

DataverseLV

Data deposit guidelines



Latvia University
of Life Sciences
and Technologies



UNIVERSITY OF
LATVIA



RĪGA
STRADINŠ
UNIVERSITY



1862
RIGA
TECHNICAL
UNIVERSITY



VPC
HIGHER EDUCATION AND SCIENCE IT
SHARED SERVICE CENTRE

Latvian Data Stewards Network, 2025.
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National
Development Plan

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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 interface. At the top, there is a navigation bar with 'Search', 'User Guide', 'Support', 'Sign Up', and 'Log In' buttons. Below the navigation bar, the title 'DataverseLV' is displayed, followed by a subtext: 'This repository has been developed and is actively curated by the national network of Dataverses in Latvia.' On the right side of the top bar, there are 'Contact' and 'Share' buttons. The main content area is divided into several sections: 1. A row of university logos: Latvia University of Life Sciences and Technologies (C), University of Latvia (B), Riga Stradiņš University (A), and Riga Technical University (D). 2. A search bar with 'Search this dataverse...' and 'Advanced Search' buttons (E). 3. A sidebar with filters: 'Dataverses (22)', 'Datasets (99)', 'Files (651)', 'Dataverse Category' (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), Egile, Maja (11), Lakisa, Svetlana (10), Frolova, Alīna 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)). 4. A main list area titled '1 to 10 of 121 Results' showing datasets: 'Mobility Practices: a Collection of Information From Institutional Websites' (Jun 13, 2025 - Riga Stradiņš University), 'Sexual and reproductive health survey in the time of COVID-19 - Latvia, 2020' (Jun 13, 2025 - Riga Stradiņš University), 'Sexual and reproductive health in the time of COVID-19 in Latvia, qualitative research interviews and focus group discussions, 2020 (in Latvian)' (Jun 13, 2025 - Riga Stradiņš University), 'Mental health and associated factors in the general population of Latvia during the COVID-19 pandemic' (Jun 13, 2025 - Riga Stradiņš University), and 'Clinical characteristics of COVID-19 patients (Latvia, Spring 2020)' (Jun 13, 2025 - Riga Stradiņš University). Each dataset entry includes a thumbnail, title, date, source, and a link to the archival source. A 'Sort' button is located on the far right of the sidebar.

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

1. <https://dv.dataverse.lv/>

2. Account - DataverseLV

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

4. Create Account

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

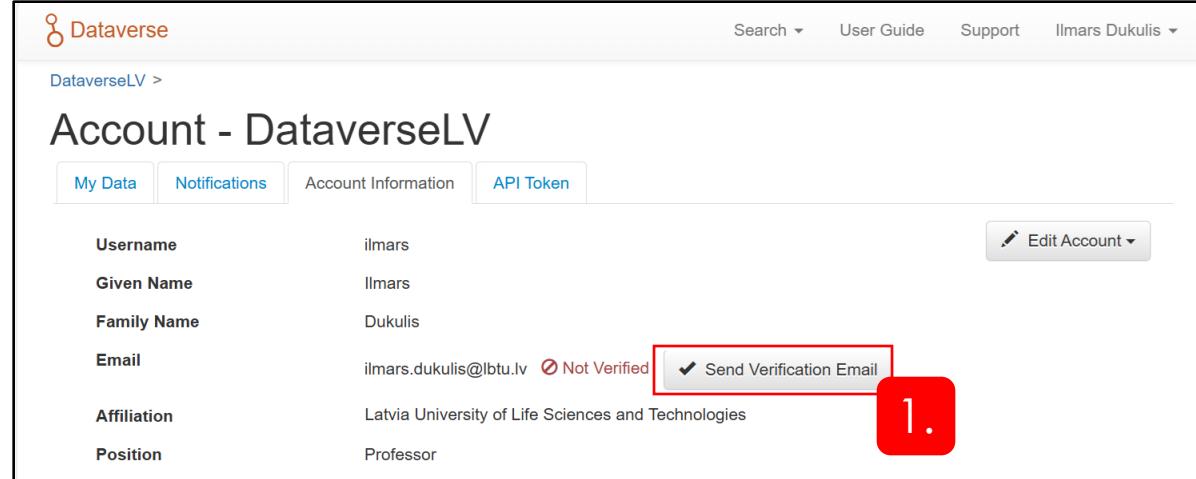
All other messages from administrators and data stewards will appear in the notifications and your e-mail

The screenshots show the following steps:

- Screenshot 1:** The user profile dropdown for "Ilmars Dukulis" shows a red notification badge with the number "1".
- Screenshot 2:** The "Notifications" tab is selected in the "Account - DataverseLV" section, showing a message from "DataverseLV".
- Screenshot 3:** The "Notifications" tab is selected in the "Account - DataverseLV" section, showing a welcome message from "DataverseLV" and a timestamp of "Mar 3, 2025, 5:08:09 PM EET".

3. First steps – verify e-mail

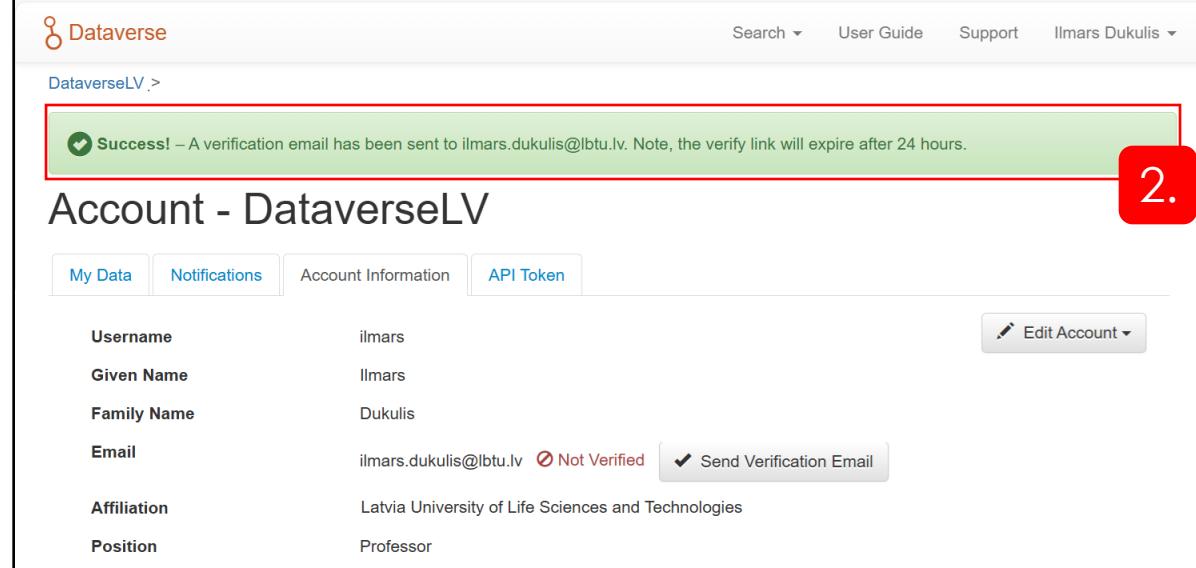
1. In the **Account – DataverseLV** section, the **Account Information** tab displays **Not Verified** next to your email. Click **Send Verification Email** to complete the verification process



The screenshot shows the 'Account - DataverseLV' page. The 'Account Information' tab is selected. The 'Email' field shows 'ilmars.dukulis@lbtu.lv' with a red 'Not Verified' status and a red 'Send Verification Email' button. A red box highlights this button, and a red number '1.' is in the bottom right corner.

