

Guidelines for publishing material on the Zenodo community

v.1.0 | 12 December 2024

Link: <https://zenodo.org/communities/srdsn>

Procedure

1. Log in to your Zenodo account
2. Click the plus in the top right corner and select “new upload”
3. In the gray header on the top of the page select the community where you want to submit your record “select a community”
4. type in “SRDSN” in the search bar and select “Swiss Research Data Support Network” by clicking on “select”.
5. Select “Upload files” and then the file from your computer (see “Criteria for Uploaded Files” below)
6. Press “save” to save the uploaded file.
7. Add metadata information abundantly as possible to improve findability. Make sure to
 - a. select the appropriate resource and title
 - b. add all creators that have contributed to the material
 - c. Include a description that answers the questions of What, When, Who, How, Why, and Where the material was created.
 - d. Select a license that does NOT contradict any license included in the material itself and does NOT contradict any licensed images, etc. within the material. We recommend CC-BY if possible.
 - e. Keywords and subjects (the subjects will show up on the left hand menu in the community). Select any of the keywords below. The list of keywords matches largely the one for the website (for event content, event types and news types). Please make sure that you spell the keyword exactly as specified in the list:
 - policies and strategies (for all documents concerning overarching strategies and policies, not documents related to governance of the SRDSN)
 - SRDSN documents

- guidelines and training
 - data management planning
 - data protection and ethics
 - copyright and licenses
 - tools and software
 - data publishing and reusing
 - data stewards
 - data stewardship coordinator node
 - international
 - switzerland
- f. Language: select the language of the material
8. If applicable, add metadata concerning:
- a. do not add any names to “other contributors” but add anyone who contributed to the document under “creators”
 - b. related works: if your upload is connected to an already existing upload with a DOI (either on Zenodo or somewhere else), please add that information and specify the relation between the two objects.
 - c. others
9. In the upper right corner, set “Visibility” to “public”.
10. Select “publish to community” in the upper right corner once the record is finished. You can also first save it as draft and upload it later.

Criteria for Uploaded Files

Accessibility

It would be great, if PDFs uploaded to the community are accessible for blind people. If you create documents or presentations with Microsoft Office, you can have accessibility checked automatically. Go to the Review Tab and select “Check accessibility”. Next, you apply the recommended actions. If you have an existing PDF that you want to check for accessibility, you can also use [PAVE](#), developed by the ZHAW.

File format

Please share your files in an open file format. See also the [recommendations by the EPFL](#).

Licenses

If you include a license in your document or presentation text, make sure that it does not contradict the license chosen in the Zenodo record.

Copyright

Please ensure that you own the copyright of all content that is included in your document, or that you have the consent (e.g. by license) from the copyright owner to share this material online. This also goes for logos or even icons from Microsoft Powerpoint. You can find CC0 Material here:

- **icons:** flaticon.com, <https://thenounproject.com>
- **images:** pixabay, pexels, wikimedia commons, flickr, <https://thenounproject.com>
- **photos, images, audio:** openverse.org

→ Please get in touch with the OCif you know of other places to get CC0 material.

Citations

Please make sure that you have cited all material from other parties appropriately, incl. images and icons if required.