

DATAVERSE GUIDELINES FOR DEPOSITORS

The data are deposited to the digital ADP Data Collection on Dataverse:

<https://dataverse.adp.fdv.uni-lj.si/>.

The deposition may be carried out by anyone authorized by the author of the study, and not necessarily by authors themselves.

When filling in the form, use the explanation in the field with a question mark (?); place your mouse pointer over the field marked with a question mark (?) and a window will open with instructions on what information to enter in the required field.

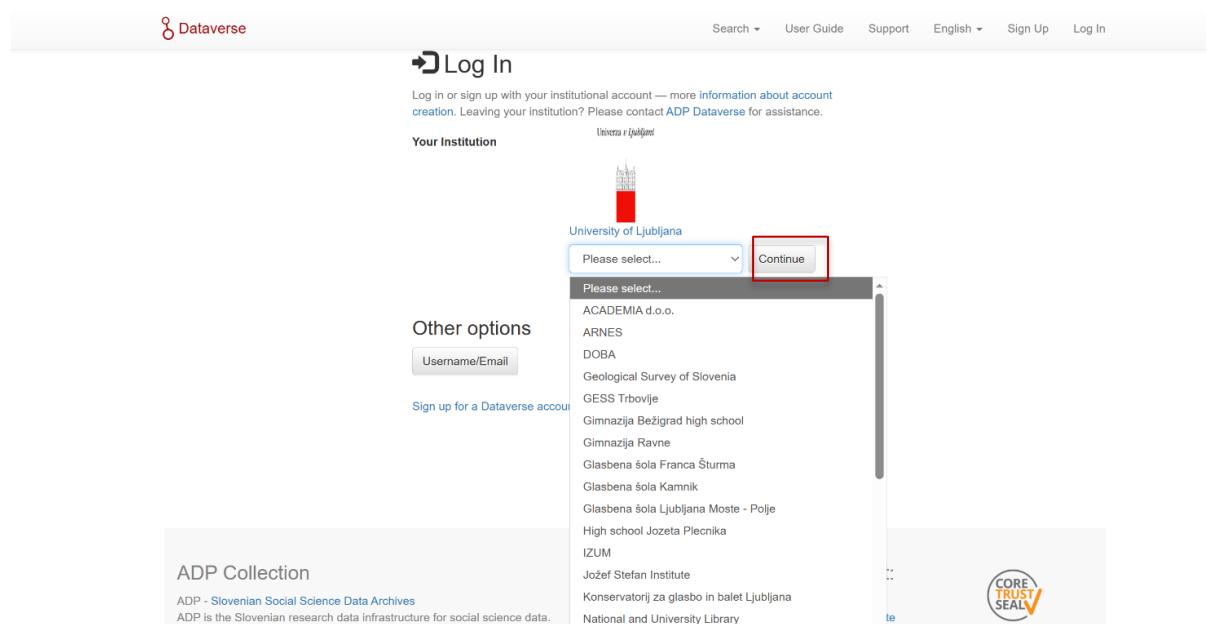
Change language to English.

1. Registration

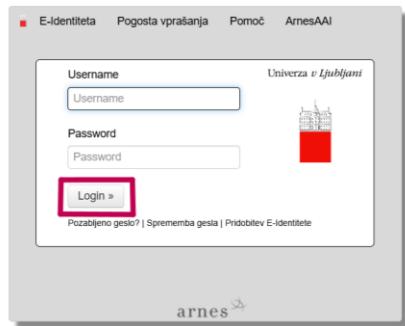
To access Dataverse, you must sign up or log in.



Option 1: Registration with the account (AAI) via an institution >> Log In >> Select an institution >> Continue



The path leads to the institutional login interface. *An example of login with an account of the user at the University of Ljubljana.*



If you would like to register without an institutional interface, you are required to create your own Dataverse account.

To do this, go to **>>Log In >>** click on the link below the button **>>Other options >>Sign up for a Dataverse account (or via option 2)**

→ Log In

Log in or sign up with your institutional account — more [information about account creation](#). Leaving your institution? Please contact [ADP Dataverse](#) for assistance.

