

Guide for using Figshare

University of Auckland Faculty of Creative Arts and Industries – Dance Studies

Figshare Description:

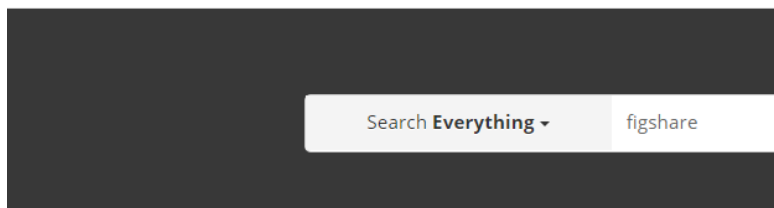
<https://research-hub.auckland.ac.nz/#/content/6>

In order to publish on figshare you will need to go the University of Auckland Figshare for Institutions platform <https://auckland.figshare.com/> .

Otherwise the easiest way to find figshare is via Library search <https://www.library.auckland.ac.nz/>

Libraries and Learning Services

Te Tumu Herenga



The result will give a direct link to this platform



You will need to log in (top right-hand side - single sign on (SSO) should take effect here if you are on a UoA device)

Logging in takes you to “My data” where you can

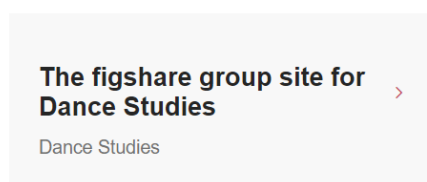
- Create and upload & publish new items
- Create projects (with collaborators beyond the University)
- Create collections by organizing existing items and publish as one collection (with its own doi)

Uploading files to Dance Studies figshare site

First time using Dance Studies Group site

You will receive an email invite to join the figshare group site for Dance studies. Click on this link - it will take you to the "Activity" tab in "My data" with another link to "Join Dance Studies". This will take you to the project page that publishes to the Dance Studies Group site. You can now upload items to the site.

Once invited you can access the site via the "Projects" tab in "My Data"



Click on the title and then you will be given the option to "**Add a new item**" or "**Add a note**"

- **An item** can be published and available publicly
- **A note** is purely for the project page and will not be made public

To add a new item

You will need to complete the requirements of the form.

In order to publish your research, you must provide information in the following highlighted fields as a minimum (green dots on site). Additional fields are available to include relevant information such as venue, date, etc.

Title - REQUIRED

Give your item a descriptive title that is more than just a file name. This will help discoverability in search engines. For Dance Studies, if the title description of the output is not explicit i.e. "performance" or "choreography", then add to the title and year

e.g. Last man standing – Performance 2019

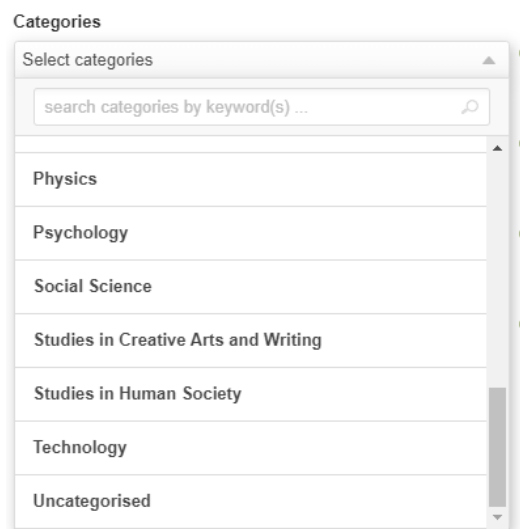
Fifth World - Choreography 2018

Author (Creator/Main protagonist) – REQUIRED

The person uploading the files will appear in this field. Include any colleagues/collaborators as necessary. The system will pick up UoA staff/doctoral/PG students.

Categories - REQUIRED

The category applicable to most Dance research outputs is "**Studies in Creative Arts and Writing**" – you will need to scroll down to find this.



Within this category you will find the subcategory **Dance**.

Group - REQUIRED

Use the drop down to complete this form.

Item Type - REQUIRED

This field is best used for the file format of your item. This table outlines previous research outputs (as per Research Outputs) for Dance studies and aligns them with the most suitable figshare Item type available currently.

Item Type [figshare]	Research output types - Dance specific
Figure: Generally, photos, graphs and static images that would be represented in traditional pdf publications	Performance image, exhibition, artifact
Media: Media is any form of research output that is recorded and played. Most commonly video but can be audio or 3D representations	Performance, exhibition, video presentation, artifact, media
Journal contribution: Any type of content formally published in an academic journal, (usually peer-reviewed)	The UoA Research Outputs system is best place for reporting these outputs
Presentation: Academic presentation can be uploaded in their original slide format – videos of presentation can be uploaded as media	Slide presentation, Oral presentation not at a conference
Online Resource: Any type of resource available online	Internet publication
Preprint: Manuscripts made publicly available before they have been submitted for peer-review. Can be draft or final version but must not have been accepted for publication at time of submission.	Potentially could use figshare for this if formal publication of article is considerably far in the future.
Book: Generally long-form documents, specialist work of writing containing several chapters or a detailed written study	The UoA Research Outputs system is best place for reporting these outputs UNLESS they are unlikely to be published elsewhere e.g. report, guide
Conference contribution: Any type of content contributed to an academic conference, such as papers, presentations, lectures or proceedings	Conferences

Keywords – REQUIRED

Add keywords to help make your research more discoverable. This is important for research impact and promotion. There is no limit but aim for between 5-10 keywords. As well as describing content keywords can include faculty name, department etc.

e.g. UoA Dance, Dance Studies, Performance, Group performance, improvisational dance etc. etc.

Description - REQUIRED

Use this field to provide as much context as possible.

Collaborators, event, methodologies and technologies can all be entered.

Also include all relevant information that ensures you are adhering to any legal or ethical requirements. If you have used a soundtrack was created by your collaborators or that has creative commons licensing, then attribute appropriately at the end of your description.

To find Creative Commons Music

<https://creativecommons.org/about/program-areas/arts-culture/arts-culture-resources/legalmusicforvideos/>

Specifically include this wording for **third-party soundtracks** that may have been used **and fall under commercial copyright**:

“These dance works are protected by copyright, which either belongs to the artist or artists. The music has been copied under licence for the educational purposes of the University of Auckland and may not be further copied or shared.”

[This protects your copyright and that of the third party – it still allows for the item to be accessed for teaching purposes with the figshare doi]

Funding

Use for stating any funding/sponsorship etc. received

References

Links to related content – links need to be in full and valid to work.

Licensing - REQUIRED

You must apply a license to your item the figshare link and the creative commons online tool help you decide which licence is more appropriate for you.

<https://creativecommons.org/choose/>

If you need to use the **third-party notice for soundtracks** then the appropriate CC licence is: **BY-NC-ND Attribution-NonCommercial-NoDerivatives**

Publisher - REQUIRED

This should already state: University of Auckland

Contact – REQUIRED

This will be the uploader's UoA email address

Spatial Coverage

Use this to state location (if any)

Temporal coverage: start

Start date (if any) for event

Temporal coverage: end

End date (if any) for event

The item can now be saved. Make sure you are completely happy with the record you have created before you publish the item.

If you feel it is correct and as complete as possible it can be published and made available publicly. The item will now sit in your "My data" files as well as showing on the Dance Studies site.

For copyright queries:

Melanie Johnson, UoA Copyright Officer: copyright@auckland.ac.nz

For figshare queries:

Fiona Lamont, Research Services Adviser, Libraries & Learning Services:

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