**Email exchanges for a data deposit in the University of Miami Libraries**

Mays, L., Valdes, B., and Falcon, A. (2018). "Self-reported smoking behaviors among ethnically and racially diverse college students." [Data set] University of Miami. <https://doi.org/10.17604/M6KM2D>.

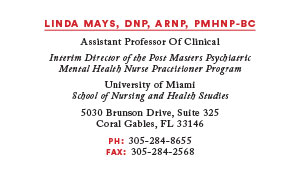
Mays, Linda [l.mays@miami.edu](mailto:l.mays@miami.edu)

2/21/18

Hello Mr. Norris,

I am a faculty member in the School of Nursing and need assistance obtaining a DOI for my data.  Are you available to meet this Friday

Cordially,



2/21/18

Hi Linda,

Friday looks particularly busy already, and so does Monday, but I do have time tomorrow afternoon (Thursday).

We could also start an email conversation. Here are a few questions:

- how big is the data set (KB, MB, GB)?

- how many files are there?

- what kind of structure does the data have (excel files, relational database, text, pictures, audio, etc)?

- do you have a good description of the data set (could someone in your field use the data set with your written description without contacting you)?

- will you want to place the data set in the UM Scholarly Repository, or does it already have a "home" on the internet somewhere?

- Are there any privacy concerns (personally identifiable data for human subjects)?

- what software do you need to view/open the data set?

- what is your time frame?

Please let me know how you want to move forward.

best

tim

p.s. I have copied Cameron Riopelle, the Data Librarian at Richter, and Jason Cohen, the director of the UM Scholarly Repository.

Timothy Norris

University of Miami Libraries

Center for Computational Science

2/24/18

EZID Support [ezid@ucop.edu](mailto:ezid@ucop.edu)

**Notification of Issue Change**   
The following changes have been made to this Issue: *Changed Status to Open from Request, Changed Title, Set Last Name to Mays ,Set First Name to Linda ,Set Organization to University of Miami , Appended a Description, Added Assignee : Joan Starr.*

|  |  |
| --- | --- |
| **Workspace:** | EZID |
| **Issue:** | EZID Inquiry |
| **Issue Number:** | 1273 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Priority:** | Medium |  | **Status:** | Open |
| **Date:** | 02/24/2018 |  | **Time:** | 07:45:35 |
| **Creation Date:** | 02/23/2018 |  | **Creation Time:** | 21:42:03 |
| **Created By:** | l.mays@miami.edu |  |  |  |

**Description:**  
*Entered on 02/24/2018 at 07:45:35 PST (GMT-0800) by Joan Starr:*  
Dear Dr. Mays,  
I am going to put you in touch with Tim Norris (tnorris@miami.edu; copied on this message), who is the University of Miami's EZID contact. Tim is in the process of moving your University over to direct membership in DataCite, so he can advise you of the best next step to take.  
Regards,  
Joan Starr  
   
EZID Service Manager  
California Digital Library   
University of California Office of the President  
+1-510-987-0469  
@joan\_starr

*Entered on 02/23/2018 at 21:42:03 PST (GMT-0800) by l.mays@miami.edu:*  
Sent FROM: [https://ezid.cdlib.org/contact](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fezid.cdlib.org%2Fcontact&data=02%7C01%7Ctnorris%40miami.edu%7C955bb663d1ea4bebadd808d57b9db646%7C2a144b72f23942d48c0e6f0f17c48e33%7C0%7C1%7C636550839682919405&sdata=dplE56twhmHEzT6OOhn8S0KhHVRw%2FInEvfoP7zMqkqE%3D&reserved=0)  
  
Name: Linda Mays  
Email: l.mays@miami.edu  
Institution: University of Miami  
Reason for contact: I would like to inquire about getting a new account for ARKs  
Comment:  
I would like an account to submit supplemental information to with manuscript submissions.  
Heard about from: other  
YES, I'd like to subscribe to the EZID newsletter.

