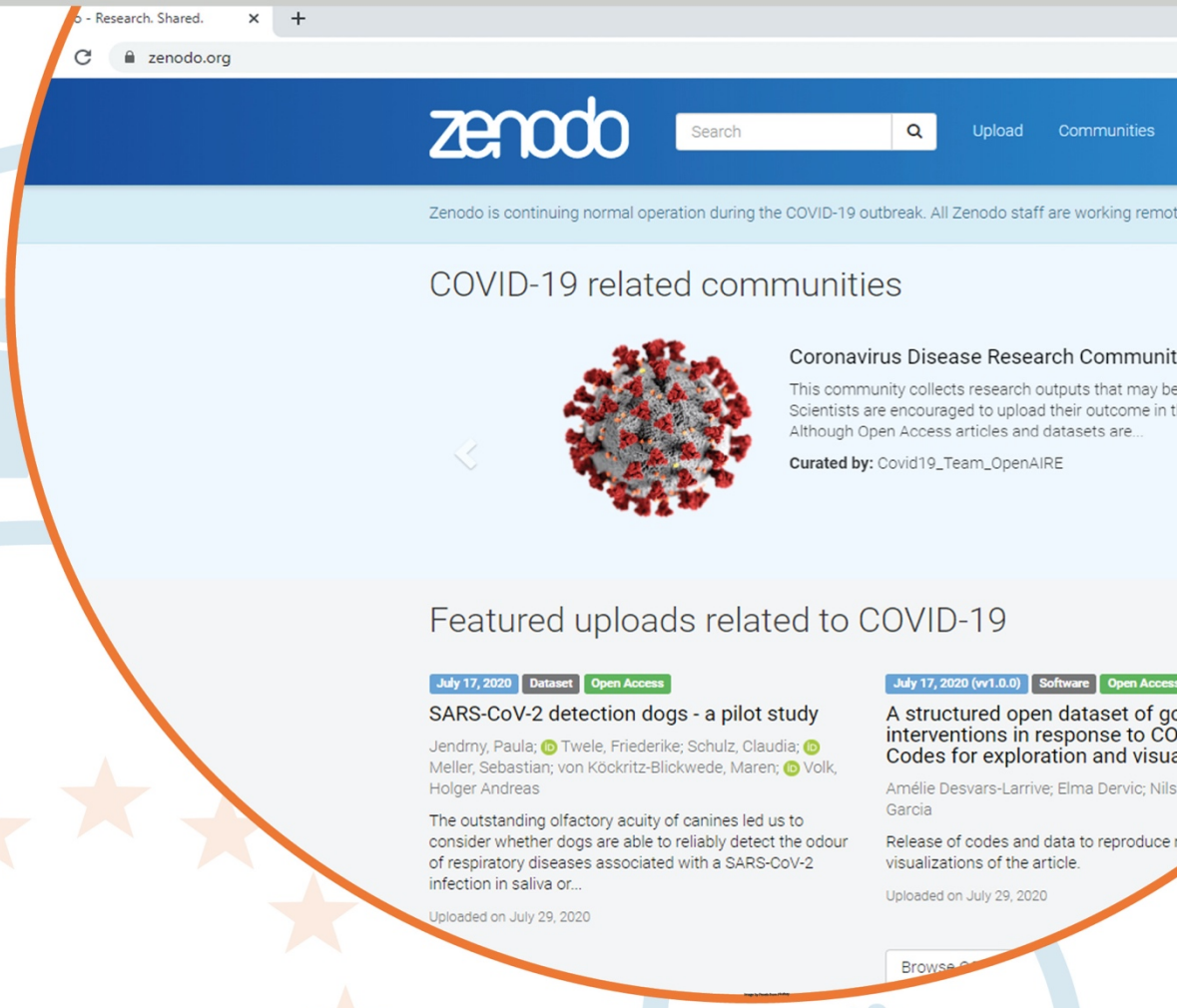


# Zenodo User Guide

## 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.

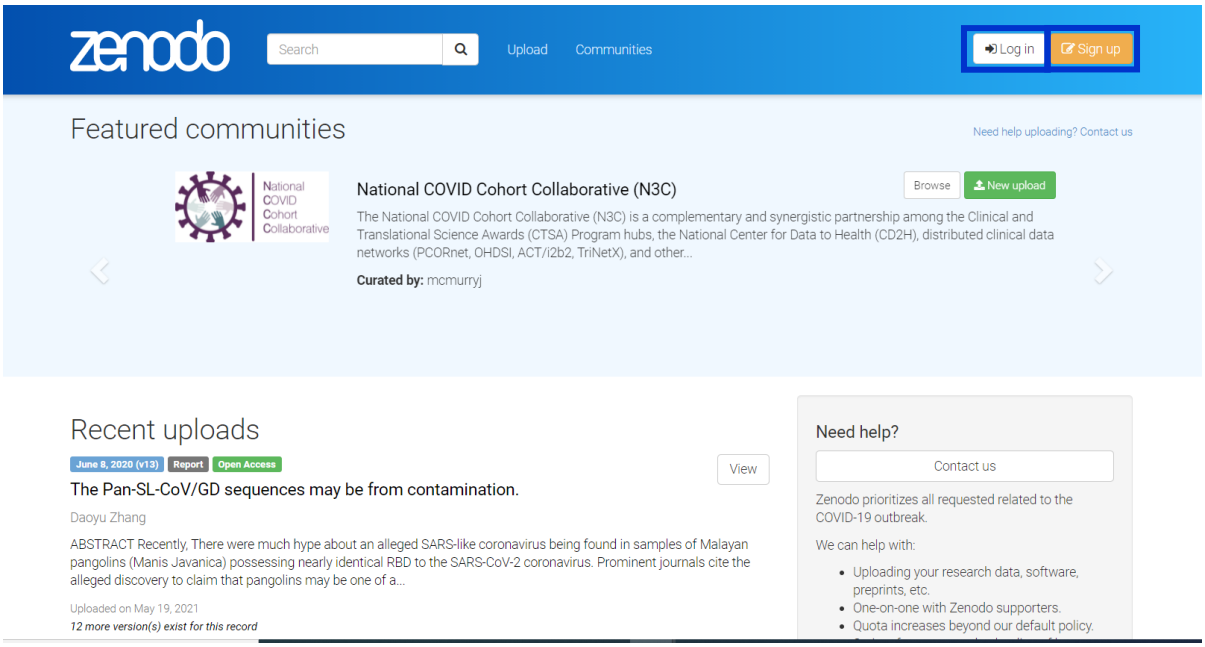
For any technical support, please contact ohejp@sciensano.be

