

GHRSST 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 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
 (<u>https://vimeo.com/ghrsst</u>) 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 <u>https://www.zenodo.org/login</u> and register.

STEP 2: Start an upload of a record

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

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	New 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, pre	ess "Publish" to finalize and make your upload public.	
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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.

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

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Conference paper	
Data management plan	
Journal article	
Patent	
Preprint	
Project deliverable	
Project milestone	
Proposal	
Report	
Software documentation	
Taxonomic treatment	
Technical note	
Thesis	
Working paper	
Other	

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

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

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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 GHRSST 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 <u>chb@dmi.dk</u> of the GHRSST project office.

If you have troubles with the upload

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