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

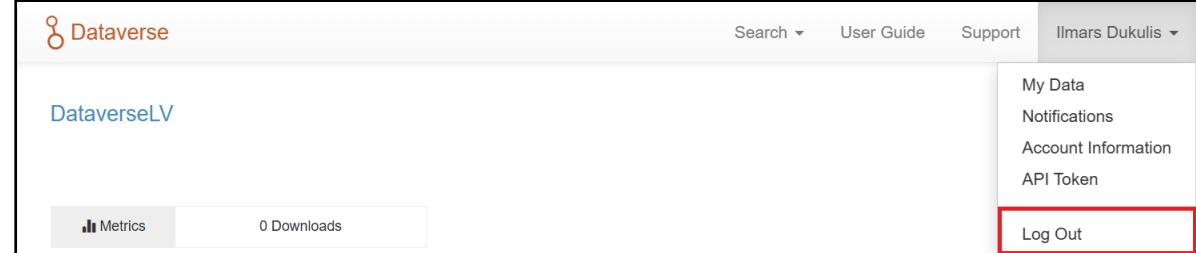
2. A green bar confirms that the verification email has been sent. The link expires in 24 hours, so be sure to check your email and complete verification



The screenshot shows the 'Account - DataverseLV' page. A green success message box says 'Success! – A verification email has been sent to ilmars.dukulis@lbtu.lv. Note, the verify link will expire after 24 hours.' A red box highlights this message, and a red number '2.' is in the bottom right corner.

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

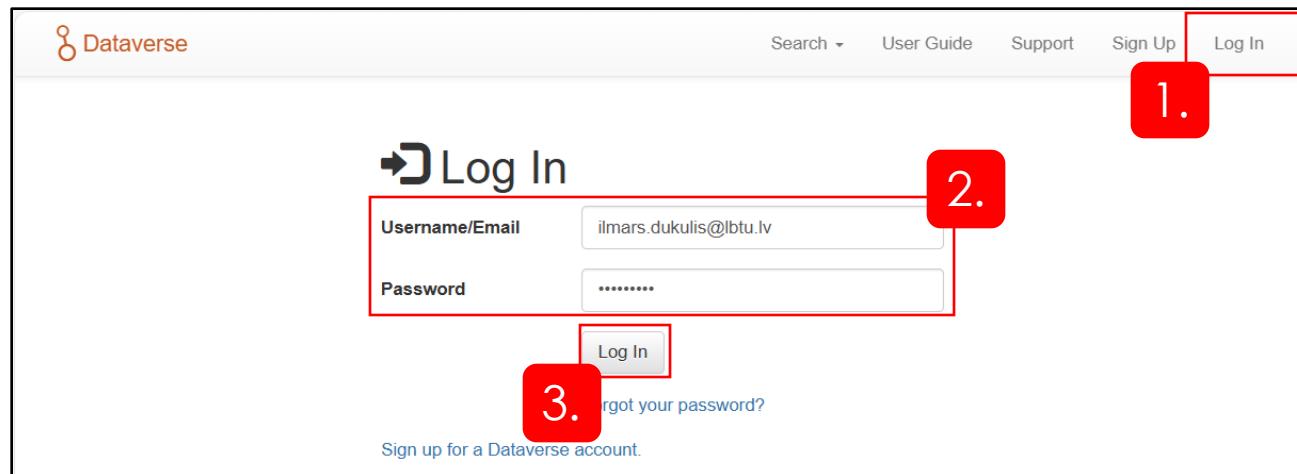
To quit from the Dataverse, click the menu next to your name and select **Log Out**



The screenshot shows the 'DataverseLV' page. The top right corner shows the user's name 'Ilmars Dukulis' with a dropdown menu. The 'Log Out' button is highlighted with a red box.

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 login page. At the top, 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 red number '1'. Below the navigation is the login form. It features a 'Log In' button with an arrow icon, a 'Username/Email' input field containing 'ilmars.dukulis@lbtu.lv', a 'Password' input field with redacted text, and a 'Log In' button. A red box with the number '2' is placed over the 'Log In' button. Below the form is a 'Forgot your password?' link and a 'Sign up for a Dataverse account.' link. A red box with the number '3' is placed over the 'Forgot your password?' link.

If you forget your password

A

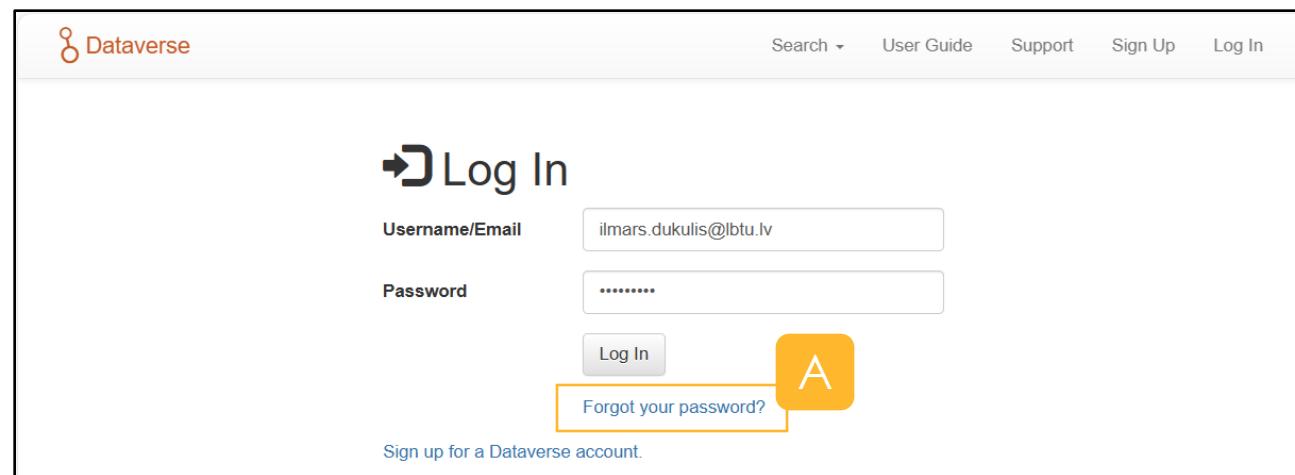
In the **Log In** section, click on the link **Forgot your password?**