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

### 1. Log in to Zenodo

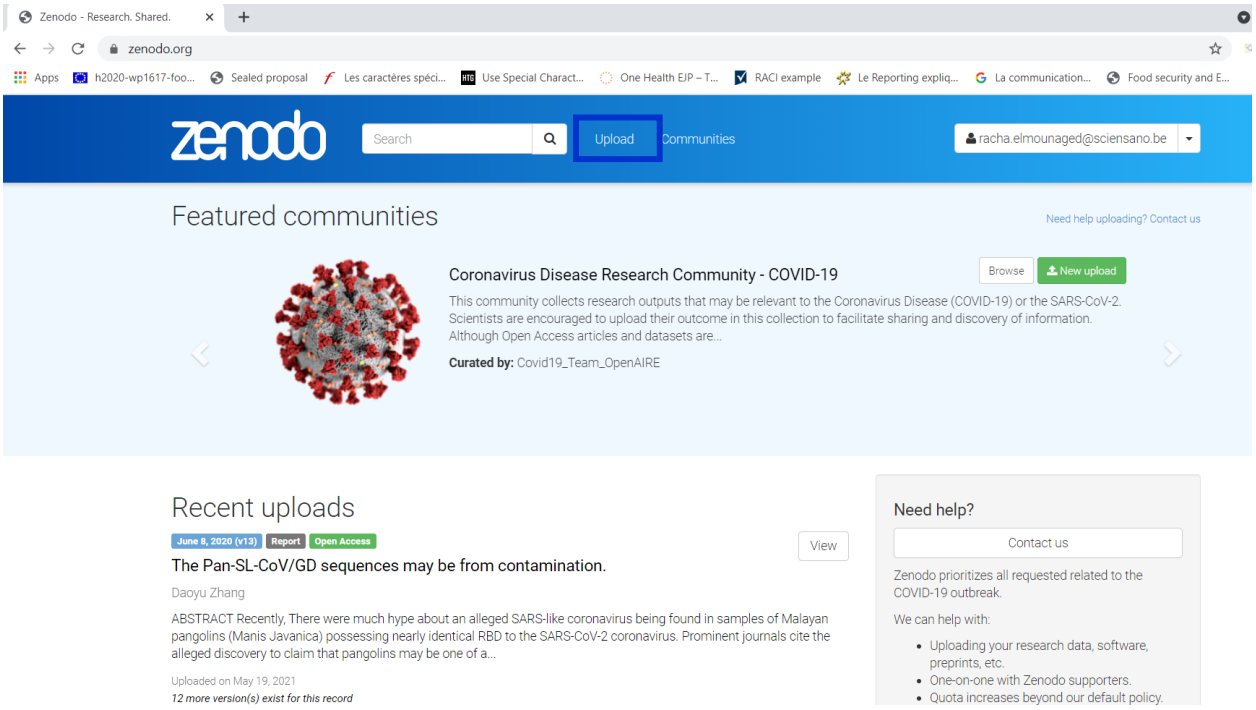
**Step 1:** Visit https://zenodo.org

**Step 2:** Create an account (by clicking on "Sign up") or log in to your existing account (by clicking on "Log in").

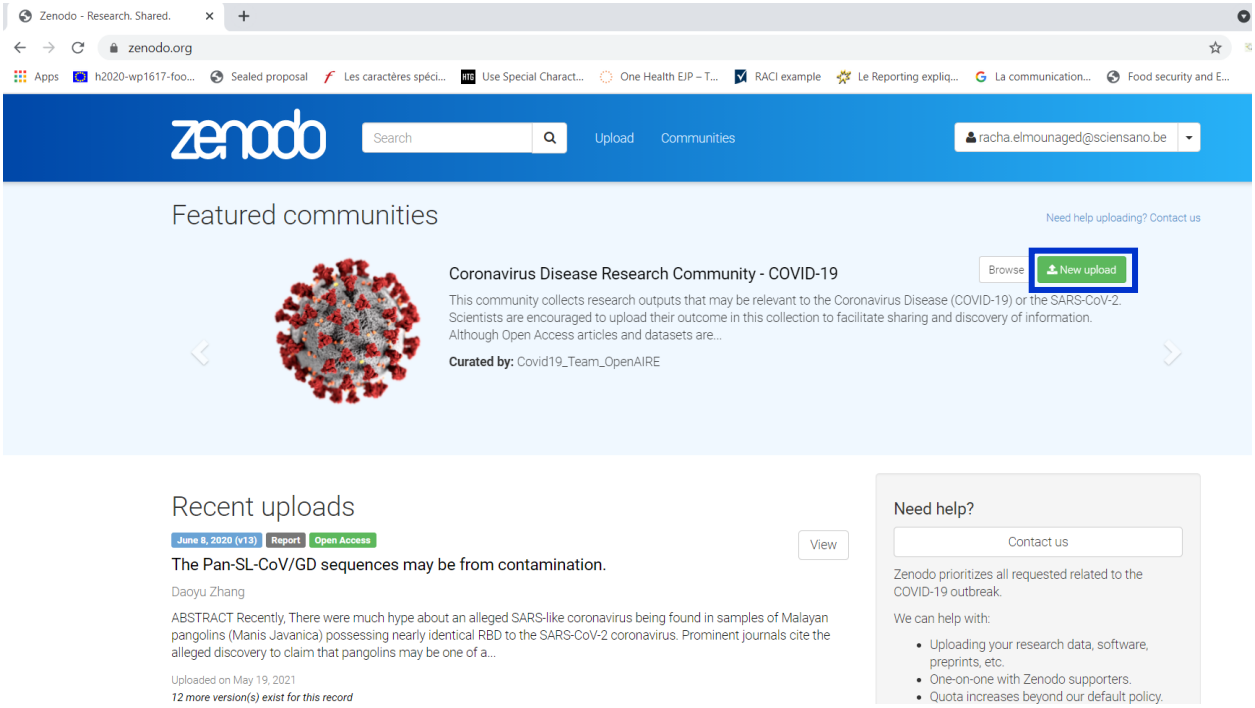



## 2. "Upload" sections

**Step 1:** Click "Upload"




**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

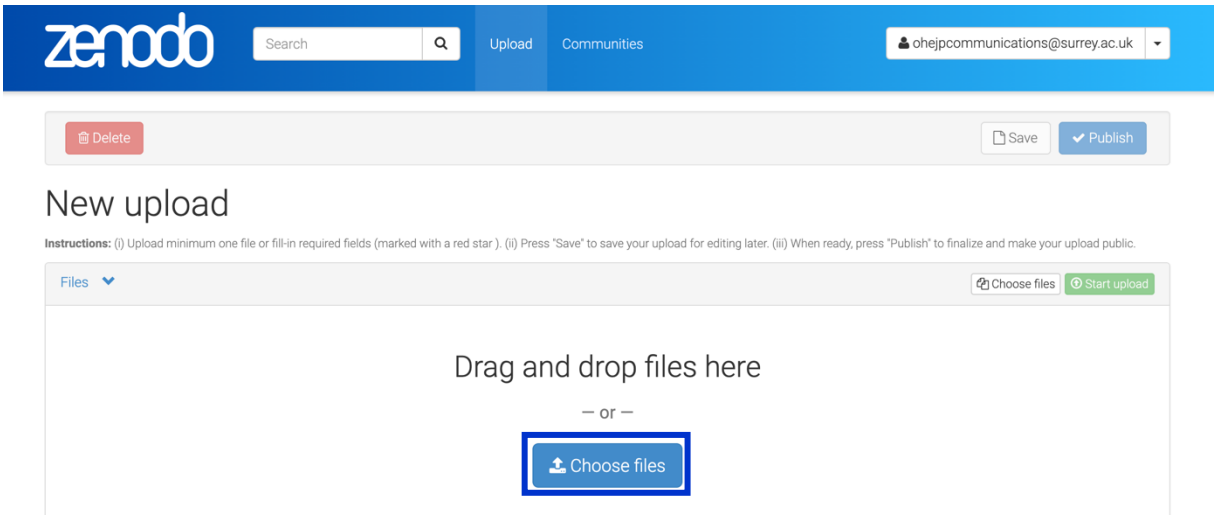
You should fill them as indicated below.

