



J-STAGE Data Manual

Data Deposit Process

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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 Knowledge](#).

If you have any questions regarding the use of J-STAGE Data, please contact 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 commonly used for all journals hosted on J-STAGE Data. There is no user login required.

When accessing to 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.

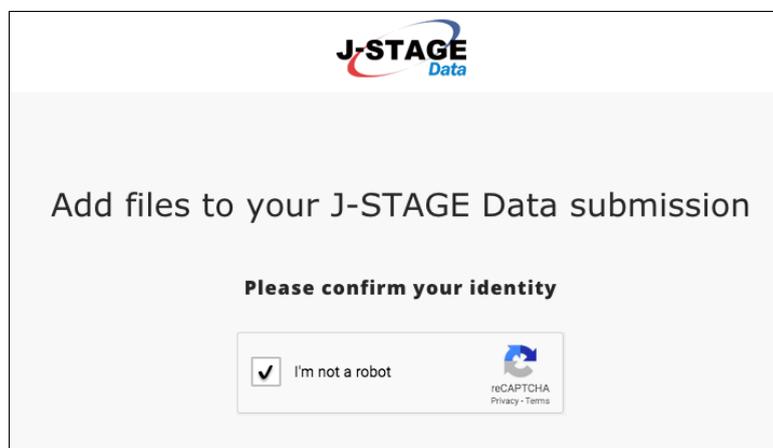
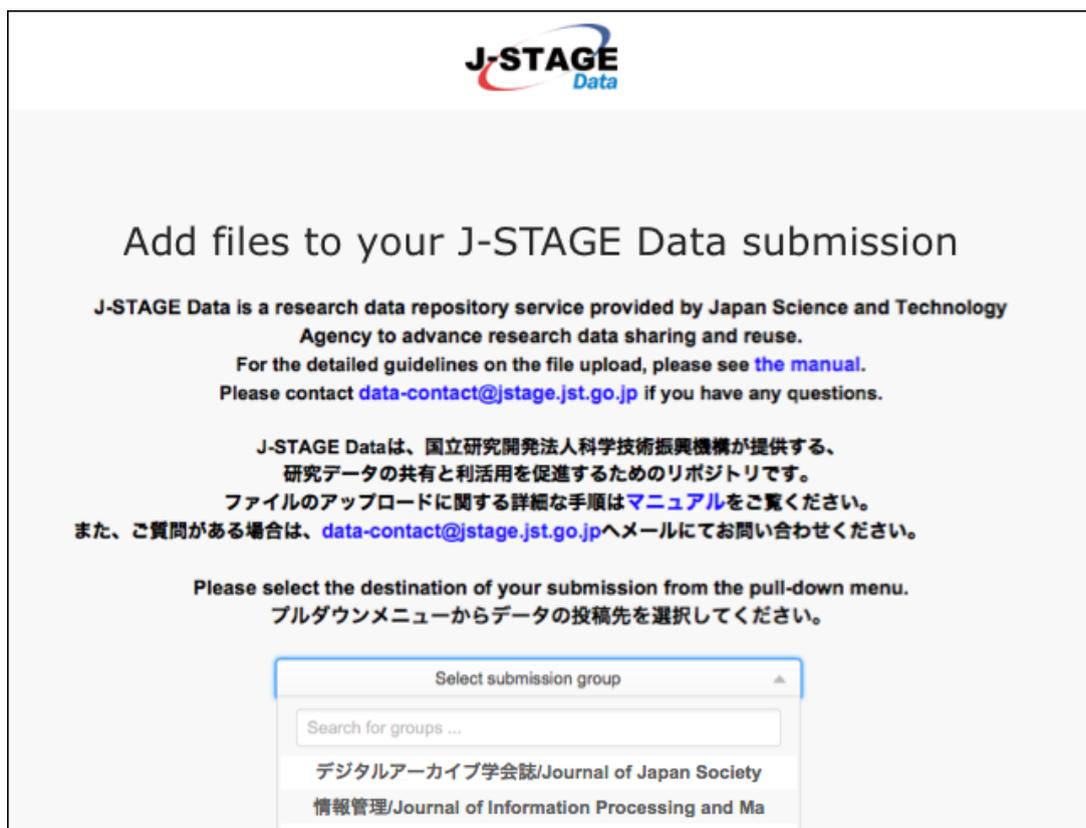


Figure 1. reCAPTCHA prompt on the online form

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 research data you are about to deposit.