B

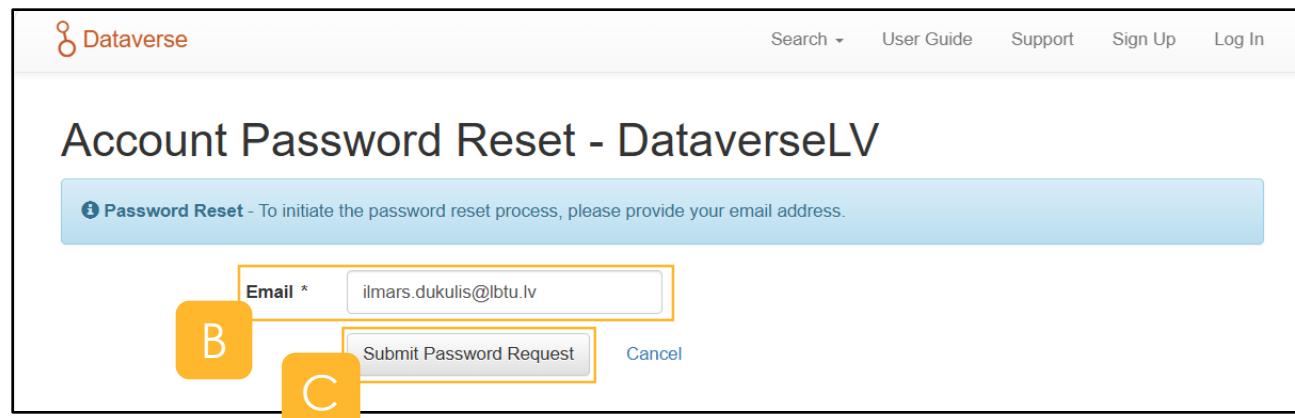
In the **Account Password Reset – DataverseLV section**, enter the email address associated with your account in the Email textbox

C

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



The screenshot shows the Dataverse Log In page. At the top right are links for Search, User Guide, Support, Sign Up, and Log In. The main area has 'Log In' with a right-pointing arrow icon, 'Username/Email' with the value 'ilmars.dukulis@lbtu.lv', 'Password' with a masked value, and a 'Log In' button. Below these is a 'Forgot your password?' link, which is highlighted with a yellow box and labeled 'A'. At the bottom is a 'Sign up for a Dataverse account.' link.



The screenshot shows the Account Password Reset - DataverseLV page. At the top right are links for Search, User Guide, Support, Sign Up, and Log In. The main area has a blue header bar with the text 'Password Reset - To initiate the password reset process, please provide your email address.' Below this is a form with an 'Email *' field containing 'ilmars.dukulis@lbtu.lv', a 'Submit Password Request' button, and a 'Cancel' link. The 'Email' field and the 'Submit Password Request' button are both highlighted with yellow boxes and labeled 'B' and 'C' respectively.

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**

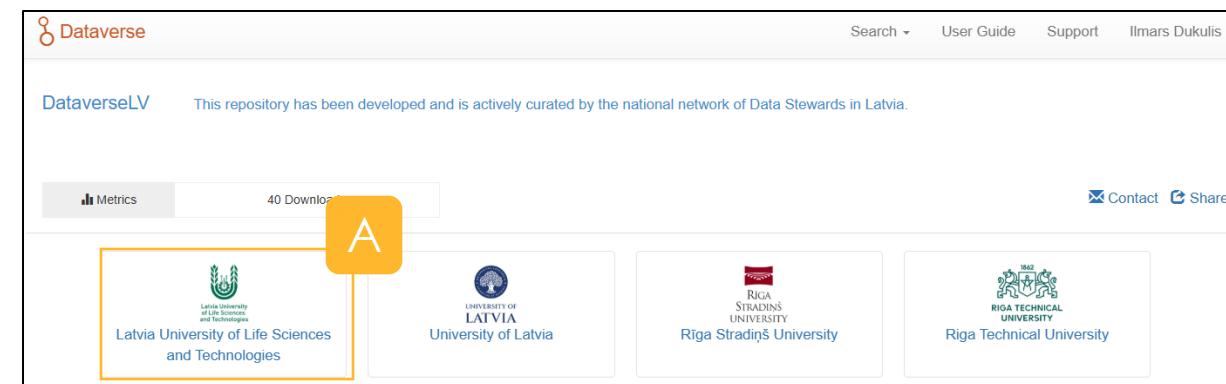
B

Press **Contact** to email the Dataverse administrator

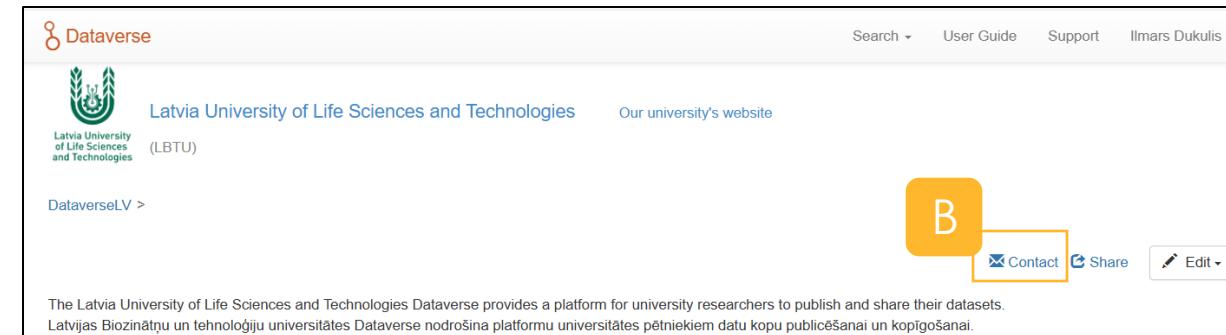
C

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

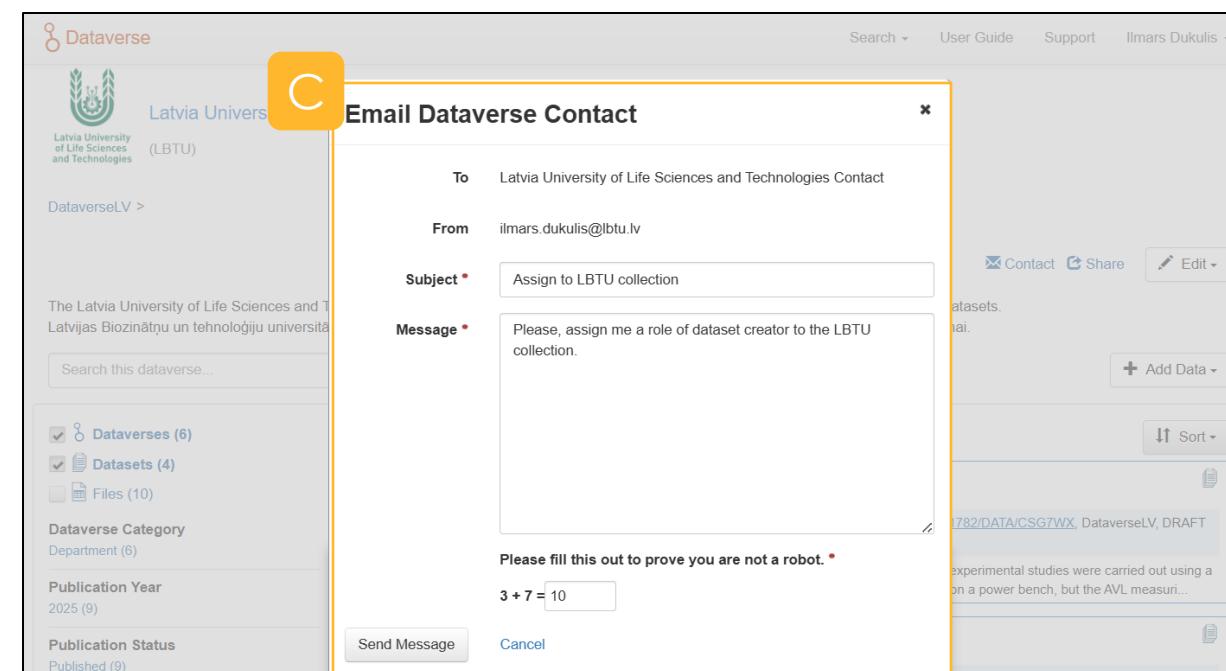
Wait until you receive approval from a Dataverse administrator in the notifications and via email before adding datasets



