

Zenodo User Guide

UPLOADING PUBLICATIONS AND DELIVERABLES

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Uploading Publications and Deliverables to Zenodo

Zenodo is an open access repository developed by the European OpenAIRE program and operated by CERN. It allows researchers to deposit datasets, research software, reports, deliverables and publications, which in turn facilitates the ease of access of this information to the wider scientific community. Open access data systems must ensure that data follow the FAIR principles, thus data are **F**indable, **A**ccessible, **I**nteroperable and **R**eusable which promotes the maximum use of research data. When data are open access it promotes collaborations and reduces duplication of work, which are also important aims in the One Health EJP.

The One Health EJP requires its scientific outcomes to be publicly available where possible, and as soon as possible.

Please carefully read the metadata requirements when uploading public deliverables and publications.

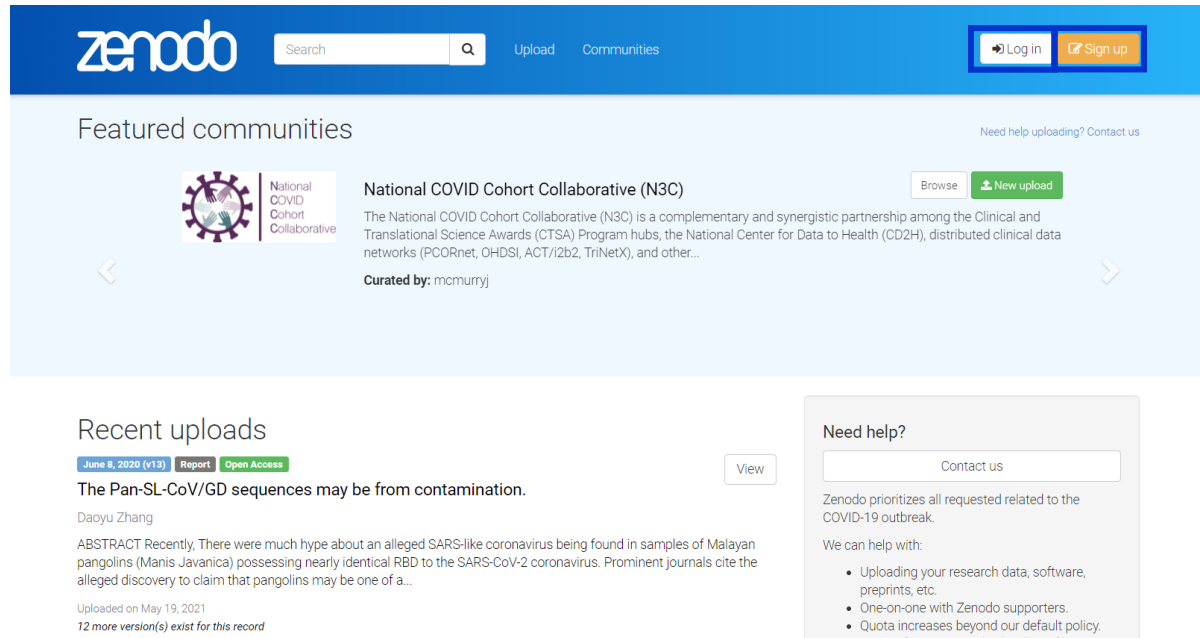
For any technical support, please contact ohelp@sciensano.be

Here is a step by step guide to uploading a document to Zenodo.

1. Log in to Zenodo

Step 1: Visit <https://zenodo.org>

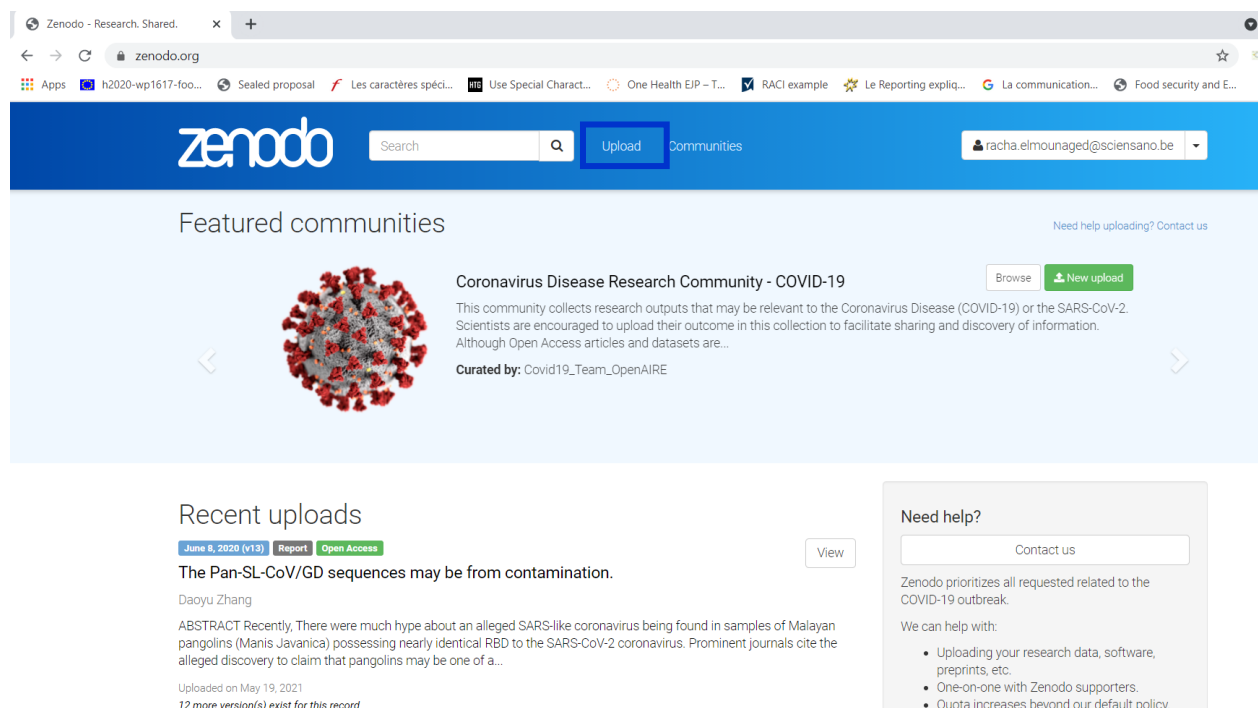
Step 2: Create an account (by clicking on “[Sign up](#)”) or log in to your existing account (by clicking on “[Log in](#)”).