# 3. Upload a document to Zenodo

## 3.1. "Files" section

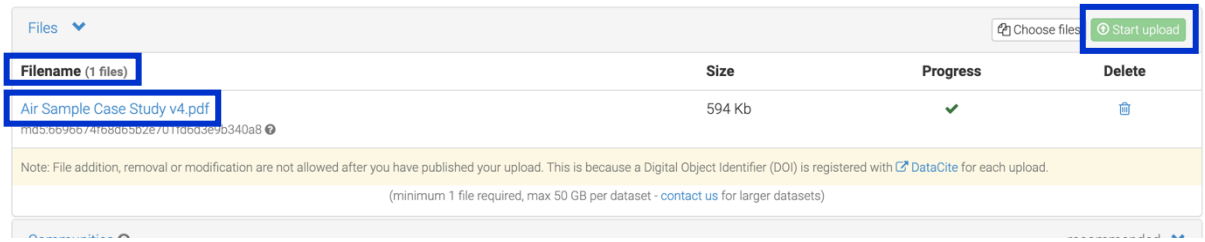
This section serves to upload the document to the system.

**Step 1:** Upload your file by clicking on "Choose files" then selecting on your computer the file to




be uploaded.

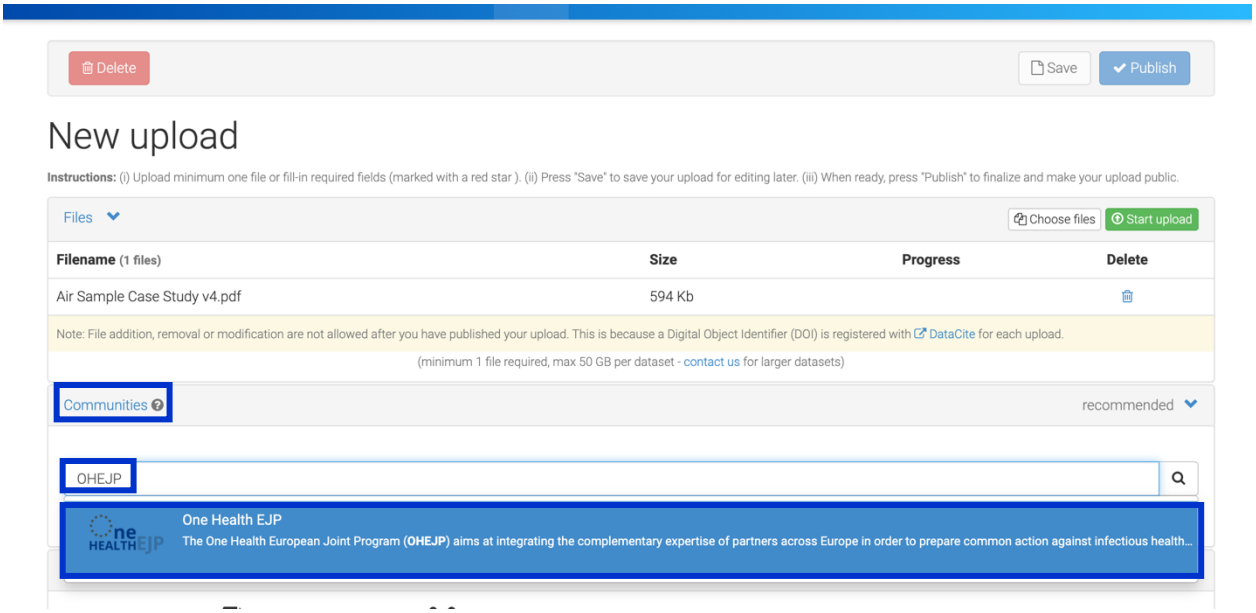
**Step 2:** Once your file appears under "Filename", click "Start upload". (please note that it is impossible to publish the document if you have not clicked on "Start upload" before).



