

DataverseLV

Data deposit guidelines



Latvia University
of Life Sciences
and Technologies



UNIVERSITY OF
LATVIA



RĪGA
STRADIŅŠ
UNIVERSITY



1862
RIGA TECHNICAL
UNIVERSITY



VPC

HIGHER EDUCATION AND SCIENCE IT
SHARED SERVICE CENTRE

Latvian Data Stewards Network, 2025.
CC BY 4.0



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NextGenerationEU



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Introduction



DataverseLV is a secure, multidisciplinary research data repository in Latvia, supported by academic institutions.

Built on Harvard's open-source Dataverse software, it enables open discovery, management, sharing, and preservation of research data.

This guide offers step-by-step instructions for depositing, exploring, and downloading data.

1. Repository environment

1.

Open website <https://dv.dataverse.lv/>

2.

Get to know the elements of the repository working environment

A The top bar provides search options, user guides, and support, account creation, and system login

B Information on dataset usage (metrics and downloads)

C University Dataverses

D Options to contact the repository administrators and share datasets on social media

E Search in the repository (**Advanced search** for more capabilities)

F Published datasets grouped by categories, years, licenses, authors, subjects, etc.

G Datasets sorted based on criteria in the **Sort** list

The screenshot shows the DataverseLV website interface. At the top, there is a navigation bar with the Dataverse logo, search options, user guides, support, sign up, and log in links. Below this, a banner for DataverseLV states it is developed and curated by the national network of dataverses in Latvia. A metrics bar shows 40 downloads. A row of four university logos is displayed: Latvia University of Life Sciences and Technologies, University of Latvia, Riga Stradiņš University, and Riga Technical University. A search bar is present with an 'Advanced Search' option. On the left, a sidebar lists filters for Dataverses (22), Datasets (99), and Files (651), along with categories like Department (18), Organization or Institution (4), Metadata Source (Harvested: 96, DataverseLV: 25), Publication Year (2025: 25), License (Custom Terms: 4, CC BY 4.0: 3), Author Name (Vanadzins, Ivars: 17, Egļite, Maija: 11, Lakisa, Svetlana: 10, Frolova, Alina Jaroslava: 9, Gniazdowska, Elzbieta Maria: 9), Subject (Computer and Information Science: 5, Engineering: 3, Social Sciences: 3), Keyword Term (Medicine, Health and Life Sciences: 77, Social Sciences: 19, employer: 16, occupational health and safety specialists: 16, patients with registered occupational diseases: 16), and Deposit Date (2025: 25, 2024: 17, 2023: 36, 2022: 9). The main content area shows search results for '1 to 10 of 121 Results', sorted by relevance. The first result is 'Mobility Practices: a Collection of Information From Institutional Websites' by Leidmane, Jekaterina; Sedlenieks, Klāvs, dated Jun 13, 2025, from Riga Stradiņš University. The second result is 'Sexual and reproductive health survey in the time of COVID-19 - Latvia, 2020' by Gunta Lazdane; Dace Rezeberga; Ieva Briedite; Inara Kantane; Elizabete Pumpure; Ieva Pitkevica; Darja Mihailova; Marta Laura Gravina, dated Jun 13, 2025, from Riga Stradiņš University. The third result is 'Sexual and reproductive health in the time of COVID-19 in Latvia, qualitative research interviews and focus group discussions, 2020 (in Latvian)' by Gunta Lazdane; Dace Rezeberga; Ieva Briedite; Elizabete Pumpure; Ieva Pitkevica; Darja Mihailova; Marta Laura Gravina, dated Jun 13, 2025, from Riga Stradiņš University. The fourth result is 'Mental health and associated factors in the general population of Latvia during the COVID-19 pandemic' by Elmars Rancans; Jelena Vrublevska; Ilana Aleskere; Baiba Rezgale; Anna Sibalova, dated Jun 13, 2025, from Riga Stradiņš University. The fifth result is 'Clinical characteristics of COVID-19 patients (Latvia, Spring 2020)' by Ludmila Vīksna; Oksana Kolesova; Aleksandrs Kolesovs; Ieva Vanaga; Seda Arutjunana, dated Jun 13, 2025, from Riga Stradiņš University. Callout letters A through G are overlaid on the image to highlight specific interface elements.

2. Account creation

1. On the website <https://dv.dataverse.lv/> click the **Sign Up** link in the top right corner of the window

2. In the **Account Information** tab, enter the account user information

- When creating a username and password, carefully review the requirements listed next to each field
- For registration use your institutional **email**
- Don't forget to fill in the **Affiliation** field with the name of your institution
- Fields marked with a red asterisk (*) are required
- For additional assistance, click the question

3. Check the box **I have read and accept the Dataverse General Terms of Use as outlined above** to confirm that you have read and agree to the *Dataverse* general terms of use

4. Press the **Create Account** button to complete the account creation

Dataverse

Search ▾ User Guide Support **Sign Up** Log In

DataverseLV >

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

Account - DataverseLV

2. Account Information

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

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 * Ilmars

Family Name * Dukulis

Email * ilmars.dukulis@lbtu.lv

Affiliation Latvia University of Life Sciences and Technologies

Position Professor

General Terms of Use * There are no Terms of Use for this Dataverse installation.

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

3. Create Account Cancel

Copyright © 2025

Powered by **The Dataverse Project**
v. 6.5 build 1682-d9cc5eb

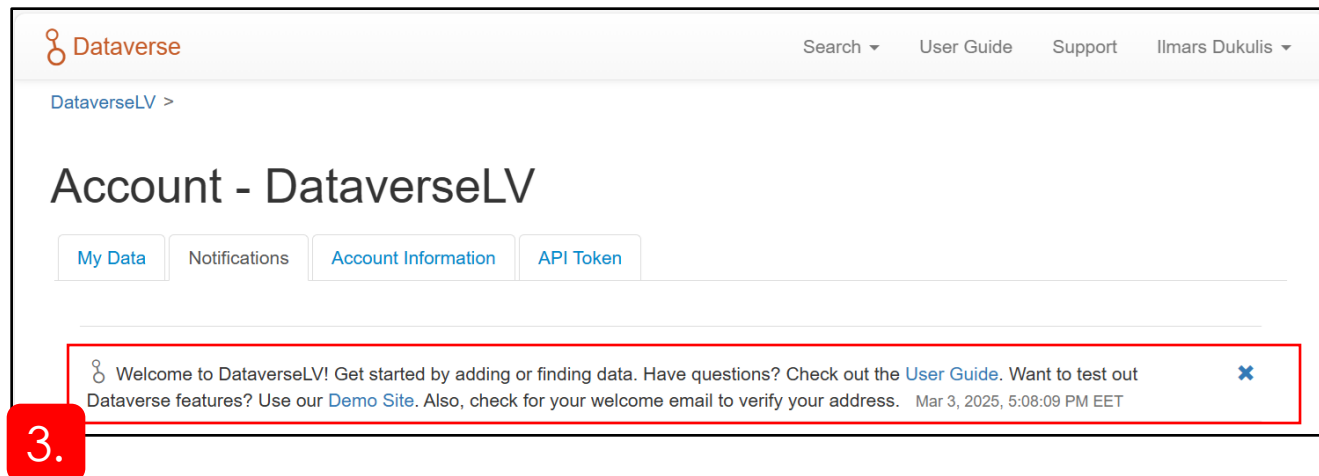
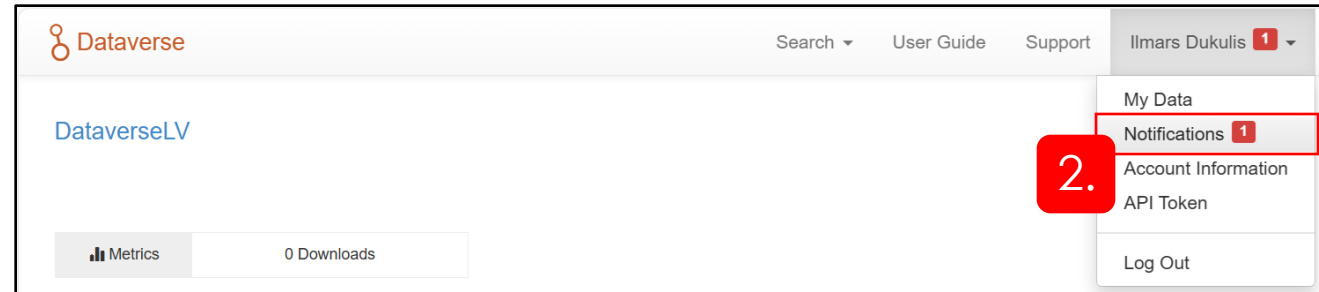
3. First steps – notifications