Your Institution

Univerza v Ljubljani

University of Ljubljana

Please select... ▾ Continue

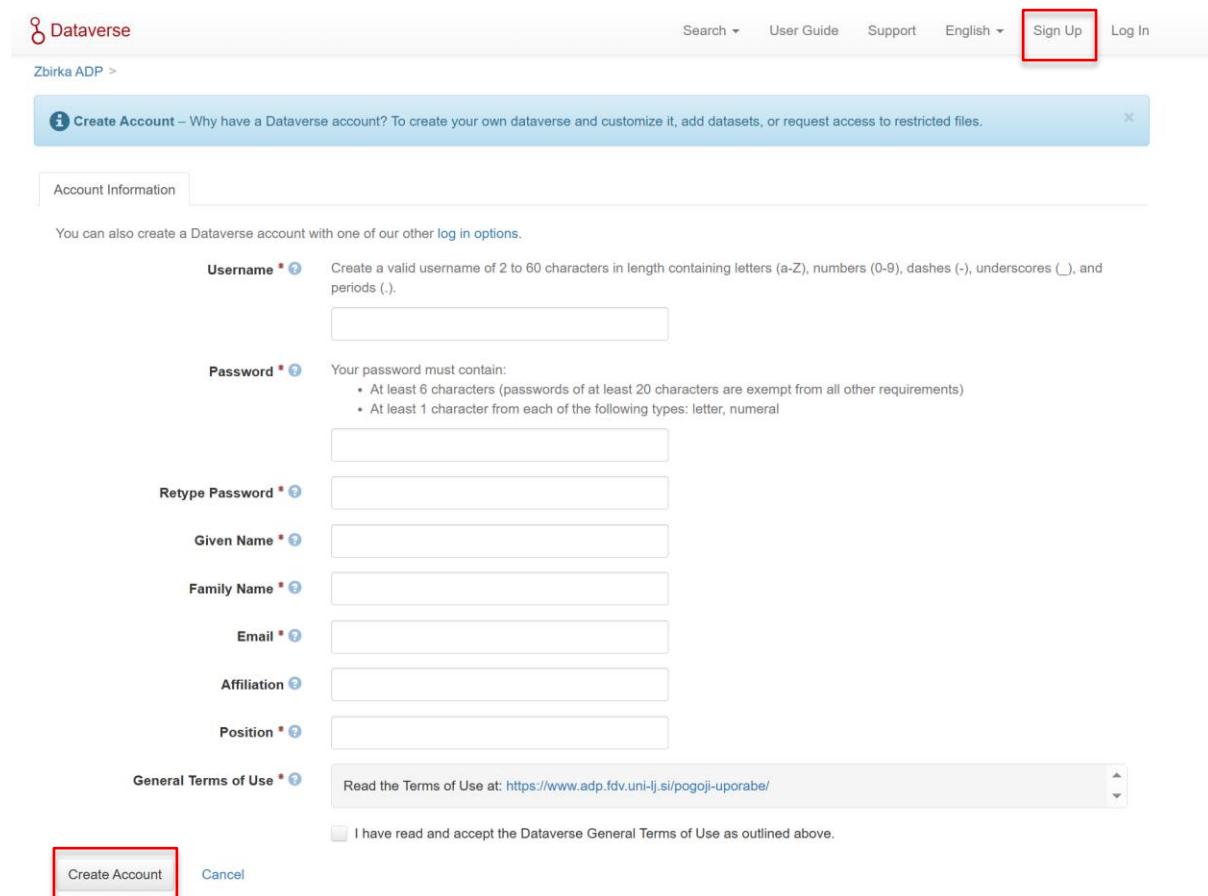
Allow me to type the name of my institution

Other options

Username/Email

Sign up for a Dataverse account.

Option 2: Registration to obtain Dataverse account **>> Sign Up >> enter data >> Create an account**



Create Account – Why have a Dataverse account? To create your own dataverse and customize it, add datasets, or request access to restricted files. X

Account Information

You can also create a Dataverse account with one of our other [log in options](#).

Username * ⓘ Create a valid username of 2 to 60 characters in length containing letters (a-Z), numbers (0-9), dashes (-), underscores (_), and periods (.)

Password * ⓘ Your password must contain:

- At least 6 characters (passwords of at least 20 characters are exempt from all other requirements)
- At least 1 character from each of the following types: letter, numeral

Retype Password * ⓘ

Given Name * ⓘ

Family Name * ⓘ

Email * ⓘ

Affiliation ⓘ

Position ⓘ

General Terms of Use * ⓘ Read the Terms of Use at: <https://www.adp.fdv.uni-lj.si/pogoji-uporabe/>

I have read and accept the Dataverse General Terms of Use as outlined above.

Create Account [Cancel](#)

Once you have created a user account, you can log in again to access your research or enter new research using **option 1 >>Log In>> institutional interface** or by clicking on the **Username/Email** button and enter your data.

Other options

Username/Email

[Sign up for a Dataverse account.](#)

 **Log In**

Username/Email

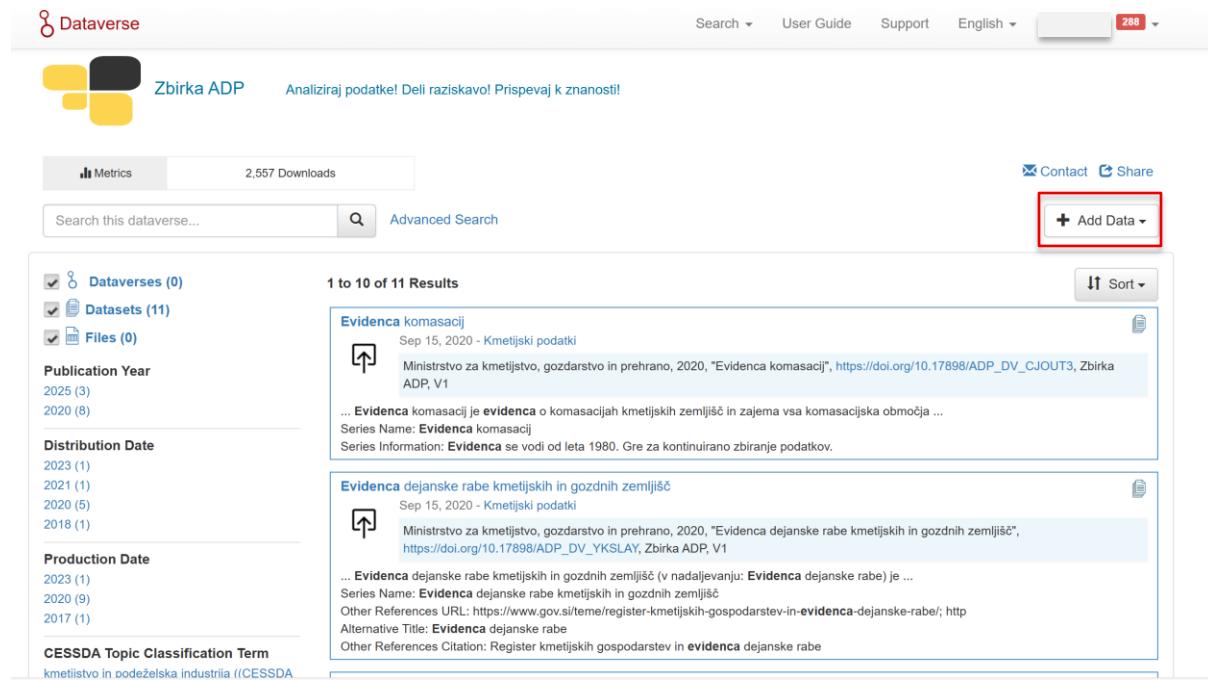
Password

Log In

[Forgot your password?](#)

2. Deposit study

Find ‘Add Data’ button and select ‘New Dataset’.



The screenshot shows the Zbirka ADP Dataverse homepage. At the top, there is a navigation bar with links for 'Search', 'User Guide', 'Support', 'English', and a notification badge showing '288'. Below the navigation bar, the Zbirka ADP logo and the tagline 'Analiziraj podatke! Deli raziskavo! Prispevaj k znanosti!' are displayed. The main content area features a search bar with 'Metrics' and '2,557 Downloads' buttons, and a 'Contact' and 'Share' button. A large 'Add Data' button is highlighted with a red box. On the left, there are filters for 'Dataverses (0)', 'Datasets (11)', and 'Files (0)'. Below these filters are sections for 'Publication Year' (2025, 2020, 2018), 'Distribution Date' (2023, 2021, 2020, 2018), 'Production Date' (2023, 2020, 2017), and 'CESSDA Topic Classification Term' (kmetijstvo in podeželska industrija (CESSDA)). The main results area shows two entries: 'Evidenca komasacij' and 'Evidenca dejanske rabe kmetijskih in gozdnih zemljišč'. Each entry includes a preview image, a title, a date (Sep 15, 2020), an author (Ministrstvo za kmetijstvo, gozdarstvo in prehrano), a URL (https://doi.org/10.17898/ADP_DV_CJOUT3), and a brief description.

DEPOSIT AGREEMENT

‘DEPOSIT AGREEMENT’ is opened, which serves as a contract between ADP and the depositor.

Fill in the required fields and agree to ADP’s general terms and conditions. When you are finished, click on the ‘Accept’ button.

DEPOSIT AGREEMENT

Depositor:	<input type="text"/>
Full name:	<input type="text"/>
Institution:	University of Ljubljana
E-mail:	<input type="text"/>

AGREED TERMS OF DEPOSIT

Dajalec izroča digitalne objekte¹ iz zgoraj navedene raziskave (glej Prilogo 2: *Seznam izročenih digitalnih objektov in pogoji deljenja*) prevzemniku oziroma njegovemu zakonitemu nasledniku v hrambo in za nadaljnje razširjanje uporabnikom, skladno s tem dogovorom. Digitalne objekte izroča kot edini avtor, v dogovoru s soavtorji ali na podlagi pooblastila nosilca pravice razpolaganja z digitalnim objektom (npr. naročnika raziskave). Dajalec obdrži vse pravice nad izročenimi digitalnimi objekti in hrani njihovo kopijo.

Dajalec pooblašča prevzemnika, da v njegovem imenu pregleda izročene digitalne objekte ter oceni njihov potencial za arhiviranje in objavo v sistemu aktivnega

Annex: [General terms and conditions](#)
[List of copyright options](#)

Please, read and agree with above text to be able to click Accept
 I agree with the General Terms and Conditions

A form for the metadata description of the study opens, divided into four thematic sections.

STUDY METADATA

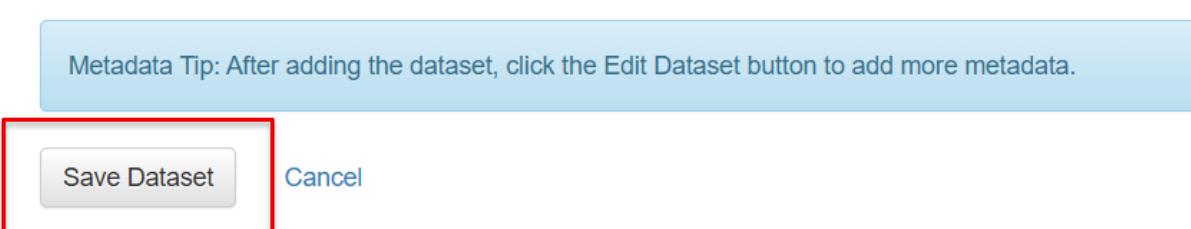
1. CITATION METADATA
2. GEOSPATIAL METADATA
3. METHODOLOGY
4. FILLED IN BY ADP WITH ARCHIVE INFORMATION

When entering data for the first time, you must fill in **the mandatory fields (marked with *)** in each section. Only after filling in the mandatory fields, you will be able to save your study.

You can change or add to the content of all fields later.

Once you have entered the metadata at the bottom of the form (below the file upload field), click on '**Save Dataset**'. Once the survey has been saved for the first time, the button will change to '**Save Changes**'.

For each subsequent entry, you must also always save your changes before logging out of the application.



The first set consists of citation metadata and basic information about the origin of the study.

*Asterisks indicate required fields

A screenshot of a 'Citation Metadata' form. The fields include:

- Title ***: Text input field with placeholder 'Enter title...'. The input 'FamilyName, GivenName or OrganizationalName' is shown.
- Subtitle**: Text input field.
- Alternative Title**: Text input field.
- Alternative URL**: Text input field with placeholder 'Enter full URL, starting with http://'. The input 'urn:ddi:int.ddi.cv:ContributorRole:1.0.2' is shown.
- Author ***: A row with 'Name' (placeholder 'FamilyName, GivenName or OrganizationalName') and 'Affiliation' (placeholder 'Univerza v Ljubljani, Fakulteta za družbe'). A '+' button is to the right.
- Identifier Scheme**: A dropdown menu with 'Select...'.
- Identifier**: A text input field.
- Contributor**: A row with 'Type' (dropdown menu with 'Select...'), 'Name' (placeholder 'FamilyName, GivenName or OrganizationalName'), and 'Affiliation' (placeholder 'Univerza v Ljubljani, Fakulteta za družbe'). A '+' button is to the right.
- Vocabulary URL**: A text input field with the value 'urn:ddi:int.ddi.cv:ContributorRole:1.0.2'.

The screenshot shows only part of the fields.

The second set contains geospatial metadata.

Geospatial Metadata ▲

Geographic Coverage * ⓘ	Country / Nation * ⓘ	State / Province * ⓘ
Select...		
City *	Other *	
Geographic Unit ⓘ	Vocabulary ⓘ	Term ⓘ
	ADP-GeogUnit	Select...
	Vocabulary URL ⓘ	
	https://www.adp.fdv.uni-lj.si/	
Geographic Bounding Box ⓘ	West Longitude ⓘ	East Longitude ⓘ
	North Latitude ⓘ	South Latitude ⓘ

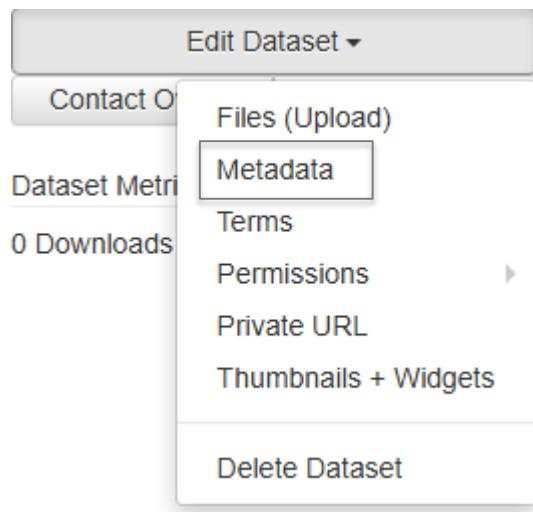
The third section consists of methodological data.

Methodology ▲

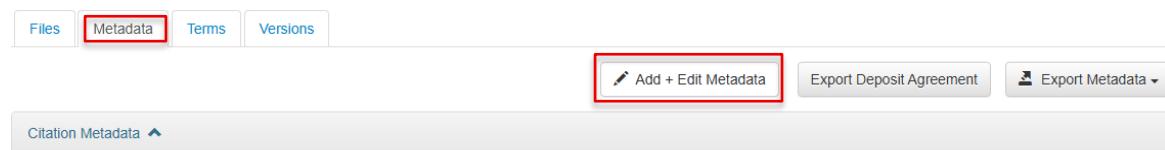
Unit of Analysis ⓘ	Vocabulary ⓘ	Term ⓘ
	DDI Analysis Unit	Select...
	VocabularyURL ⓘ	
	urn:ddi:int.ddi.cv:AnalysisUnit:2.1	
Universe * ⓘ	Included * ⓘ	
	Excluded ⓘ	
Time Method ⓘ	Vocabulary ⓘ	Term ⓘ
	DDI Time Method	Select...
	VocabularyURL ⓘ	
	urn:ddi:int.ddi.cv:TimeMethod:1.2	
Data Collector ⓘ	FamilyName, GivenName or Organization	
Frequency ⓘ	Vocabulary ⓘ	Term ⓘ
	ADP Frequency	Select...
	VocabularyURL ⓘ	
	urn:ddi:int.ddi.cv:TypeOfFrequency:1.0.C	

The fourth section is completed by ADP.

You can also save your metadata (using the '**Save Changes**' button at the bottom of the form) and continue filling in the form later. To continue entering data, open your study by clicking on its title, then click on the '**Edit Dataset**' button in the upper right corner and select '**Metadata**' from the drop-down list.



Or click on the '**Metadata**' button >> '**Add + Edit Metadata**'



The first set of metadata (for citation) will open; open the others by clicking on the gray bar of the set.

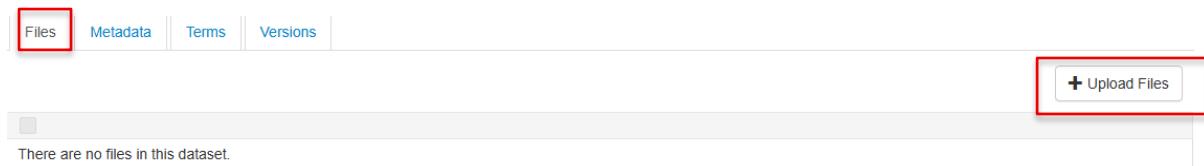
Don't forget to save your changes each time.

3. Deposit digital objects

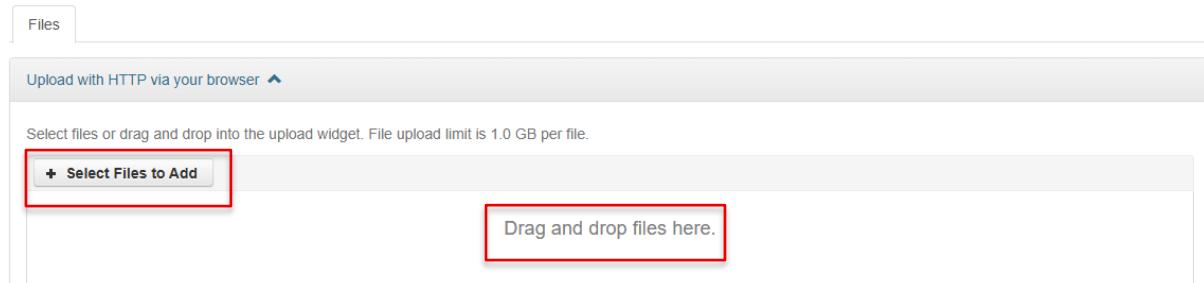
Once you have entered and saved the metadata, you must upload all digital objects, i.e., files related to the research (data, measuring instruments, and other accompanying materials).

UPLOADING FILES

To do this, first click on the "**Files**" button and then on the "**+ Upload Files**" button on the right.



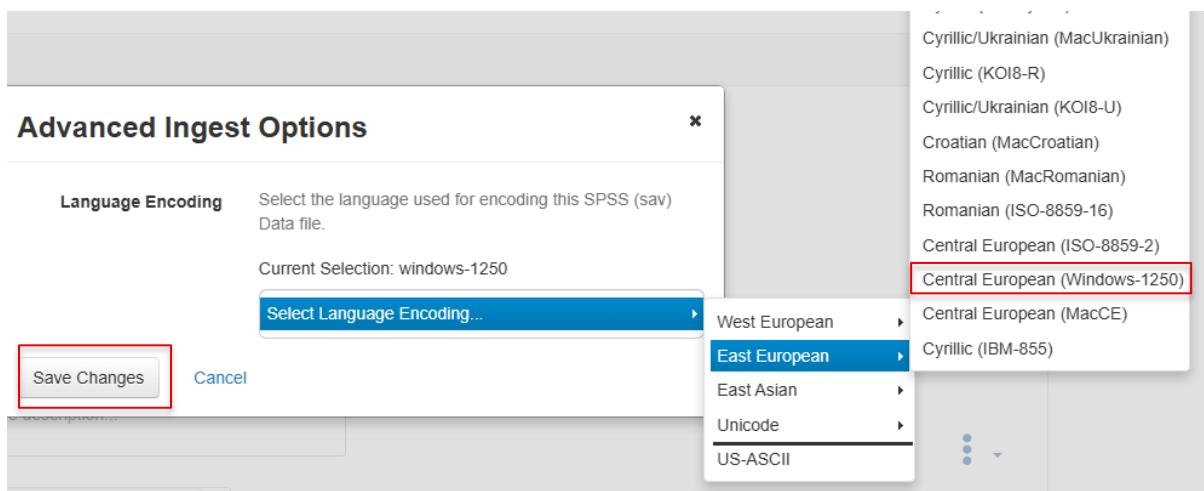
A new window will open where you can upload files by dragging them from your directory to the marked area or by clicking on '**+ Select Files to Add**' in the upper left corner.



Please note: When uploading an SPSS data file, you must select the appropriate display language before saving the entry. If you do not do this, you will have to delete the entire entry, re-upload the file, and fill in the metadata for the material.

Procedure:

- upload the *.SAV file
- when entering metadata about the file, click on the three parallel dots on the right-hand side, select "**Advanced Ingest Options**" from the list → "**Select Language Encoding**" → East European → Central European (WIN-1250) → **Save Changes**



FILE METADATA ENTRY

When you upload a file, you must also fill in the metadata. You can upload all files at once (saving as you go) and then enter the metadata for each one separately, or you can enter the metadata as you go.

The following metadata fields must be completed:

FILE NAME - It prints automatically.

TITLE OF MATERIAL - Enter the address of the digital object.

The title entered will be part of the citation. If the digital object does not have its own title, enter the title of the study you specified in the "study metadata" with a note on the type of digital object. E.g. "Study on the ecological challenges of the Mura River, 2017. Information letter."