### 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).

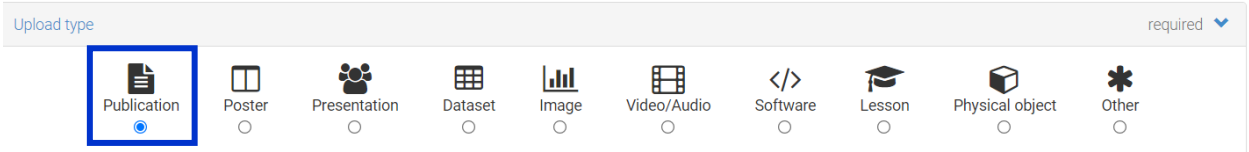
**Step 1:** Scroll down to "Communities" and type "OHEJP" and click on "One Health EJP". Your upload will be added to the One Health EJP Community




### 3.3. "Upload type" section

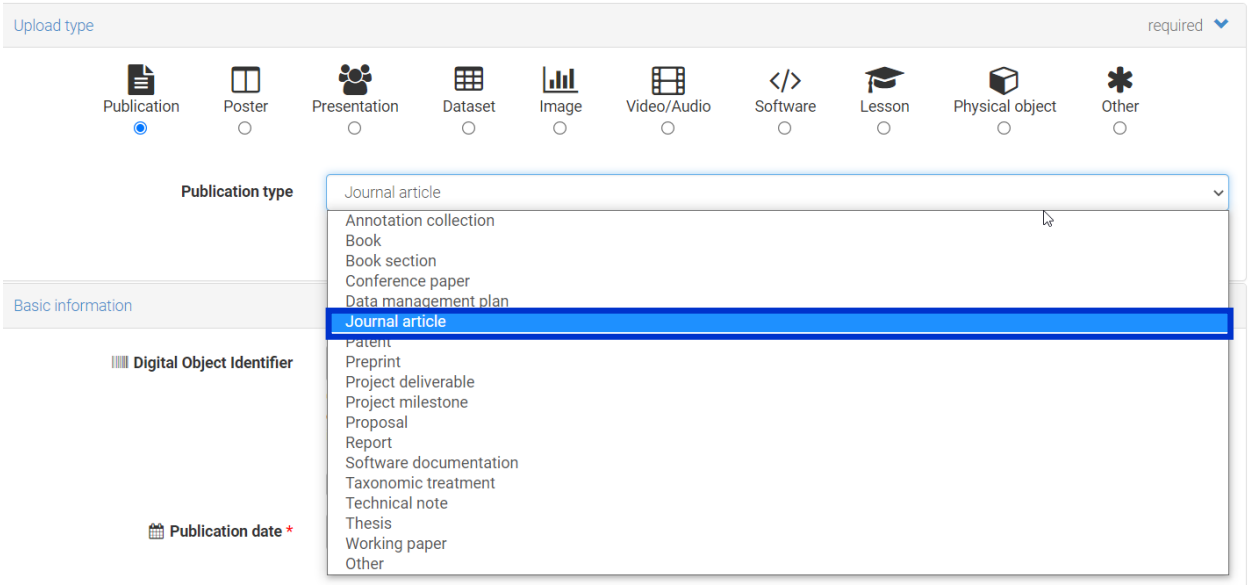
This section serves to describe the type of upload: journal article, project deliverable, etc.

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




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

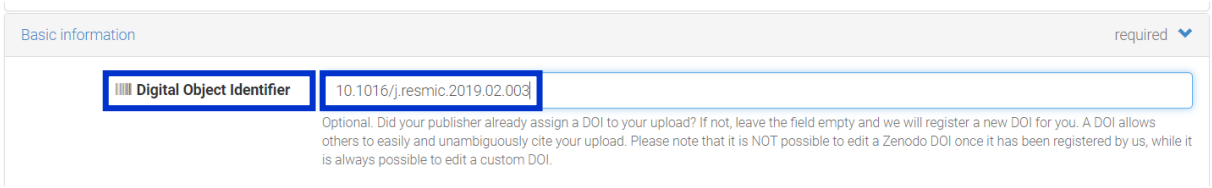
NB: in step 1 and step 2 we have presented the main OHEJP documents types ("Journal article" and "Project deliverable"). Other options may be chosen if needed ("Poster", "Presentation", "Other", etc.).



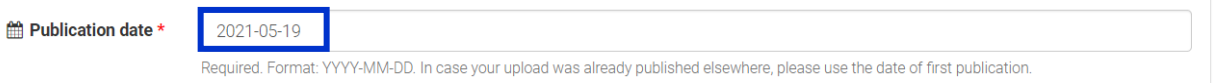

### 3.4. "Basic information" section

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.