1. If the account is created successfully, the user's name will appear at the top, along with a red notification icon displaying **1** to indicate a new notification

2. Open the list to the right of the username and select **Notifications**

3. In the **Account – DataverseLV** section, go to the **Notifications** tab to read your message. Once you open a notification, the red icon next to your name will disappear

All other messages from administrators and data stewards will appear in the notifications and your e-mail



3. First steps – verify e-mail

1. In the **Account – DataverseLV** section, the **Account Information** tab displays **Not Verified** next to your email. Click **Send Verification Email** to complete the verification process

2. A green bar confirms that the verification email has been sent. The link expires in 24 hours, so be sure to check your email and complete verification

To quit from the *Dataverse*, click the menu next to your name and select **Log Out**

DataverseLV >
Account - DataverseLV

My Data | Notifications | Account Information | API Token

Username	ilmars	Edit Account
Given Name	Ilmars	
Family Name	Dukulis	
Email	ilmars.dukulis@lbtu.lv Not Verified	Send Verification Email
Affiliation	Latvia University of Life Sciences and Technologies	
Position	Professor	

DataverseLV >
Account - DataverseLV

My Data | Notifications | Account Information | API Token

Success! – A verification email has been sent to ilmars.dukulis@lbtu.lv. Note, the verify link will expire after 24 hours.

Username	ilmars	Edit Account
Given Name	Ilmars	
Family Name	Dukulis	
Email	ilmars.dukulis@lbtu.lv Not Verified	Send Verification Email
Affiliation	Latvia University of Life Sciences and Technologies	
Position	Professor	

DataverseLV

Metrics 0 Downloads

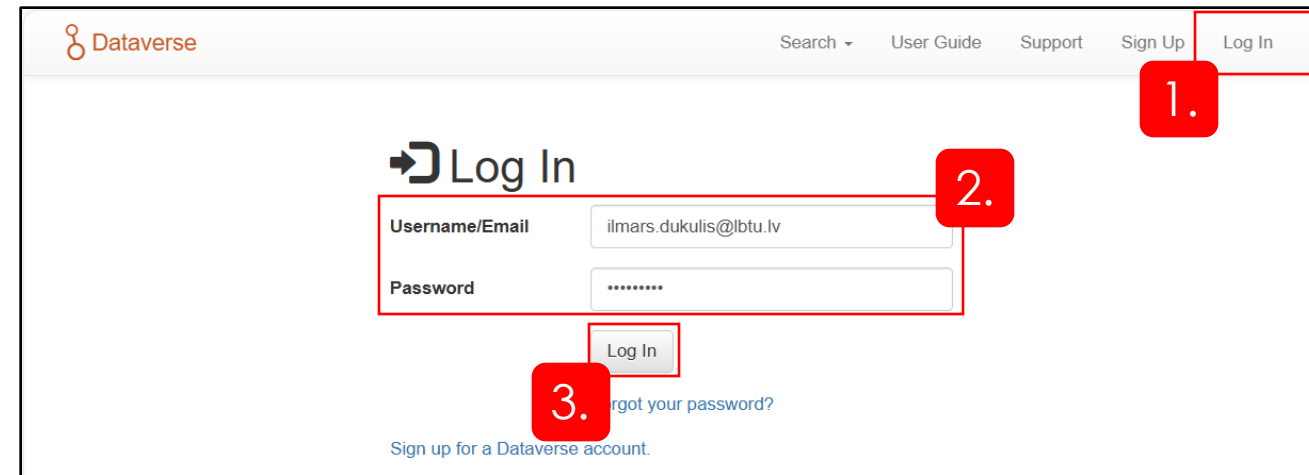
- My Data
- Notifications
- Account Information
- API Token
- Log Out**

4. Logging into the system

1. On the website <https://dv.dataverse.lv/> click the **Log In** link in the top part of the window

2. In the **Log In** section, enter your account username or email and password

3. Press the **Log In** button to log into the system



The screenshot shows the Dataverse website's login interface. At the top right, there is a navigation bar with links for Search, User Guide, Support, Sign Up, and Log In. The 'Log In' link is highlighted with a red box and a '1.' annotation. Below this, the 'Log In' section is titled with a right-pointing arrow icon. A red box labeled '2.' encompasses the 'Username/Email' and 'Password' input fields. The 'Username/Email' field contains the text 'ilmars.dukulis@lbtu.lv'. The 'Password' field contains a series of dots. Below the input fields is a 'Log In' button, which is highlighted with a red box and a '3.' annotation. At the bottom of the login section, there are links for 'Forgot your password?' and 'Sign up for a Dataverse account.'

