

# Zenodo User Guide

UPLOADING PUBLICATIONS AND DELIVERABLES

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## Uploading Publications and Deliverables to Zenodo

Zenodo is an open access repository developed by the European OpenAIRE program and operated by CERN. It allows researchers to deposit datasets, research software, reports, deliverables and publications, which in turn facilitates the ease of access of this information to the wider scientific community. Open access data systems must ensure that data follow the FAIR principles, thus data are **F**indable, **A**ccessible, **I**nteroperable and **R**eusable which promotes the maximum use of research data. When data are open access it promotes collaborations and reduces duplication of work, which are also important aims in the One Health EJP.

The One Health EJP requires its scientific outcomes to be publicly available where possible, and as soon as possible.

Please carefully read the metadata requirements when uploading public deliverables and publications.

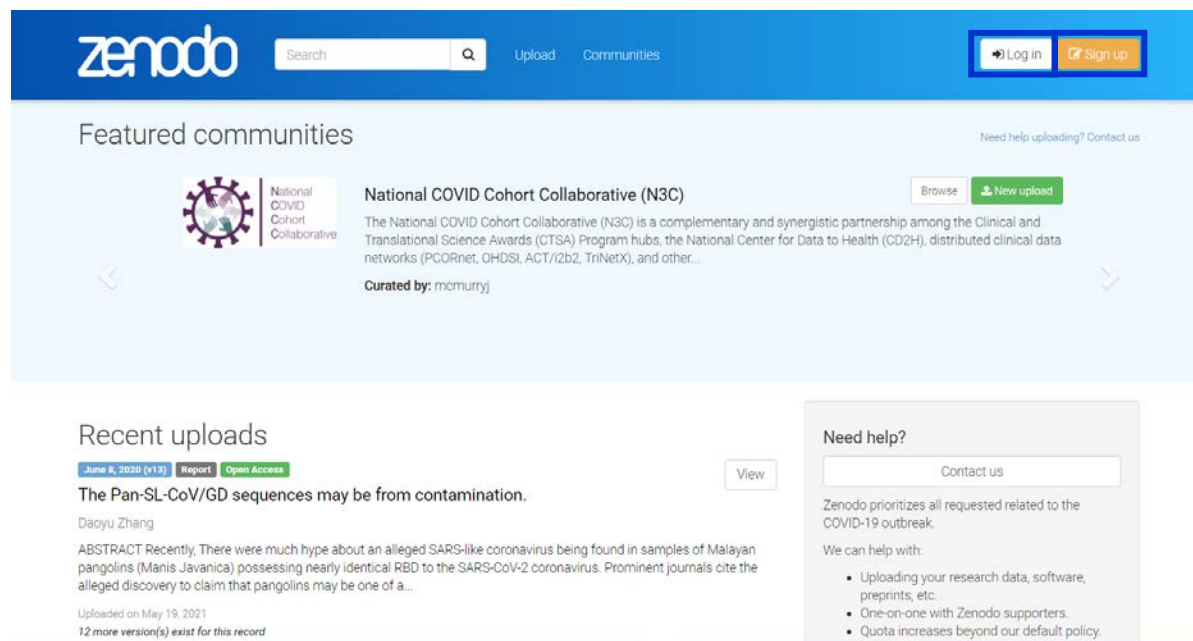
For any technical support, please contact [ohelp@sciensano.be](mailto:ohelp@sciensano.be)

Here is a step by step guide to uploading a document to Zenodo.

### 1. Log in to Zenodo

**Step 1:** Visit <https://zenodo.org>

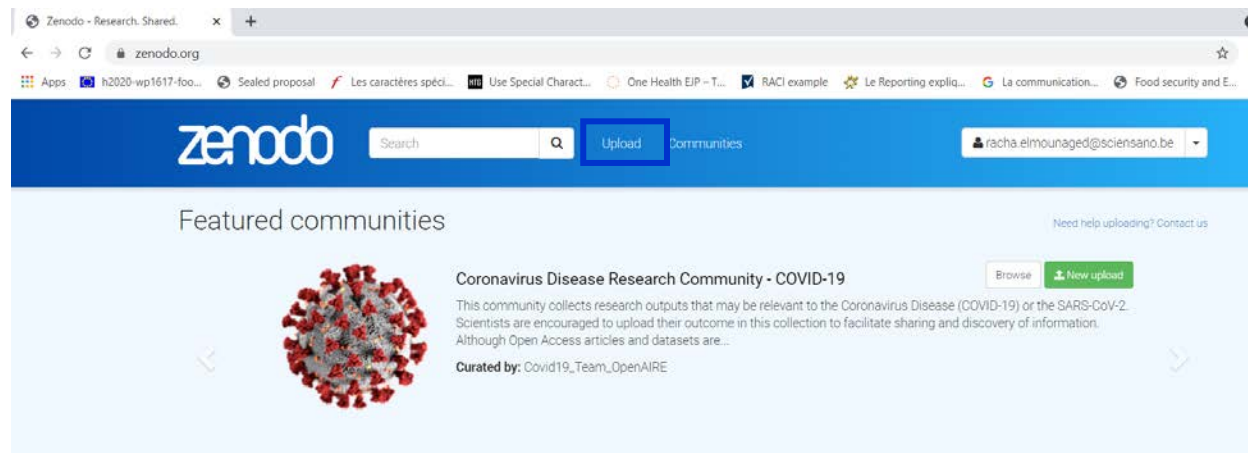
**Step 2:** Create an account (by clicking on “Sign up”) or log in to your existing account (by clicking on “Log in”).