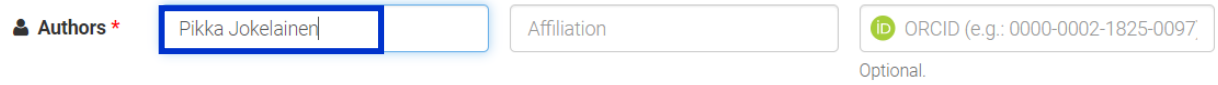

**Step 2:** Fill in the publication date.



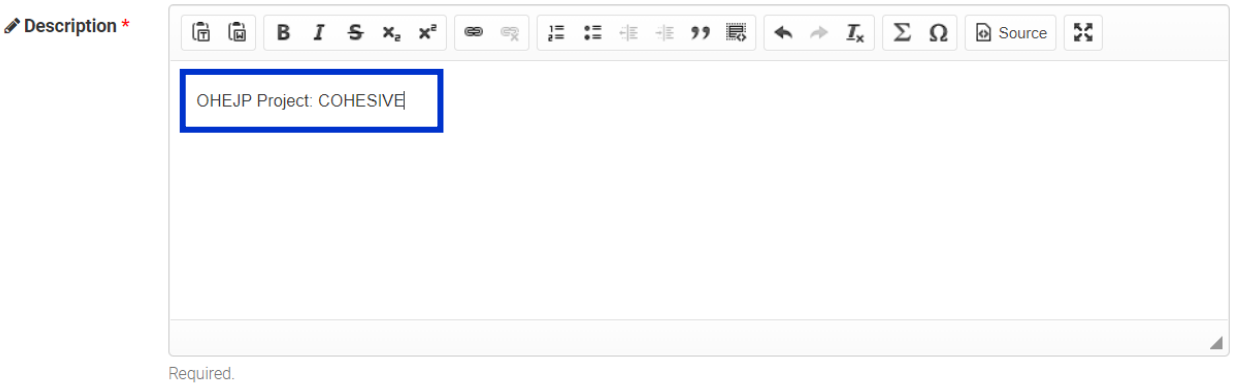

**Step 3:** If the document to upload is a publication, provide the official title.

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").

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




**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.




**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).

Enter the first keyword in the empty field.

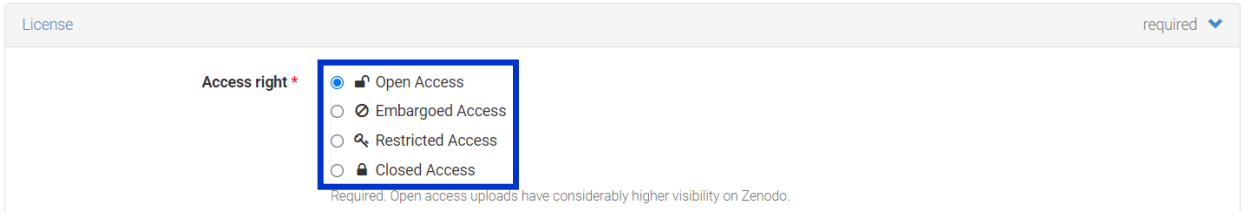
If you need to add a new keyword: click on "+Add another keyword". A new empty field appears, in which you can type the second keyword. (Repeat as many  times as needed).

### 3.5. "License" section

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

**Step1:** Select the Access right

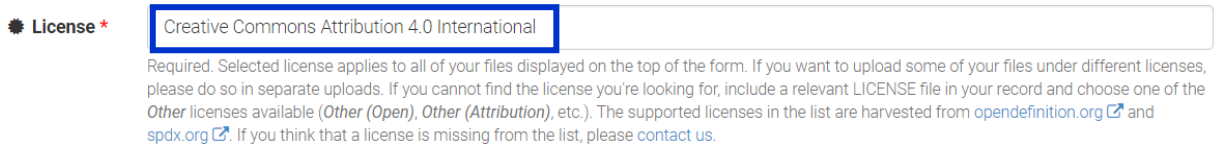
- "Open Access" : by default (Gold open access, or Green open access after the end of the embargo)
- "Embargoed Access" : Green open access during the max. 6 month embargo period (if you choose this access type, you need to change it to "Open Access" at the end of the embargo period)
- "Restricted Access"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

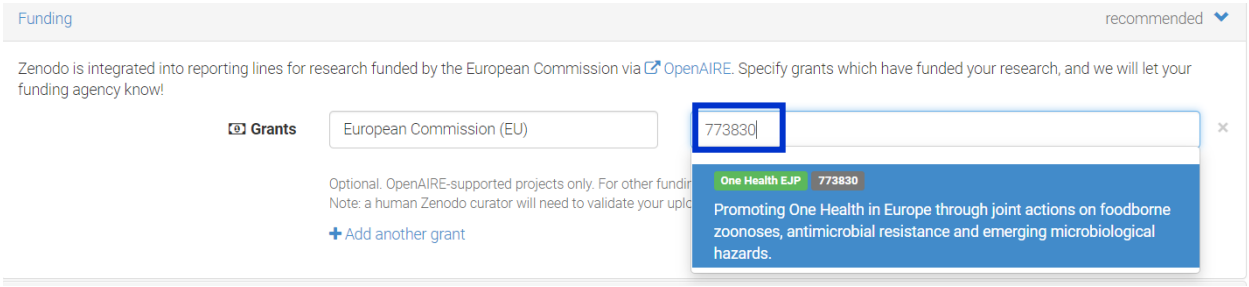



Zenodo has hundreds of license options in the database, and there is also option 'Other'. https://blog.zenodo.org/2018/11/22/2018-11-22-new-licenses/

