

How to increase the visibility and impact of your research in *Bridges* with metadata

Bridges has only a small number of mandatory fields that must be completed before you are able to publish your record. These fields are **Title, Authors, Categories, Keywords, and Description**.

By taking a moment to ensure you are including useful and meaningful information aimed at a wide ranging audience, you significantly increase the chances of your research being discovered and used.

Our quick tips for good metadata...

● Make your title meaningful and discoverable.

Aim for a title that is descriptive, succinct, and engaging. You want to grab people's attention and encourage them to click through to your research. Try not use titles that contain technical terms that are difficult for a wide audience to understand.

● Use keywords with purpose.

Keywords help enhance the discoverability of your research in search results. Keywords can also be used to add the category of your research. For example, if your research area is not included in the list of available categories, you can use keywords to add more specific information. Keywords are also a great way to connect your research to other topics being shared in figshare.

● Use the description to provide contextual and instructional information.

Include as much relevant information as necessary to make your research understandable and reusable. Consider including information that gives your research context, describes the research methodology, and outlines techniques used to collect, analyse, and reuse the data.

A few other helpful tips...

- Include all the **authors** who have collaborated on your research.
- Provide additional information by linking to relevant online resources. Copy a **URL** into the References box. Add more links by hitting 'Enter'.
- If you are required to make your data publicly available, be sure to include the name of the funding body in the **Funder** field.
- If possible, make your research **open access** to allow people to view and use your research. Remember, you can always control how your research is used by selecting an appropriate licence.

Find out more: monash.edu/library/researchers/researchdata/bridges

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