The screenshot shows the Zenodo homepage. At the top, there is a blue header with the Zenodo logo, a search bar, and links for 'Upload' and 'Communities'. On the right, there are 'Log in' and 'Sign up' buttons. Below the header, the 'Featured communities' section highlights the 'National COVID Cohort Collaborative (N3C)'. It includes a brief description of the collaborative and a 'New upload' button. The 'Recent uploads' section features a paper titled 'The Pan-SL-CoV/GD sequences may be from contamination.' by Daoyu Zhang, with a 'View' button. On the right, a 'Need help?' sidebar provides contact information and lists services like uploading research data and preprints.

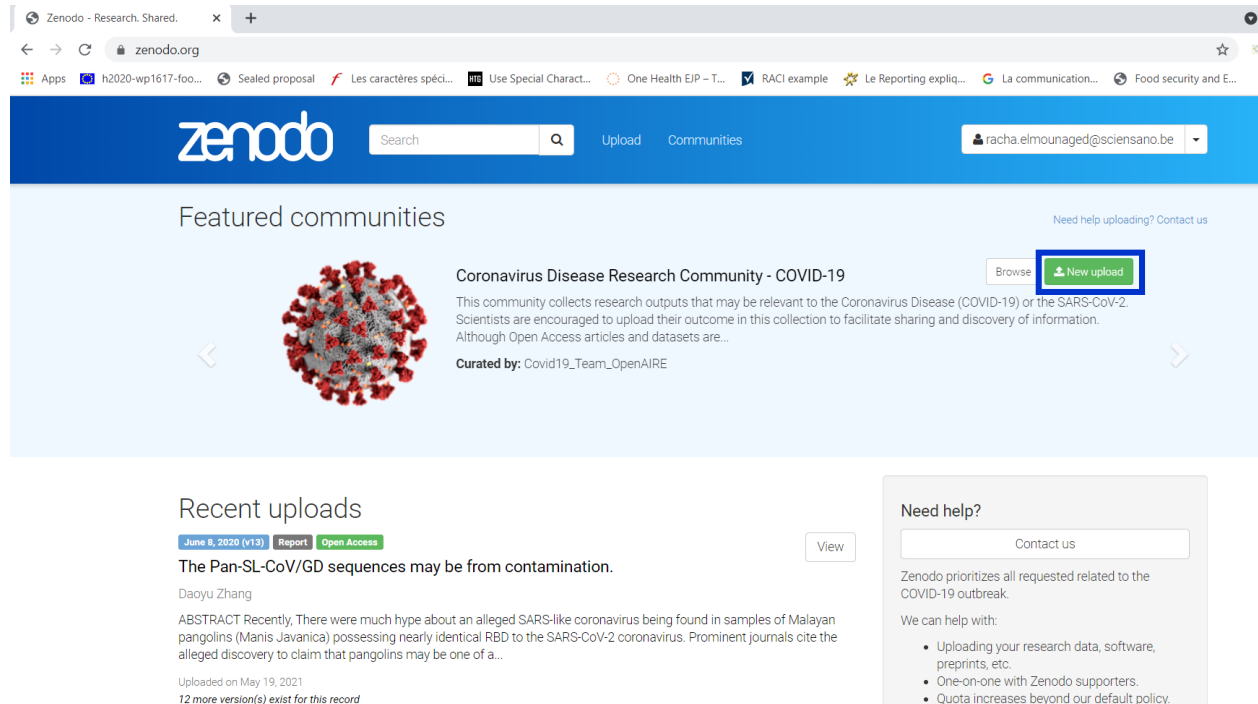
2. "Upload" sections

Step 1: Click "Upload"



This screenshot is identical to the previous one, but with a blue box highlighting the 'Upload' button in the top navigation bar. The 'Featured communities' section now highlights the 'Coronavirus Disease Research Community - COVID-19'. The 'Recent uploads' section remains the same, showing the paper by Daoyu Zhang. The 'Need help?' sidebar is also present on the right.

Step 2: Click "New Upload". The upload page appears.



On the upload page, the following sections appear:

- Files
- Communities
- Upload type
- Basic information
- License
- Funding

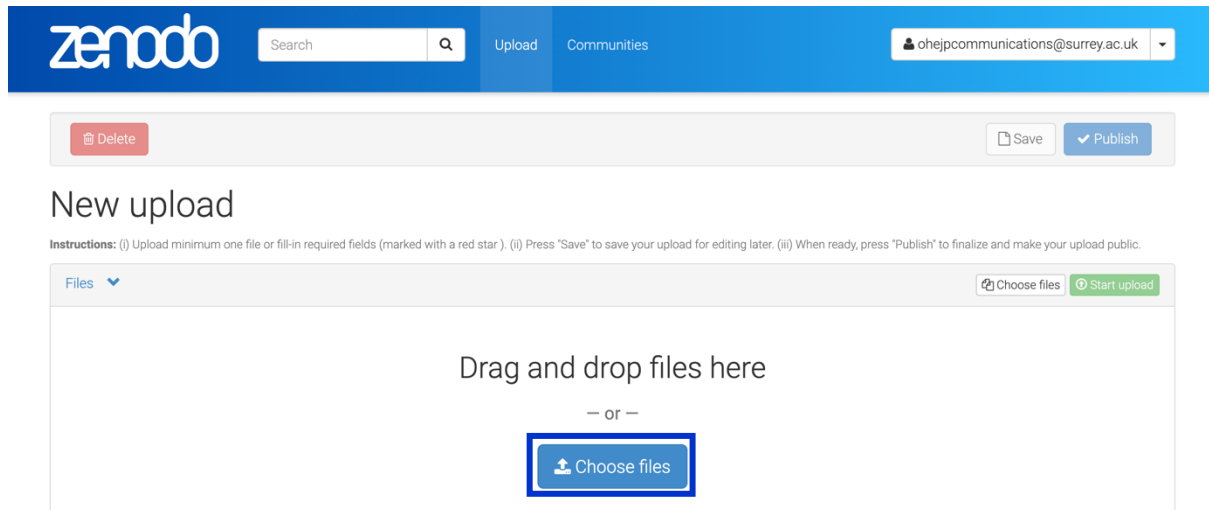
You should fill them as indicated below.