The screenshot shows the Zenodo website homepage. At the top is a blue header with the Zenodo logo, a search bar, and links for 'Upload' and 'Communities'. On the right of the header are 'Log in' and 'Sign up' buttons. Below the header is a section for 'Featured communities' with a link to 'Need help uploading? Contact us'. The featured community is the 'National COVID Cohort Collaborative (N3C)', described as a partnership among the Clinical and Translational Science Awards (CTSA) Program hubs, the National Center for Data to Health (CD2H), distributed clinical data networks (PCORnet, OHDSI, ACT/2b2, TriNetX), and others. It is curated by 'memurrij'. Below this is a 'Recent uploads' section featuring a paper titled 'The Pan-SL-CoV/GD sequences may be from contamination.' by Daoyu Zhang, uploaded on May 19, 2021. To the right of the recent uploads is a 'Need help?' section with a 'Contact us' button and a list of services: 'Uploading your research data, software, preprints, etc.', 'One-on-one with Zenodo supporters', and 'Quota increases beyond our default policy'.

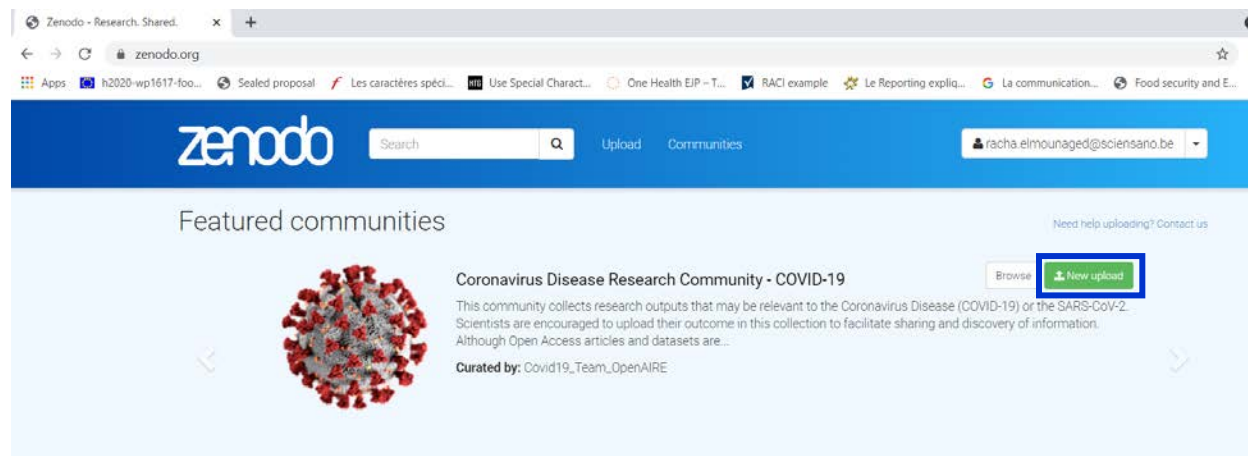
## 2. “Upload” sections

### Step 1: Click “Upload”



The screenshot shows the Zenodo homepage. The top navigation bar is blue with the Zenodo logo, a search bar, and buttons for 'Upload' and 'Communities'. The 'Upload' button is highlighted with a blue box. Below the navigation bar, there is a section for 'Featured communities' featuring the 'Coronavirus Disease Research Community - COVID-19'. To the right of this community, there is a 'Browse' button and a 'New upload' button. The 'New upload' button is highlighted with a green box.

### Step 2: Click “New Upload”. The upload page appears.



This screenshot is identical to the previous one, but the 'New upload' button in the 'Featured communities' section is highlighted with a blue box, indicating the next step in the process.

