

## Fields explained

### 1. Create or Update DOI

A Digital Object Identifier (DOI) is a string of numbers, letters and symbols that is reserved to permanently identify journals and documents and link it to the web. To reserve a DOI for your work select the “Create DOI” option and to Update an existing DOI select the “Update DOI” option. The latter option requires you to provide the DOI.

### 2. Community

There are two communities that we cater DOIs for. MeerKAT and The HartRAO 21 cm Telescope. Choose the community that your work is part of.

### 3. Collections

These collections are of the community you have chosen in the “Community” field. Select the topic that most relates to what the journal is about.

### 4. Resource type

Select the type of resource you are publishing: Dataset, Report or Data product.

### 5. Title

This describes the title of the journal that is being published.

### 6. Upload file containing author names or manually insert author details

Select the method in which you want to provide author details. You can input a file containing all the author details or you can add authors manually.

### 7. Author details

**Name** : The first name of the author.

**Surname** : The last name of the author.

**Initials** : Initials of the author separated by a dot.

**Affiliation** : The organizations that the author is associated with (separate different affiliations with a comma).

**ORCHID** : Provides a persistent 16 digital identifier for each researcher.

## **8. Abstract**

This field is to provide an abstract for the journal or report you are publishing.

## **9. Published date**

This is the date in which the journal was published. It can only be an earlier date and not a later date.

## **10. Location of data or data products**

The path in which the data is stored. Typically a path in CEPH. If the data is hosted in a different storage, please provide the HTTPs link and we will serve it from there. If the data is on a local machine, put the data on a ftp server and provide the link.

## **11. Data / Reports to be released**

The table indicates the structure of the table on the prospective webpage. The Download heading is the name of the folder / files with their extension and the Description heading is to describe the file or folder.