



J-STAGE Data Manual

# Data Deposit Process

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No.	Ver.	Date	Type	Changes	Descriptions
1	0.1	2020/03/23	New	First version	
2	1.0	2022/01/05	Update	Added notes about describing metadata	1.4 Describing metadata
3	1.1	2024/08/31	Update	Reflected changes in metadata fields: - Changed "Corresponding author email address" now mandatory - Renamed "Translated [Field]" to "[Field] (in Japanese)" - "Copyright" now mandatory	1.4 Describing metadata
4	1.2	2025/03/04	Update	Added information about Common Metadata Elements	1.4 Describing metadata

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# 0. Introduction

J-STAGE Data is the data repository provided by the Japan Science and Technology Agency (JST) to promote research data sharing and reuse. J-STAGE Data facilitates the circulation of research data associated with articles published on [J-STAGE](#), an electronic journal platform for science and technology information in Japan. Each data item on J-STAGE Data and corresponding J-STAGE articles are linked to each other. The use of J-STAGE Data is available for anyone and user registration is not required.

This manual illustrates how to deposit your data to be published on J-STAGE Data.

J-STAGE Data is using Figshare's cloud service as its backbone. For more details about Figshare, please see [Figshare](#).

If you have any questions regarding the use of J-STAGE Data, please contact [data-contact@jstage.jst.go.jp](mailto:data-contact@jstage.jst.go.jp) by email.

## 1. Data deposit process

### 1.1. Accessing the online form

The online form (<https://jstagedata.jst.go.jp/submit>) is provided for researchers who wish to deposit research data related to their J-STAGE publications.

This online form is used for all journals hosted on J-STAGE Data, and you will log in with a common user name and password rather than a personal login. Please contact the editorial office of the journal you are submitting to obtain the user name and password for the form.

When accessing the online form for the first time, the user will be prompted to reCAPTCHA (Figure 1). This is to distinguish between human and automated programs (machines) and prevent abuse. Please click on the checkbox "I'm not a robot" and proceed.

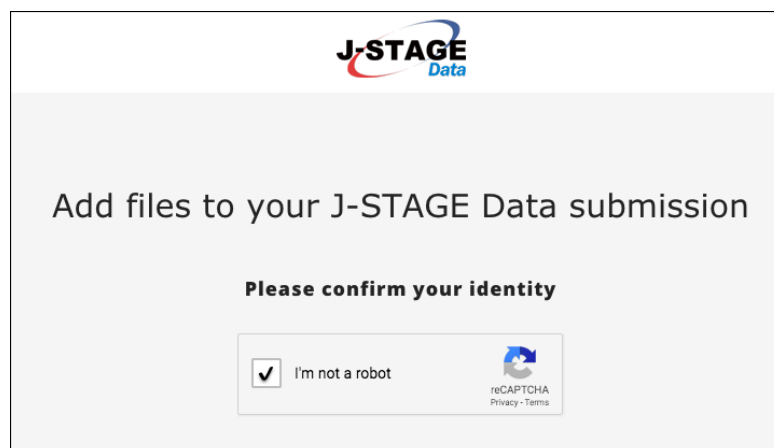


Figure 1. reCAPTCHA prompt on the online form

## 1.2. Selecting a journal

The next screen will present a drop-down menu to select a journal to which you are submitting your data (Figure 2). Please make sure to select the journal you have submitted (or plan to submit) your manuscript that relates to the research data you are about to deposit.

Scroll down in the drop-down menu to find the journal title and click on it. You can type the journal title in the text box provided to narrow down the number of journal titles displayed.