On the upload page, the following sections appear:

- Files
- Communities
- Upload type
- Basic information
- License
- Funding

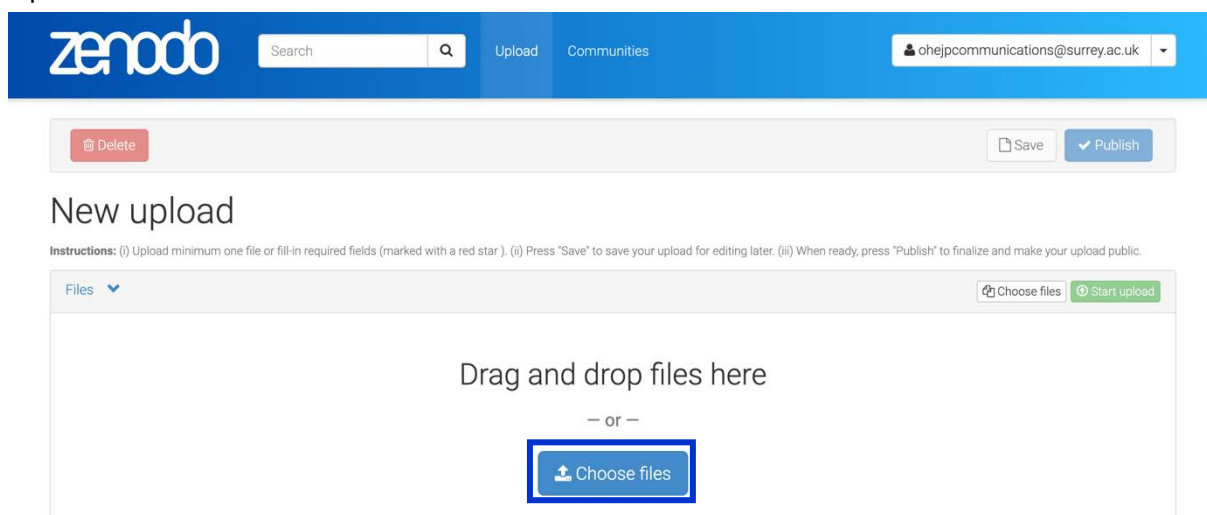
You should fill them as indicated below.

### 3. Upload a document to Zenodo

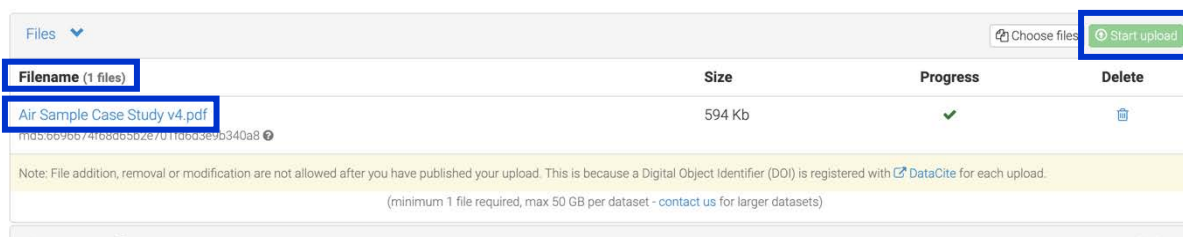
#### 3.1. "Files" section

This section serves to upload the document to the system.

**Step 1:** Upload your file by clicking on "Choose files" then selecting on your computer the file to be uploaded.



**Step 2:** Once your file appears under "Filename", click "Start upload". (please note that it is impossible to publish the document if you have not clicked on "Start upload" before).

