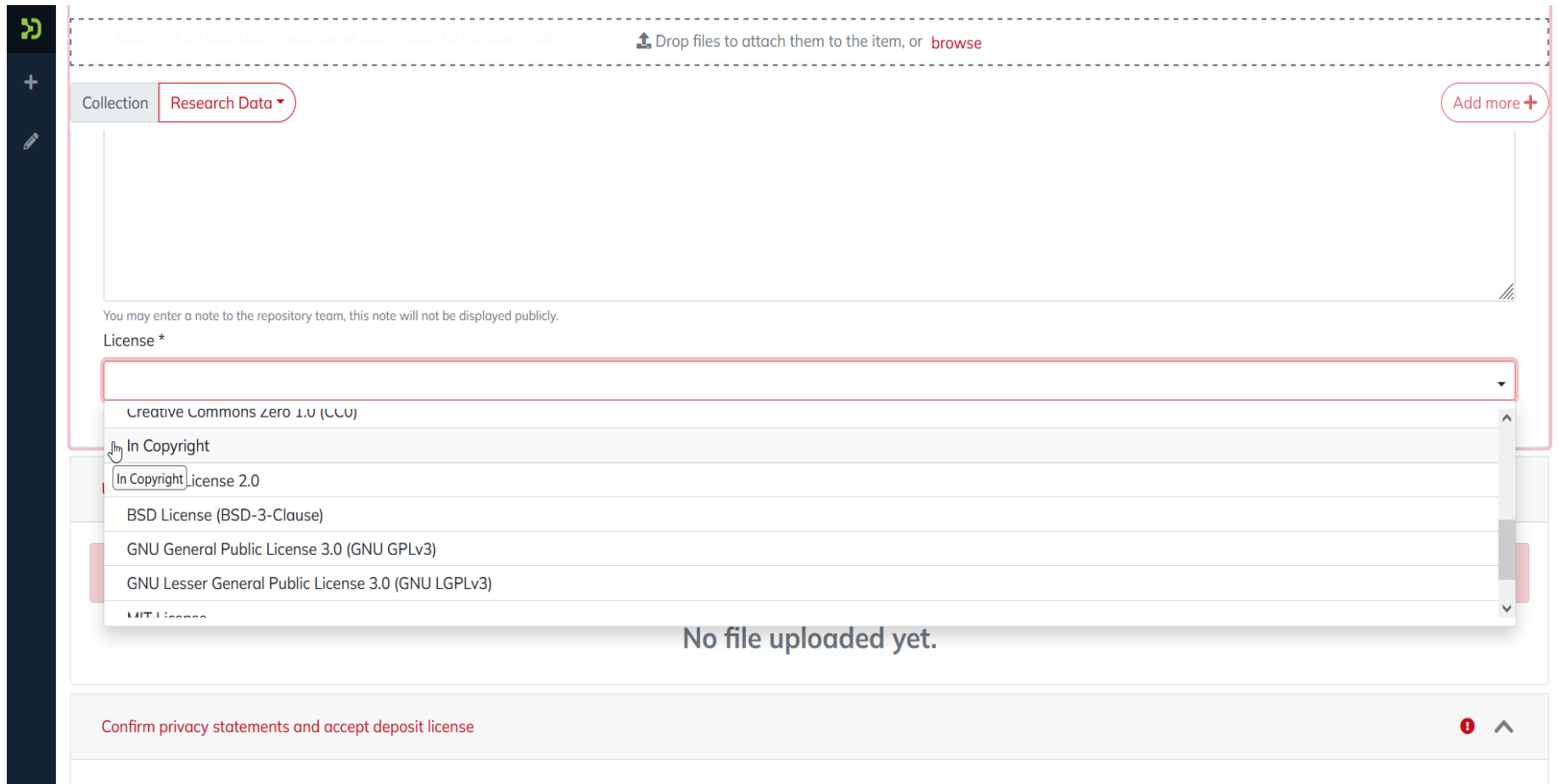
Third-party funding sources or relations to other published files are optional.

You can use the internal notes field if you have a message for the reviewers of your submission.

Publishing in DepositOnce - Quick guide with screenshots  
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TU Berlin  
UNIVERSITÄTSBIBLIOTHEK



Nachricht an das Team, was meine Submission formal überprüft...

Drop files to attach them to the item, or [browse](#)

Collection **Research Data** Add more +

You may enter a note to the repository team, this note will not be displayed publicly.