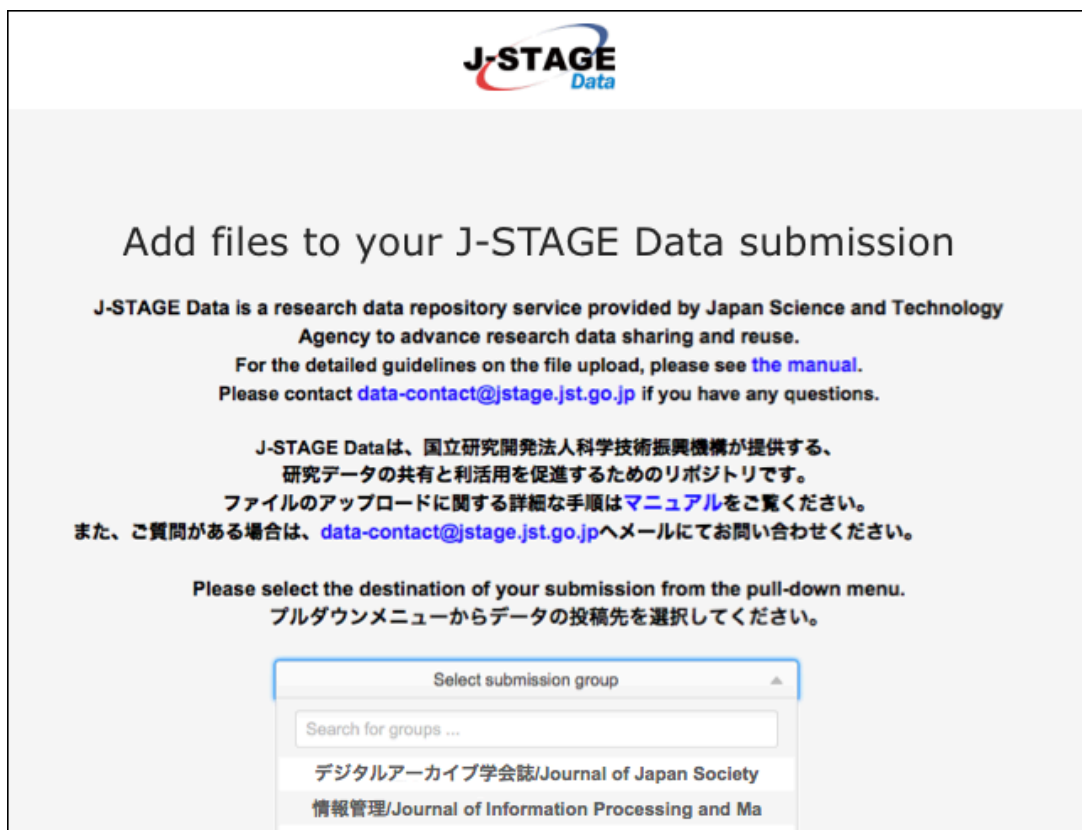


Figure 2. Journal selection menu

### 1.3. Uploading the data

As you select a journal, you will be prompted to the data uploading page (Figure 3). You can drag and drop your data files into the box area (shown by a dotted line in Figure 3), or click on the Browse button to choose local files to upload.

You can upload multiple files at a time. When uploading multiple files, all of them are grouped as one item assigned with a single DOI.

In case you would like each file to be assigned with a unique DOI, please upload one file at a time and submit, then repeat the process for other files.

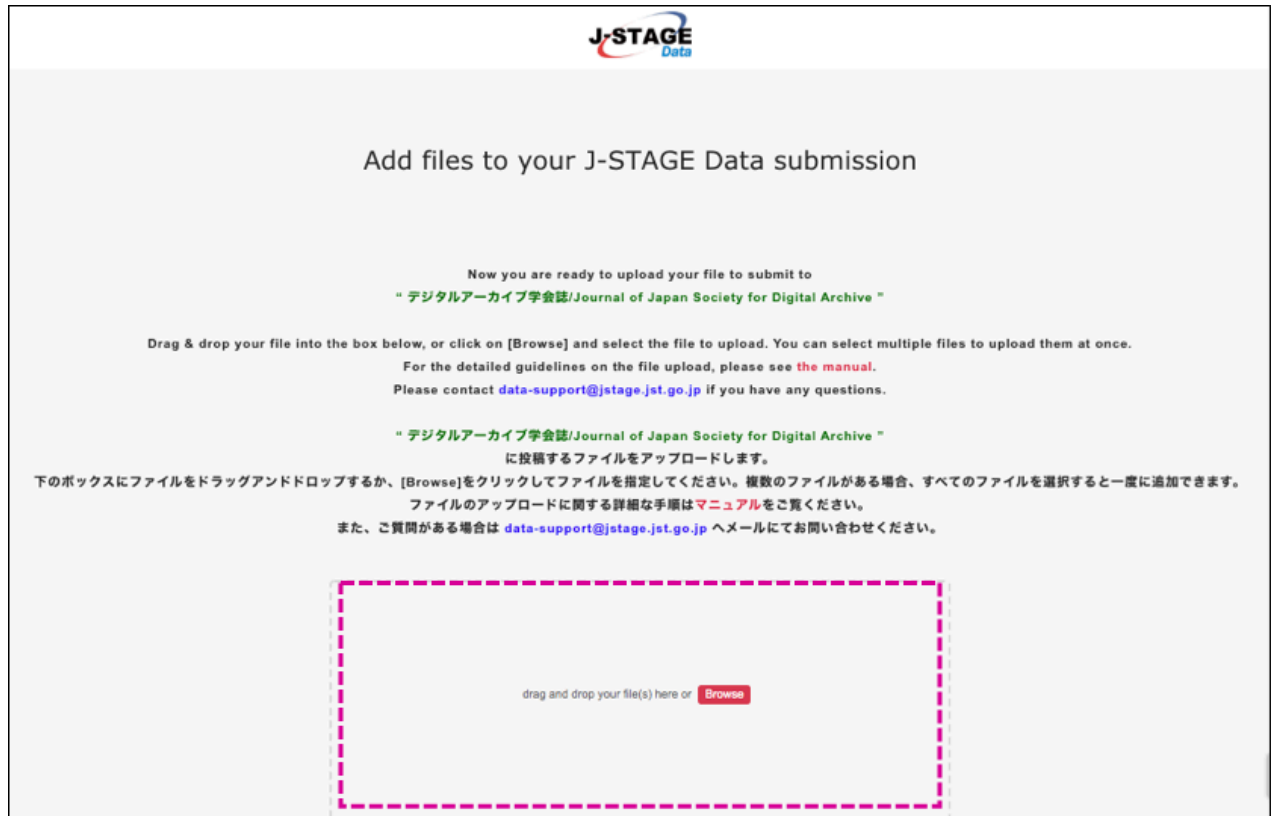


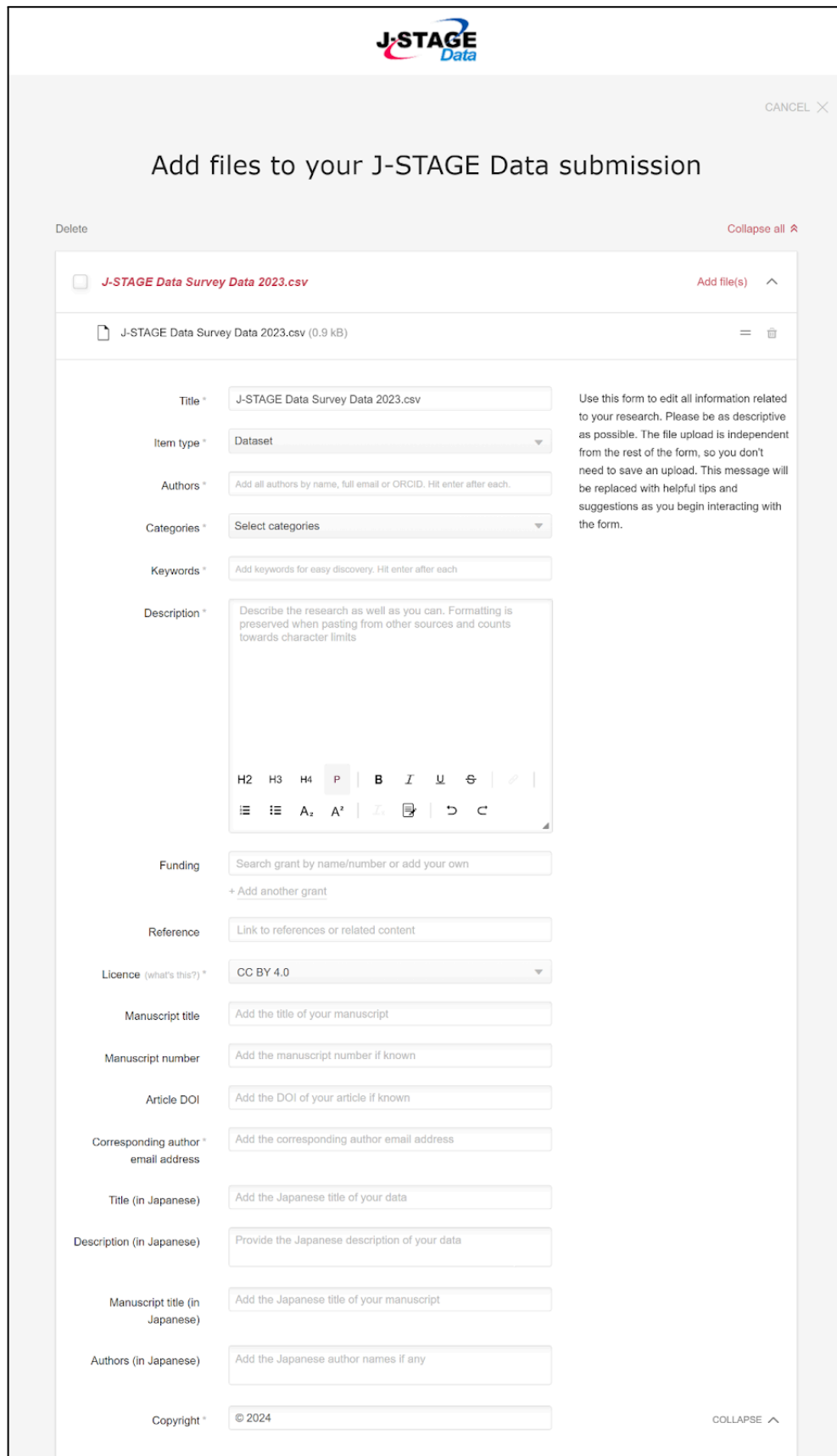
Figure 3. Data uploading page

Figshare allows showing in-browser previews for a variety of file formats. See more details for [file formats supported for in-browser viewing](#).

Note that zipped files will show only the file structure in the preview, not the preview of each file. Set the file encoding as UTF-8 to avoid character corruptions in the preview.

## 1.4. Describing metadata

As you finish uploading data files, you will be prompted to the metadata panel (Figure 4).



CANCEL ✕

### Add files to your J-STAGE Data submission

Delete Collapse all ⤴

**J-STAGE Data Survey Data 2023.csv** Add file(s) ⤴

J-STAGE Data Survey Data 2023.csv (0.9 kB) ≡ 🗑️

<b>Title *</b>	<input type="text" value="J-STAGE Data Survey Data 2023.csv"/>	Use this form to edit all information related to your research. Please be as descriptive as possible. The file upload is independent from the rest of the form, so you don't need to save an upload. This message will be replaced with helpful tips and suggestions as you begin interacting with the form.
<b>Item type *</b>	<input type="text" value="Dataset"/>	
<b>Authors *</b>	<input type="text" value="Add all authors by name, full email or ORCID. Hit enter after each."/>	
<b>Categories *</b>	<input type="text" value="Select categories"/>	
<b>Keywords *</b>	<input type="text" value="Add keywords for easy discovery. Hit enter after each."/>	
<b>Description *</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="font-size: 0.8em;">Describe the research as well as you can. Formatting is preserved when pasting from other sources and counts towards character limits</p> <div style="border: 1px solid #ccc; padding: 2px; font-size: 0.7em; margin-top: 5px;"> <span>H2 H3 H4 P B I U S</span> <span>☰ ☲ A₂ A*</span> <span>↶ ↷ ↻</span> </div> </div>	
<b>Funding</b>	<input type="text" value="Search grant by name/number or add your own"/> <p style="font-size: 0.8em;">+ Add another grant</p>	
<b>Reference</b>	<input type="text" value="Link to references or related content"/>	
<b>Licence (what's this?) *</b>	<input type="text" value="CC BY 4.0"/>	
<b>Manuscript title</b>	<input type="text" value="Add the title of your manuscript"/>	
<b>Manuscript number</b>	<input type="text" value="Add the manuscript number if known"/>	
<b>Article DOI</b>	<input type="text" value="Add the DOI of your article if known"/>	
<b>Corresponding author * email address</b>	<input type="text" value="Add the corresponding author email address"/>	
<b>Title (in Japanese)</b>	<input type="text" value="Add the Japanese title of your data"/>	
<b>Description (in Japanese)</b>	<input type="text" value="Provide the Japanese description of your data"/>	
<b>Manuscript title (in Japanese)</b>	<input type="text" value="Add the Japanese title of your manuscript"/>	
<b>Authors (in Japanese)</b>	<input type="text" value="Add the Japanese author names if any"/>	
<b>Copyright *</b>	<input type="text" value="© 2024"/>	COLLAPSE ⤴

Figure 4. Metadata panel

Please describe as much information as possible about the data file you are about to deposit.

Required fields are indicated with an asterisk (\*). As you move from one field to another, guide texts are shown on the right hand side.

You can also enter and register the systematic metadata (Common Metadata Elements) required for publicly funded research data as part of the metadata in J-STAGE Data. Researchers (authors of the data) are responsible for entering and registering these elements. For details on the Common Metadata Elements, please refer to the [J-STAGE Data Manual: Common Metadata Elements](#).

