DoYourOwnCalendar:
Guideline for calendar customization

This is a quick guideline to customize your own calendar.

Format:
We provide the calendar in PowerPoint format (Google Slides) for you to edit (we suggest you use this version for editing). You can export it in PDF, JPG, PNG, SVG, ODP and, of course, in PPTX.

Fonts:
The texts from the template provided are in the following font:
- Title: Montserrat Black 44; color: black
- Paragraph: Montserrat Medium 32; color: black
- License: Montserrat Thin 20; color: black
- Cover: Montserrat Black 125 (title) and Montserrat Medium 32 (paragraph); color: white (or black, depending on the main background color)

You can change the font, but remember to be consistent within the whole document.

Minimum changes required:

You can customize the whole calendar. But, at least, be aware that you **have to modify the following parts**:

Background Image:
- **Cover (Slide 1):** You can use an institutional image of your institution (e.g. Library, University overview). In our case, we used our Library image. We recommend you to edit the image to fit better with the text (add transparency, use filters…).

Example of our cover (Spanish version).

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Logo:

- Remember to include your own logos (whenever is indicated as '*Put your logo here*').

Links:

- **April (Slide 5)**: Please, search your institution (https://ror.org/) and indicate the possible names in your customized version, as well as the link to it

Persistent identifiers are the enablers for building trust and support openness in the digital era

Create/Update your ORCID profile orcid.org and remember that the name of your institution is R "Add here the Official name of your institution in ROR" (add your ROR ID for your Institution).

Los identificadores persistentes permiten generar confianza y apoyan la apertura en la era digital

Crea y/o actualiza tu perfil ORCID *orcid.org* y recuerda que el nombre de tu institución es R "Universidad Carlos III de Madrid" o "Carlos III University of Madrid" (*ror.org/03ths8210*).

- **October (Slide 11)**: indicate your institutional repository and add a link to it.

Open access to publications (OA) remains a core element of Open Science

Join the Open Access week. Always upload your publications to the institutional repository (put the URL of your institutional repository) and retain your rights as long as you publish in scientific publishers with a subscription model. Ask, reflect and open your publications as soon as possible. See: v2.sherpa.ac.uk

El acceso abierto a las publicaciones (OA) sigue siendo uno de los aspectos fundamentales de la Ciencia abierta

Únete a la semana del Acceso Abierto. Sube siempre tus publicaciones al repositorio institucional (*e-archivo.uc3m.es*) y retén tus derechos siempre que publiques en editoriales científicas con modelo de suscripción.

Pregunta, reflexiona y abre tus publicaciones lo antes que puedas. Consulta: *v2.sherpa.ac.uk*

- **December (Slide 13)**: indicate an email/web where researchers (and other staff) could address OS questions. For links to an email address, add "mailto:.......@....." in the link section.

Open Science enables a healthier research environment and helps researchers promote their work

Think about the most important things that you have achieved or learned in Open Science and reflect on where you go next. Create a to-do-list for the year 2023 to keep improving your Open Science performance. If you still have any doubt?

Add your link to your OS web ask-open-science.org

La Open Science facilita un entorno de investigación más saludable y ayuda a los investigadores a promover su trabajo

Piensa en los aspectos más destacados sobre la ciencia en abierto que has logrado/aprendido este año y reflexiona sobre aquello que te ha quedado por hacer. Si aun tienes dudas, pregunta:

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