3. Upload a document to Zenodo

3.1. "Files" section

This section serves to upload the document to the system.

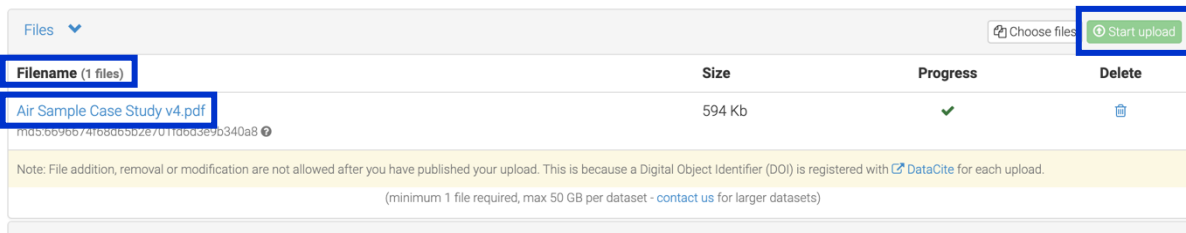
Step 1: Upload your file by clicking on “[Choose files](#)” then selecting on your computer the file to



The screenshot shows the Zenodo 'New upload' page. At the top, there is a blue header with the Zenodo logo, a search bar, and navigation links for 'Upload' and 'Communities'. A user profile dropdown is visible on the right. Below the header, there are buttons for 'Delete', 'Save', and 'Publish'. The main section is titled 'New upload' and includes instructions: '(i) Upload minimum one file or fill-in required fields (marked with a red star). (ii) Press "Save" to save your upload for editing later. (iii) When ready, press "Publish" to finalize and make your upload public.' Below the instructions, there is a 'Files' tab and two buttons: 'Choose files' and 'Start upload'. A large text area in the center says 'Drag and drop files here' with a subtext '— or —' and a 'Choose files' button highlighted with a blue box.

be uploaded.

Step 2: Once your file appears under “[Filename](#)”, click “[Start upload](#)”. (please note that it is impossible to publish the document if you have not clicked on “[Start upload](#)” before).



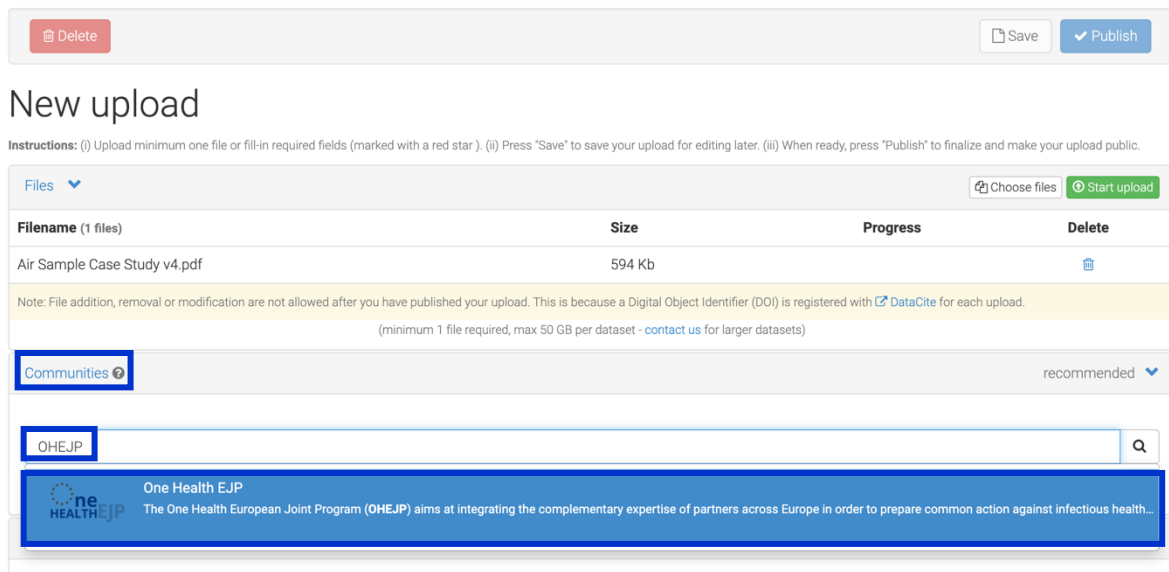
The screenshot shows the Zenodo file upload table. The table has four columns: 'Filename (1 files)', 'Size', 'Progress', and 'Delete'. The first row shows a file named 'Air Sample Case Study v4.pdf' with a size of 594 Kb and a progress status of '✓'. The 'Delete' column contains a trash icon. Above the table, there are buttons for 'Choose files' and 'Start upload', with the 'Start upload' button highlighted with a blue box. Below the table, there is a note: 'Note: File addition, removal or modification are not allowed after you have published your upload. This is because a Digital Object Identifier (DOI) is registered with [DataCite](#) for each upload. (minimum 1 file required, max 50 GB per dataset - [contact us](#) for larger datasets)'.