If you forget your password

A

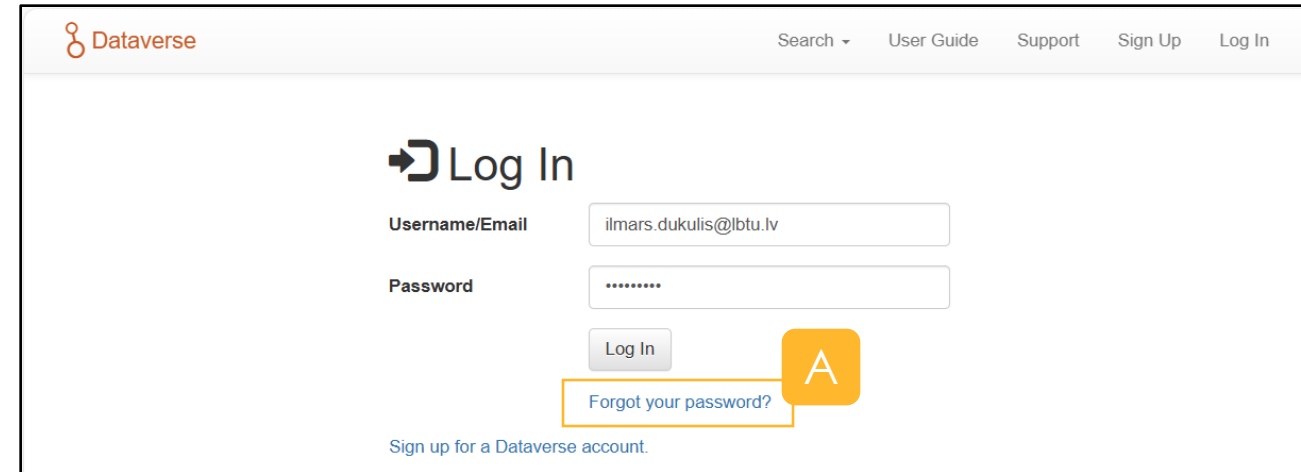
In the **Log In** section, click on the link **Forgot your password?**

B

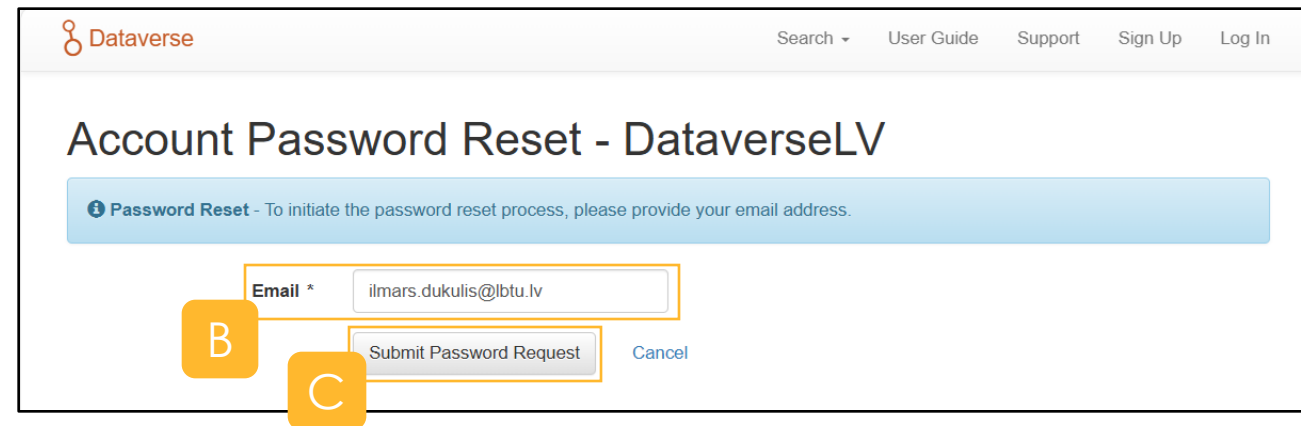
In the **Account Password Reset – DataverseLV section**, enter the email address associated with your account in the Email textbox

C

Press the **Submit Password Request** button and follow instructions in your email



The screenshot shows the Dataverse Log In page. At the top, there is a navigation bar with the Dataverse logo, a search dropdown, and links for User Guide, Support, Sign Up, and Log In. The main heading is "Log In" with a right-pointing arrow icon. Below the heading are two input fields: "Username/Email" containing "ilmars.dukulis@lbtu.lv" and "Password" with masked characters. A "Log In" button is positioned below the password field. To the right of the "Log In" button is a link labeled "Forgot your password?" which is highlighted with an orange box and a yellow square containing the letter "A". At the bottom of the page, there is a link that says "Sign up for a Dataverse account."



The screenshot shows the "Account Password Reset - DataverseLV" page. At the top, there is a navigation bar with the Dataverse logo, a search dropdown, and links for User Guide, Support, Sign Up, and Log In. The main heading is "Account Password Reset - DataverseLV". Below the heading is a blue information bar that reads: "Password Reset - To initiate the password reset process, please provide your email address." Below this bar is an "Email *" input field containing "ilmars.dukulis@lbtu.lv", which is highlighted with an orange box and a yellow square containing the letter "B". Below the email field is a "Submit Password Request" button, also highlighted with an orange box and a yellow square containing the letter "C". To the right of the "Submit Password Request" button is a "Cancel" link.

Getting assigned to a Dataverse collection (1)

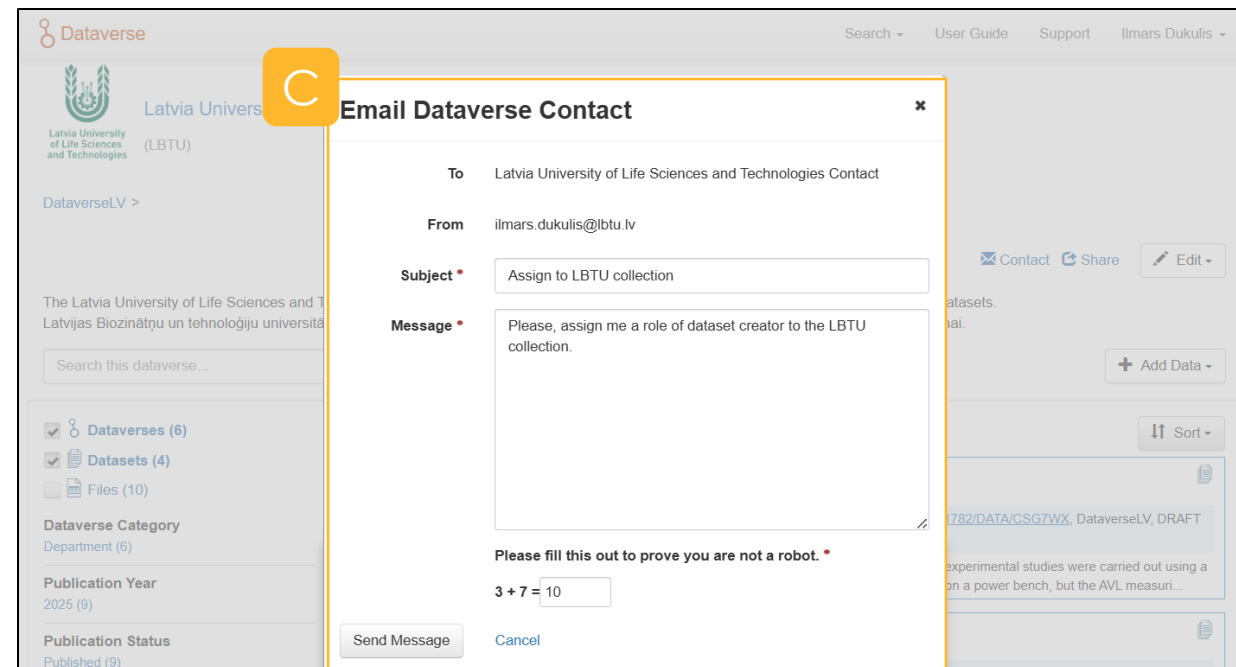
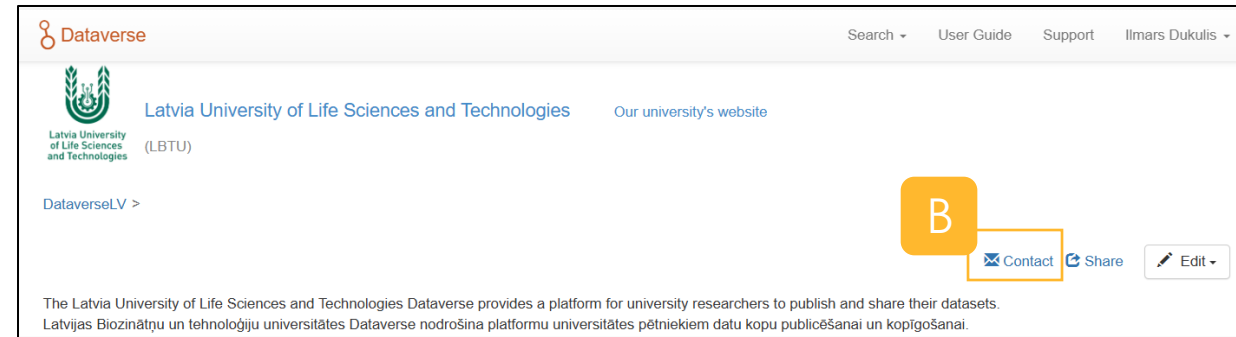
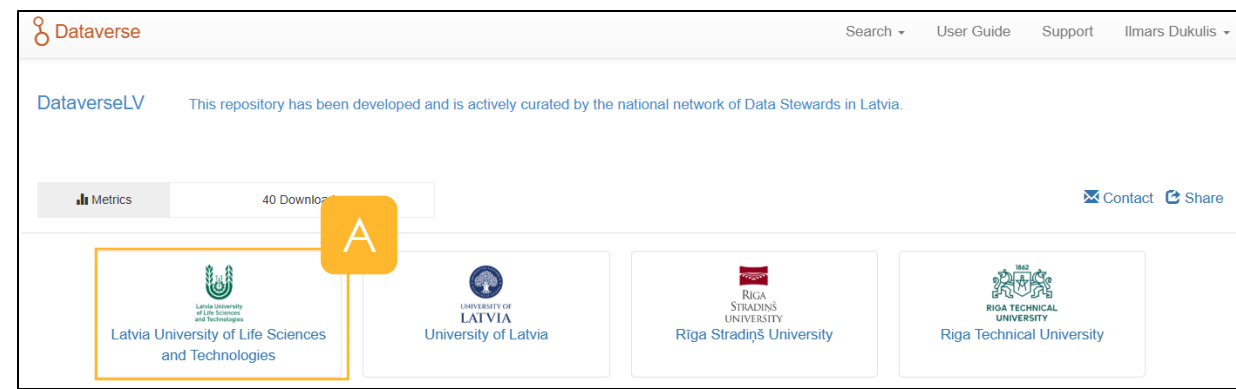
When depositing a dataset into a Dataverse collection for the first time, this step is **mandatory**

A Choose your affiliated **University Dataverse collection**

B Press **Contact** to email the Dataverse administrator

C Fill in contact form and specify the Dataverse collection you want to be assigned to

Wait until you receive approval from a Dataverse administrator in the notifications and via email before adding datasets



Getting assigned to a Dataverse collection (2)

You can deposit a dataset into the general University Dataverse collection or a specific University Dataverse collection

A

Check the box **Dataverses** to display collections in the Results list

B

Choose the collection you need

C

When entering a collection, if you have the necessary permissions, you will see an available **Add Data** button

D

To get permissions for adding datasets, press **Contact** to email the Dataverse administrator

A dataset can only be published within the same collection where it was originally created

Dataverses (6) 1 to 6 of 6 Results Sort

Datasets (5)

Files (13)

Dataverse Category
Department (6)

Publication Year
2025 (6)

Subject
Computer and Information Science (2)
Engineering (1)
Social Sciences (1)

- Humanities and Art (LBTU)**
May 20, 2025
Data sets published by LBTU researchers related to the fields of humanities and art sciences. LBTU pētnieku publicētās datu kopas, kas saistītas ar humanitārajām un mākslas zinātnes jomām.
- Social Sciences (LBTU)**
May 20, 2025
Data sets published by LBTU researchers related to social science fields. LBTU pētnieku publicētās datu kopas, kas saistītas ar sociālo zinātņu jomām.
- Agricultural Sciences, Forestry and Veterinary Science (LBTU)**
May 20, 2025
Data sets published by LBTU researchers related to agriculture, forestry and veterinary sciences. LBTU pētnieku publicētās datu kopas, kas saistītas ar lauksaimniecības, meža un veterinārajām zinātņu jomām.
- Medical and Health Sciences (LBTU)**
May 20, 2025
Data sets published by LBTU researchers related to the medicine and health sciences. LBTU pētnieku publicētās datu kopas, kas saistītas ar medicīnas un veselības zinātņu jomām.
- Natural Sciences (LBTU)**
May 20, 2025
Data sets published by LBTU researchers related to natural science fields. LBTU pētnieku publicētās datu kopas, kas saistītas ar dabaszinātnes jomām.
- Engineering and Technologies (LBTU)**
May 20, 2025
Data sets published by LBTU researchers related to engineering and technology fields. LBTU pētnieku publicētās datu kopas, kas saistītas ar inženierzinātnēm un tehnoloģiju jomām.

Social Sciences
(LBTU)

DataverseLV > Latvia University of Life Sciences and Technologies >

Contact Share Edit

Data sets published by LBTU researchers related to social science fields.
LBTU pētnieku publicētās datu kopas, kas saistītas ar sociālo zinātņu jomām.

Search this dataverse... Advanced Search

+ Add Data

5. Adding a new dataset (1)

1.

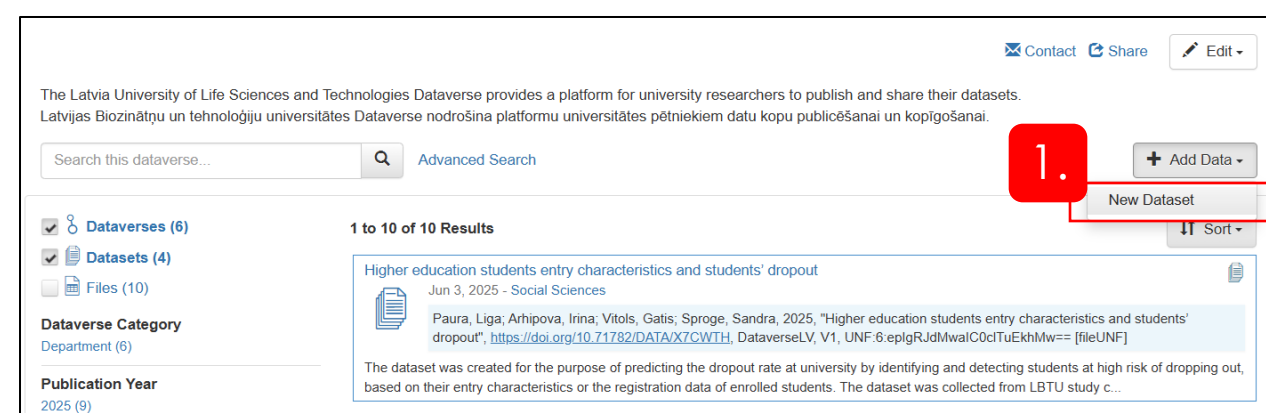
In the **Add Data** list, choose **New Dataset**

2.