License \*

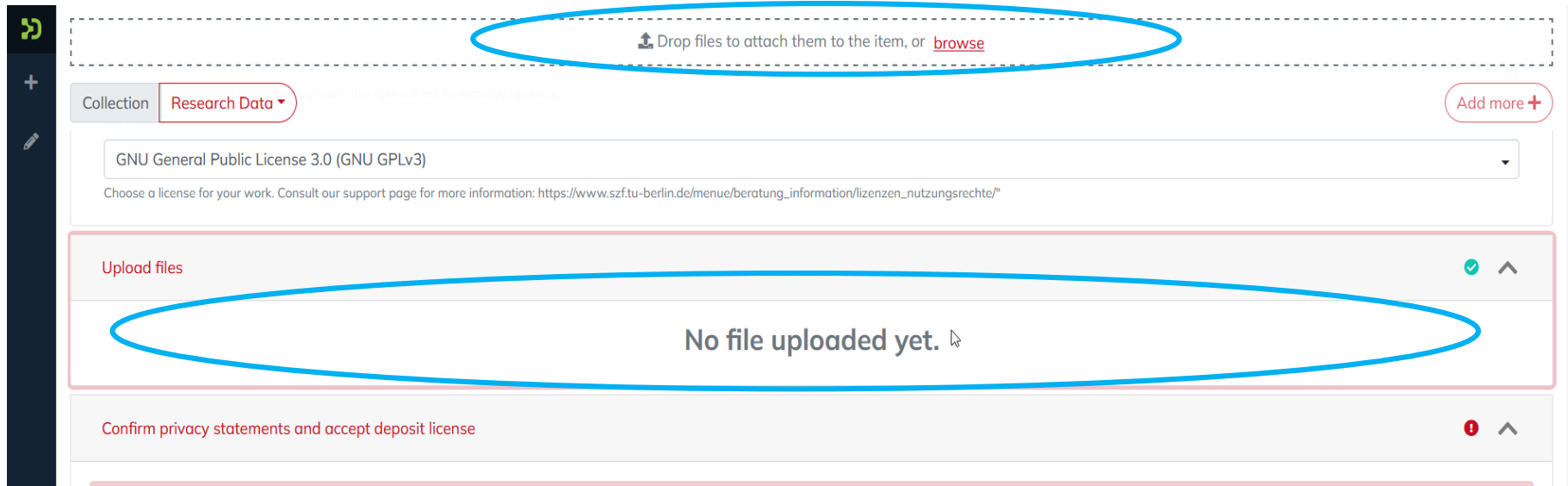
- Creative Commons Zero 1.0 (CC0)
- In Copyright
- In Copyright license 2.0
- BSD License (BSD-3-Clause)
- GNU General Public License 3.0 (GNU GPLv3)
- GNU Lesser General Public License 3.0 (GNU LGPLv3)
- MIT License

No file uploaded yet.

Confirm privacy statements and accept deposit license

As the copyright holder, you have the option to license your item.

Explanations of the individual licenses can be found under [https://depositonce.tu-berlin.de/info/help\\_en#g#Licenses](https://depositonce.tu-berlin.de/info/help_en#g#Licenses).



The screenshot shows the DepositOnce upload interface. A blue oval highlights the text "Drop files to attach them to the item, or [browse](#)" at the top. Below this, the "Collection" dropdown is set to "Research Data". A license dropdown is set to "GNU General Public License 3.0 (GNU GPLv3)". A second blue oval highlights the "Upload files" section, which contains the text "No file uploaded yet." and a red border. Below the upload section is a "Confirm privacy statements and accept deposit license" section with a red border and an information icon.

Now you just have to attach your files to the metadata record. For uploading the files you can use the area above the form. Open your file folder by clicking "browse". Another possibility is to pull your files from your already opened folder on your desktop over to the marked area of the form.

Make sure that you only use open file formats that are not proprietary but free to use. Recommendations for file formats can be found on our help pages: <https://depositonce.tu-berlin.de/info/help#Dateiformat>.



As soon as you have accepted the privacy policy and the Deposit license at the end of the form, you can finally submit your file. The DepositOnce team then will do a formal review of the data and finally approve it in the repository. You will be informed by email about the publication.

Confirm privacy statements and accept deposit license

You must accept the privacy statements and grant this deposit license to complete your submission. If you are unable to accept the privacy statements and grant this license at this time you may save your work and return later or remove the submission.