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

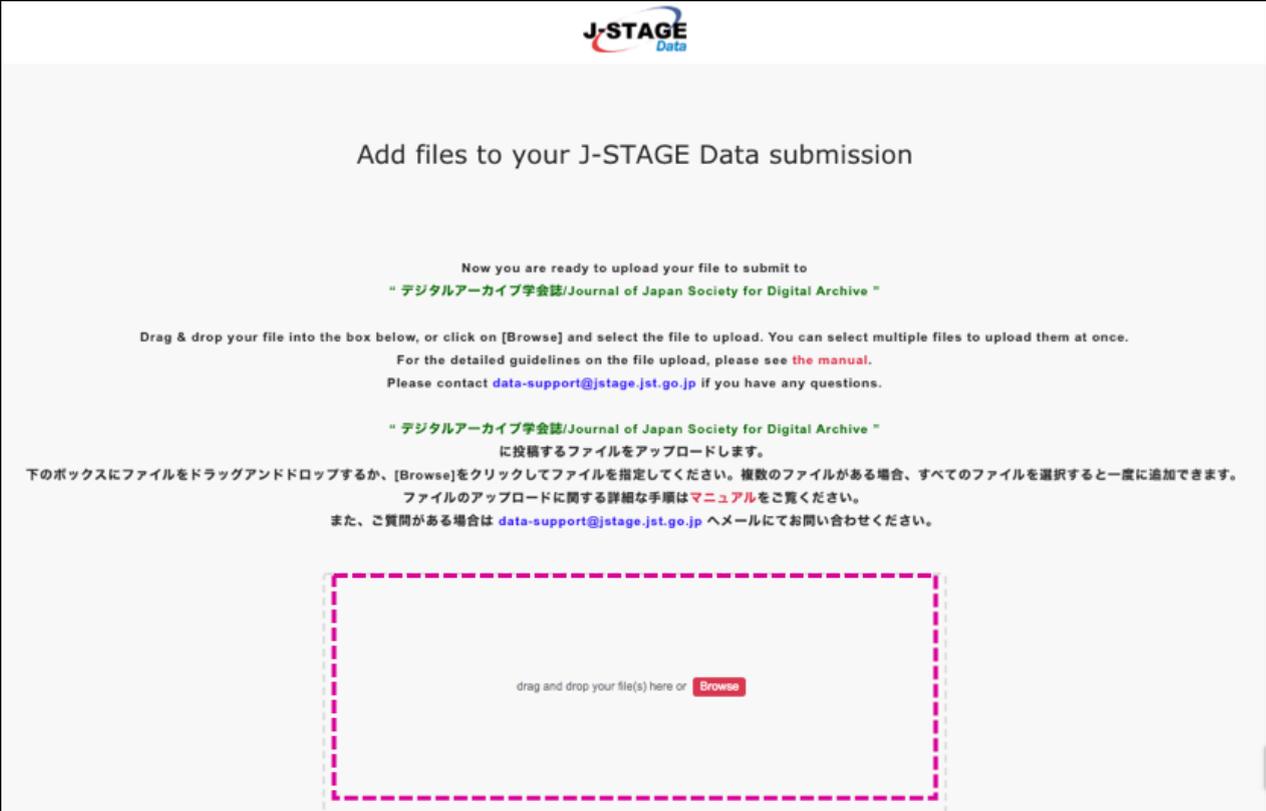


The screenshot displays the J-STAGE Data submission page. At the top center is the J-STAGE Data logo. Below it, the heading reads "Add files to your J-STAGE Data submission". The main text explains that J-STAGE Data is a research data repository service provided by the Japan Science and Technology Agency to advance research data sharing and reuse. It includes instructions to consult the manual for detailed guidelines and to contact data-contact@jstage.jst.go.jp for questions. Japanese text follows, stating that J-STAGE Data is provided by the National Institute of Advanced Industrial Science and Technology to promote research data sharing and reuse, and that users should refer to the manual for upload procedures and contact the support email for questions. Below this, instructions in English and Japanese ask the user to select the destination of their submission from a pull-down menu. The screenshot shows the "Select submission group" dropdown menu open, with a search box and a list of journal titles, including "デジタルアーカイブ学会誌/Journal of Japan Society" and "情報管理/Journal of Information Processing and Ma".

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 file 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.



The screenshot shows the J-STAGE Data submission interface. At the top center is the J-STAGE Data logo. Below it, the heading reads "Add files to your J-STAGE Data submission". The main content area contains the following text:

Now you are ready to upload your file to submit to
" デジタルアーカイブ学会誌/Journal of Japan Society for Digital Archive "

Drag & drop your file into the box below, or click on [Browse] and select the file to upload. You can select multiple files to upload them at once.
For the detailed guidelines on the file upload, please see the [manual](#).
Please contact data-support@jstage.jst.go.jp if you have any questions.

" デジタルアーカイブ学会誌/Journal of Japan Society for Digital Archive "
に投稿するファイルをアップロードします。
下のボックスにファイルをドラッグアンドドロップするか、[Browse]をクリックしてファイルを指定してください。複数のファイルがある場合、すべてのファイルを選択すると一度に追加できます。
ファイルのアップロードに関する詳細な手順は[マニュアル](#)をご覧ください。
また、ご質問がある場合は data-support@jstage.jst.go.jp メールにてお問い合わせください。

At the bottom center, there is a large rectangular area outlined with a dashed magenta border. Inside this area, the text reads "drag and drop your file(s) here or" followed by a red button labeled "Browse".