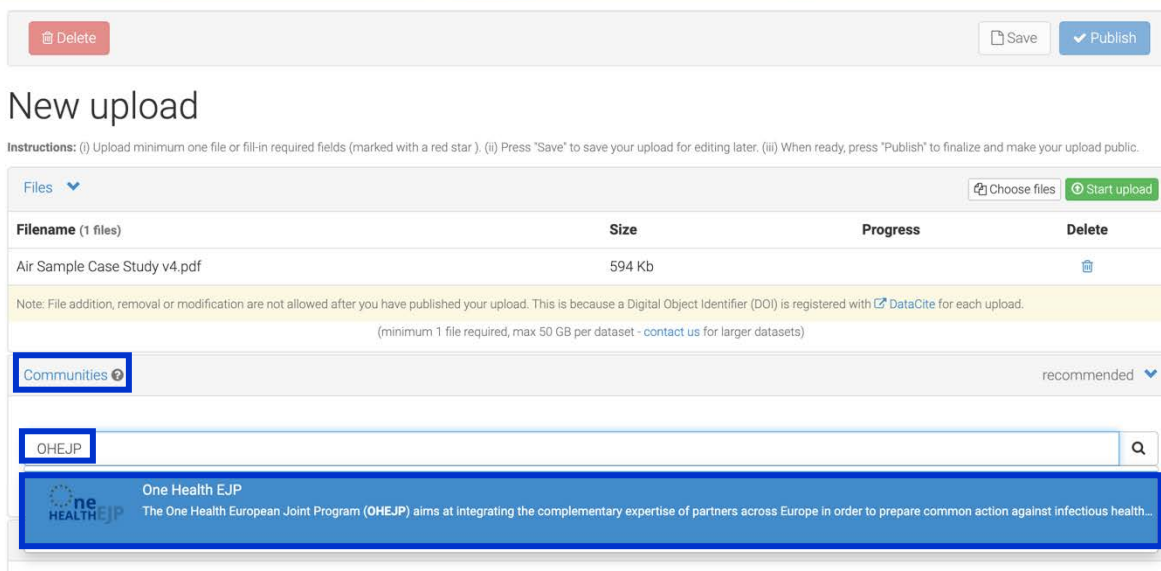


Filename (1 files)	Size	Progress	Delete
Air Sample Case Study v4.pdf md5:6696b74f68d6502e7011d6d3e9b340a8	594 Kb	✓	

### 3.2. “Communities” section

This section serves to select the community under which you intend to upload the document (in this case it is One Health EJP).

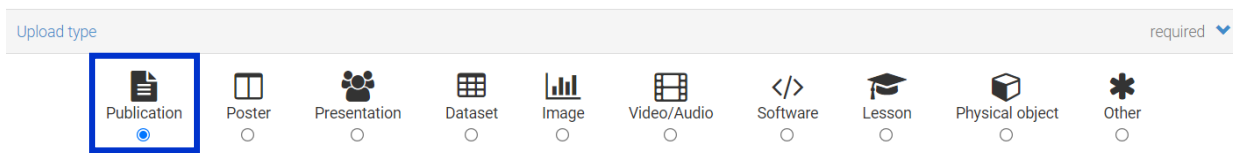
**Step 1:** Scroll down to “Communities” and type “OHEJP” and click on “One Health EJP”. Your upload will be added to the One Health EJP Community



### 3.3. “Upload type” section

This section serves to describe the type of upload: journal article, project deliverable, etc.

**Step 1:** If the document to upload is a Journal article or a project deliverable, select “Publication”.



**Step 2 :** a list appears under publication type (“Journal article” or “Project deliverable”).

NB: in step 1 and step 2 we have presented the main OHEJP documents types (“Journal article” and “Project deliverable”). Other options may be chosen if needed (“Poster”, “Presentation”, “Other”, etc.).




Upload type required


☒ Publication
 ☐ Poster
 ☐ Presentation
 ☐ Dataset
 ☐ Image
 ☐ Video/Audio
 ☐ Software
 ☐ Lesson
 ☐ Physical object
 ☐ Other

Publication type

- Journal article
- Annotation collection
- Book
- Book section
- 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

Basic information

 Digital Object Identifier


 Publication date \*

### 3.4. “Basic information” section

In this section identification, titles and keywords are required.


**Step 1 :** If the document already has a DOI, please copy it and paste it in the “Digital Object Identifier” section. Otherwise, leave empty.

Basic information required

 Digital Object Identifier

Optional. Did your publisher already assign a DOI to your upload? If not, leave the field empty and we will register a new DOI for you. A DOI allows others to easily and unambiguously cite your upload. Please note that it is NOT possible to edit a Zenodo DOI once it has been registered by us, while it is always possible to edit a custom DOI.

**Step 2:** Fill in the publication date.

 Publication date \*

Required. Format: YYYY-MM-DD. In case your upload was already published elsewhere, please use the date of first publication.

**Step 3:** If the document to upload is a publication, provide the official title.

If the document to upload is a deliverable, enter the deliverable number and the full title (e.g. “Deliverable D-JRP-TOXOSOURCES-WP3.2 SOP on detection of *T. gondii* in selected fresh produce matrix” or “D-JRP8-4.2 Overview of Metastava output”).

 Title \*

Required.

**Step 4:** Enter the Author(s) name(s)


 Authors \*


Affiliation

 ORCID (e.g.: 0000-0002-1825-0097)

Optional.

**Step 5:** Under “**Description**”: enter the name of the project that the publication relates to, for example: “**JRP-TOXOSOURCES**” or “**OHEJP Project: COHESIVE** “. This can be followed by a brief description of the document.

 **Description** \*



OHEJP Project: COHESIVE

Required.

**Step 6:** Under “**Keywords**”: enter the One Health EJP project name (ex: Listadapt, MedVetKlebs...) and any other main keywords relevant for the document. The keywords are important metadata that help to make the document findable (the first point of FAIR-principle).

 **Keywords**

Enter the first keyword in the empty field.

 **Keywords**

[+ Add another keyword](#)

If you need to add a new keyword: click on “[+Add another keyword](#)”. A new empty field appears, in which you can type the second keyword. (Repeat as many times as needed).