A screenshot of the DataverseLV collection page. The page shows a list of affiliated universities. The entry for "Latvia University of Life Sciences and Technologies" is highlighted with an orange box and has an orange callout labeled 'A' pointing to the "Contact" button. Other entries include "University of Latvia", "Riga Stradiņš University", and "Riga Technical University".



A screenshot of the DataverseLV collection page for the Latvia University of Life Sciences and Technologies (LBTU). The page includes the university's logo, name, and a link to their website. An orange callout labeled 'B' points to the "Contact" button on the right side of the page.



A screenshot of the "Email Dataverse Contact" dialog box. The "To" field is set to "Latvia University of Life Sciences and Technologies Contact" and the "From" field is set to "ilmars.dukulis@lbtu.lv". The "Subject" field contains "Assign to LBTU collection" and the "Message" field contains "Please, assign me a role of dataset creator to the LBTU collection." An orange callout labeled 'C' points to the "Send Message" button at the bottom of the dialog. The background shows the DataverseLV collection page with the LBTU entry selected.

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

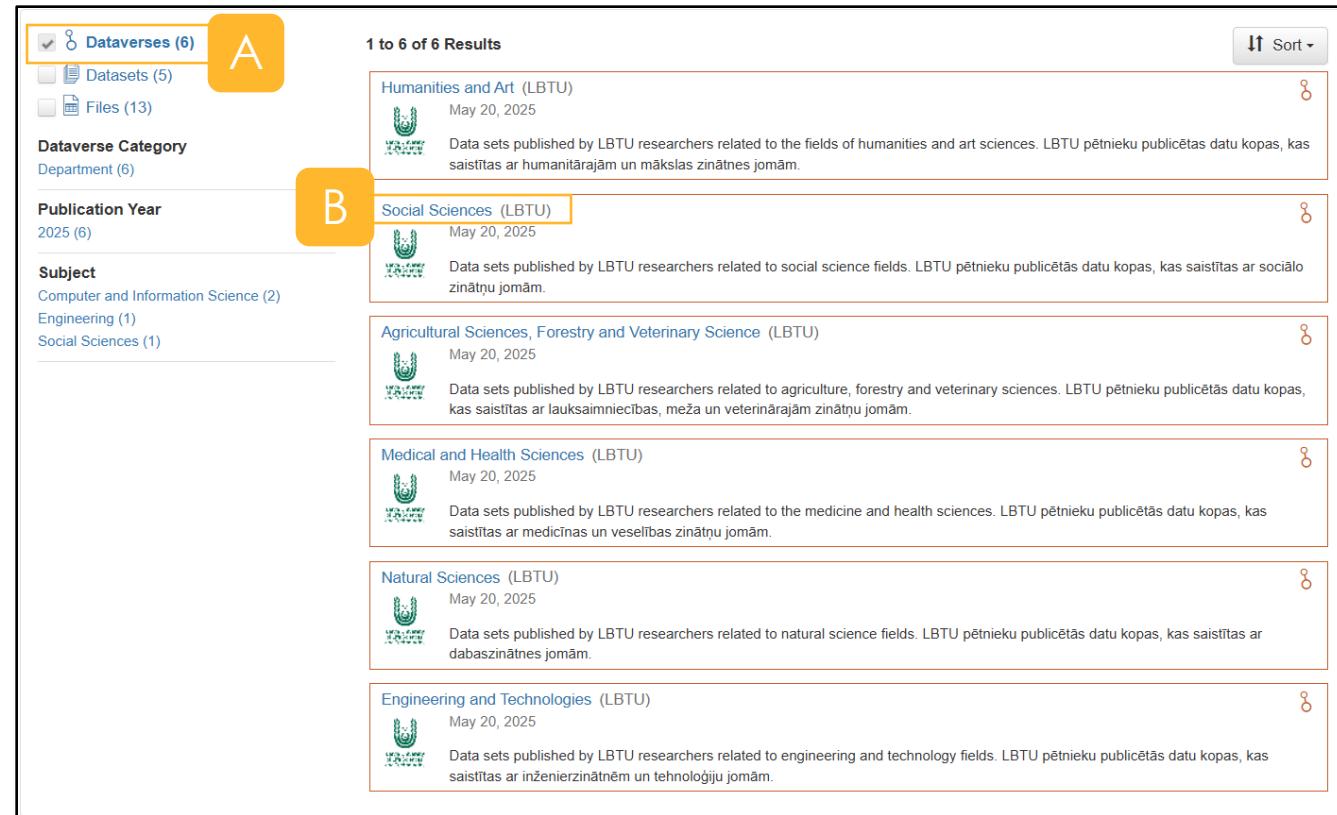
C

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

D

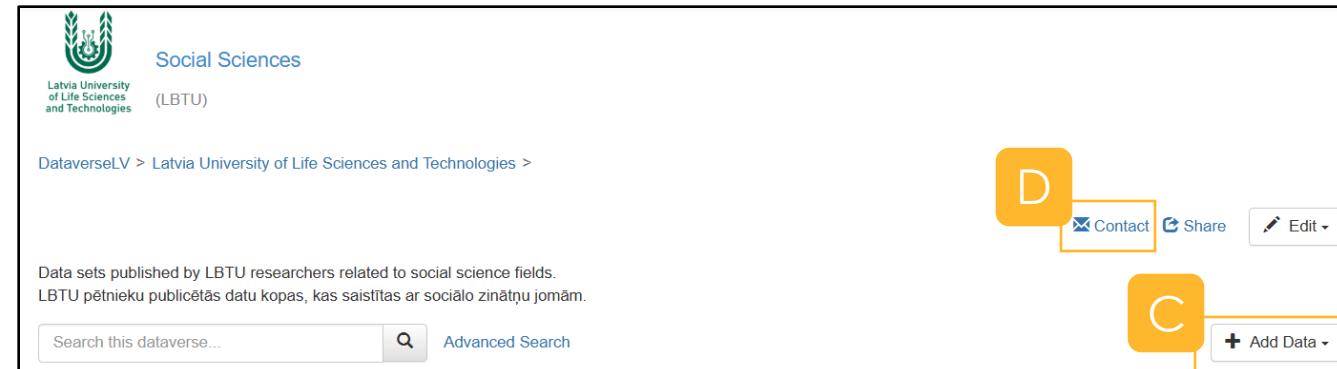
To get permissions for adding datasets, press **Contact** to email the Dataverse administrator

