Zenodo.org HardwareX Submission Instructions

July 24, 2019

For more detailed information about using Zenodo view their FAQ.

Notes

- HardwareX manuscripts are submitted separately in Editorial Manager.

- Public at the time of submission: Zenodo does not support anonymous peer reviewer access to embargoed documents. Therefore, your Zenodo repository must be "Open Access" (that is public) when you submit it to HardwareX. You can create a new version during a manuscript revision, but all versions will remain available online. If pre-publication privacy is required, then use an embargo period with Mendeley Data or upload your files in Editorial Manager directly.

- Open source license: Zenodo only supports a few open source licenses. They are all acceptable for HardwareX but if an alternative license is required use a different repository.

- 50 GB max repository size. Contact Zenodo support if more is required.

- You can test the Zenodo platform at sandbox.zenodo.org, do not use it for submissions.

Publishing a Zenodo repository for a HardwareX Submission

1. Create an account on Zenodo if you do not already have one.

2. Create a new upload: https://zenodo.org/deposit/new

3. Upload all relevant design files, code, research data, and supplemental information to your HardwareX manuscript submission. This can be done directly from your computer or imported from GitHub (see FAQ). Tip: make sure to hit the "Start Upload" button once all files have been added to the list.

4. Add HardwareX as a Community. This can be done by searching for HardwareX in the community tab. Feel free to add any other relevant communities on Zenodo.

5. Select the "Upload Type" that is most appropriate.

6. Set the publication date to the day you are publishing the repository.

7. Insert the title of your manuscript.

8. Insert authors.

9. In the "Description" field, insert your HardwareX abstract.

10. Optional: In the "Version" field, we recommend naming the version "Submission" or "Publication" depending on the phase of your repository.

11. Insert relevant keywords.

12. **Mandatory: in the "License" tab select Open Access.**

13. Under "License" select an open license.

14. Optional: Fill out the other tab as you see fit. We recommend filling out the "Funding", "Subjects", and "References" tabs.

15. When you are ready to publish this. Save your repository, then publish.

Incorporating your Zenodo repository into your HardwareX Submission

1. Locate the DOI on your published Zenodo repository on the right side of the page. This will function as your repository link for your HardwareX submission.

2. Insert this DOI throughout your HardwareX manuscript as required (e.g. "Specification Table", "Design Files", and etc.). We recommend doing so as a URL by inserting "https://doi.org/" before your DOI, for example https://doi.org/10.5281/zenodo.3356702

3. When submitting your HardwareX submission on Editorial Manager insert the repository DOI URL in the "Additional Information" section of submission interface.

Creating a new version of your Zenodo repository

If necessary in a revision, the Zenodo repository can be easily updated with a new version.

1. Login into your Zenodo account and go to your submission page.

2. Select "New Version" in the upper right of the page.

3. Update the submission as necessary.

4. DO NOT CHANGE THE DOI

5. Then publish the new version.

If the DOI is accidently changed, be sure to update all repository links throughout your manuscript.

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