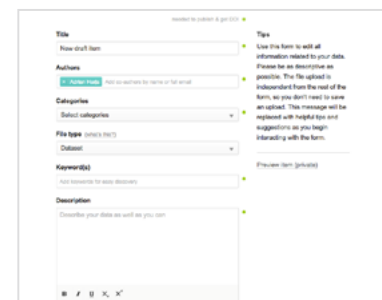# figshare

How to make the most out of your metadata

and help make your research stand out

Minimum required information to complete the metadata form on figshare:

Title • **Authors** • **Categories** • **Keywords** • **Description**
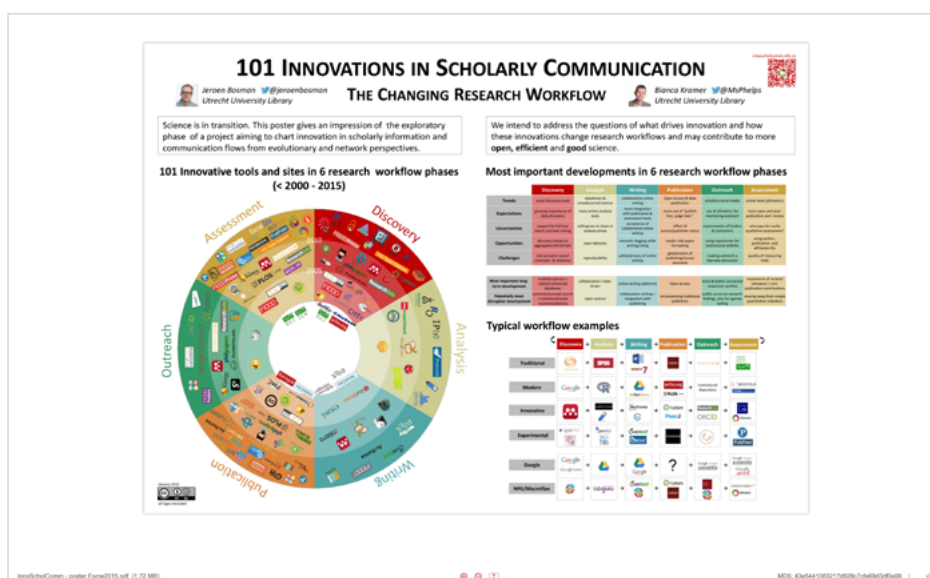
However, including as much information as possible makes your research more thorough, discoverable, and reusable to others.

Some helpful tips

✔ **Make your title as discoverable as possible**

The title should be as descriptive, yet succinct, as possible. Good titles make research more discoverable and therefore more effective. Don't just upload the working title - the more attention-grabbing, the better.

This example is concise but detailed. I know from reading this that I will have a better understanding of what's up-and-coming in Scholarly Communication and how this will impact my own research.

✔ **Keywords as a way to be more descriptive about what's included in your research**

Keywords help enhance the discoverability of your research when others are searching for it. Keywords can also be used to add to the category of your data. For example, if your research area is not included in the Fields of Research we use on figshare, you can use the keywords to add more specific information. See the example below for more information.

✔ **Use the description to expand on the title**

Think of the description as the abstract: include as much relevant information as necessary to make your research understandable and reusable. Context and information on methodology, techniques, and legal or ethical procedure that was met are useful to add.

The authors used the broad category of Library and Information Studies and utilised the keywords to drill down into more specific, discoverable metadata, pulling information from their title and description (or abstract). They also included background on the research and an outline of what to expect in the data.
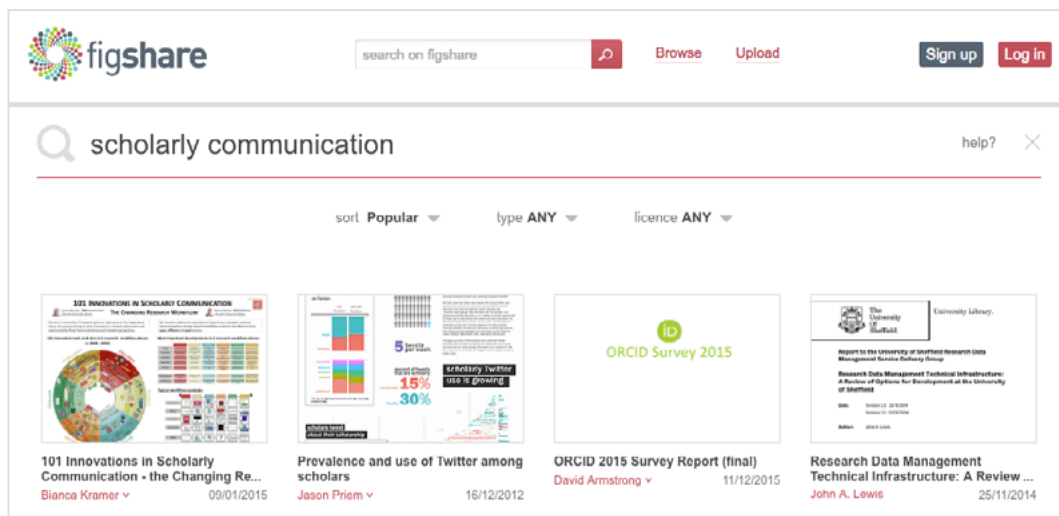
A few other helpful things to remember:

✔ Include all the authors who have collaborated on your research.

✔ Link to references that are hosted elsewhere by copying the URL into the References box and add more by hitting Enter.

✔ Don't forget to hit Publish to complete the metadata form!

✔ If you are required to make your data publicly available and sustainable, be sure to include the funder in your metadata form in the Funder box.

✔ If you have any restrictions on accessibility, you can alter the license type.

Impact

As a result of having a descriptive title, relevant keywords, and a thorough description, this piece of research is now easily discoverable on Google and within figshare.

This is the first search result on Google.

This is the first search result on figshare.

Find out more:
figshare.com