**Current Assignees:** Joan Starr

**Contact Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last Name:** | Mays |  | **First Name:** | Linda |
| **Organization:** | University of Miami |  | **Email Address:** | [l.mays@miami.edu](mailto:l.mays@miami.edu) |

**From:** Norris, Timothy  
**Sent:** Saturday, February 24, 2018 5:34:45 PM  
**To:** Mays, Linda  
**Cc:** Cohen, Jason A; Riopelle, Cameron  
**Subject:** Re: EZID Inquiry ISSUE=1273 PROJ=29

Hi Linda,   
  
I can help you with this (below [EZID inquiry]). I have time on Tuesday to meet. Please see my previous email and consider the questions I posed so that we can move as quickly as possible to mint your doi (or ark, whatever is your preference).  
  
Best  
tim  
  
Timothy B Norris  
University of Miami Libraries  
Center for Computational Science

2/24/18

Mays, Linda [l.mays@miami.edu](mailto:l.mays@miami.edu)

Hello Tim,

I appreciate your speedy response to my inquiries. This process is unfamiliar to me as most of the journals nurses submit to have not required this in the past.

In my opinion, I could benefit from a general overview of the repository. In the meantime I will complete the form you sent me.  Are you available Tuesday at 9am?

Sent from an IOS Device

Dr. Linda Mays, DNP, PMHNP-BC

University of Miami

Assistant Professor of Clinical

Interim Director,

Post-Masters PMHNP Program

305-284-8655 (office)

yes, 9:00 am works well for me. My office is in Richter 319, or I can come visit SONHS.  
please advise as to the vet location and I'll put it on my calendar.  
  
best  
tim

2/27/18

[tnorris@miami.edu](mailto:tnorris@miami.edu)

Hi Linda,

Here is the set of things to do before meeting next.

- Permission to distribute to public from student health 101

- Getting the addition files together

- Create metadata for whole dataset (authors, title, abstract, notes)

- Create metadata for excel files (column headers, units, abbreviations)

Thanks

Tim

3/14/18

[tnorris@miami.edu](mailto:tnorris@miami.edu)

Hi Linda,  
  
Just checking in, do you need any help with the preparation of the data package? Please let me know and I can make some time.  
  
best  
tim

3/19/18

Mays, Linda [l.mays@miami.edu](mailto:l.mays@miami.edu)

Hi Tim,

I was on Spring Break last week.  We contacted the company and will speak with them tomorrow about sending the file in Excel or comma fomat.   I will be in touch with you this week.

Best,

4/10/18

Mays, Linda [l.mays@miami.edu](mailto:l.mays@miami.edu)

Hi Tim,

I finally received the documents back from  StudentHealth101.  They did not have restrictions on the information being published.  I am attaching the zip files to this email.  Please let me know if there is anything missing.

Sincerely,

3/14/18

[tnorris@miami.edu](mailto:tnorris@miami.edu)

Hi Linda,

Good to hear from you. The data looks great, but we do need a little more information before I can put it into the repository and mint a DOI. At a bare minimum I need the following:

- The title you would like to use

- The author (or creator, can be several if it was a group research project)

- A brief description of what it is (an abstract for the data).

- Several keywords

- A contact author (email of one author/creator as the contact, most likely you)

Please see <https://scholarlyrepository.miami.edu/sonhs_supp/1/> or <https://scholarlyrepository.miami.edu/ocean_sciences_supp/2/>  for examples of what this will look like in the repository.

A few other points:

- This data will be place in the SOHNS Supplementary Data and Tools collection found at <https://scholarlyrepository.miami.edu/sonhs_supp/>. Please confirm that this suits your needs.

- Is there a journal publication that this data is associated with? If so, we should include that information as well.

- if you are inclined, it would be great to include a copy of the survey with the data. I realize it could be recreated by looking at every sheet in the excel files, but perhaps better if it is one document for readability and re-use. This is up to you.

- is there a raw text version of this data? If so, we could include both the excel and raw text in the repository (again for ease of re-use and to comply with best practices).

- I recommend that we place an “open data commons attribution” license on this dataset. Please see <http://opendatacommons.org/licenses/by/> for more information.

I look forward to publishing this!

Best

Tim

4/11/18

Mays, Linda [l.mays@miami.edu](mailto:l.mays@miami.edu)

I will begin to work on it and have it ready for you by the end of the week.