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



The screenshot shows a search results page for 'Dataverses (6)'. A yellow box labeled 'A' highlights the checkbox for 'Dataverses' in the search filters. Another yellow box labeled 'B' highlights the 'Social Sciences (LBTU)' collection in the results list. The results are as follows:

- Humanities and Art (LBTU) - May 20, 2025
- Social Sciences (LBTU) - May 20, 2025
- Agricultural Sciences, Forestry and Veterinary Science (LBTU) - May 20, 2025
- Medical and Health Sciences (LBTU) - May 20, 2025
- Natural Sciences (LBTU) - May 20, 2025
- Engineering and Technologies (LBTU) - May 20, 2025



The screenshot shows the 'Social Sciences (LBTU)' collection page. A yellow box labeled 'D' highlights the 'Contact' button. Another yellow box labeled 'C' highlights the 'Add Data' button. The page includes a search bar and navigation links.

5. Adding a new dataset (1)

1.

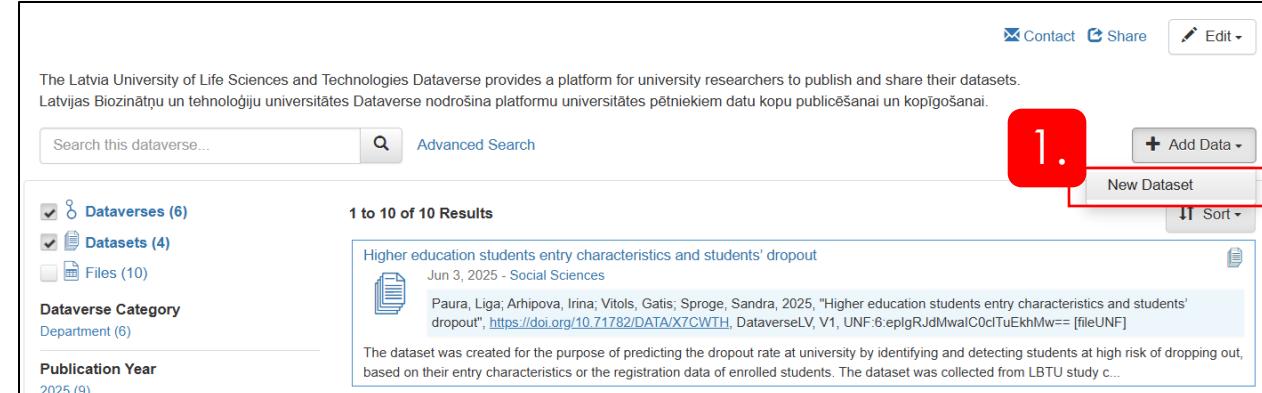
In the **Add Data** list, choose **New Dataset**

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 Latvia University of Life Sciences and Technologies Dataverse provides a platform for university researchers to publish and share their datasets. Latvijas Biozinātņu un tehnoloģiju universitātes Dataverse nodrošina platformu universitātes pētniekiem datu kopu publicēšanai un kopīgošanai.

Search this dataverse... 1 to 10 of 10 Results

Dataverses (6)

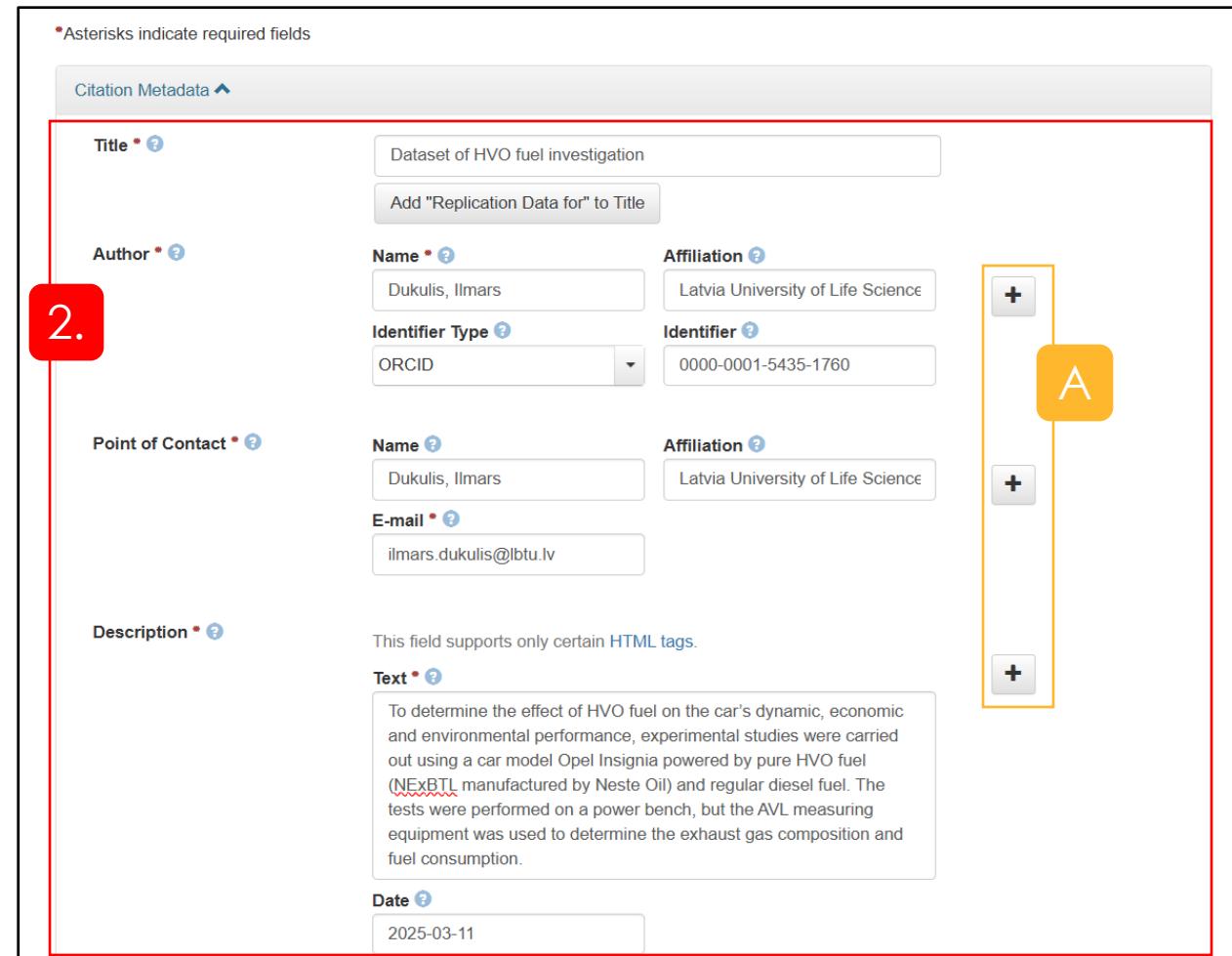
Datasets (4)

Files (10)

Dataverse Category
Department (6)

Publication Year
2025 (9)

Higher education students entry characteristics and students' dropout
Jun 3, 2025 - Social Sciences
Paura, Līga; Arhipova, Irina; Vitols, Gatis; Sproge, Sandra, 2025, "Higher education students entry characteristics and students' dropout", <https://doi.org/10.7178/DATA/X7CWTH>, DataverseLV, V1, UNF:6:eplgRJdMwaiC0cITuEkhMw== [fileUNF]
The dataset was created for the purpose of predicting the dropout rate at university by identifying and detecting students at high risk of dropping out, based on their entry characteristics or the registration data of enrolled students. The dataset was collected from LBPU study c...