Figure 3. Data uploading page

1.4. Describing metadata

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

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.
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.
Categories *	Select at least one from the drop-down menu	Select one or multiple categories that your data relates to. See Appendix 1: J-STAGE Data categories 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 as well as you can under 5,000 characters.
Funding	(optional)	Search by grant number, name or funder body to add the funding information about your work.
Reference	(optional)	Add references (links) to any relevant content or external sources that relate to <div style="text-align: center;"> <p>Select the appropriate licence from the list. We encourage open access to all research data.</p> </div> your data.
License *	Select one from the drop-down menu	Select the appropriate license for the data use from the list. See Appendix 2: J-STAGE Data licenses for the full list of categories.
Manuscript title *		Add the title of your manuscript related to this submission.
Manuscript number	(optional)	Add the manuscript number if you know it already, otherwise leave this field empty.

Article DOI	(optional)	Add the DOI of your article if you know it already, otherwise leave this field empty.
Corresponding author email address	(optional)	Add your email address so that we can contact you when necessary.
Translated title	(optional)	Add the translated title of your data if any.
Translated description	(optional)	Provide the translation of your data description if any.
Translated manuscript title	(optional)	Add the translated title of your manuscript if any.
Translated authors	(optional)	Add the translated author names if any.

The screenshot displays the J-STAGE Data submission interface. At the top, the J-STAGE Data logo is visible. The main heading is "Add files to your J-STAGE Data submission". Below this, there is a "Delete" button and a "Collapse all" button. A file list shows one file: "J-STAGE_Data_002-figs_A3-2.png" (142 KB). The metadata form includes the following fields:

- Title:** J-STAGE_Data_002-figs_A3-2.png
- Item type:** Dataset
- Authors:** Add authors by name, full email or ORCID. Hit enter after each.
- Categories:** Select categories
- Keywords:** Add keywords for easy discovery. Hit enter after each.
- Description:** Describe your data as well as you can. Formatting is preserved when creating from other sources and scrolls towards character limits.
- Funding:** Search grant by name/number or add your own. Add another grant.
- Reference:** Link to references or related content.
- License (unless built):** CC BY 4.0
- Manuscript title:** Add the title of your manuscript.
- Manuscript number:** Add the manuscript number if known.
- Article DOI:** Add the DOI of your article if known.
- Corresponding author email address:** Add the corresponding author email address.
- Translated title:** Add the translated title of your data.
- Translated description:** Provide the translated description of your data.
- Translated manuscript title:** Add the translated title of your manuscript.
- Translated authors:** Add the translated author names if any.

Figure 4. Metadata panel

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. Upon the submission, the sender needs to agree to the J-STAGE Data and the journal's terms and conditions. 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] you agree to the **J-STAGE Data and the journal's terms and conditions** and consent to the sharing and reuse of the data being uploaded under the license you selected.

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、**発行機関およびJ-STAGE Dataのデータ投稿規約** に同意し、あなたが設定したライセンス条件のもとで、アップロードしたデータの共有および二次利用を承認したものとみなされ、ファイルが送信されます

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レビューを受けた後、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

When the submission was successfully sent, you will see the message on 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

Appendix 1: J-STAGE Data categories

(in alphabet order)

Categories you can choose on J-STAGE Data are as follows. When selecting from the pull-down menu, please choose a broad category first, then check any small categories.

Broad category	Small category
Basic Sciences	Chemistry
	Earth Sciences and Astronomy
	Mathematics
	Physics
Engineering and Technology	Architecture and Civil Engineering
	Electrical and Electronic Engineering
	Engineering in General
	Mechanical Engineering
	Nanosciences and Materials Sciences
Humanities and Social Sciences	Anthropology, History and Geography
	Economics, Business & Management
	Law, Political Sciences
	Literature, Language & Linguistics and Art
	Philosophy, Religion
	Psychology, Education
	Sociology
Interdisciplinary Sciences	Environmental Sciences
	Information Sciences
	Interdisciplinary Sciences
Life Sciences	Agriculture and Food Sciences
	Biology, Life Sciences and Basic Medicine
Medical and Health Sciences	Clinical Medicine
	Dentistry
	General Medicine, Social Medicine, and Nursing Sciences
	Pharmaceutical Sciences

Appendix 2: J-STAGE Data licenses

Licenses you can choose on J-STAGE Data are as follows. For details, please look up the page linked from the full name of each license. If you have any questions on these licenses, please contact the editorial team of the journal you submitted to.

License	Full name
CC-0	Public Domain Dedication
CC BY-SA 4.0	Attribution-ShareAlike 4.0 International
CC BY-ND 4.0	Attribution-NoDerivatives 4.0 International
CC BY-NC 4.0	Attribution-NonCommercial 4.0 International
CC BY-NC-SA 4.0	Attribution-NonCommercial-ShareAlike 4.0 International
CC BY-NC-ND 4.0	Attribution-NonCommercial-NoDerivatives 4.0 International
CC BY 4.0 (default)	Attribution 4.0 International
MIT	The MIT License
GPL	GNU General Public License, version 1
GPL 2.0+	GNU General Public License, version 2
GPL 3.0+	GNU General Public License, version 3
Apache 2.0	Apache License, version 2