Filename (1 files)	Size	Progress	Delete
Air Sample Case Study v4.pdf md5:6b966/4f68d65b2e70f1d6d3e9b340a8	594 Kb	✓	

3.2. “Communities” section

This section serves to select the community under which you intend to upload the document (in this case it is One Health EJP).

Step 1: Scroll down to “Communities” and type “OHEJP” and click on “One Health EJP”. Your upload will be added to the One Health EJP Community



Instructions: (i) Upload minimum one file or fill-in required fields (marked with a red star). (ii) Press “Save” to save your upload for editing later. (iii) When ready, press “Publish” to finalize and make your upload public.

Filename (1 files)	Size	Progress	Delete
Air Sample Case Study v4.pdf	594 Kb		

Note: File addition, removal or modification are not allowed after you have published your upload. This is because a Digital Object Identifier (DOI) is registered with [DataCite](#) for each upload.
(minimum 1 file required, max 50 GB per dataset - [contact us](#) for larger datasets)

Communities

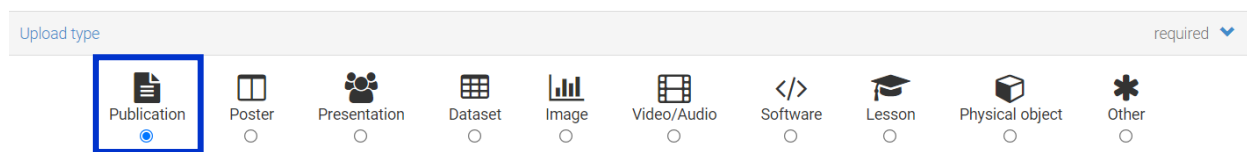
OHEJP

One Health EJP
The One Health European Joint Program (OHEJP) aims at integrating the complementary expertise of partners across Europe in order to prepare common action against infectious health...

3.3. “Upload type” section

This section serves to describe the type of upload: journal article, project deliverable, etc.

Step 1: If the document to upload is a Journal article or a project deliverable, select “Publication”.



Upload type required

Publication

Poster

Presentation

Dataset

Image

Video/Audio

Software

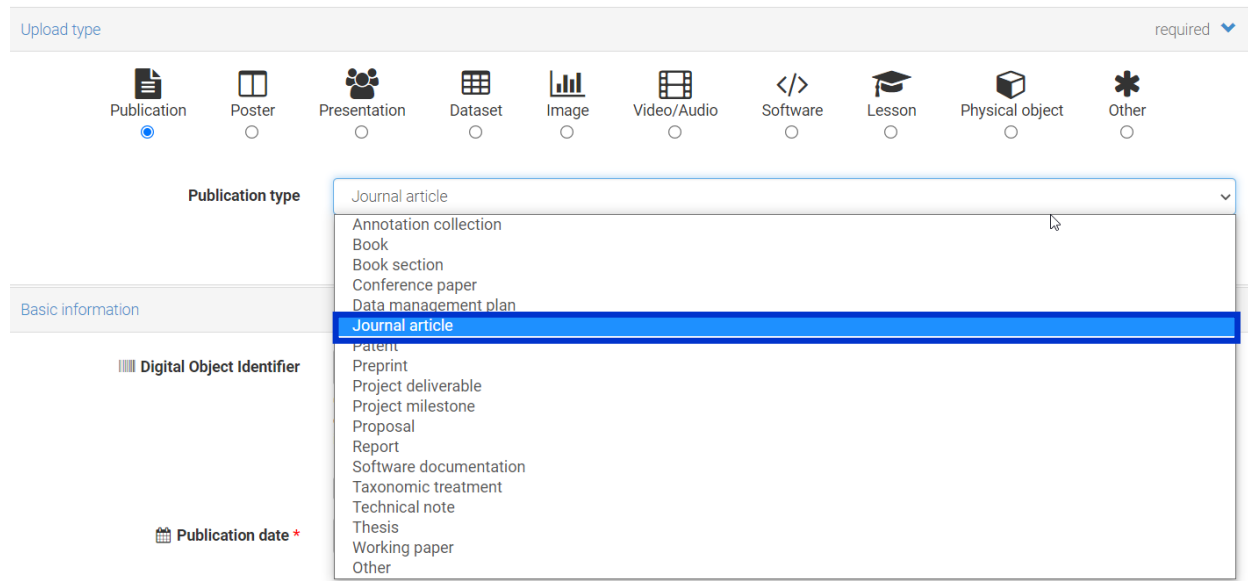
Lesson

Physical object

Other

Step 2 : a list appears under publication type (“Journal article” or “Project deliverable”).

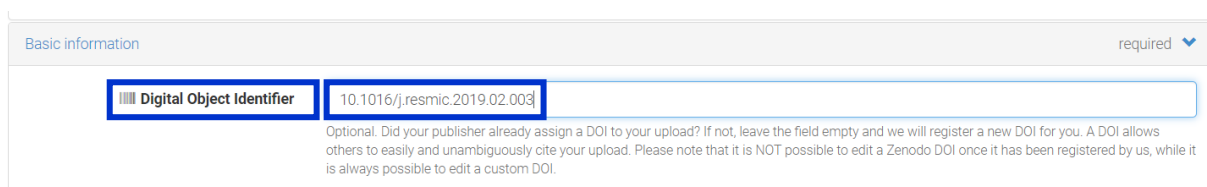
NB: in step 1 and step 2 we have presented the main OHEJP documents types (“[Journal article](#)” and “[Project deliverable](#)”). Other options may be chosen if needed (“[Poster](#)”, “[Presentation](#)”, “[Other](#)”, etc.).



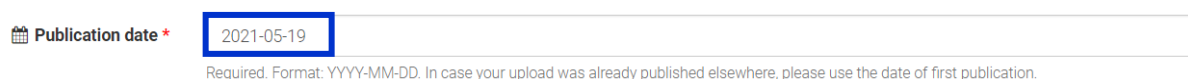
3.4. “Basic information” section

In this section identification, titles and keywords are required.