*Asterisks indicate required fields

Citation Metadata

Title *

Author *

Point of Contact *

Description *
This field supports only certain HTML tags.

Date

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 ? + -

Keyword ? + -

Controlled Vocabulary Name ? + -

Controlled Vocabulary URL ?

Term ? + -

Controlled Vocabulary Name ? + -

Controlled Vocabulary URL ?

Term ? + -

Controlled Vocabulary Name ? + -

Controlled Vocabulary URL ?

Term ? + -

Controlled Vocabulary Name ? + -

Controlled Vocabulary URL ?

Related Publication ?

Relation Type ?

Citation ?

Identifier Type ? Identifier ?

URL ?

Notes ?

Depositor ?

Deposit Date ?

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**), 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

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.

1. **Select Files to Add**

2. **File List**

3. **Save Dataset**

File Name	File Path	Description	Actions
Emissions_HVO.txt		Plain Text MD5: 8bc8570c8be8b1907041111fd0ced4a5 Raw data from AVL exhaust gas measurement equipment operating the vehicle on HVO fuel	Delete Restrict Unrestrict
Fuel_HVO.csv		Comma Separated Values MD5: b58326330afde1793365b13cc7d2b201 Raw data from AVL fuel consumption measurement equipment operating the vehicle on HVO fuel	⋮
Power_HVO.txt		Plain Text MD5: db4aecb1957cd2760d68ab213dd386e3 Raw power and torque data from the power bench operating the vehicle on HVO fuel	⋮
Readme.txt		Plain Text MD5: 1a14fca6e6848c8bbea3975afccb855c General & methodological information, data & file overview etc.	⋮

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

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 shows the Dataverse dataset management interface. The top navigation bar includes 'Search', 'User Guide', 'Support', and a user profile for 'Ilmars Dukulis'. The main content area is titled 'Dataset of HVO fuel investigation'.

- A:** A green success message box at the top left of the main content area: 'Success! – The tabular files have been ingested.'
- B:** The central dataset summary section, including the title, status (Draft), DOI, and basic description.
- C:** The right sidebar containing buttons for 'Access Dataset', 'Submit for Review', 'Edit Dataset', 'Contact Owner', 'Share', 'Dataset Metrics', and '0 Downloads'.
- D:** The bottom section showing a list of dataset files with four tabs: 'Files', 'Metadata', 'Terms', and 'Versions'.

Dataset Summary (Section B):

- Title:** Dataset of HVO fuel investigation
- Status:** Draft
- DOI:** <https://doi.org/10.5072/FK2/RC2NBA>
- 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://doi.org/10.22616/ERDev.2021.20.TF331)
- License/Data Use Agreement:** PUBLIC DOMAIN CC0 1.0

Dataset Files (Section D):

File	Type	Size	Deposited	MD5
Emissions_HVO.txt	Plain Text	14.3 KB	Mar 11, 2025	MD5: 8bc...4a5
Fuel_HVO.tab	Tabular Data	2.3 KB	Mar 11, 2025	4 Variables, 62 Observations UNF:6.6TAT...6IQ==
Power_HVO.txt	Plain Text	13.4 KB	Mar 11, 2025	MD5: db4...6e3
Readme.txt	Plain Text	8.3 KB	Mar 11, 2025	MD5: 1a1...55c

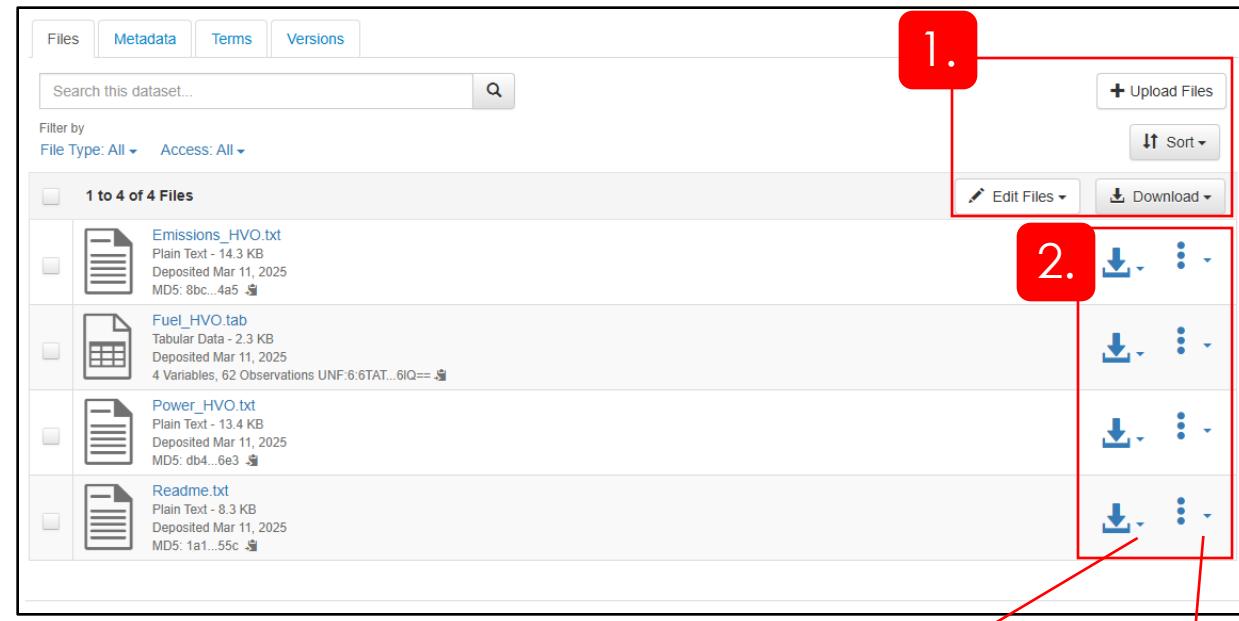
6. Editing a dataset (1)

1.

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

2.

