GHRSSST Internal guidelines to the use of Zenodo

Version 1.1

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**Document Management**

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GHRSS Project Office (2021), Internal guidelines to the use of Zenodo, available from the GHRSS International Project Office.
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For whom is this Guide?
These guidelines are for all members of the GHRSST community and those who would like to contribute to sharing results with the GHRSST 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 GHRSST 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 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 GHRSSST community upload page https://www.zenodo.org/deposit/new?c=ghrssst 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.

**STEP 4: Click on SAVE**

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

**STEPS: 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@dmi.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@dmi.dk