Linda—

4/16/18

Mays, Linda [l.mays@miami.edu](mailto:l.mays@miami.edu)

Please see the abstract attached.  Additionally, the link to author instructions for the American Journal of College Health is also included:  <https://www.tandfonline.com/action/authorSubmission?journalCode=vach20&page=instructions>

The survey questions differed in 2014 and 2016.  Would you still require a copy of the questions?

4/16/18

[tnorris@miami.edu](mailto:tnorris@miami.edu)

Hi Linda,

This looks great. For your questions, if both sets of survey questions are available, that would be great. Note that these are not required, but that it is a best practice to make available the survey questions along with the data.

Let me know what you can do and  in the meantime I will start to create the record in our repository.

And finally, we are meeting the requirements of the journal submission instructions. I should have the DOI for you later this week, perhaps even tomorrow.

Best

Tim

4/17/18

[tnorris@miami.edu](mailto:tnorris@miami.edu)

Hi Linda,

I have made the initial record and a few more questions have come up (besides the survey instrument question):

- Would it be possible to get the co-creators’ emails (for Beatriz and Ashley). Also, I assume they are affiliated with UM. If not please indicate their institutional affiliation

- Could you either 1) expand the abstract just a little to include a the purpose of the dataset and a more detailed description, or 2) provide a description of each file and the contents and what was the purpose of collecting the data and how the data was collected (when, how long was the survey open, how big is the sample size, other information that would be useful to someone in your field). In any case, I will be making one zip file package for the repository (not two) and within that zip file we need a README.txt (see example attached) with a little more information about each individual file. It can either be part of the abstract or we can create a new field called “description”.

Thanks

tim

4/24/18

[tnorris@miami.edu](mailto:tnorris@miami.edu)

Hi Linda,

I just want to check in on this. As soon as I get these last bits of information (see attached and below) I can publish the dataset and mint the DOI. An example description might be:

2016 Wellness Assessment  University of Miami.xlsx contains the results from a 40 question online survey administered to SOME NUMBER of undergraduate students at the University of Miami between SOME DATES. The survey is comprised of multiple choice, likert scale and open ended questions. The excel spreadsheet is organized with one question per sheet; each sheet includes the response rate, the answers to the question and a simple chart of the results. All of the results are in aggregate form and no individual respondent can be identified with this data.

this is just an example ... basically the purpose of providing this information is to increase the visibility of your work.

also please include the emails and institutional affiliations of your co-authors.

thanks

tim

4/24/18

Mays, Linda [l.mays@miami.edu](mailto:l.mays@miami.edu)

Hello Tim,

I will have it ready for you before the end of the week.

4/30/18

Mays, Linda [l.mays@miami.edu](mailto:l.mays@miami.edu)

Please see the revised description for the data.  If I need to reconstruct the questions for 2014 and 2016, let me know.

5/2/18

[tnorris@miami.edu](mailto:tnorris@miami.edu)

**From:** Norris, Timothy  
**Sent:** Wednesday, May 2, 2018 7:13:53 AM  
**To:** Mays, Linda; Riopelle, Cameron; Cohen, Jason A  
**Subject:** Re: EZID Inquiry ISSUE=1273 PROJ=29

Good Morning Linda,

I believe everything is in place, see: <https://doi.org/10.17604/M6KM2D>

Please let me know if you need anything else.

Also, you do not need to compile the questions for the survey into a supplementary document, but perhaps an interested researcher would find this useful? I leave the decision to you.

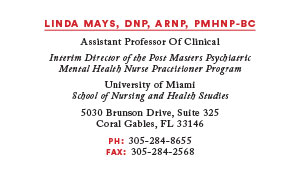
best

tim

5/2/18

Mays, Linda [l.mays@miami.edu](mailto:l.mays@miami.edu)

Thank you very much, Tim.



12/19/18

[tnorris@miami.edu](mailto:tnorris@miami.edu)

Hi Linda,  
  
I hope this finds you well. I just want to follow up on this data publication to see if there was a related article that was published with the dataset.  
  
thanks  
tim  
  
Tim Norris  
University of Miami Libraries