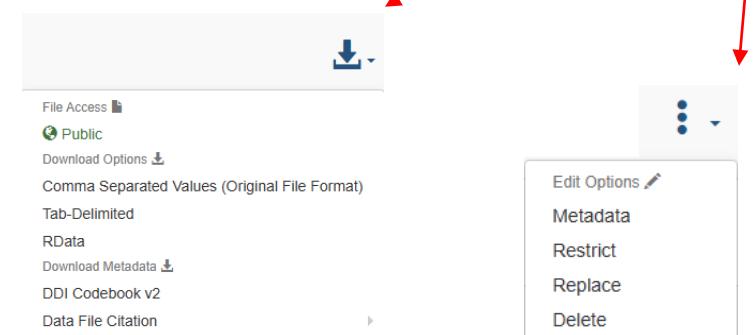
You can also manage files using the **File Access** and **File Options** lists



1 to 4 of 4 Files

- Emissions_HVO.txt
Plain Text - 14.3 KB
Deposited Mar 11, 2025
MD5: 8bc...4a5
- Fuel_HVO.tab
Tabular Data - 2.3 KB
Deposited Mar 11, 2025
4 Variables, 62 Observations UNF:6:6TAT...6IQ==
- Power_HVO.txt
Plain Text - 13.4 KB
Deposited Mar 11, 2025
MD5: db4...6e3
- Readme.txt
Plain Text - 8.3 KB
Deposited Mar 11, 2025
MD5: 1a1...55c

Upload Files Sort Edit Files Download



File Access

- Public
- Download Options
- Comma Separated Values (Original File Format)
- Tab-Delimited
- RData
- Download Metadata
- DDI Codebook v2
- Data File Citation

Edit Options

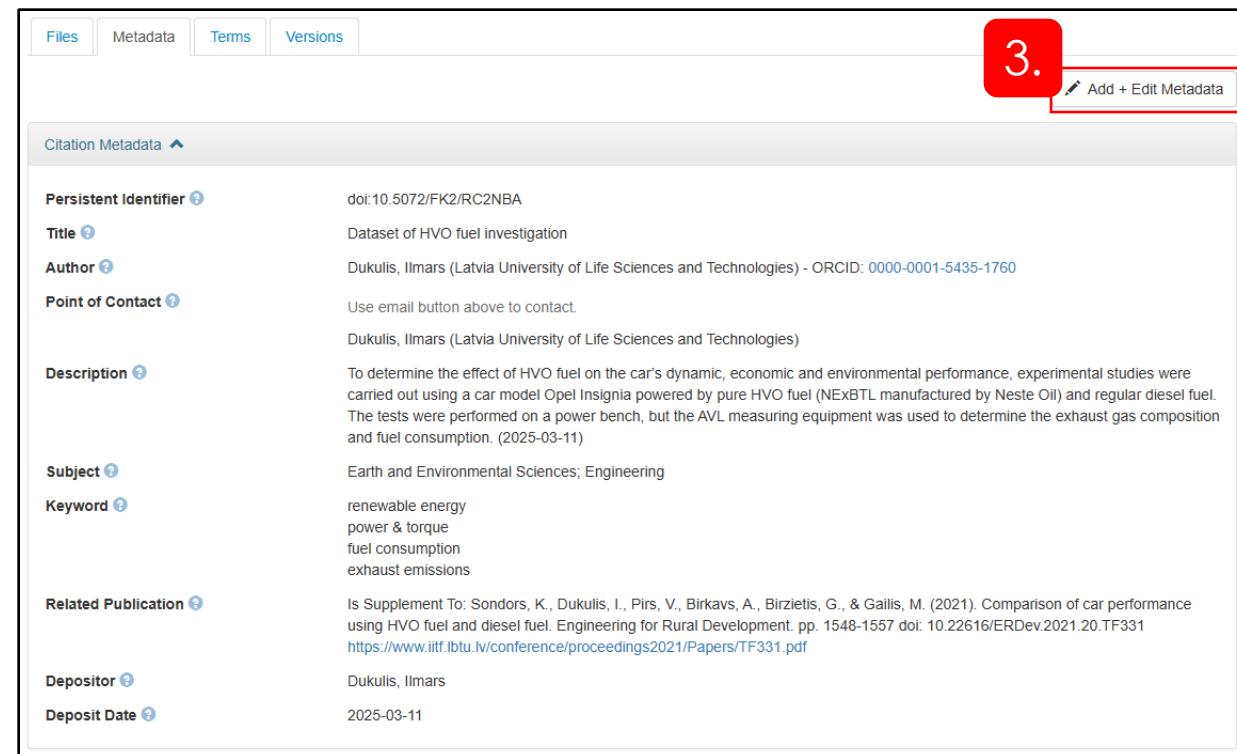
- Metadata
- Restrict
- Replace
- Delete

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 Dataverse dataset editing interface. At the top, there are tabs: Files, Metadata (which is selected and highlighted in blue), Terms, and Versions. A red box with the number '3.' is placed over the 'Metadata' tab. In the main content area, there is a section titled 'Citation Metadata ^'. Below it, there are several metadata fields with their values:

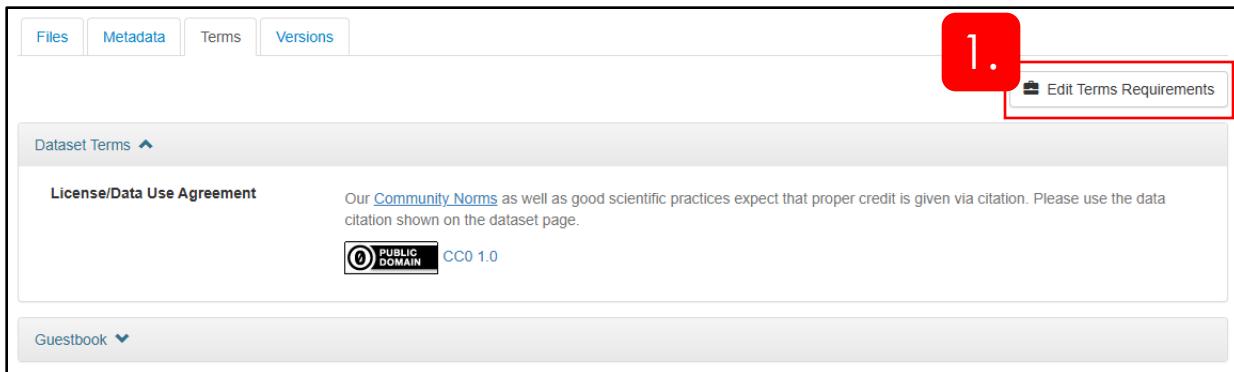
- Persistent Identifier**: doi:10.5072/FK2/RC2NBA
- Title**: Dataset of HVO fuel investigation
- Author**: Dukulis, Ilimars (Latvia University of Life Sciences and Technologies) - ORCID: 0000-0001-5435-1760
- Point of Contact**: Use email button above to contact.
Dukulis, Ilimars (Latvia University of 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.ibtu.lv/conference/proceedings2021/Papers/TF331.pdf>
- Depositor**: Dukulis, Ilimars
- Deposit Date**: 2025-03-11

A red box with the number '3.' is also placed over the 'Add + Edit Metadata' button in the top right corner of the 'Citation Metadata' section.

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



Files Metadata Terms **Versions**

Dataset Terms ▾

License/Data Use Agreement Our [Community Norms](#) as well as good scientific practices expect that proper credit is given via citation. Please use the data citation shown on the dataset page.

 CC0 1.0

Guestbook ▾

1.

