



GHR SST Internal guidelines to the use of Zenodo

Version 1.1

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For whom is this Guide?

These guidelines are for all members of the GHRSSST community and those who would like to contribute to sharing results with the GHRSSST community.

What is Zenodo?

Zenodo is a long-term repository funded by CERN and the European Commission through the OpenAIRE infrastructure. Zenodo is maintained by CERN.

Why Zenodo?

It is beneficial for the GHRSSST community to share its records in full open access with the largest scientific community (**ACCESSIBILITY**) to make sure that these are available long-term and reusable (**REUSABILITY**).

Each document uploaded to Zenodo is given a unique DOI, reports and presentations are given a DOI which identifies the content and provides a persistent link to its location on the Internet (**FINDABILITY and INTEROPERABILITY**) and allow the record to be linked to the ORCID of its authors.

What you should upload to Zenodo?

- Zenodo is the perfect repository for **reports, guidelines, posters and presentations, images** that you are ready to share openly. These are the most frequent categories used for an upload.
- Zenodo also currently accept up to 50GB per dataset (you can have multiple datasets).



What you should not upload to Zenodo?

- Publications such as peer-reviewed papers, already published on journals and with a DOI: these should not be uploaded to Zenodo because the publishers' rules do not allow for this kind of upload.
- Video- Audio files, we would encourage you to use the Vimeo space instead of Zenodo (<https://vimeo.com/ghrsst>) this is because in Zenodo you need to first download a video in order to watch it, and there is no preview available.

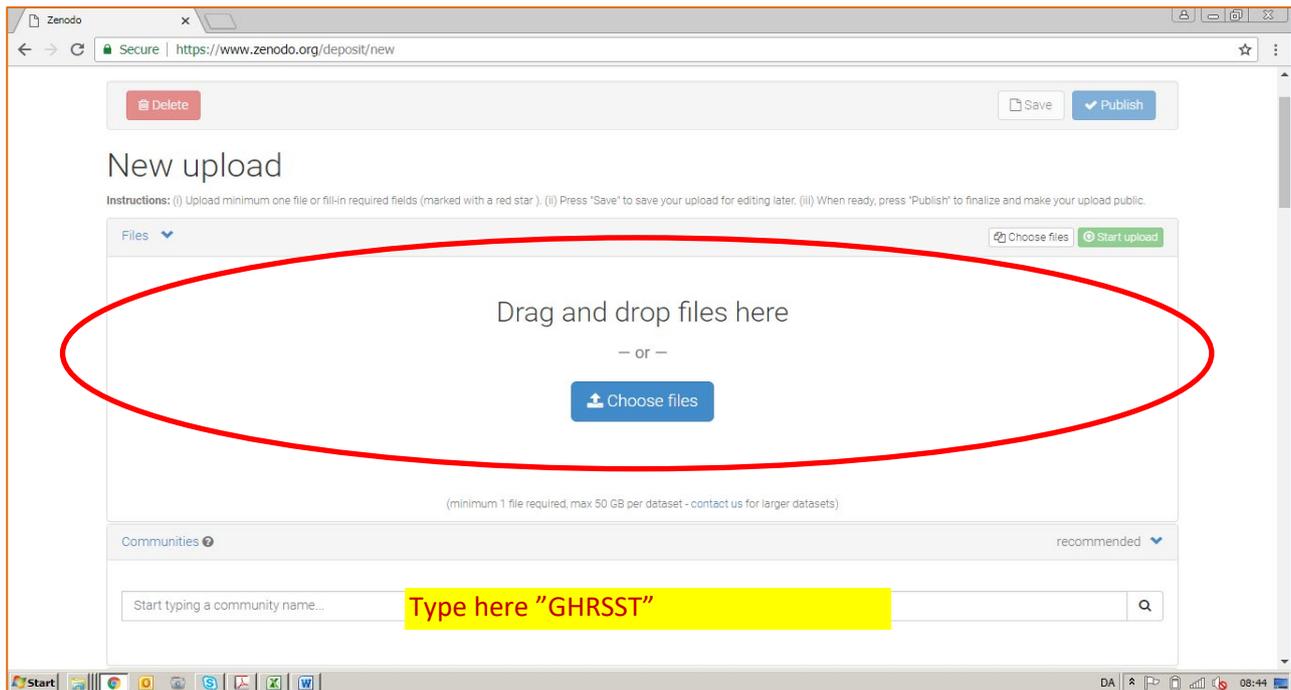
How to upload contents in Zenodo

STEP 1: First register your account in Zenodo

Go to <https://www.zenodo.org/login> and register.