 **Keywords**

[+ Add another keyword](#)

### 3.5. “License” section

In this section, information about the access rights and the License type are required.

**Step1:** Select the Access right

- “[Open Access](#)”: by default (Gold open access, or Green open access after the end of the embargo)



- “**Embargoed Access**”: Green open access during the max. 6 month embargo period (if you choose this access type, you need to change it to “**Open Access**” at the end of the embargo period)
- “**Restricted Access**”: discouraged
- “**Closed Access**”: discouraged

License required ▼

Access right \*

- ☒ Open Access
- ☐ Embargoed Access
- ☐ Restricted Access
- ☐ Closed Access

Required. Open access uploads have considerably higher visibility on Zenodo.

**Step 2:** Select the correct “**License**”.

For publications, make sure to select the License of the Scientific Journal corresponding with the publication).

The default License that Zenodo suggests is the “**Creative Commons Attribution 4.0 International**” (CC-BY-4.0), other options appear as drop down menu when you start writing the name of the license.

License \*

Required. Selected license applies to all of your files displayed on the top of the form. If you want to upload some of your files under different licenses, please do so in separate uploads. If you cannot find the license you're looking for, include a relevant LICENSE file in your record and choose one of the *Other* licenses available (*Other (Open)*, *Other (Attribution)*, etc.). The supported licenses in the list are harvested from [opendefinition.org](https://opendefinition.org) and [spdx.org](https://spdx.org). If you think that a license is missing from the list, please [contact us](#).

Zenodo has hundreds of license options in the database, and there is also option ‘Other’.

<https://blog.zenodo.org/2018/11/22/2018-11-22-new-licenses/>

### 3.6. “Funding” section

In this section the grant number is requested (for OHEJP: 773830).

**Step 1:** in the empty field, type “773830”

Funding recommended ▼

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!

Grants

Optional. OpenAIRE-supported projects only. For other funding agencies, please use the “Other” option. Note: a human Zenodo curator will need to validate your upload.

[+ Add another grant](#)

**One Health EJP 773830**  
Promoting One Health in Europe through joint actions on foodborne zoonoses, antimicrobial resistance and emerging microbiological hazards.

**Step 2:** click on “**One Health EJP 773830**”

Funding recommended ▾

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!

**Grants**

Optional. OpenAIRE-supported projects only. For other funding agencies, a human Zenodo curator will need to validate your upload.

[+ Add another grant](#)

**One Health EJP 773830**

Promoting One Health in Europe through joint actions on foodborne zoonoses, antimicrobial resistance and emerging microbiological hazards.

### 3.7. Other sections

Complete any other relevant information if you wish.

Related/alternate identifiers	recommended ▸
Contributors	optional ▸
References	optional ▸
Journal	optional ▸
Conference	optional ▸
Book/Report/Chapter	optional ▸
Thesis	optional ▸
Subjects	optional ▸

## 4. Save and publish the document

**Step 1:** Finalise the upload by clicking “[Save](#)”.

References	optional ▸
Journal	optional ▸
Conference	optional ▸
Book/Report/Chapter	optional ▸
Thesis	optional ▸
Subjects	optional ▸

[Delete](#)

[Save](#)
[Publish](#)

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**Developers**

REST API OAI-PMH

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**Funded by**

**Step 2:** Click on “[Publish](#)”

Journal	optional >
Conference	optional >
Book/Report/Chapter	optional >
Thesis	optional >
Subjects	optional >

**Step 3:** The following message appears. Click on “I understand”.

Saved successfully.

