Welcome to KiltHub
Carnegie Mellon University is now providing a comprehensive repository for research data and other forms of scholarly outputs. Powered by figshare, KiltHub is an online platform for citing, sharing, and discovering research data and other forms of scholarly output. This user guide will walk you through the process of depositing, publishing, and sharing your research and scholarship on KiltHub. For more information on creating collections and projects, please see our collections and projects guides.

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What is KiltHub?
KiltHub is a place to make all your research data and other scholarly outputs citable, shareable, and discoverable. It’s a place to share your supplementary research to make them first class outputs. Share both positive and negative results and get credit for all your research.

The most important things about KiltHub:
- Your research is assigned a DOI. This means you can cite it as a research output alongside your paper or as a freestanding piece of data.
- KiltHub complies with funder mandates around making data openly accessible and stored in perpetuity.

For more information, please contact:
website: https://kilthub.cmu.edu
twitter: @KiltHub
email: kilthub@andrew.cmu.edu
support site: library.cmu.edu/kilthub
How to login

1. Open your browser, and go to https://kilthub.cmu.edu
2. Click on “Login in”
3. Enter your AndrewID and Password
4. Confirm your login using your 2fa device. For more information on Two-Factor Authentication, please visit

5. You will be redirected to your “My Data” page. You are now logged into your account.
How to Upload your Materials

Uploading your research and scholarship to KiltHub is very easy.

1. Login to your account and select the **Create a new item** button from the lower left. You can also drag and drop your file from your browser to the drag and drop area.

2. You will now see the Submission Record for your material(s) with the metadata that you will need to create. For information on how best to complete the fields for maximum exposure of your materials, see our how-to guide [here](https://kilthub.cmu.edu). Tips on how to fill out each of the metadata fields can be found in the description text in the field, as well as on the right side of the screen in the Tips column.

3. Each field with a green circle 🔄, indicates a field that is required to publish the material, and for the material to be assigned a DOI.
4. You do not need to publish the materials to reserve a DOI for your materials. The DOI will not be registered and live until the material(s) have been published.
5. Insert a **Title**. The title should have at least three characters.

6. **Add Authors.** You can rearrange the order in which the authors appear. You can also remove yourself as an author if you are uploading on behalf of someone else. You can also search by entering the CMU email address of the author you want to add, as well as search for other figshare users using their email addresses.

7. **Select a Category.** These are from the Australian and New Zealand Standard Classification (ANZSRC) Fields of Research (FOR) system. You can choose more than one and either select from the drop-down menu or search for your subject area. Click **here** for the full figshare category list. If you can’t find exactly what you’re looking for, we recommend finding the best option and getting more specific in the Keywords field.

8. **Select the Item type** from our drop-down menu. We accept over 1,000 file extensions, but if there’s something we don’t support, please let us know. Click **here** to explore the different item types.
9. Add **Keyword(s)**. These should be more specific than the Category entries and help others find your research. Add as many relevant keywords as you want - just hit enter after each keyword. KiltHub remembers ones you’ve entered previously and will suggest keywords as you begin typing.

10. Write a **Description**. This is the description or abstract of your material(s). This should include any relevant information that pertains to your research - which might include information about the methodology, approval for data collection, or legal or ethical requirements. Be as descriptive as you can.

11. Enter any **References**. You can link to references or any related content.

12. Enter any **Funding** information. Add the grant number and name of the funding authority associated with your material.

13. Select a **License**. You can choose from a number of licenses based on your reuse requirements. If you are depositing a version of a publication you may need to select “In Copyright.” You may need to provide text and the full citation to the published version. Use the Publisher Statement field to do so. For more information on which license to
choose, click here. For questions about depositing a version of a publication, please feel free to contact the University Libraries at kilthub@andrew.cmu.edu.

14. Insert the **Publisher Statement**. This is a field for inserting text and the full citation to the published version of your material(s) if required by the publisher to comply with their Green Open Access standards. More information about publisher requirements can be found by searching for the publisher/journal on [Sherpa/RoMEO](https://sherparobeo.com). If a set Publisher Statement is not required, please use this KiltHub Standard Entry:

   “This is the [insert name of Version of Publication] of, “Full APA-Style Citation of Publication with hyperlinked DOI.” Copyright [Year of Publication] [Name of Publisher].”

15. Tick **Publish**. Make sure everything you have submitted is accurate - once it's published, it’s permanently available.
How to Upload Confidential Files, Linked Files, Embargoed Periods, and Metadata-Only Records

There are a number of reasons why you may want to conditionally upload your files:

- There may be ethically or commercially sensitive information or data
- You may not have permission to make the materials available (i.e. the publisher allows green open access, but you have to wait till six months after publication).
- Your materials (e.g. datasets) may be stored somewhere else, but you want to link to it to get a DOI

How to Upload a Confidential File

1. Scroll to the bottom of the page and tick Make file(s) confidential.

2. You will need to provide a reason in the Reason field as to why your materials should be made confidential.
How to Upload a Linked File

1. Click the **Link file** button at the top of the screen.

2. Copy the link in the box.

3. Click out of the box to continue adding metadata and publish your material.
How to Upload an Embargoed Period

1. Select the **Apply Embargo** button.

2. Select whether you want the embargo on the file(s) only or on everything (files and the metadata).

3. Select the embargo period. You can choose one of the standard embargo periods (1, 4, 6, 12 months, or 2 years) or enter your own date.

4. Enter the reason for the embargo (e.g. required by publisher) in the Reason field.
How to Make Metadata-Only Records

1. Tick the metadata record only box at the top of the screen and enter a reason.

2. Enter the reason for the metadata-only (e.g. content published in another repository) in the Reason field.

3. Continue adding metadata and publish your material.