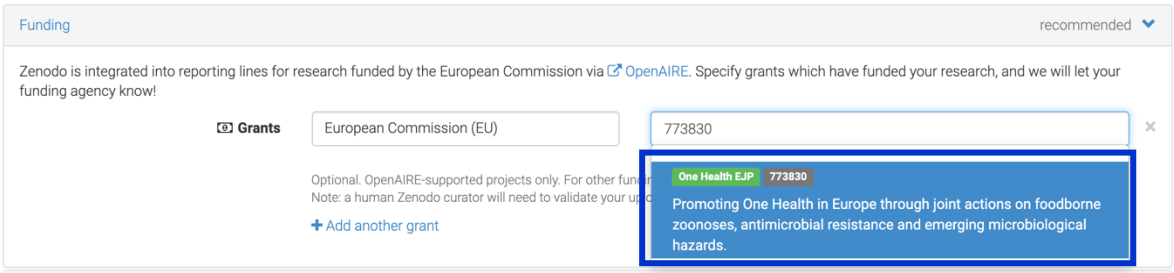
### 3.6. "Funding" section

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

**Step 1:** in the empty field, type "773830"




**Step 2:** click on "One Health EJP 773830"

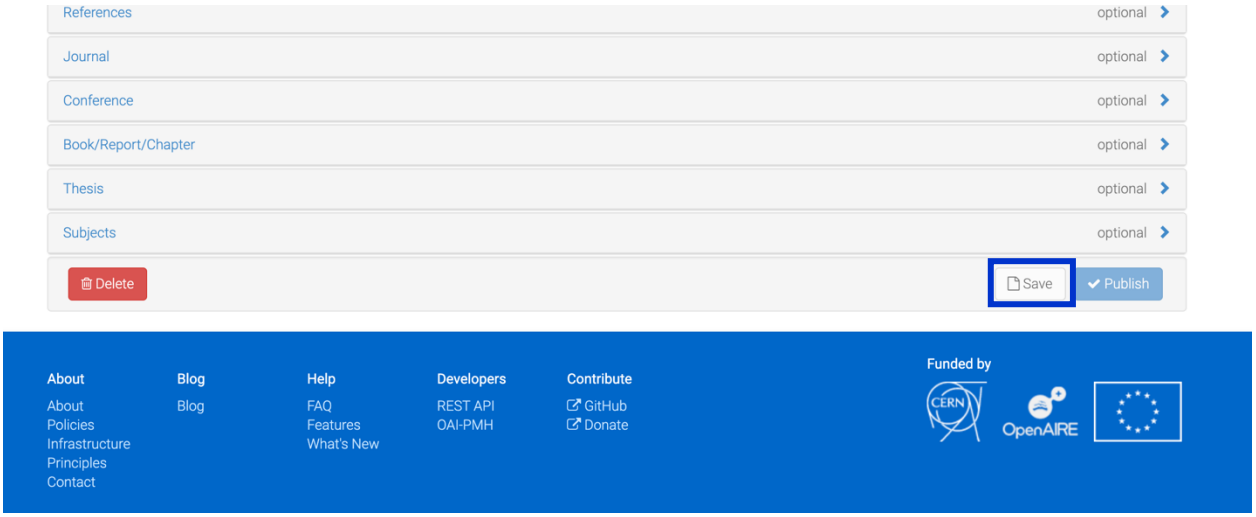



### 3.7. Other sections

Complete any other relevant information if you wish.