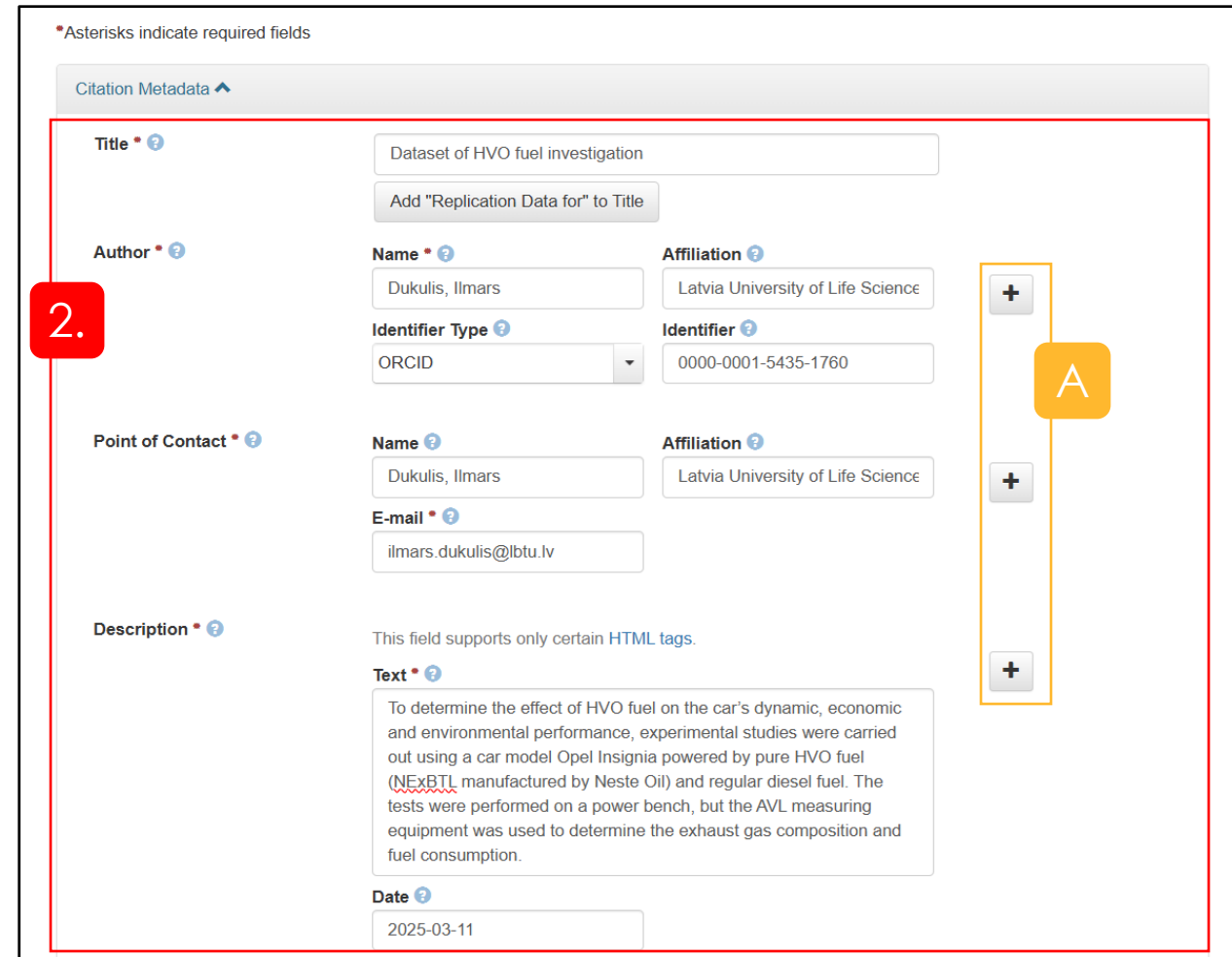
Fill in the fields according to their labels and the information provided by clicking the question mark icon. Some fields, such as **Name**, **Affiliation** and **E-mail**, are already read from the user profile. Fields marked with a red asterisk (*) are mandatory

A

Click the **plus sign** next to relevant fields to add additional information. This is necessary when the dataset has multiple authors or contact persons



The screenshot shows the top of the Dataverse interface. At the top right, there are links for 'Contact', 'Share', and 'Edit'. Below this is a search bar with the text 'Search this dataverse...' and a magnifying glass icon, followed by a link to 'Advanced Search'. A red box with the number '1.' highlights the '+ Add Data' button, which has a dropdown menu open showing 'New Dataset' selected. Below the search bar, there are filters for 'Dataverses (6)', 'Datasets (4)', and 'Files (10)'. The main content area shows '1 to 10 of 10 Results' for a dataset titled 'Higher education students entry characteristics and students' dropout' by Paura, Liga; Arhipova, Irina; Vitols, Gatis; Spruge, Sandra, 2025. The dataset description is visible below the title.



The screenshot shows the 'Citation Metadata' form for creating a new dataset. A red box highlights the entire form area. A yellow box with a plus sign and the letter 'A' highlights the plus sign next to the 'Name' and 'Affiliation' fields for both the main author and the point of contact. The form fields include: Title (Dataset of HVO fuel investigation), Author (Dukulis, Ilmars), Name (Dukulis, Ilmars), Affiliation (Latvia University of Life Science), Identifier Type (ORCID), Identifier (0000-0001-5435-1760), Point of Contact (Dukulis, Ilmars), Name (Dukulis, Ilmars), Affiliation (Latvia University of Life Science), E-mail (ilmars.dukulis@lbtu.lv), and Description (To determine the effect of HVO fuel on the car's dynamic, economic and environmental performance, experimental studies were carried out using a car model Opel Insignia powered by pure HVO fuel (NExBTL manufactured by Neste Oil) and regular diesel fuel. The tests were performed on a power bench, but the AVL measuring equipment was used to determine the exhaust gas composition and fuel consumption.). The Date field is set to 2025-03-11. A note at the top states '*Asterisks indicate required fields'.

5. Adding a new dataset (2)

1.

Continue specifying fields, such as:

- research subjects;
- keywords;
- related publications

- Although the **Keyword field** is optional, using keywords is recommended as it improves data searchability and accessibility
- Specify any controlled vocabularies if you use them*
- Use the plus or minus sign to add or remove metadata fields
- Make sure that the information entered in the metadata fields matches the details provided in your data management plan (DMP)
- *A standardized vocabulary used in a particular field (e.g. MeSH and APA)

1.

Subject [?] Engineering x Earth and Environmental Sciences x

Keyword [?]

Term [?] renewable energy	Term URI [?] https://	+ -
Controlled Vocabulary Name [?]	Controlled Vocabulary URL [?] https://	
Term [?] power & torque	Term URI [?] https://	+ -
Controlled Vocabulary Name [?]	Controlled Vocabulary URL [?] https://	
Term [?] fuel consumption	Term URI [?] https://	+ -
Controlled Vocabulary Name [?]	Controlled Vocabulary URL [?] https://	
Term [?] exhaust emissions	Term URI [?] https://	+ -
Controlled Vocabulary Name [?]	Controlled Vocabulary URL [?] https://	

Related Publication [?]

Relation Type [?]
Is Supplement To +

Citation [?]
Sondors, K., Dukulis, I., Pirs, V., Birkavs, A., Birzietis, G., & Gailis, M. (2021). Comparison of car performance using HVO fuel and diesel fuel. Engineering for Rural Development. pp. 1548-1557

Identifier Type [?]
doi

Identifier [?]
10.22616/ERDev.2021.20.TF33

URL [?]
https://www.iif.lbtu.lv/conferenc

Notes [?]

Depositor [?]
Dukulis, Ilmars

Deposit Date [?]
2025-03-11

5. Adding a new dataset (3)

1.

In the **Files** tab, add dataset files by clicking the **Select Files to Add** button or by dragging them into the **Drag and drop files here** field

2.

Attached files are displayed in a list. There you can delete (**Delete**) them, as well as set (**Restrict**) or remove restrictions (**Unrestrict**). It is recommended to fill in the **Description** field for each file, as it will serve as its metadata

3.

Press the **Save Dataset** button to save dataset with basic metadata

Files

All file types are supported for upload and download in their original format. If you are uploading Excel, CSV, TSV, RData, Stata, or SPSS files, [see the guides](#) for tabular support and limitations.

Upload with HTTP via your browser

Select files or drag and drop into the upload widget. Maximum of 1,000 files per upload.

Select Files to Add

1. Drag and drop files here.

4 Files

File Name	File Path	Description
Emissions_HVO.txt		Raw data from AVL exhaust gas measurement equipment operating the vehicle on HVO fuel
Fuel_HVO.csv		Raw data from AVL fuel consumption measurement equipment operating the vehicle on HVO fuel
Power_HVO.txt		Raw power and torque data from the power bench operating the vehicle on HVO fuel
Readme.txt		General & methodological information, data & file overview etc.

2. Delete Restrict Unrestrict

Metadata Tip: After adding the dataset, click the Edit Dataset button to add more metadata.

3. Save Dataset Cancel

5. Adding a new dataset (4)

A

After saving the dataset, notifications appear at the top of the window (indicated by a red square with a number). This notifies you that the dataset is not yet published

B

The central part of the window displays the dataset's status (Draft and Unpublished), a basic description with a potential DOI, and the initial license (CC0 1.0)

C

Buttons and lists for accessing data, submitting the dataset for review, editing it and etc. are located on the right side.

D

At the bottom of the window, there are four tabs (**Files**, **Metadata**, **Terms**, and **Versions**) for managing dataset files, metadata, licenses, and versions

The screenshot displays the Dataverse interface for a dataset titled "Dataset of HVO fuel investigation". At the top, there is a navigation bar with "Dataverse", "Search", "User Guide", "Support", and "Ilmars Dukulis 2". Below this, a green notification bar (A) states "Success! - The tabular files have been ingested." and a yellow info bar (B) states "Info - This draft version needs to be published. When ready for sharing, please publish it so that others can see these changes." The main content area shows the dataset title, status "Draft Unpublished", a description, subject "Earth and Environmental Sciences; Engineering", keyword "renewable energy, power & torque, fuel consumption, exhaust emissions", and related publication "Is Supplement To: Sondors, K., Dukulis, I., Pirs, V., Birkavs, A., Birzietis, G., & Gallis, M. (2021). Comparison of car performance using HVO fuel and diesel fuel. Engineering for Rural Development. pp. 1548-1557doi: 10.22616/ERDev.2021.20.TF331". The license is "CC0 1.0". On the right side, there are buttons for "Access Dataset", "Submit for Review", "Edit Dataset", "Contact Owner", and "Share". Below these are "Dataset Metrics" showing "0 Downloads". At the bottom, there are four tabs: "Files", "Metadata", "Terms", and "Versions". The "Files" tab is active, showing a list of files: "Emissions_HVO.txt", "Fuel_HVO.tab", "Power_HVO.txt", and "Readme.txt". A search bar and "Upload Files" button are also visible.

6. Editing a dataset (1)

1. In the **Files** tab, you can perform actions using the **Upload Files**, **Sort**, **Edit Files**, and **Download** buttons

2. You can also manage files using the **File Access** and **File Options** lists

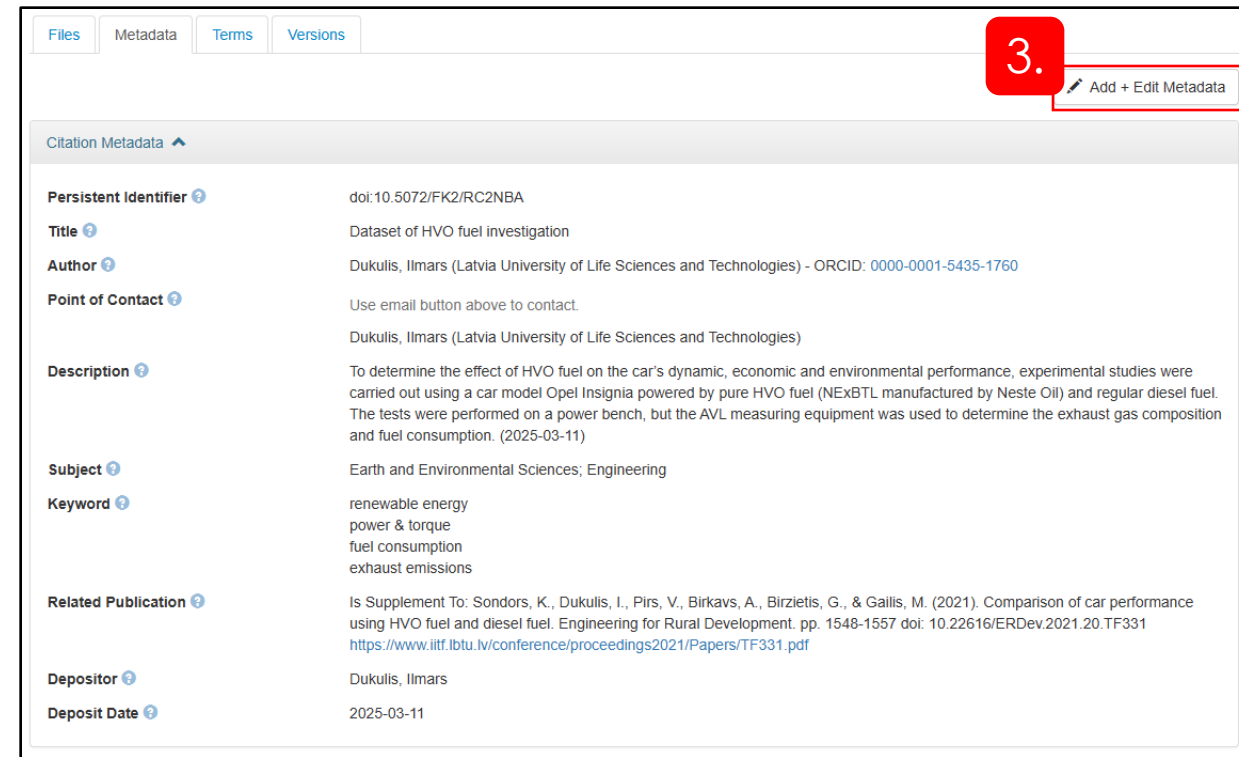
The screenshot shows the 'Files' tab of a dataset interface. At the top, there are tabs for 'Files', 'Metadata', 'Terms', and 'Versions'. Below these is a search bar and filter options for 'File Type' and 'Access'. A list of four files is displayed: 'Emissions_HVO.txt', 'Fuel_HVO.tab', 'Power_HVO.txt', and 'Readme.txt'. Each file entry includes its name, format, size, and deposit date. To the right of the file list are buttons for 'Upload Files', 'Sort', 'Edit Files', and 'Download'. A red box labeled '1.' highlights the top right area containing 'Upload Files', 'Sort', 'Edit Files', and 'Download'. A second red box labeled '2.' highlights the 'Download' and 'File Options' (three dots) icons for the first file. Below the main interface, two expanded menus are shown. The first menu, titled 'File Access', shows 'Public' selected, with options for 'Download Options', 'Comma Separated Values (Original File Format)', 'Tab-Delimited', 'RData', 'Download Metadata', 'DDI Codebook v2', and 'Data File Citation'. The second menu, titled 'Edit Options', shows 'Metadata', 'Restrict', 'Replace', and 'Delete'.

6. Editing a dataset (2)

3.

In the **Metadata** tab, click **Add + Edit Metadata** button to open and fill in the extended metadata list

Please complete the additional metadata for your dataset. If you have any questions, contact the Dataverse collection administrator

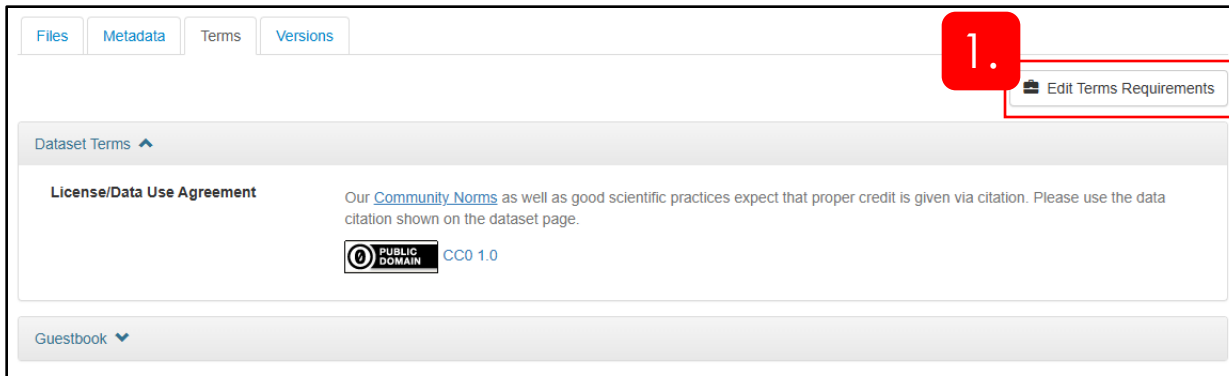


The screenshot shows the 'Metadata' tab of a dataset page. The 'Add + Edit Metadata' button is highlighted with a red box and the number '3.'. The metadata is organized into a table with the following fields:

Field	Value
Persistent Identifier	doi:10.5072/FK2/RC2NBA
Title	Dataset of HVO fuel investigation
Author	Dukulis, Ilmars (Latvia University of Life Sciences and Technologies) - ORCID: 0000-0001-5435-1760
Point of Contact	Use email button above to contact. Dukulis, Ilmars (Latvia University of Life Sciences and Technologies)
Description	To determine the effect of HVO fuel on the car's dynamic, economic and environmental performance, experimental studies were carried out using a car model Opel Insignia powered by pure HVO fuel (NExBTL manufactured by Neste Oil) and regular diesel fuel. The tests were performed on a power bench, but the AVL measuring equipment was used to determine the exhaust gas composition and fuel consumption. (2025-03-11)
Subject	Earth and Environmental Sciences; Engineering
Keyword	renewable energy power & torque fuel consumption exhaust emissions
Related Publication	Is Supplement To: Sondors, K., Dukulis, I., Pirs, V., Birkavs, A., Birzietis, G., & Gailis, M. (2021). Comparison of car performance using HVO fuel and diesel fuel. Engineering for Rural Development. pp. 1548-1557 doi: 10.22616/ERDev.2021.20.TF331 https://www.iitf.lbtu.lv/conference/proceedings2021/Papers/TF331.pdf
Depositor	Dukulis, Ilmars
Deposit Date	2025-03-11

