



Guidelines for data submission to Data@UNIMI for authors of Milano University Press (Books and Journals)

Introduction to Data@UNIMI	2
How should I upload my data?.....	2
Type of data.....	3
Metadata, formats and data organisation.....	3
Publishing with an appropriate license	4
Further Support.....	4



Introduction to Data@UNIMI

[Data@UNIMI](#) is the certified and trusted repository of the University of Milan for the storage and sharing of research data. It also allows for the deposit of materials related to scientific publications from [Milano University Press \(MUP\)](#). This facilitates a better understanding of the publication and the analyses conducted, providing readers with the opportunity to consult and potentially reuse the data, in accordance with the [FAIR principles](#). These guidelines enable those publishing books and journals with Milano University Press to use the University's repository to deposit data related to their publications.

How should I upload my data?

Data@UNIMI is organized in a hierarchical structure, where within the University's main dataverse (understood as a folder), there are sub-dataverses for each of the UNIMI departments, as well as a [sub-dataverse for Milano University Press](#). This, in turn, is organized into sub-dataverses for Books, Journals, and Series.

Below are the guidelines for uploading research data for both UNIMI affiliates and non-affiliates:

	Affiliated to UNIMI	Not affiliated to UNIMI
1. Creating a dataverse	If the author already has a space on Dataverse, the datasets related to publications made with MUP will be included within their personal or project-specific dataverse. If the author does not have a space on dataverse, he/she should contact dataverse@unimi to ask to open one, specifying that he/she is affiliated to UNIMI.	The datasets related to publications made with MUP will be included within the MUP dataverse. The data stewards will create a dedicated dataverse within MUP Books, Journals, or Series.
2. Creating a dataset	Authors create the dataset entitled <i>replication data for</i> or <i>supplementary material</i> by clicking on 'add data' and the steps indicated in following paragraphs.	The data stewards will handle the entire deposit and publication process. To do so, they will ask the authors to fill out the metadata template and to share the data to be uploaded to the dataset via a secure link to a drive.
3. Publishing the dataset	Authors click on ' submit for review ' and notify dataverse@unimi that data is related to an MUP publication. The data stewards will review the FAIRness, publish the dataset and link it to a MUP dataverse—Books, Journals, or Series.	Data stewards will publish the dataset directly within the MUP dataverse.



Type of data

On Data@UNIMI, you can create a dataset containing descriptive metadata and data related to scientific publications or supplementary materials. The dataset is automatically assigned a DOI, which makes it uniquely identifiable, publicly visible, and facilitates its circulation within the scientific community.

In order to create a dataset, it is necessary to follow the instructions listed below:

	Data correlated to a publication	Supplementary material
Type of data	These are the essential data needed to understand the published text, without which it is impossible to follow the analysis presented in a scientific publication. Examples include complex datasets containing collected data (questionnaire responses, measurements, lab tests, etc.), processed data (analyses, calculations, experiments, program codes), all explicitly referenced in the publication. Here is an example dataset.	These are data not essential for understanding the published text but still relevant and supporting what is discussed in the publication. They support the research results reported. Examples include full datasets/databases, only partly discussed in the publication; figures like graphs, diagrams, and images; audio/video material; software applications or codes useful for context; and case studies relevant to the publication.
Title of the dataset	The dataset always takes the publication's name, preceded by 'Replication data for'. If multiple datasets are needed for the same publication (e.g., datasets for different book chapters), it's best to create a sub-dataverse containing all datasets, ensuring titles show the relation between datasets and dataverse: the dataverse is titled 'Replication data for: "Publication Title"' and datasets are titled 'Replication data for chapter/article X of: "Publication Title"'.	The dataset always takes the publication's name, preceded by 'Supplementary material for'. If multiple datasets are needed for the same publication, it's best to create a sub-dataverse containing all datasets, ensuring titles show the relation between datasets and dataverse: the dataverse is titled 'Supplementary material for: "Publication Title"' and datasets are titled 'Supplementary material for chapter/article X of: "Publication Title"'.

Metadata, formats and data organisation

Whether you're depositing Replication data or Supplementary material, pay attention to:

1. **Metadata**

Fill in all fields in the [template](#).

2. **Formats and dataset organization**

Upload files in [open formats](#) when possible (see detailed info here). If using non-open formats, explain the file type, why it's used (e.g., standard in your field), and what software can open it in



the notes. For many files and complex folder structures, you can upload ZIP archives, which preserve hierarchical organization. ZIP uploads follow the same process as single files.

3. The README file

Always upload a README for Replication data: a plain text (.txt) file describing data collection, organization, abbreviations, codes, and processing tools. A template is available at the provided link. For Supplementary materials, a README is not required.

Publishing with an appropriate license

Whether you are depositing Replication data or Supplementary material, you must select a license before your dataset is published. If you don't select one, Dataverse UNIMI will assign a default CC0 public domain license. You can also select CC BY, CC BY SA, or Custom terms to restrict access if needed. Details are available [here](#).

After publication, your dataset's DOI will be active and can be linked in the Data Availability Statement or Supplementary Materials section of the hosting journal or book, making it publicly accessible. Note that Data@UNIMI's versioning system tracks all changes to published datasets. Each change creates a new version (minor or major), and you must resubmit the dataset via the 'Submit for review' button to publish the updated version.

Further Support

- Always remember to refer to the [Research Data Management checklist](#).
- Can't find what you're looking for? Check the [user guide](#), the research data management [website](#), or attend [webinars](#) dedicated to using Data@UNIMI.
- Have more questions? Contact the Data@UNIMI support staff [via email](#) or schedule an online meeting via [MS Teams](#).