

CoARA Publication & Dissemination Guidelines

FORMATTING AND SUBMISSION PROCESS FOR
WORKING GROUP OUTPUTS

COARA SECRETARIAT

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Document Version Overview

Revision history			
Version	Date	Revised by	Comments
1.0	12-05-2025	Erzsébet Toth Czifra, Colette Schrodi, Katrina Gibbs, Tereza Szybisty	First draft

Overview

This document aims to provide practical guidance for CoARA Working Groups in publishing and disseminating their outputs and organising consultations around them.

These guidelines provide a living document that will continue to evolve with CoARA. The present version (April 2025) provides solutions for Working Groups to be applied until the CoARA Outputs Endorsement Framework is officially adopted by the General Assembly on 23 June 2025.

This guide provides an overview of the general formatting and design guidelines to follow for CoARA publications, as well as an overview of the current process to follow when submitting an output for publication and dissemination.

CoARA Style Guidelines

- **Template for CoARA Working Group outputs:** [Please click here.](#)
- **CoARA Visual Identity:** [please click here to access the zip file for CoARA branded elements.](#) The zip file for CoARA branded elements includes the following:
 - Templates: CoARA Working Group output template. [Please click here.](#)
 - Brand Guidelines: use of the CoARA logo.
 - Fonts: Poppins and Avenir Next LT Pro.
 - The Poppins font is to be used for titles and subtitles as shown in this document and accompanying letterhead templates.
 - The Avenir Next LT Pro font is to be used for body text with 11-point font size, as shown in this document and accompanying letterhead templates.
 - Logos: CoARA and EU-funded.
 - Colours: #00b8f2, #0d29f9, #004494, #0F0F55, #EEF2FF.
 - See [CoARA logo guidelines document](#) for more details.
 - Images for social media dissemination: CoARA support badge and Working Group icons.
 - PowerPoints: CoARA branded PowerPoints for meetings and webinars.
- CoARA Working Groups should use the CoARA WG Publication template with corresponding fonts in the template for their outputs, as outlined above.

- **Summary pages** for CoARA outputs should include the relevant information of the publication, including the authors, date of publication, version information, summary, and status of the output.
- **CoARA outputs** should be written in **British English** with **justified alignment** and **1.15 spacing**. Pages should be numbered on the bottom right-hand side of the page, as shown in this document.
- CoARA outputs should be **licensed under Creative Commons 4.0** by default.
- CoARA Working Groups are encouraged to use their custom icons for dissemination on social media. Please see below for an example:



Figure 1 WG OI4RRA social icon example

Publication of Outputs

As the Endorsement Framework is currently under revision and requires formal adoption by vote at the upcoming General Assembly on 23 June 2025, please follow the below guideline and steps for publishing CoARA outputs. CoARA Working Group outputs are to be published on Zenodo. Zenodo allows for the publication of most research outputs, including datasets, preprints, reports, software, posters, presentations, and more. Should a Working Group output not be supported on Zenodo, please contact secretariat@coara.eu who will support you in identifying a solution.

For a general overview of how to use Zenodo, [please click here](#).

The current process for **publishing is through Zenodo** as follows:

1. Working Groups determine their community reviewers and desired consultation period for their outputs prior to publication.
2. The version of the output that can be shared for dissemination and eventual community consultation is to be uploaded to Zenodo and linked to the [dedicated Working Group community on Zenodo](#). Authors are encouraged to indicate the status of the output in the Zenodo description to note whether the output is under review, endorsed by the CoARA Steering Board, or other relevant status considerations.
3. Once published on Zenodo, the draft of the output will be open for community consultation to the outlined community reviewers within the requested consultation period.
4. Following community consultation, the Steering Board will review the output and provide feedback or approve the output.
5. Once the consultation period is over and the Working Group has integrated the feedback received, an updated version of the output should be published on Zenodo ([see the Zenodo guideline on creating updated versions](#)).
6. As a conclusion of the endorsement process, endorsed outputs will be listed as part of the ARRA Toolbox on the CoARA website.

Contributor Roles

In line with CoARA's principles, Working Groups are encouraged to capture the diversity of contributions made to their outputs and credits a variety of contributors. Below are recommendations on how to transparently reflect different contributor roles:

Contributor Role	Use Case
Producer	Co-authors who have actively contributed to the outputs.
Project Leader	WG Co-Chairs
Editor	Contributors who offered support such as proofreading, formatting, or other logistic support such as coordinating the creation of the output.
Other	Reviewers or other contributors.

In addition to these contributor roles, Working Groups are welcome to add other types of contributors following the credit taxonomy and other contributor roles offered by Zenodo. [Click here for more details.](#)

Working Groups are also encouraged to use ORCID IDs in their accreditation practices. [Click here for more details.](#)

Contributors to outputs as well as clear versioning information should be listed on the summary page in the publication. Working Groups are also encouraged to acknowledge reviewer contributions.

Dissemination Support

The CoARA Secretariat offers support to increase visibility of outputs produced by the CoARA Working Groups through the following channels:

1. Posts on CoARA's social media channels to highlight the publication of outputs;
2. Spotlighting key features of the output in a blog post hosted on the CoARA website;
3. Featuring outputs in the CoARA Newsletter;
4. Targeted email campaigns to defined subsets of CoARA members (i.e., Working Groups, country-specific demographics, or random sampling).

To request dissemination support from the CoARA Secretariat, please send an email to communication@coara.org. To ensure that your request is well received, please follow the

steps below:

- Select a main point of contact for dissemination requests on behalf of the Working Group and keep relevant members in CC as needed.
- Inform communication@coara.org about your upcoming publication timelines, including the desired consultation period and community reviewers involved in the output.
- Provide a clear outline of communication support needed and the desired timeline for dissemination. In case an output is open for community consultation, details about that are also to be specified.
- Co-define a communication strategy and roll-out plan for the output dissemination with CoARA Communications.
- Please anticipate response time of 3-5 working days for CoARA Communications to accommodate your requests.

Community Consultation Around Working Groups' Outputs

Once the Endorsement Framework is approved, community consultation around Working Groups' outputs will be organised via the CoARA website by default. In the meantime, Working Groups can set up consultation mechanisms of their choice, indicating them in the dissemination plan of their outputs.

We look forward to supporting Working Groups, as these important contributions to CoARA evolve into tangible and actionable outputs!