



The Data Sharing Champion

Guide to Uploading Datasets to Zenodo

The ASAP Open Science Team

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Guide to Uploading Datasets to Zenodo

The [ASAP Open Science Policy](#) requires all previously unpublished datasets that are included in a publication be deposited in a publicly accessible repository no later than time of publication and cited in the publication with their persistent identifier. We recommend Zenodo for tabular data and any data types that don't have a data type-specific repository.

This document provides step-by-step instructions for how to upload datasets to Zenodo.

If you have additional questions, email the Open Science Team at openscience@parkinsonsroadmap.org with the subject title: "Uploading Data to Zenodo Question:...".

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The Zenodo ASAP Community

ASAP has set up a [Community](#) within Zenodo, a general-purpose repository that accepts all dataset types and can provide an identifier for code on GitHub.

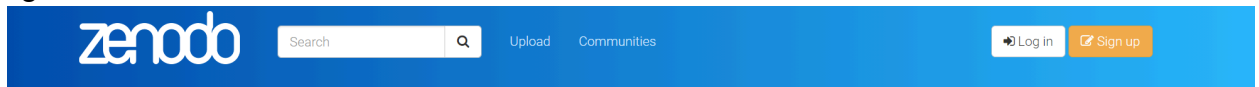
Check out these youtube videos and learn:

1. How to upload data to Zenodo ([video](#))
2. How to link GitHub with Zenodo ([video](#))

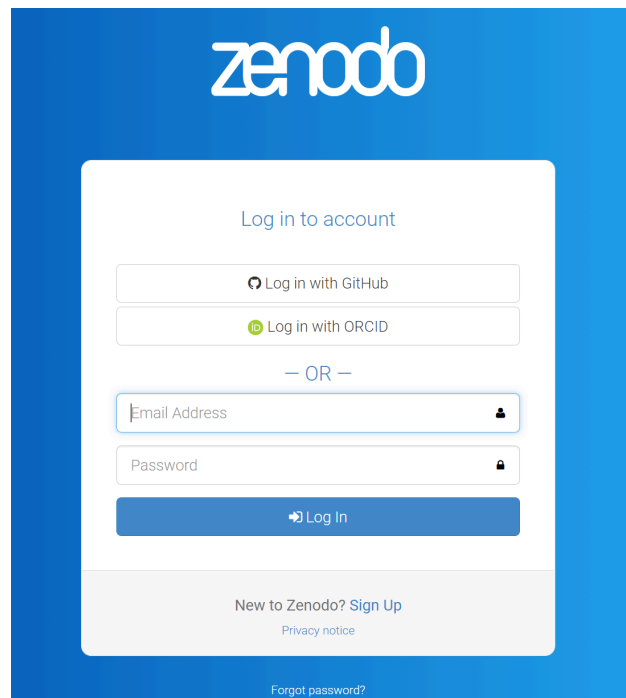
You can also follow these step by step instructions below for uploading data:

Creating an Account

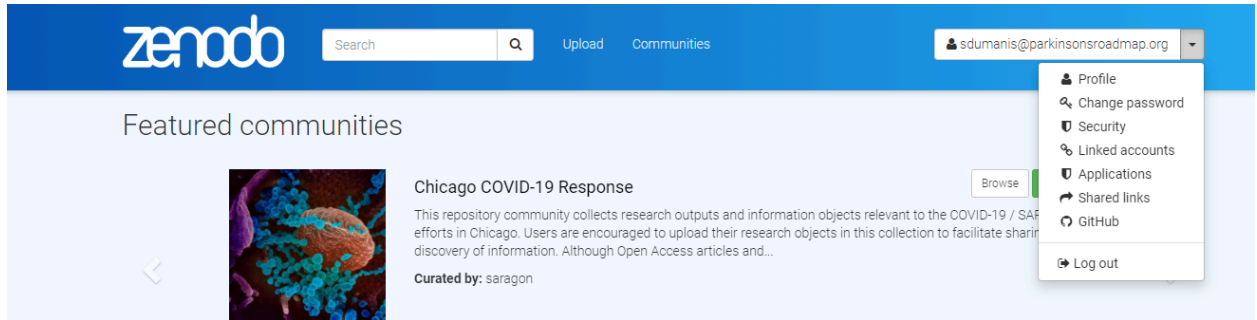
1. Set up an account by going to www.zenodo.org and click the log in at the top right



2. Select “New to Zenodo? Sign Up”



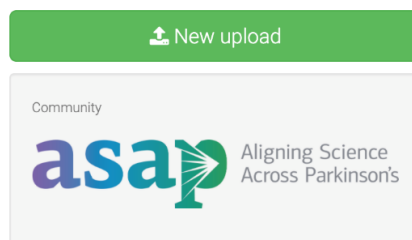
- Once you create your email address and password, don't forget to confirm your account via email (**Subject:** Welcome to Zenodo. **Sender:** info@zenodo.org).
- When you are logged in, you can update your profile by clicking on your email in the top right corner. Note that through the profile, you can also link your account with GitHub or ORCID accounts to use that as your preferred log in method.



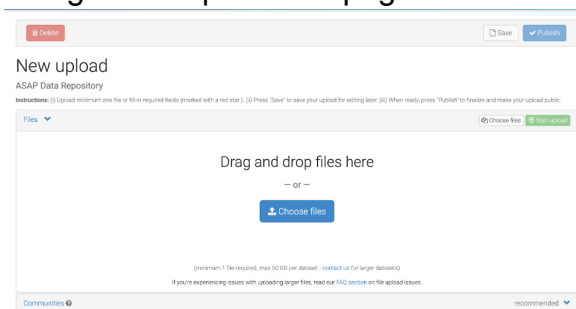
Now you are all set to upload data!

Uploading Data Generated with ASAP Funds

- Log in to your account
- Go to <https://zenodo.org/communities/asaphub>
- Select the green “New upload” button in the upper right part of the screen above the ASAP logo.



- Upload the file or drag and drop into the page.




5. Select the ASAP Community as the destination for your upload.

Communities recommended

Specify communities which you wish your upload to appear in. The owner of the community will be notified, and can either accept or reject your request. Please make sure your record complies with the content policy of the communities you add; reported abuse will be followed by account inactivation.

Start typing a community name...



ASAP Data Repository

6. Indicate the type of output (Dataset) you are uploading.

Upload type required

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

7. Provide basic information about the output. Note that if your output already has a digital object identifier (DOI), please enter it. If it does not yet have one, select 'Reserve DOI' and one will be assigned when you complete the submission process. A DOI is a persistent identifier assigned to your unique dataset.

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.

Reserve DOI

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

Title *
Required.

Authors *
Optional.

[+ Add another author](#)

Description *

8. Add any additional information such as version, keywords, etc if it is relevant. These fields are optional.

Version

Optional. Mostly relevant for software and dataset uploads. Any string will be accepted, but semantically-versioned tag is recommended. See semver.org for more information on semantic versioning.

Language

Optional. Primary language of the record. Start by typing the language's common name in English, or its ISO 639 code (two or three-letter code). See [ISO 639 language codes list](#) for more information.

Keywords

[+ Add another keyword](#)

Additional notes

Optional.

9. **License:** Add licensing and access rights. Note that you can keep your outputs private or share them with a limited number of people initially. **ASAP requires that you make outputs open access at the time of publication, so remember to change these access rights to Open Access when your paper is published and include the DOI and link to the output.** ASAP recommends Creative Commons Attribution 4.0 International as a license.

License required ▾

Access right *

Open Access

Embargoed Access

Restricted Access

Closed Access

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

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 and spdx.org. If you think that a license is missing from the list, please [contact us](#).

10. **Funding:** Include Aligning Science Across Parkinson's from the dropdown in Grants section. You can also include the ASAP grant number to link to your particular project.

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 acknowledgements, please use the *Additional Notes* field.
Note: a human Zenodo curator will need to validate your upload - you may experience a delay before it is available in OpenAIRE.

[+ Add another grant](#)

11. Related/alternate identifiers (optional but recommended): You can link your dataset to related identifiers such as the article (preprint/published), protocol, and/or code.