Step 1 : If the document already has a DOI, please copy it and paste it in the “[Digital Object Identifier](#)” section. Otherwise, leave empty.



Step 2: Fill in the publication date.



Step 3: If the document to upload is a publication, provide the official title.

If the document to upload is a deliverable, enter the deliverable number and the full title (e.g. “[Deliverable D-JRP-TOXOSOURCES-WP3.2 SOP on detection of T. gondii in selected fresh produce matrix](#)” or “[D-JRP8-4.2 Overview of Metastava output](#)”).

Title * Required.

Step 4: Enter the Author(s) name(s)

Authors * Optional.

Step 5: Under “[Description](#)”: enter the name of the project that the publication relates to, for example: “[JRP-TOXOSOURCES](#)” or “[OHEJP Project: COHESIVE](#)”. This can be followed by a brief description of the document.

Description * Required.

Step 6: Under “[Keywords](#)”: enter the One Health EJP project name (ex: Listadapt, MedVetKlebs...) and any other main keywords relevant for the document. The keywords are important metadata that help to make the document findable (the first point of FAIR-principle).

Keywords ✕

Enter the first keyword in the empty field.

Keywords ✕
[+ Add another keyword](#)

If you need to add a new keyword: click on “[+Add another keyword](#)”. A new empty field appears, in which you can type the second keyword. (Repeat as many times as needed).

Keywords ✕
 ✕
[+ Add another keyword](#)

3.5. “License” section

In this section, information about the access rights and the License type are required.

Step1: Select the Access right

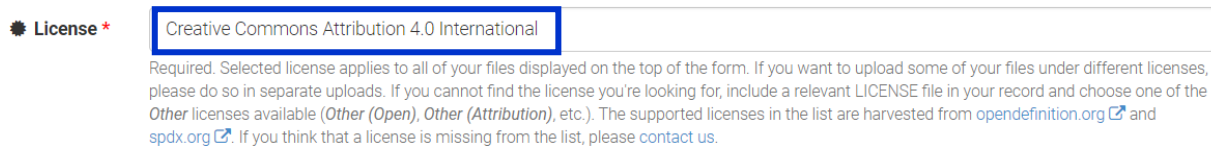
- “Open Access” : by default (Gold open access, or Green open access after the end of the embargo)
- “Embargoed Access” : Green open access during the max. 6 month embargo period (if you choose this access type, you need to change it to “Open Access” at the end of the embargo period)
- “Restricted Access” : discouraged
- “Closed Access” : discouraged



Step 2: Select the correct “License”.

For publications, make sure to select the License of the Scientific Journal corresponding with the publication).

The default License that Zenodo suggests is the “Creative Commons Attribution 4.0 International” (CC-BY-4.0), other options appear as drop down menu when you start writing the name of the license.



Zenodo has hundreds of license options in the database, and there is also option ‘Other’.

<https://blog.zenodo.org/2018/11/22/2018-11-22-new-licenses/>

3.6. “Funding” section

In this section the grant number is requested (for OHEJP: 773830).

Step 1: in the empty field, type “773830”

Funding
recommended ▾

Zenodo is integrated into reporting lines for research funded by the European Commission via [OpenAIRE](#). Specify grants which have funded your research, and we will let your funding agency know!

Grants

Optional. OpenAIRE-supported projects only. For other funding agencies, please use the 'Other' tab.
Note: a human Zenodo curator will need to validate your upload.

[+ Add another grant](#)

One Health EJP 773830

Promoting One Health in Europe through joint actions on foodborne zoonoses, antimicrobial resistance and emerging microbiological hazards.

Step 2: click on “One Health EJP 773830”

Funding
recommended ▾

Zenodo is integrated into reporting lines for research funded by the European Commission via [OpenAIRE](#). Specify grants which have funded your research, and we will let your funding agency know!

Grants

Optional. OpenAIRE-supported projects only. For other funding agencies, please use the 'Other' tab.
Note: a human Zenodo curator will need to validate your upload.

[+ Add another grant](#)

One Health EJP 773830

Promoting One Health in Europe through joint actions on foodborne zoonoses, antimicrobial resistance and emerging microbiological hazards.

3.7. Other sections

Complete any other relevant information if you wish.

Related/alternate identifiers	recommended ▸
Contributors	optional ▸
References	optional ▸
Journal	optional ▸
Conference	optional ▸
Book/Report/Chapter	optional ▸
Thesis	optional ▸
Subjects	optional ▸

4. Save and publish the document

Step 1: Finalise the upload by clicking “Save”.

References	optional >
Journal	optional >
Conference	optional >
Book/Report/Chapter	optional >
Thesis	optional >
Subjects	optional >

Step 2: Click on “Publish”

Journal	optional >
Conference	optional >
Book/Report/Chapter	optional >
Thesis	optional >
Subjects	optional >

Step 3: The following message appears. Click on “I understand”.

Saved successfully.

New upload

Instructions: (i) Upload minimum one file or fill-in record

Files ▾

Filename (1 files)	Size	Progress	Delete
Test.docx md5:5fba97f52eb9dfadc279c8014bf497b	13 kB	✓	<input type="button" value="Delete"/>

Note: File addition, removal or modification are not allowed after you have published your upload. This is because a Digital Object Identifier (DOI) is registered with DataCite for each upload.
 (minimum 1 file required, max 50 GB per dataset - [contact us](#) for larger datasets)
 If you're experiencing issues with uploading larger files, read our [FAQ](#) section on file upload issues.

Warning

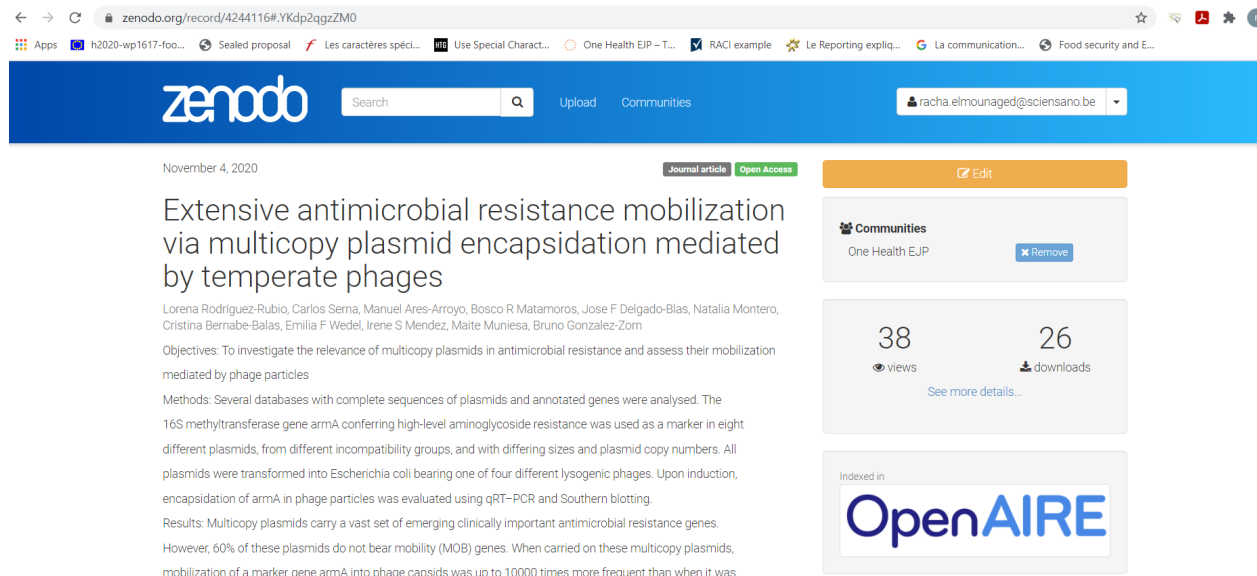
Once the record is published you will no longer be able to change the files in this upload. This is because a Digital Object Identifier (DOI) will be registered immediately after publishing. You will still be able to update the record's metadata later.

If you only want to create a test upload, please do so on [Zenodo Sandbox](#).

5. Editing the document

The author of the document is the only person able to edit the document after it has been published.

Step 1: Click on your document.



zenodo

Search

Upload Communities

November 4, 2020

Journal article Open Access

Extensive antimicrobial resistance mobilization via multicopy plasmid encapsidation mediated by temperate phages

Lorena Rodríguez-Rubio, Carlos Serna, Manuel Ares-Arroyo, Bosco R Matamoros, Jose F Delgado-Blas, Natalia Montero, Cristina Bernabe-Balas, Emilia F Wedel, Irene S Mendez, Maite Muniesa, Bruno Gonzalez-Zorn

Objectives: To investigate the relevance of multicopy plasmids in antimicrobial resistance and assess their mobilization mediated by phage particles

Methods: Several databases with complete sequences of plasmids and annotated genes were analysed. The 16S methyltransferase gene armA conferring high-level aminoglycoside resistance was used as a marker in eight different plasmids, from different incompatibility groups, and with differing sizes and plasmid copy numbers. All plasmids were transformed into Escherichia coli bearing one of four different lysogenic phages. Upon induction, encapsidation of armA in phage particles was evaluated using qRT-PCR and Southern blotting.

Results: Multicopy plasmids carry a vast set of emerging clinically important antimicrobial resistance genes. However, 60% of these plasmids do not bear mobility (MOB) genes. When carried on these multicopy plasmids, mobilization of a marker gene armA into phage capsids was up to 10000 times more frequent than when it was

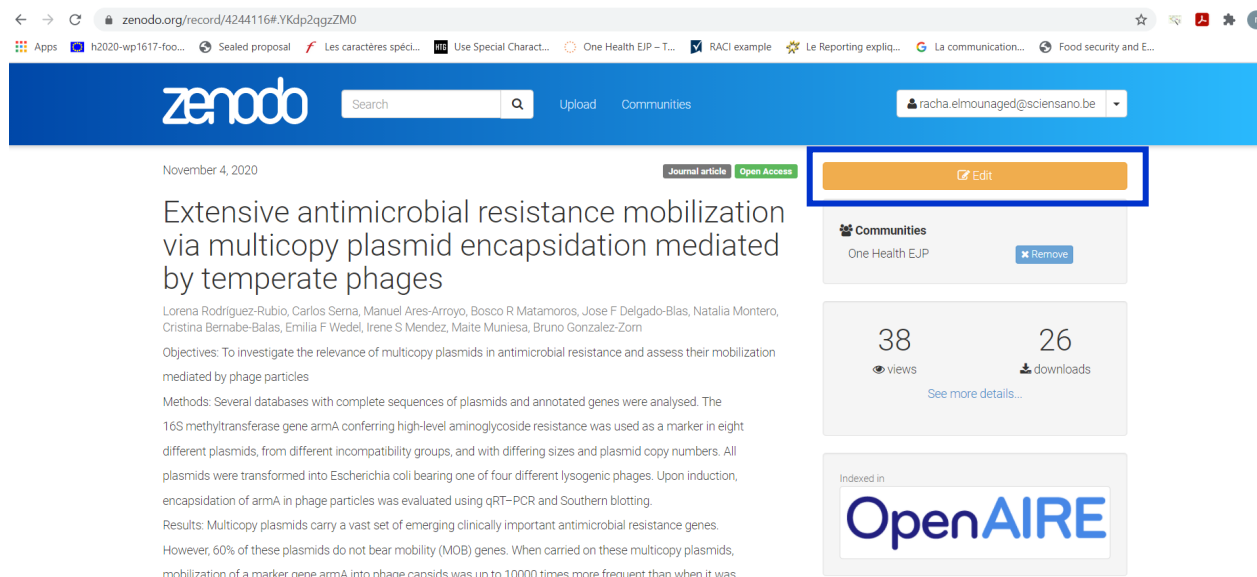
38 views 26 downloads

See more details...