## New upload

Instructions: (1) Upload minimum one file or file in repository

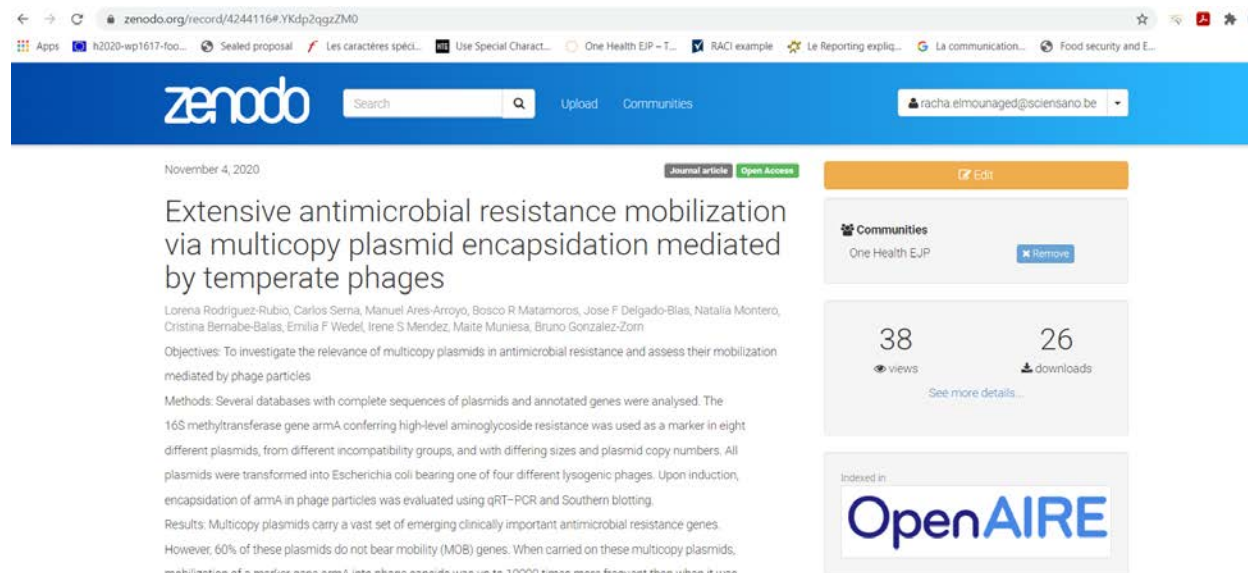
Filename (1 files)	Size	Progress	Delete
Test.docx md5:5f0a97f52eb9fadc279c6014af497b	13 kB	✓	<input type="button" value="Delete"/>

Note: File addition, removal or modification are not allowed after you have published your upload. This is because a Digital Object Identifier (DOI) is registered with DataCite for each upload.  
(minimum 1 file required, max 50 GB per dataset - contact us for larger datasets)  
If you're experiencing issues with uploading larger files, read our FAQ section on file upload issues.

## 5. Editing the document

The author of the document is the only person able to edit the document after it has been published.

**Step 1:** Click on your document.



zenodo.org/record/4244116#YKdp2qgzZM0

November 4, 2020

**Extensive antimicrobial resistance mobilization via multicopy plasmid encapsidation mediated by temperate phages**

Lorena Rodríguez-Rubio, Carlos Serna, Manuel Ares-Arroyo, Bosco R Matamoros, Jose F Delgado-Bias, Natalia Montero, Cristina Bernabe-Baias, Emilia F Wedel, Irene S Mendez, Maite Muniesa, Bruno Gonzalez-Zorn

Objectives: To investigate the relevance of multicopy plasmids in antimicrobial resistance and assess their mobilization mediated by phage particles

Methods: Several databases with complete sequences of plasmids and annotated genes were analysed. The 16S methyltransferase gene *armA* conferring high-level aminoglycoside resistance was used as a marker in eight different plasmids, from different incompatibility groups, and with differing sizes and plasmid copy numbers. All plasmids were transformed into *Escherichia coli* bearing one of four different lysogenic phages. Upon induction, encapsidation of *armA* in phage particles was evaluated using qRT-PCR and Southern blotting.

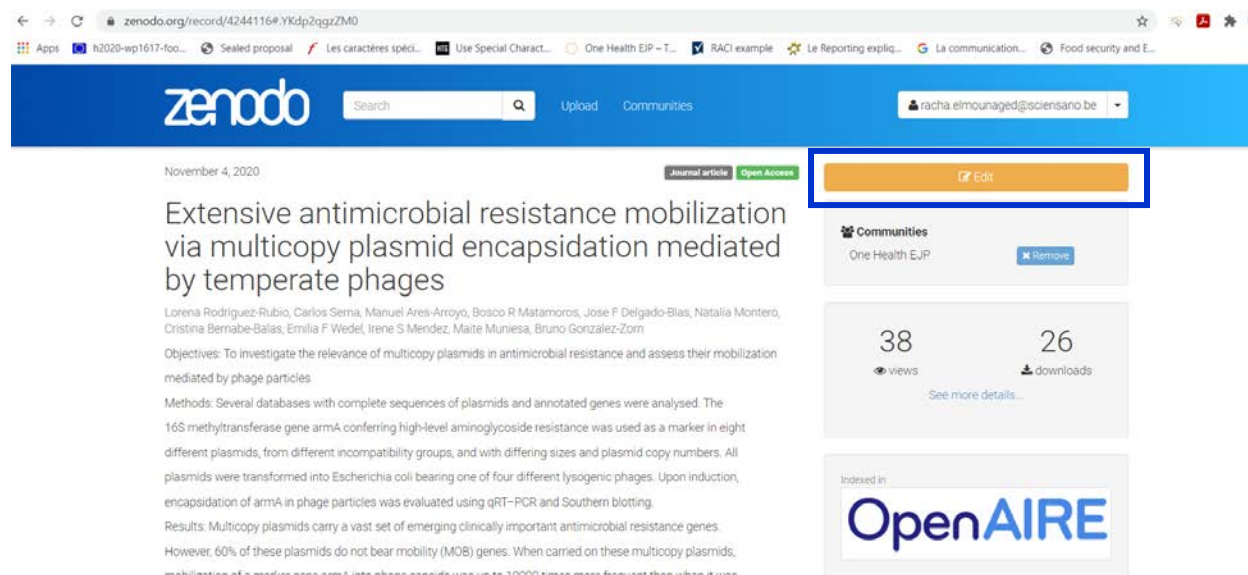
Results: Multicopy plasmids carry a vast set of emerging clinically important antimicrobial resistance genes. However, 60% of these plasmids do not bear mobility (MOB) genes. When carried on these multicopy plasmids, mobilization of a marker gene *armA* into phage capsids was up to 10000 times more frequent than when it was