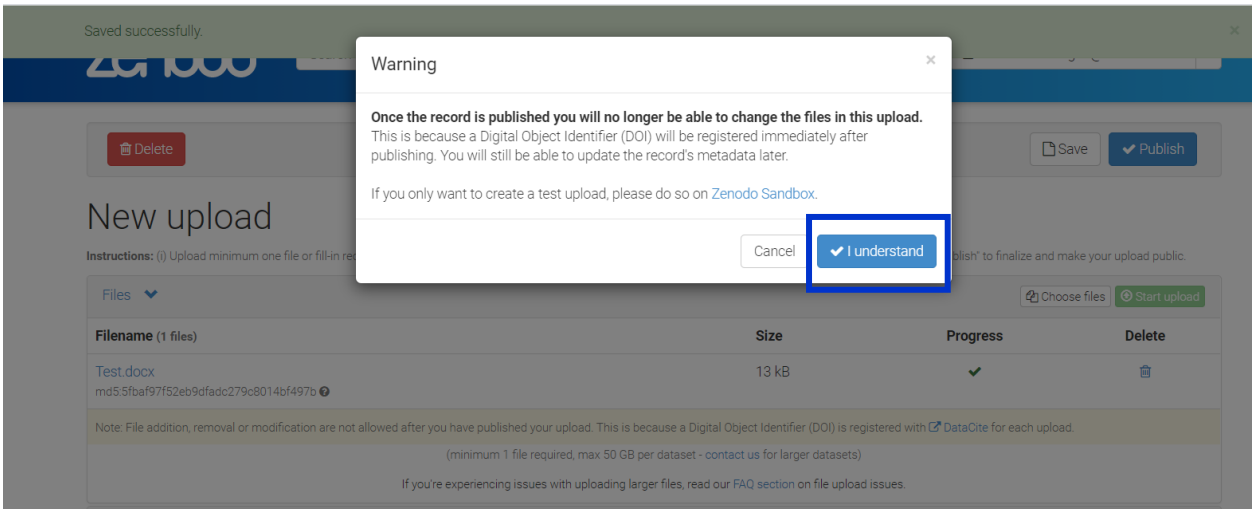
## 4. Save and publish the document

**Step 1:** Finalise the upload by clicking "Save".




**Step 2:** Click on "Publish"

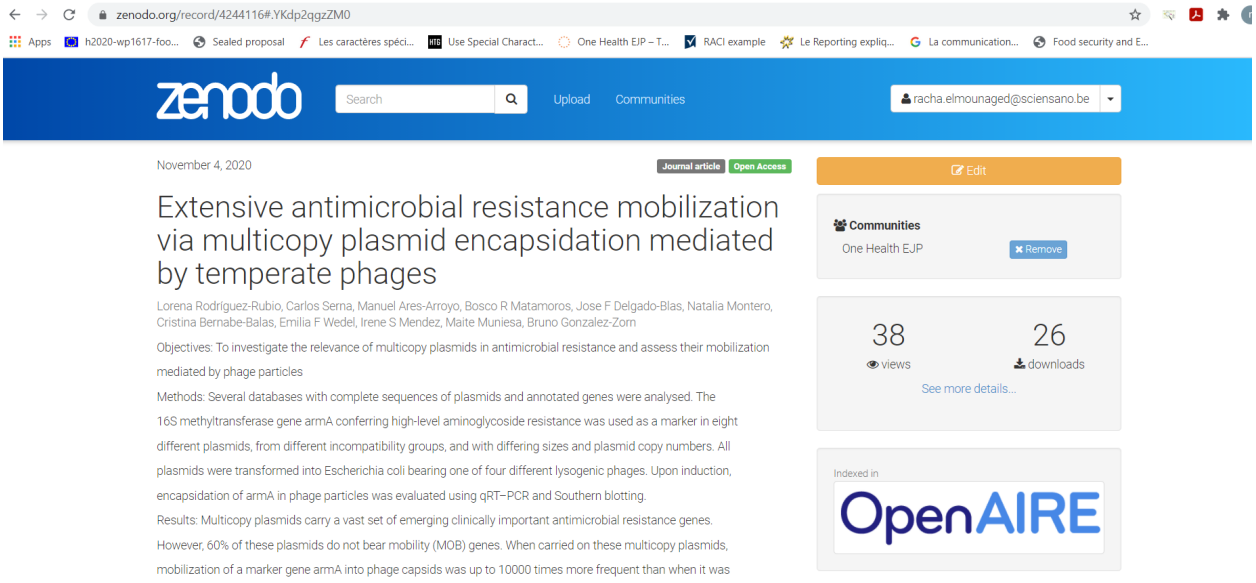
**Step 3:** The following message appears. Click on "I understand".



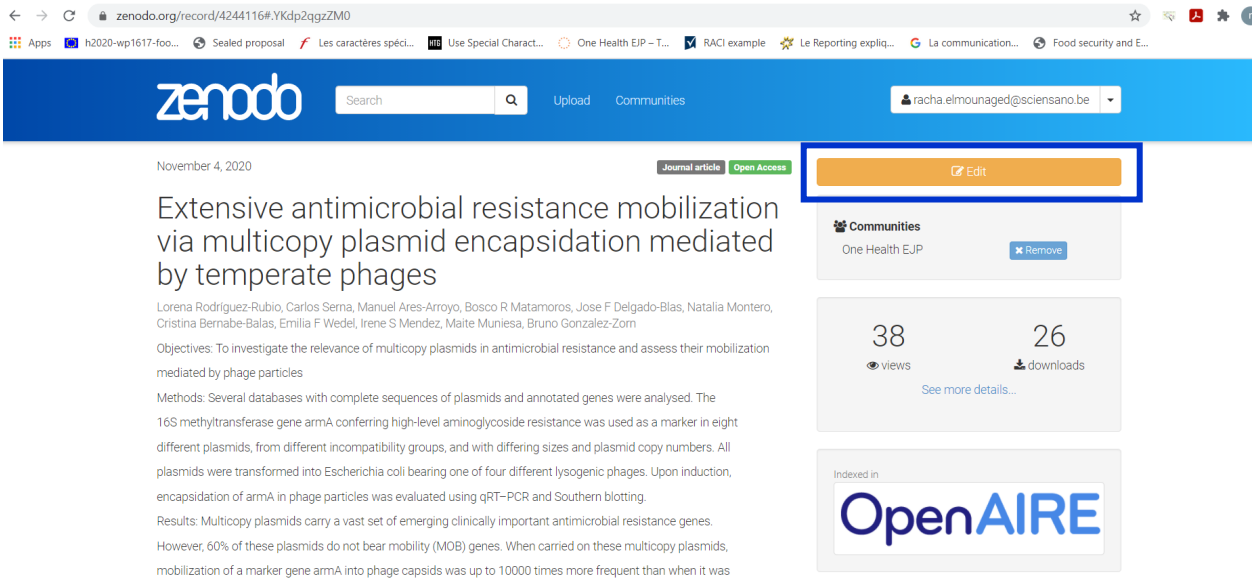
## 5. Editing the document

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

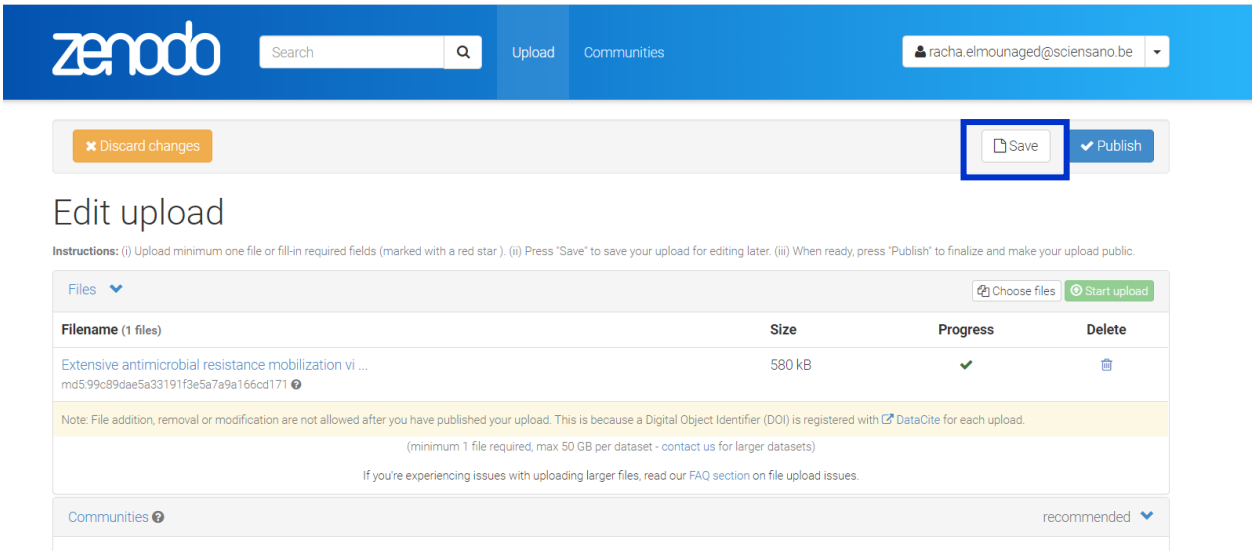
**Step 1:** Click on your document.