STEP 2: Start an upload of a record

Go now to the GHRSS community upload page <https://www.zenodo.org/deposit/new?c=ghrsst> and follow the instructions below.



Choose now a **category** for your upload, see the list below. Pick up one of the categories according to the content you upload. Most of the records need to be in a PDF format for the upload.

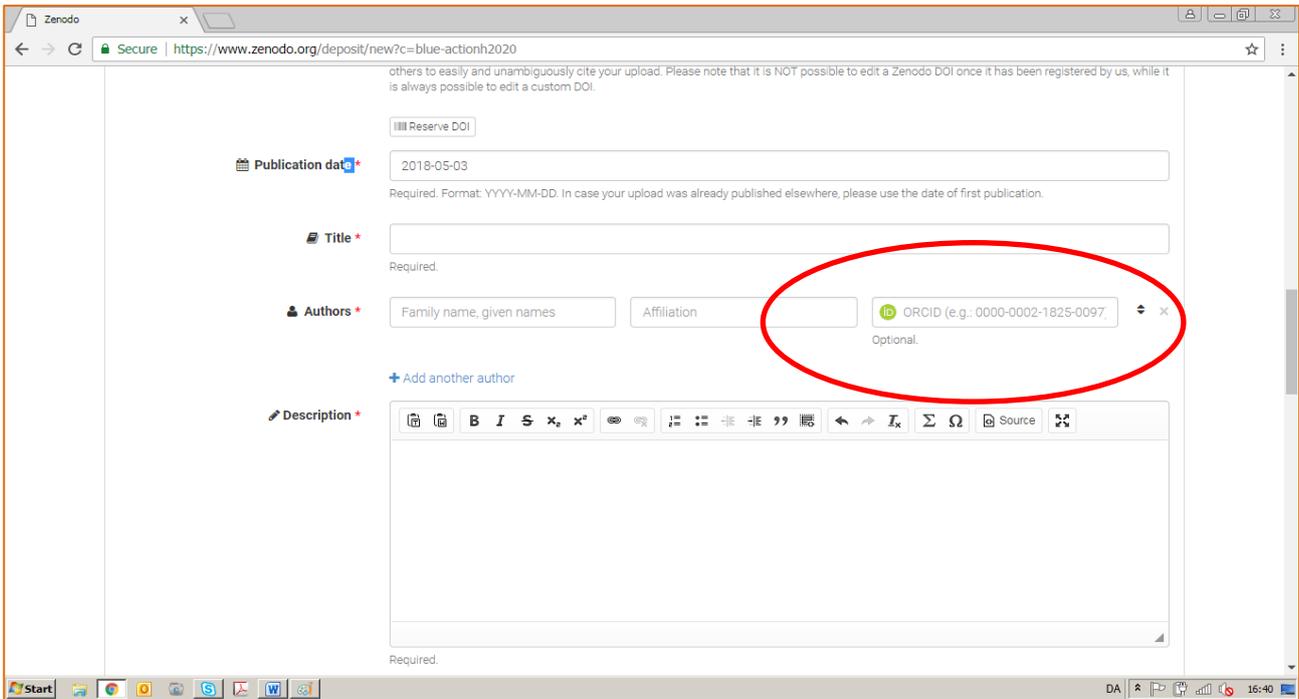


If you select "Publication" an additional drop down menu will be made available, choose from there the most appropriate option for your record:

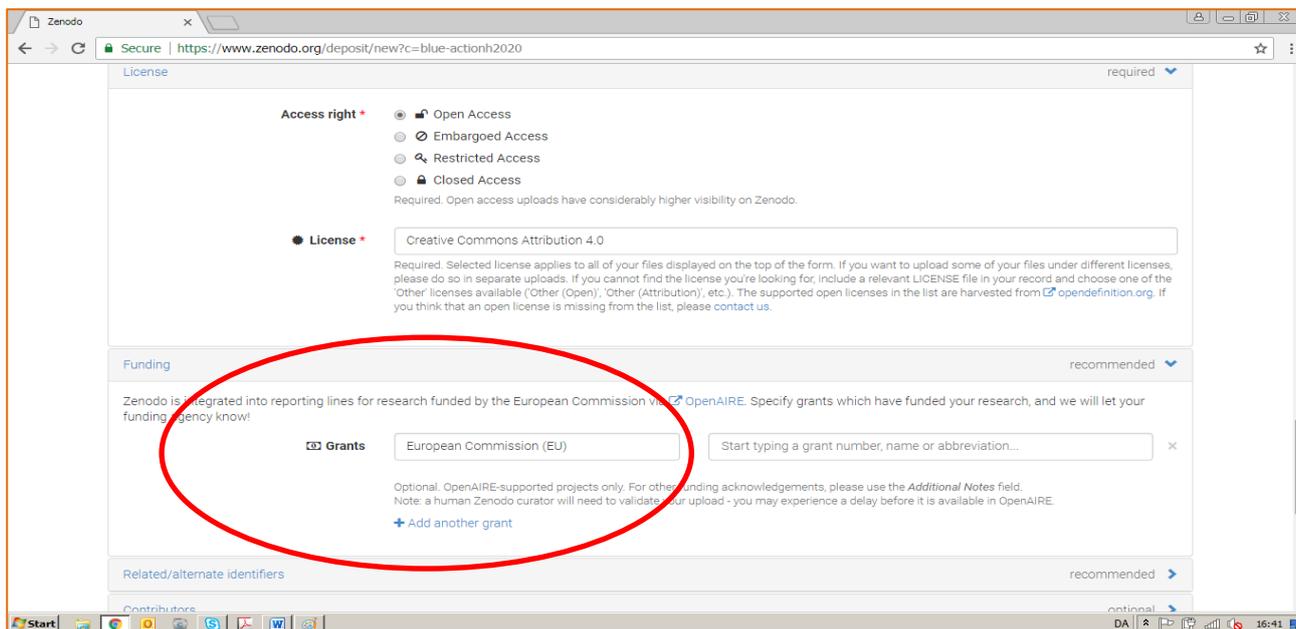


Complete all the fields in the mask market with a *

If you have an **ORCID** number, please add it to the record, see the picture below.



If you wish, you can link the record to a specific grant you have received from your funding agency: there are a number of funding agencies in the list.



The screenshot shows the Zenodo deposit form at the URL <https://www.zenodo.org/deposit/new?c=blue-actionh2020>. The 'License' section is set to 'Creative Commons Attribution 4.0'. The 'Funding' section is highlighted with a red circle and contains the following text: '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!'. Below this, there is a 'Grants' field with 'European Commission (EU)' entered, a search input field with the placeholder 'Start typing a grant number, name or abbreviation...', and a note: 'Optional. OpenAIRE-supported projects only. For other funding acknowledgements, please use the *Additional Notes* field. Note: a human Zenodo curator will need to validate your upload - you may experience a delay before it is available in OpenAIRE.' There is also a '+ Add another grant' link.

STEP 4: Click on SAVE

If you are not able to save, it means you have missed one of the mandatory fields.

STEP5: Click on PUBLISH

Now you can click on "publish". That is your final step, congratulations!

STEP 6: Approval of your record by the curator

Now your record will be sent to the **curator** of the GHRSSST and only after the curator's check the record will appear in Zenodo. Please do not worry if your record does not show after you publish it. The curator acts as a filter.

The curator of the community is Chiara Bearzotti chb@dmu.dk of the GHRSSST project office.

If you have troubles with the upload

Please do not hesitate to contact Chiara Bearzotti at the GHRSSST Project Office: chb@dmu.dk