6. Editing a dataset (3)

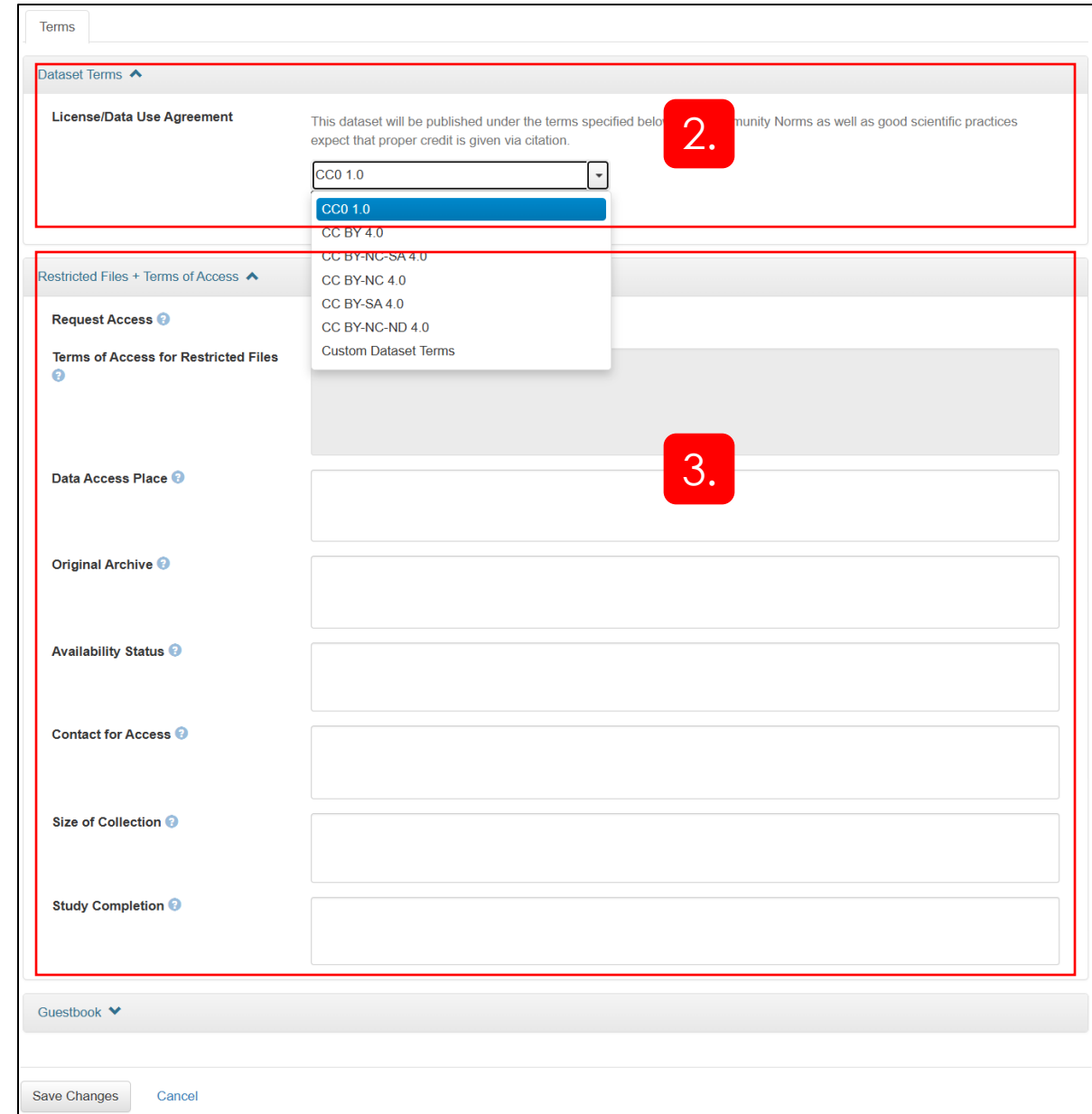
1. In the **Terms** tab, press the **Edit Terms Requirements** button to change the license or other file availability parameters



The screenshot shows the 'Terms' tab of a dataset interface. At the top, there are tabs for 'Files', 'Metadata', 'Terms', and 'Versions'. Below these, there is a 'Dataset Terms' section with a dropdown arrow. Underneath, the 'License/Data Use Agreement' section is visible, containing text about community norms and a CC0 1.0 license icon. A red box highlights the 'Edit Terms Requirements' button, with a red '1.' callout next to it.

2. In the **License/Data Use Agreement** list, select a different license if necessary

3. In the **Restricted Files + Terms of Access** section, determine file availability parameters if necessary



The screenshot shows the 'Terms' tab of a dataset interface. The 'Dataset Terms' section is expanded, showing the 'License/Data Use Agreement' section. A dropdown menu is open, displaying a list of license options: 'CC0 1.0', 'CC BY 4.0', 'CC BY-NC-SA 4.0', 'CC BY-NC 4.0', 'CC BY-SA 4.0', 'CC BY-NC-ND 4.0', and 'Custom Dataset Terms'. A red box highlights the 'CC0 1.0' option, with a red '2.' callout next to it. Below this, the 'Restricted Files + Terms of Access' section is visible, with a red '3.' callout next to it. The 'Request Access' section is also visible, with a red '3.' callout next to it. At the bottom, there are 'Save Changes' and 'Cancel' buttons.

6. Datu kopas rediģēšana (4)

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The **Guestbook** allows dataset owners and administrators to collect information about the users who download the files. For more information about the **Guestbook**, contact DataverseLV administrators

1.

Press the **Save Changes** button to save data terms information

A

1.

Terms

Dataset Terms ▾

Restricted Files + Terms of Access ▾

Guestbook ▲

Guestbook ⓘ

Select a guestbook to have a user provide additional information when downloading a file. To learn more about guestbooks, visit the [Dataset Guestbook](#) section of the User Guide.

Clear Selection

<input checked="" type="radio"/>	Root Guestbook	Preview Guestbook
<input type="radio"/>	VPC Guestbook	Preview Guestbook

Save Changes Cancel

7. Submitting for review

1. Press the **Submit for Review** button to send the prepared dataset to your university's data steward for review

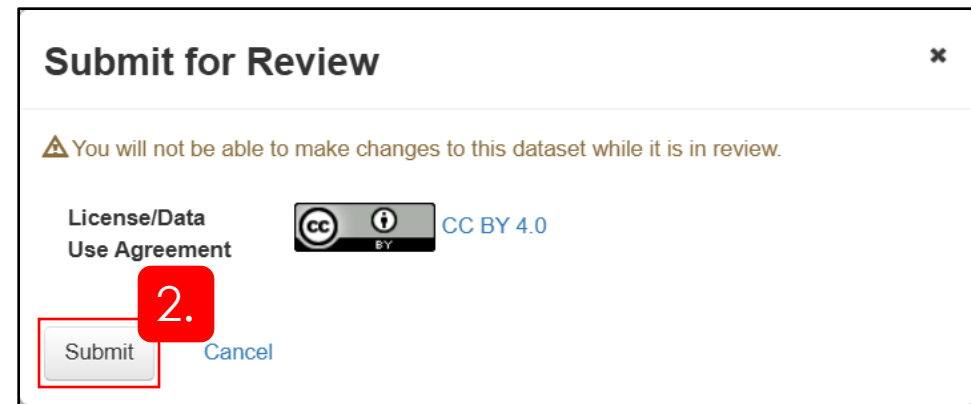
2. Please note that you will not be able to make changes to the dataset while it is under review. In the **Submit for Review** window, press the **Submit** button

Further steps

1. Since only the data steward has the right to publish the dataset, please wait for an email notification
2. If any changes are required, they will be indicated in the email, and you will be able to edit the dataset
3. Once no further changes are needed, the data curator will publish the dataset
4. You will receive notifications about the publication of the dataset by email and in the In the **Account – DataverseLV** section **Notifications** tab



The screenshot shows the top section of a dataset page. The title is "Dataset of HVO fuel investigation" with a "Draft" and "Unpublished" status. Below the title is a document icon and the text: "Dukulis, Ilmars, 2025, 'Dataset of HVO fuel investigation', <https://doi.org/10.5072/FK2/RC2NBA>, DataverseLV, DRAFT VERSION, UNF:6.6TATk0WUH8qm4K64E806IQ== [fileUNF]". There are links for "Cite Dataset" and "Learn about Data Citation Standards". On the right side, there is a menu with options: "Access Dataset", "Submit for Review", "Edit Dataset", "Contact Owner", and "Share". A red box with the number "1." highlights the "Submit for Review" button.



The screenshot shows a "Submit for Review" dialog box. At the top, it says "Submit for Review" with a close button. Below that, a warning message reads: "You will not be able to make changes to this dataset while it is in review." Underneath, it displays the "License/Data Use Agreement" as "CC BY 4.0" with the corresponding icons. At the bottom, there are two buttons: "Submit" and "Cancel". A red box with the number "2." highlights the "Submit" button.

Good luck with depositing your research data!

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If you have any questions or
need help, write to the data
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