Communities: One Health EJP

38 views, 26 downloads

Indexed in OpenAIRE

**Step 2:** Click on “Edit”



zenodo.org/record/4244116#YKdp2qgzZM0

November 4, 2020

**Extensive antimicrobial resistance mobilization via multicopy plasmid encapsidation mediated by temperate phages**

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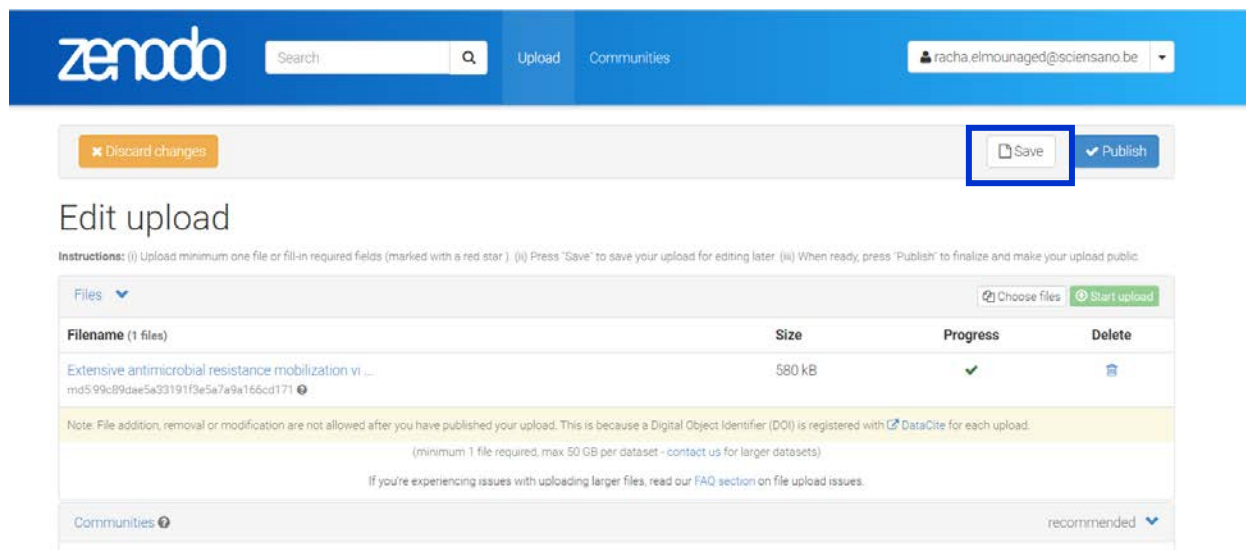
Results: Multicopy plasmids carry a vast set of emerging clinically important antimicrobial resistance genes. However, 60% of these plasmids do not bear mobility (MOB) genes. When carried on these multicopy plasmids, mobilization of a marker gene *armA* into phage capsids was up to 10000 times more frequent than when it was