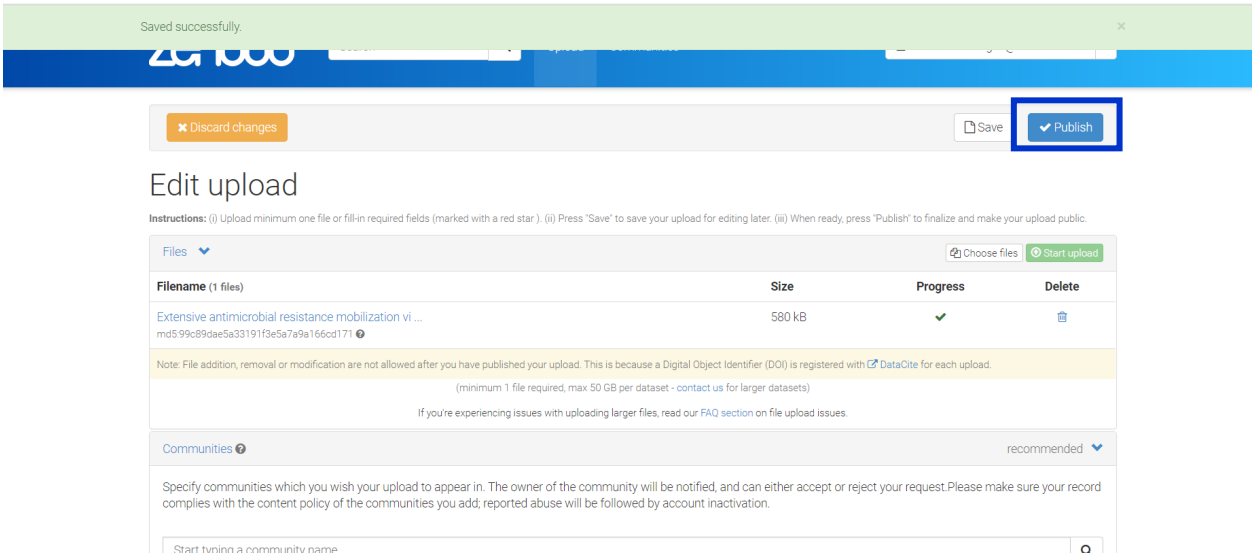

**Step 2:** Click on "Edit"



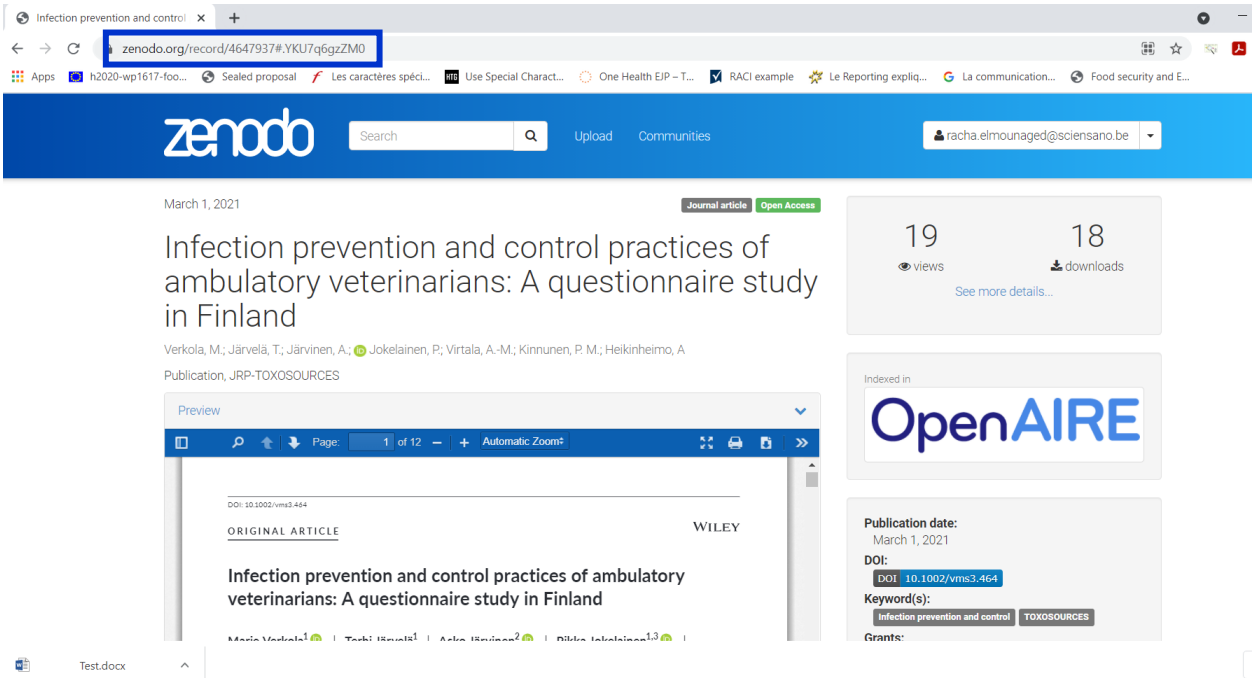
**Step 3:** You can now make updates and then click on "Save".




**Step 4:** Click on "Publish".




## 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: