

Create an image and or video portfolio with University of Auckland Institutional Figshare



Figshare is an online digital repository and publishing service where researchers can preserve and share their research data outputs and digital creative works, including figures, datasets, images, and videos. Figshare makes it easy for a researcher to upload files via its web interface, annotate the data with metadata like categories and tags, a description, references as well as funding and licensing information.

The University of Auckland hosts an institutional version of Figshare (<https://auckland.figshare.com>).

This service is available to all permanent staff and doctoral candidates. Access is provided using your normal login details (other postgraduate researchers can request access via their supervisor through the Staff Service Centre.)

Learn more about [figshare at the University of Auckland](#)

To access figshare you will need to login to the University of Auckland Figshare for Institutions platform <https://auckland.figshare.com/> .

1. Log in

Browse

Search on The University of...

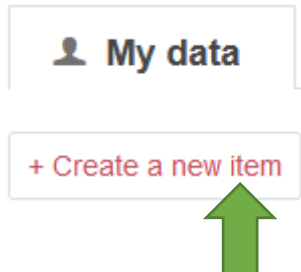


Log in

Using your normal UoA login details will take you to single sign on and you will land on "My Data". This allows you to:

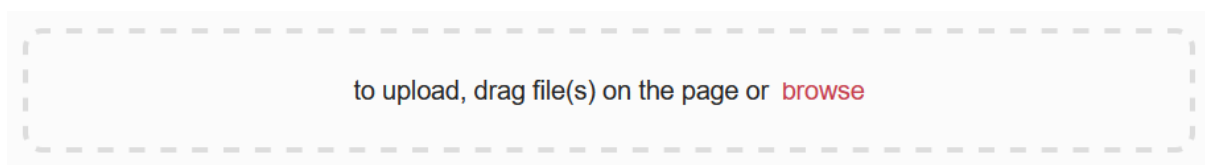
- Create and upload & publish new items
- Create projects (with collaborators beyond the University)
- Create collections by organizing existing items and publish as one collection (with its own doi)

2. Create new item



NOTE: If you have yet to upload anything to figshare you will need to scroll to the bottom of the "My Data" page

3. Upload the image



4. Complete the requirements of the form

To publish your item, 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 example:

Dance Studies, if the title description of the output is not explicit i.e., "performance" or "choreography", then add to the title and year

Title: Last man standing – Performance 2019

Author (Creator/Main protagonist) – Automatic REQUIRED

The person logged in and 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

Choose the category applicable to you and your research. Some categories are a "child" to "parent" categories

For example:

Dance research is within "***Studies in Creative Arts and Writing***". Within this category you will find the subcategory ***Dance***.

Item Type - REQUIRED

This is for the file format of your item:

For images choose "Figure"

Figure: Generally, photos, graphs and static images that would be represented in traditional pdf publications

For videos choose "Media"

Media: Media is any form of research output that is recorded and played. This is most commonly video but also can be audio or 3D representations.

Keywords – REQUIRED

There is no limit of the number of keywords so describing content keywords can include faculty name, department etc. The system will provide a dropdown, let this happen – either choose from the dropdown or create your own word before you move on to the next word

Keyword(s)

blue
Blue pigments
Blue Wildebeest
Blue 113. Results
Blue Chromoprotein Chromoproteins
Blue Native Gel Electrophoresis

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 that was created by you/collaborators or that has creative commons licensing, then attribute appropriately at the end of your description.

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

"These 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 will help you decide which licence is more appropriate for your item.

<https://research-hub.auckland.ac.nz/article/creative-commons>

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

Not essential but you can use this to state location of image

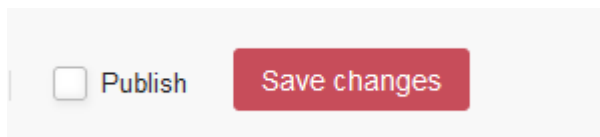
Temporal coverage: start

Not essential - Start date (if any) for event

Temporal coverage: end

Not essential - End date (if any) for event

5. Save & publish your image



The item can now be saved. Make sure you are completely happy with the record you have created before you publish the item. Once published the item will have a doi and will begin to accrue statistics for views and downloads.

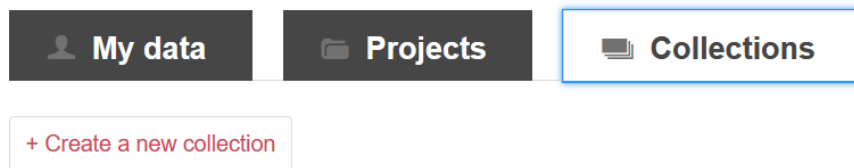
To find the doi use the “Cite” button on your item’s page.



6. Collections

If you have several related images you could create a collection.

A good example of images and collections is the recent (2021) [School of Graduate Studies Research Showcase](#)



Fill in the mandatory fields marked with a green dot ●

Again, think about the title you are giving your collection as this will aide discoverability. Once happy publish the collection.

The collection will also have a doi assigned to it and will also gain statistics.

Queries:

[Ask us](#)

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