

QUICK GUIDE FOR SUCCESSFUL EFSA KNOWLEDGE JUNCTION UPLOADS ON ZENODO

WHERE:

- Zenodo Web link: <https://zenodo.org/>
- Knowledge Junction web link: <https://zenodo.org/communities/?p=Knowledge+Junction>

WHAT: uploads related to food and feed safety, NOT published elsewhere. Can be background work which can be used by other colleagues and starting point, work in progress like models, databases etc.

1 Get started! Make your first upload - all research outputs from across all fields of research are welcome.

2 Drag and drop files here

3 Choose files Start upload

Type in 'Knowledge Junction' (case sensitive) then click on the blue row to select the icon (it takes few seconds for the text+logo to pop up). You should see the EFSA+Zenodo logos under 'community'. **If the KJ community is not set we cannot see and accept your upload.**

Communities

Start typing a community name...

efsa Knowledge Junction Zenodo

Upload type

Publication type: Journal article

Basic information

Digital Object Identifier: e.g. 10.1234/foo.bar

Reserve DOI

Publication date: 2018-06-08

Title

Authors

Fill in your upload title.

Fill in authors' names and their institution. Add each author on a separate row. For 'Affiliation' please use <https://www.bfr.bund.de/cm/364/eu-food-safety-almanac.pdf> to retrieve the correct name of the institution.

Select the type of upload from the horizontal menu and from the drop-down list. The upload type is shown on KJ above the title of your upload (upload date + upload type + access type):
June 1, 2018 (v1) Journal article Open Access
Campylobacter QMRA: A Bayesic

This is automatically inserted by Zenodo when you start uploading, together with an overarching doi number. Adding a new version of an upload will generate a new doi for that newly added version; however, the overarching doi number will not change and will always resolve to the latest version added.

Set the upload date. This info is shown on KJ above the title of your upload. When you add a new version of an uploaded file, make sure you re-set the date.

Option to get your doi number while the upload registration is in progress.

Description Language: e.g.: 'eng', 'fr' or 'Polish'

Optional. Primary language of the record. Start by typing the language's cc See [ISO 639 language codes list](#) for more information.

Fill in: description of the upload.

Fill in: language - you should wait for few moments until the language pops up from a pre-filled list and can be selected.

Keywords

plant health

risk assessment

+ Add another keyword

Fill in each keyword on a separate row – for easier retrieval AND for curatorship reasons. Add more using the 'Add another keyword' option.

Additional notes

Fill in info as in the example below. **Important:** add email, so as to know who should be contacted in case of need.

Fi; en; pdf; efsafocalpoint@evira.fi

Optional.

License

License type: usually is Creative Commons 4.0.

Access right

Open Access

Embargoed Access

Restricted Access

Closed Access

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

If you wish your upload to be available after a specific date, choose **Embargoed Access** and insert the desired calendar date. You can change/extend the date if needed, within the embargoed last date.

Knowledge Junction content is usually **Open Access**, i.e. once *published* the upload is available to all.

For **Restricted Access** you need to set conditions for access and whoever requests access needs to justify the access need to you so that you can open access to them.

License

Creative Commons Attribution 4.0

Closed Access is used to store finalised uploads in one place, so as to have them ready for Open Access.

Add **doi identifier(s)** in case your upload is **related to one or more articles/work already published**. If more use 'Add another related identifier'. Check that the doi numbers inserted are the correct ones.

Related/alternate identifiers

Specify identifiers of related publications and datasets. Supported identifiers include: DOI, arXiv, Life Science Identifiers (LSID), EAN-13, ISTC, URNs and URLs.

Related identifiers e.g. 10.2903/j.efsa.2018.5300

+ Add another related identifier

Subjects optional

Specify subjects from a taxonomy or controlled vocabulary. Each term must be uniquely identified (e.g. a URL). For free form text, use the keywords field in basic information section.

Subjects Risk http://id.agrisemantics.org/gacs/C630

Term

+ Add another subject

Insert each subject on a separate row as in the example shown in the first row, for easier retrieval AND for accepting your upload. To find your subject and identifier link go to: <http://browser.agrisemantics.org/gacs/en/index>.

Delete Save Publish

If you need to add more info press 'Save'. If you wish you can 'Delete' your upload (can be done only at first login time, before using 'Save'). The 'Save' button enables saving info inserted at different times, until you're ready to publish. Remember to press 'Save' again before you publish.

If all info is set correctly and you're happy to publish, press 'Publish'. The KJ curator receives an email to 'accept' (or 'reject') the upload. You will be contacted at the email address inserted, in case we need more info related to your upload.

Mandatory info for uploads to be accepted by the EFSA curator: title, date, community, upload type, keywords, additional notes, subjects. Other fields in the upload view are optional, depending on each upload and its information. More info can be found in the Work Instruction on publication of digital objects in Knowledge Junction: <https://doi.org/10.5281/zenodo.889741>

IMPORTANT: 1) adding a **new version** of the **file** uploaded does create a new doi number of that version. Editing info in the upload does not create a new version. 2) If you added a wrong file and published it, to have it removed you should contact info@zenodo.org and follow the instructions received.