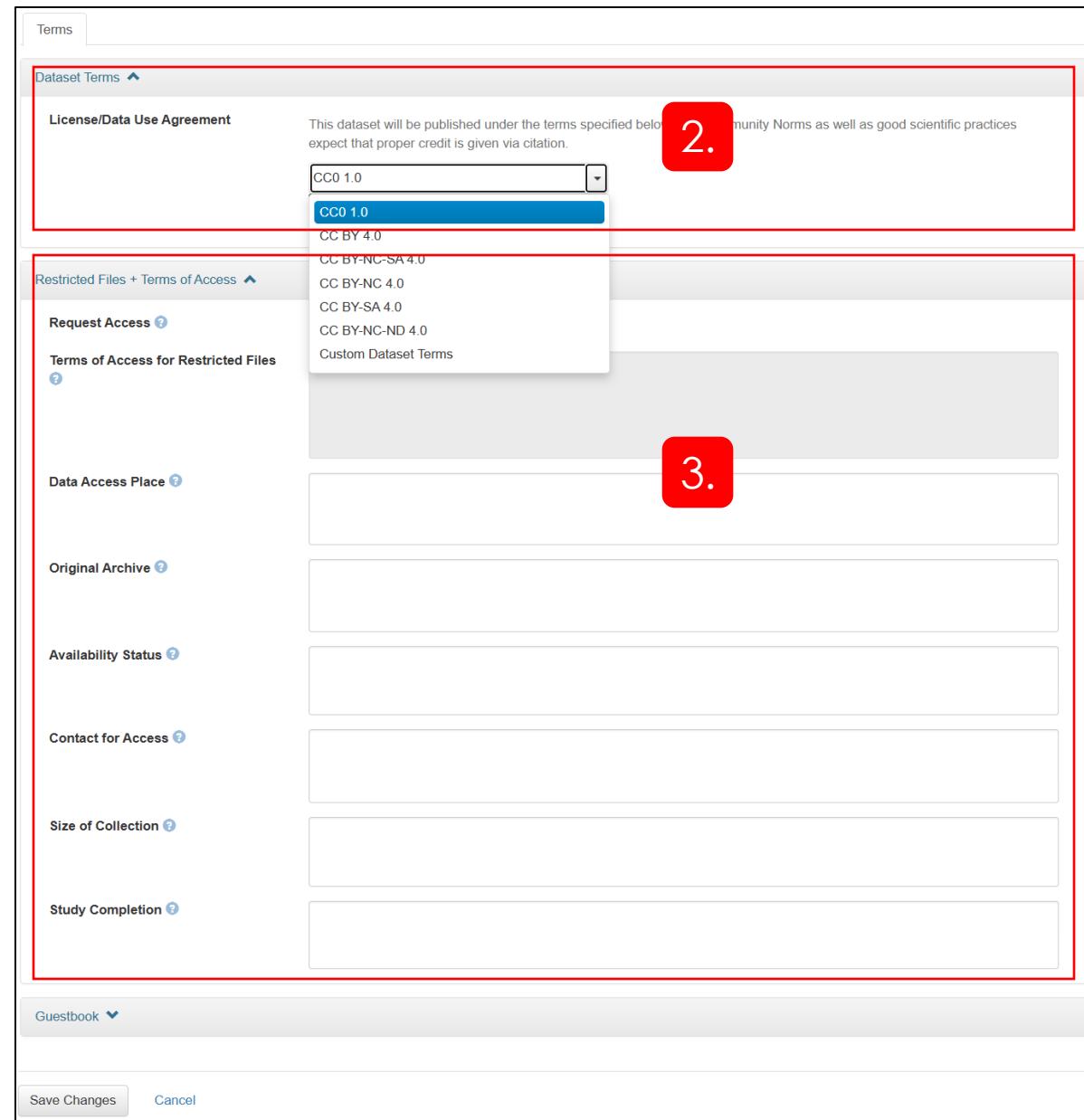
Edit Terms Requirements

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



Terms

Dataset Terms ▾

License/Data Use Agreement This dataset will be published under the terms specified below. Our [Community Norms](#) as well as good scientific practices expect that proper credit is given via citation.

CC0 1.0

CC0 1.0

CC BY 4.0

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Custom Dataset Terms

Restricted Files + Terms of Access ▾

Request Access ▾

Terms of Access for Restricted Files ▾

Data Access Place ▾

Original Archive ▾

Availability Status ▾

Contact for Access ▾

Size of Collection ▾

Study Completion ▾

Guestbook ▾

Save Changes Cancel

2.

3.

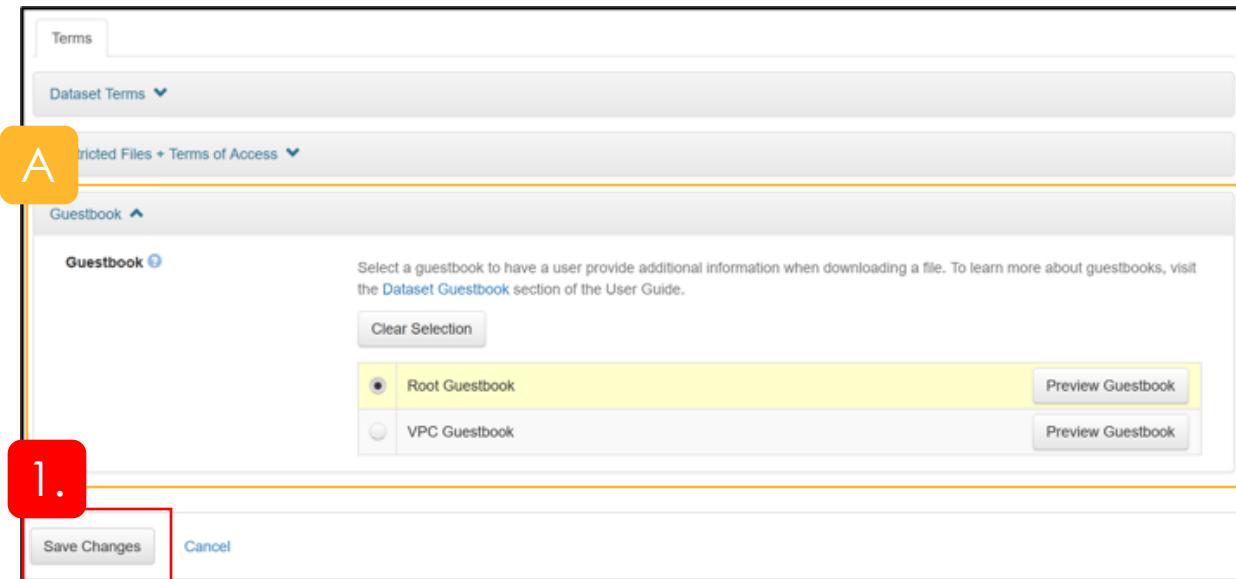
6. Datu kopas redīgēšana (4)

A

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



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 **Account – DataverseLV** section **Notifications** tab

Dataset of HVO fuel investigation



Submit for Review

⚠ You will not be able to make changes to this dataset while it is in review.

License/Data Use Agreement



2.

Submit

Cancel

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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