AUTHOR(S) - Enter all authors of each digital object. Add them by clicking on the "+" on the right-hand side.

YEAR - Enter the year when the digital object was created.

DESCRIPTION – Add description of digital object, if necessary.

TYPE OF MATERIAL – Select the type of digital object from the drop-down list.

SHARING - Select the sharing method of the digital object from the drop-down list.

- Publication (digital objects that will be available to users upon publication of the study)
- Archival copy
- Inspection copy

ACCESS CONDITION - If the digital object will be published in the ADP Dataverse Collection, the type of access and license must also be specified for each individual digital object. Select one of the options:

- Access without registration – the file is accessible without prior registration (use determined by license)
- PUF – Public Use Files (access upon registration)
- SUF – Scientific Use File (available upon request)
- ScUF – Secure Use File (available upon request)

LICENCE – Select the licence from the drop-down list:

- CC0 – Creative Commons Zero 1.0
- CC BY Creative Commons Attribution 4.0
- CC BY-NC – Creative Commons Attribution – NonCommercial Licence 4.0

NOTES - Additional important information about the file that could not be entered elsewhere. Here you also provide information about any embargo on the file. Example: Embargo until _date.

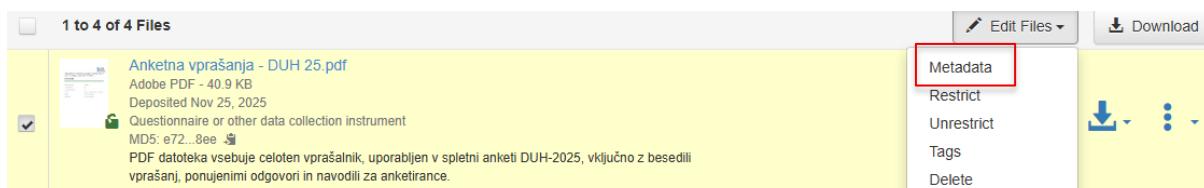
! For all accompanying materials, "Access without registration" is recommended!

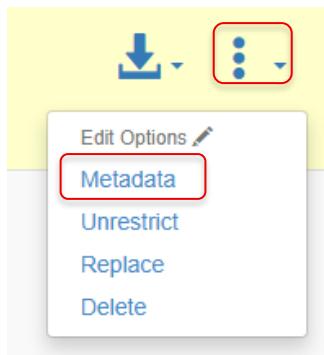
Once you have entered all the metadata, click »Save Changes«.

If you first upload all digital objects and then want to enter their metadata, or if you have already entered metadata and want to edit or add to it, you can do so by selecting the desired file from the list of all files as follows:

- select the file by clicking on the square on the left and then click on the "Edit Files" button, selecting "Metadata" from the drop-down list;
- select the file by clicking on the square on the left, then click on the three parallel dots on the right and select "Metadata" from the list.

Follow the same procedure if you want to delete a file, selecting "Delete" from the drop-down list.



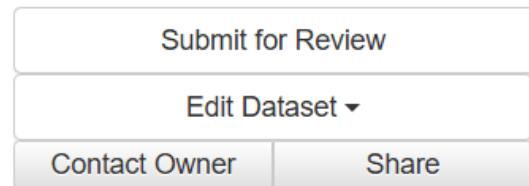


The 'Terms' tab is completed by ADP.

4. Submit the study for review

Once you have entered all the metadata of the study, added digital objects, and tagged them with metadata, submit the entire study for review. To do this, click on the button »Submit for Review« button.

Once you have submitted your study for review, you will no longer be able to edit it until the review process is complete.



If you conducted your survey using the 1KA online tool, please also send us the questionnaire export in *.1ka format.

1ka.si/admin/survey/index.php?anketa=57961&a=arhivi&m=survey

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Status Urejanje Testiranje Objava Podatki Analize GDPR

Vprašalnik Nastavitev Oblika Arhiv

ARHIVI

- Vprašalnik
- Podatki
- Vabila
- Analize
- Testni vnesi

IZVOZ VPRAŠALNIKA BREZ PODATKOV (?)

S klikom na gumb 'Izvoz' prenesete in shranite arhivsko datoteko za vprašalnik. Datoteka s končnico .1ka se bo shranila na vaš računalnik v privzeto mapo za prenose.

Izvoz

IZVOZ ANKETE (.1ka)

Vprašalnik brez podatkov

Vprašalnik in podatki

pako