Communities: One Health EJP

38 views, 26 downloads

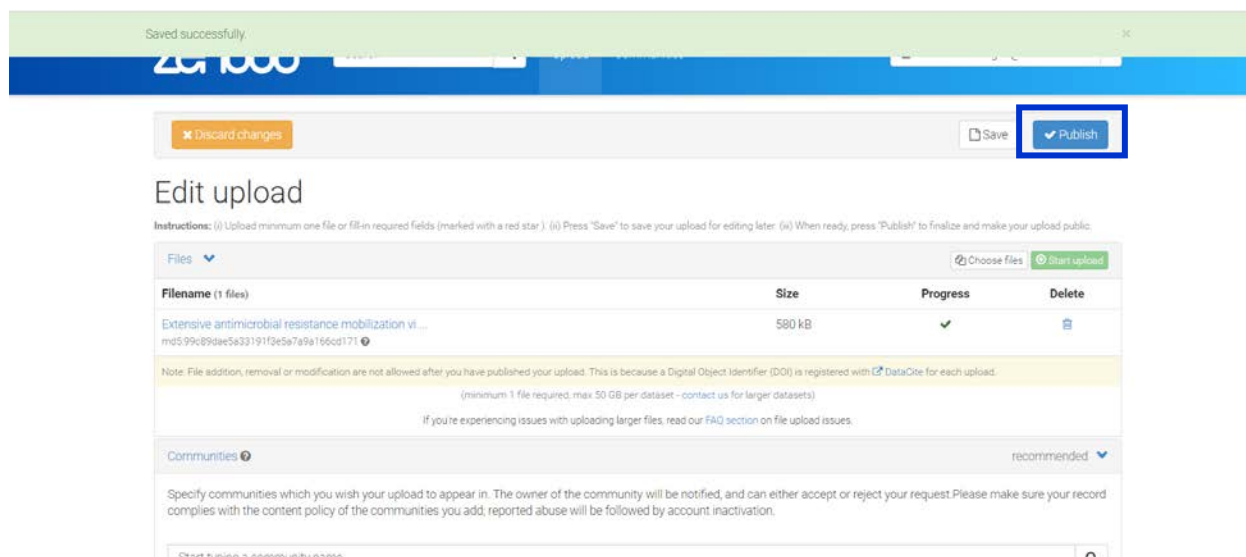
Indexed in OpenAIRE

**Step 3:** You can now make updates and then click on “Save”.



The screenshot shows the Zenodo 'Edit upload' interface. At the top, there's a blue header with the Zenodo logo, a search bar, and navigation links for 'Upload' and 'Communities'. A user profile dropdown shows 'rachaelmounaged@sciensano.be'. Below the header, there's a bar with 'Discard changes', 'Save' (highlighted with a blue box), and 'Publish' buttons. The main content area is titled 'Edit upload' and includes 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, press "Publish" to finalize and make your upload public.' Below this is a table with columns: 'Filename (1 files)', 'Size', 'Progress', and 'Delete'. The table contains one entry: 'Extensive antimicrobial resistance mobilization vi ...' with a size of '580 kB' and a progress status of '✓'. A note below the table states: 'Note: File addition, removal or modification are not allowed after you have published your upload. This is because a Digital Object Identifier (DOI) is registered with DataCite for each upload. (minimum 1 file required, max 50 GB per dataset - contact us for larger datasets) If you're experiencing issues with uploading larger files, read our FAQ section on file upload issues.' At the bottom, there's a 'Communities' section with a 'recommended' dropdown.

**Step 4:** Click on “Publish”.



This screenshot shows the Zenodo 'Edit upload' page after a successful save. A green banner at the top says 'Saved successfully.' The 'Save' button is now disabled, and the 'Publish' button is highlighted with a blue box. The rest of the page content, including the file table and community selection section, remains the same as in the previous screenshot.

## 6. Accepting the document in the OHEJP community

Please inform the Communications Team at [OHEJPCommunications@surrey.ac.uk](mailto:OHEJPCommunications@surrey.ac.uk) and send them the Zenodo URL of the upload. They will accept the submission in the OHEJP Community.

Once you have published the submission you will be able to view the upload. The URL can be found here:

infection prevention and control x +

zenodo.org/record/4647937#YKU7q6gzZM0

Apps h2020-wp1617-foo... Sealed proposal Les caractères spéci... Use Special Charact... One Health EJP - T... RACI example Le Reporting expliq... La communication... Food security and E...

zenodo Search Upload Communities rachaelmounaged@sciensano.be

March 1, 2021 **Journal article** **Open Access**

## Infection prevention and control practices of ambulatory veterinarians: A questionnaire study in Finland

Verkola, M.; Järvelä, T.; Järvinen, A.; Jökelainen, P.; Virtala, A.-M.; Kinnunen, P. M.; Heikinheimo, A.

Publication, JRP-TOXOSOURCES

19 views 18 downloads [See more details...](#)

Indexed in **OpenAIRE**

**Publication date:** March 1, 2021

**DOI:** [DOI: 10.1002/vimc.1.464](https://doi.org/10.1002/vimc.1.464)

**Keyword(s):** **Infection prevention and control** **TOXOSOURCES**

**Grants:**

Preview

Page: 1 of 12 Automatic Zoom

DOI: 10.1002/vimc.1.464

**ORIGINAL ARTICLE** **WILEY**

### Infection prevention and control practices of ambulatory veterinarians: A questionnaire study in Finland

Maria Verkola<sup>1</sup> | Teemu Järvelä<sup>1</sup> | Anna Järvinen<sup>2</sup> | Pirkko Jökelainen<sup>1,3</sup> |