Indexed in

OpenAIRE

Step 2: Click on “Edit”



zenodo

Search

Upload Communities

November 4, 2020

Journal article Open Access

Extensive antimicrobial resistance mobilization via multicopy plasmid encapsidation mediated by temperate phages

Lorena Rodríguez-Rubio, Carlos Serna, Manuel Ares-Arroyo, Bosco R Matamoros, Jose F Delgado-Blas, Natalia Montero, Cristina Bernabe-Balas, Emilia F Wedel, Irene S Mendez, Maite Muniesa, Bruno Gonzalez-Zorn

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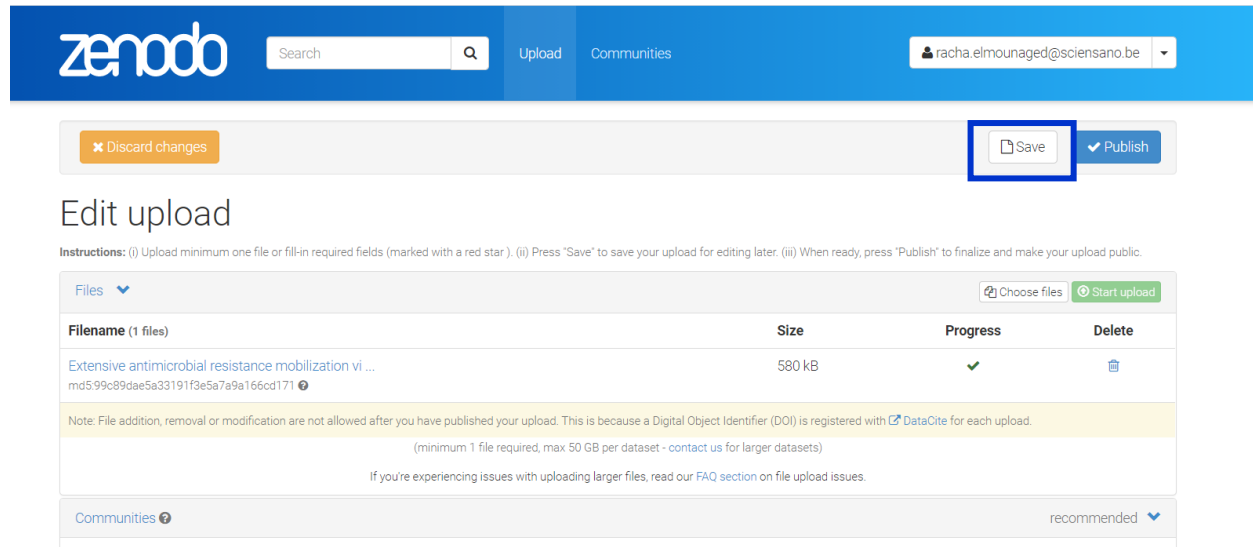
38 views 26 downloads

See more details...

Indexed in

OpenAIRE

Step 3: You can now make updates and then click on “Save”.



zenodo Search Upload Communities rachaelmounaged@sciensano.be

Discard changes Save Publish

Edit upload

Instructions: (i) Upload minimum one file or fill-in required fields (marked with a red star). (ii) Press "Save" to save your upload for editing later. (iii) When ready, press "Publish" to finalize and make your upload public.

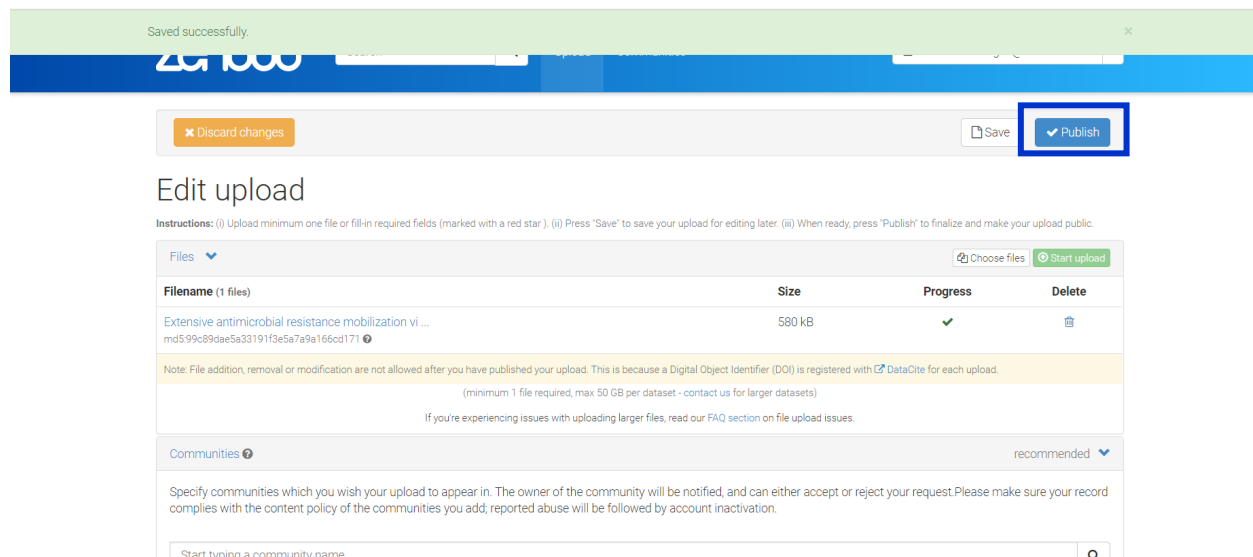
Files Choose files Start upload

Filename (1 files)	Size	Progress	Delete
Extensive antimicrobial resistance mobilization vi ... md599c89dae5a33191f3e5a7a9a166cd171	580 kB	✓	

Note: File addition, removal or modification are not allowed after you have published your upload. This is because a Digital Object Identifier (DOI) is registered with DataCite for each upload.
(minimum 1 file required, max 50 GB per dataset - contact us for larger datasets)
If you're experiencing issues with uploading larger files, read our FAQ section on file upload issues.