Related/alternate identifiers recommended ▾

Specify identifiers of related publications and datasets. Supported identifiers include: DOI, Handle, ARK, PURL, ISSN, ISBN, PubMed ID, PubMed Central ID, ADS Bibliographic Code, arXiv, Life Science Identifiers (LSID), EAN-13, ISTC, URNs and URLs.

Related identifiers ✕

Optional. Resource type of the related identifier.

[+ Add another related identifier](#)

12. Contributors: Add contributors to the optional input fields. ASAP recommends listing all of the contributors here and including their ORCID. This will help ASAP give credit to everyone involved in the research output.

Related/alternate identifiers recommended ▾

Contributors optional ▾

Contributors ✕

Optional.

[+ Add another contributor](#)

References optional ▾

Journal optional ▾

Conference optional ▾

Book/Report/Chapter optional ▾

Thesis optional ▾

Subjects optional ▾

13. Publish your output to the ASAP Community or save to complete the process later. Remember that if you embargoed, restricted, or closed access, the published output would not appear on the ASAP Community page. When you are ready to share it publicly, be sure to change access rights so that it appears.

Delete Save Publish

Note that you can link multiple file sets into a collection by uploading multiple files for upload. [Here is an example](#) of what this would look like.

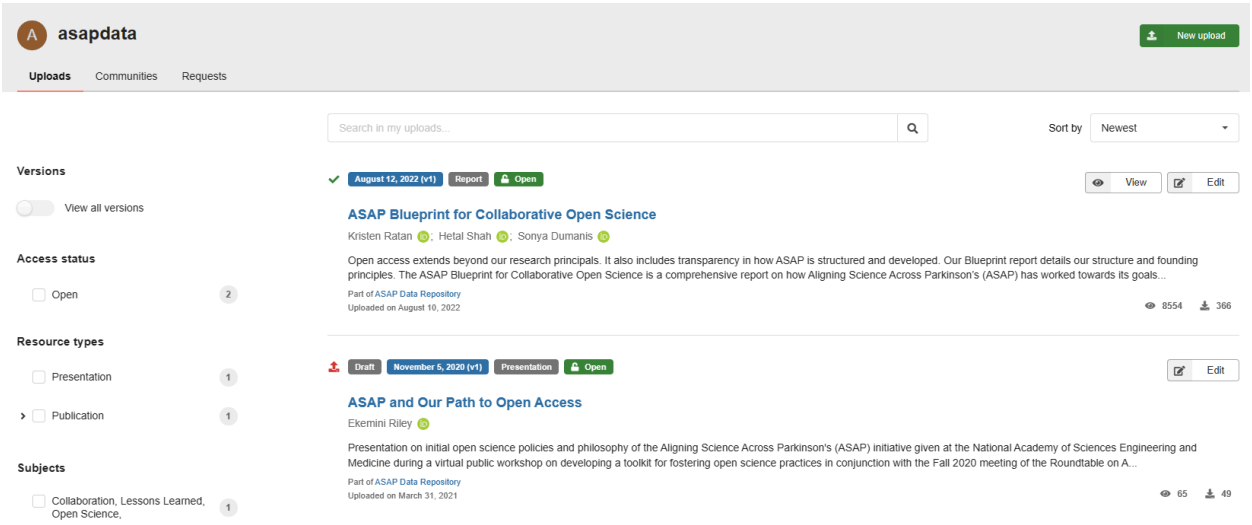
Versioning a Zenodo Dataset

Dataset owners can edit the metadata associated with a dataset on Zenodo but can not change files that are part of a published Zenodo dataset. If files need to be updated, the dataset owner will need to create a new version of the existing dataset.

1. To version a dataset that is already published on Zenodo, navigate to your uploads by clicking the 'My Dashboard' button, which is located in the blue header at the top middle of the page



2. You should then see your dashboard with a list of your uploads



3. Click on the dataset that needs to be versioned. Select the green 'new version' button in the top right corner

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Report Open

Edit

New version

Share

ASAP Blueprint for Collaborative Open Science

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