Field (* : required)	Character limits	Descriptions
Title *	At least 3 characters up to 500	Data title. Give your research a title that is more descriptive than just a file name. The following HTML tags are available to use: <b><em><i><small><strong><sub>><sup>
Item type *	Select one from the drop-down menu	Select an item type that best describes your research.
Authors *	Type a person's name and hit the Enter key after each	Data creators. Start typing a name and select from the list shown, or manually add them to hit the Enter key, add author details and click to Save. Repeat the process for multiple authors.
Categories *	Select at least one from the drop-down menu	Select one or multiple categories that your data relates to. See <a href="#">J-STAGE Data categories</a> for the full list of categories.
Keywords *	Type at least one keyword and hit the Enter key after each	Add keywords that relate to your data. When you have multiple keywords, use the Enter key after each.
Description *	At least 4 characters up to 5,000	Describe your data under 5,000 characters. The following HTML tags are available to use: <address><h2><h3><h4><h5><h6><blockquote><dd><dl><dt><hr><li><ol><p><ul>><a><b> <cite><code><em><i><small><strong><sub><sup><table><td><th><tr>
Funding	(optional)	Search by grant number, name or funder body to add the funding information that supported your work. Pick from the suggested grant list if you find a match. If there is no match, type only the funder organization name manually.
Reference	(optional)	Add references (links) to any relevant



		content or external sources that relate to your data.
License *	Select one from the drop-down menu	Select the appropriate license for the data reuse from the list. See <a href="#">J-STAGE Data licenses</a> for the full list of categories.
Manuscript title	(optional)	Add the title of your manuscript related to this submission. Otherwise leave this field blank.
Manuscript number	(optional)	Add the manuscript number if you know it already, otherwise leave this field blank.
Article DOI	(optional)	Add the DOI of your article if you know it already, otherwise leave this field blank.
Corresponding author email address *		Add your email address so that the journal editors can contact you when necessary.
Title (in Japanese)	(optional)	Add the translated title of your data if any.
Description (in Japanese)	(optional)	Provide the translation of your data description if any.
Manuscript title (in Japanese)	(optional)	Add the translated title of your manuscript if any.
Authors (in Japanese)	(optional)	Add the translated author names if any.
Copyright *		When the copyright holder is different from Authors, add here as © [year] [copyright holder name].

The fields below the Copyright field on the screen are the systematic metadata (Common Metadata Elements) required for publicly funded research data. For details on entering these elements, please refer to the [J-STAGE Data Manual: Common Metadata Elements](#).

## 1.5. Submitting the data and metadata

You can use the box area below the metadata panel (Figure 5) if you notice there are more files to be added while you work on describing metadata. You need to input only one set of metadata even when you are uploading multiple files.

When you complete filling the metadata section, click on the Submit button to complete. Before submitting the form, please make sure to read these notes displayed above the Submit button.

**Do you have any additional files for this submission?**

drag and drop your file(s) here or Browse

By clicking [Submit] the data and the metadata being uploaded will be sent to the selected journal publisher. Be sure to review the journal's instruction to authors and data policy before submitting.

Research data associated with any publicly funded research must be made searchable with structured metadata (Common Metadata Elements) in the research data infrastructure system (NII RDC, Research Data Cloud provided by National Institute of Informatics). (Starting in the FY2024 applications).

To comply with this requirement for research data published on J-STAGE Data, please fill in "Funder" and all subsequent fields.

Submitting the files will not release them publicly. They will be kept private and reviewed by the editorial team who will contact you in case they need to perform corrections or add more information.

[Submit]をクリックすると、アップロードしたデータおよびメタデータがあなたが選択したジャーナルの発行機関あてに送信されます。送信前にはかならず、ジャーナルの投稿規程・データポリシーなどをご確認ください。

公募型の研究資金により得られた研究データについては、体系的なメタデータ（メタデータの共通項目）の付与を進め、研究データ基盤システム（国立情報学研究所 Research Data Cloud: NII RDC）上でこれらのメタデータを検索可能にすることが求められています（2024年度 新規公募分から）

J-STAGE Dataから公開する研究データにおいてこれに対応するには、「Funder」よりあとのメタデータ項目すべてについて入力・登録する必要があります。

なお、ファイルを送信してもすぐには公開されません。送信されたデータは、非公開の状態です。投稿先の発行機関による査読を受けた後、公開されます。登録した情報の追加や修正が必要な場合、発行機関から個別に通知されます。

Cancel
finished uploading and adding details?
Submit >

Figure 5. Lower half of metadata panel

## 1.6. Completing the submission

As the submission is successfully sent, you will see the message on the screen (Figure 6).

**The submitted data will not be automatically published.** Respective journal's editor will receive a notification and publish the data after the necessary process.

If you have any questions regarding the files you uploaded, **please contact the editorial team of the journal you submitted to.**



Figure 6. Deposit complete screen