### 1. Personal rights

I hereby confirm that by submitting personal metadata (name and surname of the participating scientists) I act in consent with all persons whose data I enter. I also confirm that I do not

☒ I confirm the privacy statements and accept the deposit license above

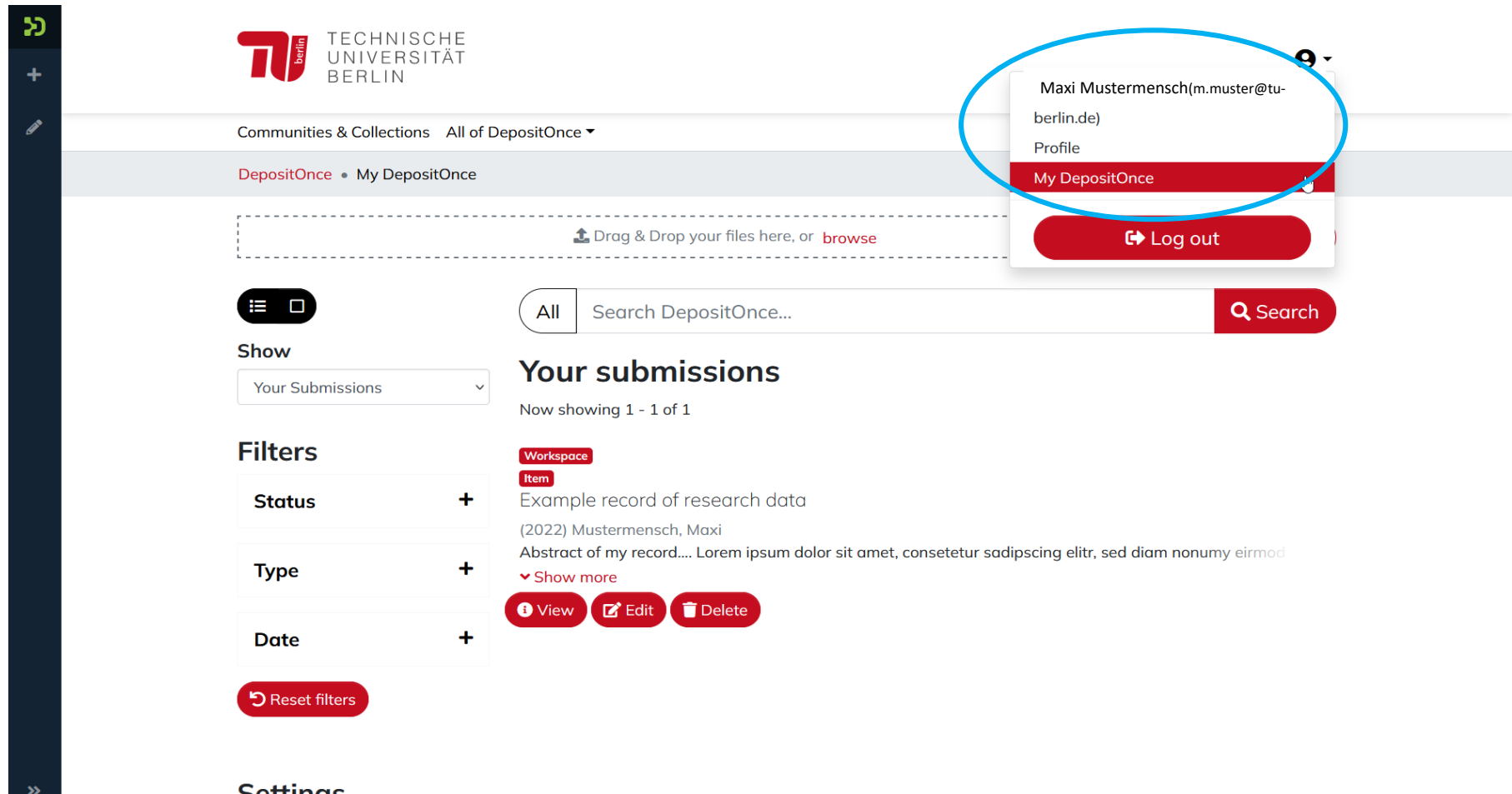
Discard

Saved

Save

Save for later

+ Deposit



TECHNISCHE  
UNIVERSITÄT  
BERLIN

Communities & Collections All of DepositOnce ▼

DepositOnce • My DepositOnce

Drag & Drop your files here, or [browse](#)

Search DepositOnce...

Search

Show

Your Submissions

Filters

Status +

Type +

Date +

Reset filters

Settings

Workspace

Item

Example record of research data

(2022) Mustermensch, Maxi

Abstract of my record.... Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod

Show more

View Edit Delete

Maxi Mustermensch(m.muster@tu-berlin.de)

Profile

My DepositOnce

Log out

My DepositOnce:

Here you see all of your submitted and published data as well as your saved drafts.