Communities recommended

Step 4: Click on “Publish”.



Saved successfully.

zenodo Search Upload Communities rachaelmounaged@sciensano.be

Discard changes Save Publish

Edit upload

Instructions: (i) Upload minimum one file or fill-in required fields (marked with a red star). (ii) Press "Save" to save your upload for editing later. (iii) When ready, press "Publish" to finalize and make your upload public.

Files Choose files Start upload

Filename (1 files)	Size	Progress	Delete
Extensive antimicrobial resistance mobilization vi ... md599c89dae5a33191f3e5a7a9a166cd171	580 kB	✓	

Note: File addition, removal or modification are not allowed after you have published your upload. This is because a Digital Object Identifier (DOI) is registered with DataCite for each upload.
(minimum 1 file required, max 50 GB per dataset - contact us for larger datasets)
If you're experiencing issues with uploading larger files, read our FAQ section on file upload issues.

Communities recommended

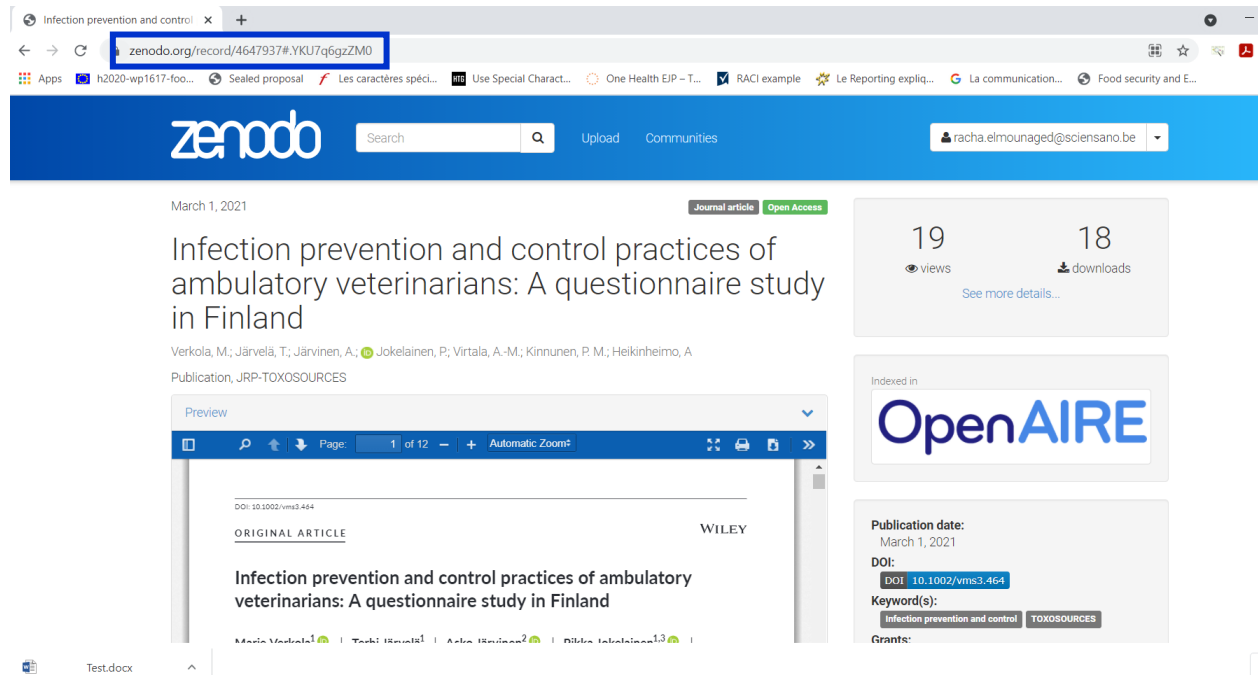
Specify communities which you wish your upload to appear in. The owner of the community will be notified, and can either accept or reject your request. Please make sure your record complies with the content policy of the communities you add; reported abuse will be followed by account inactivation.

Start typing a community name

6. Accepting the document in the OHEJP community

Please inform the Communications Team at OHEJPCommunications@surrey.ac.uk and send them the Zenodo URL of the upload. They will accept the submission in the OHEJP Community.

Once you have published the submission you will be able to view the upload. The URL can be found here:



The screenshot shows a web browser displaying a Zenodo record. The address bar shows the URL: zenodo.org/record/4647937#YKU7q6gzZM0. The Zenodo header includes a search bar, 'Upload' and 'Communities' buttons, and a user profile dropdown for 'racha.elmounaged@sciensano.be'. The main content area displays the following information:

- Publication date:** March 1, 2021
- Journal article** (tag)
- Open Access** (tag)
- Views:** 19
- Downloads:** 18
- See more details...** (link)
- Indexed in:** OpenAIRE
- Publication date:** March 1, 2021
- DOI:** DOI: 10.1002/vms3.464
- Keyword(s):** Infection prevention and control, TOXOSOURCES
- Grants:**

The article title is "Infection prevention and control practices of ambulatory veterinarians: A questionnaire study in Finland". The authors listed are Verkola, M.; Järvelä, T.; Järvinen, A.; Jokelainen, P.; Virtala, A.-M.; Kinnunen, P. M.; Heikinheimo, A. The article is published in JRP-TOXOSOURCES. A preview of the article is shown, indicating it is an 'ORIGINAL ARTICLE' from WILEY. The preview shows the title, authors, and the beginning of the abstract.