

# **Publishing your poster on *figshare* – a tutorial**

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## **1. Create a user account on *figshare***

Visit <https://figshare.com/account/register> and enter your data.

## **2. Log in on *figshare***

Visit <https://figshare.com/account/login> and log in.

## **3. Add a submission**

Click the “+ Create a new item” button in order to open up a form.

## **4. Upload the poster**

Drag the PDF document representing your poster into the dashed rectangle on the top or click “browse” to select it via file browser.

## **5. Enter all metadata into the form**

All fields with a green dot on the right hand side have to be filled.

Make sure that you fill “Item Type” with “Poster”.

Furthermore, it would be advantageous if one of your “Keyword(s)” was “evolvienna”. This will make searching for all posters presented at evolVienna meetings easier. You have to hit “Return” after every keyword entered.

Also, ensure that you select a suitable “License”: We recommend to stay with the default setting “CC BY 4.0”. At the time of writing, this license is for instance used for publications in the open access journal *Nature Communications*.

## **6. Ensure that the poster is published and not private**

Make sure that you place a tick mark besides “Publish” at the bottom of the form. If you forget this, the submission will be private and we cannot show your poster to other attendees.

In order to help you populating the form, we also entered some test data! Feel free to use the following screenshots for guidance or to double check your entries.

The screenshot shows the Figshare upload form for a file named 'Test.pdf' (6.58 kB). The form is titled 'needed to publish' and contains several sections:

- Title:** A text field with 'Test' entered.
- Authors:** A text field with 'Bergman Wolff' entered. A tip box says: 'you can still drag more file(s) on the page or browse'.
- Categories:** A dropdown menu with 'Evolutionary Biology' selected. A tip box says: 'you can still drag more file(s) on the page or browse'.
- Item type:** A dropdown menu with 'Poster' selected.
- Keyword(s):** A text field with 'poster' entered. A tip box says: 'you can still drag more file(s) on the page or browse'.
- Description:** A text area with the text 'I am uploading a test poster in order to create a tutorial.' Below the text area is a rich text editor toolbar.
- Funding:** A text field with a placeholder 'Search grant by name/number or add your own'.
- References:** A text field with a placeholder 'Link to references or related content'.
- Licence:** A dropdown menu with 'CC BY 4.0' selected.
- Buttons:** At the bottom, there are buttons for 'Cancel', 'DOI', 'Publish', and 'Publish item'.

## 7. Click “Publish”

Confirm your choice by clicking on “Yes, publish”.

The screenshot shows a confirmation dialog with a yellow background. It contains the following text: 'By clicking Yes, publish you are making this item public, permanently available and agreeing to the terms. This content will be licenced as CC BY 4.0.' Below this text are three buttons: 'No, save privately', 'Yes, publish', and 'Yes, publish'.

## 8. Close the form

Your publication was created. Hence, you can close the form (e.g., by clicking outside the form range). Then you will see that a new item is shown in the list in the tab “My data”.

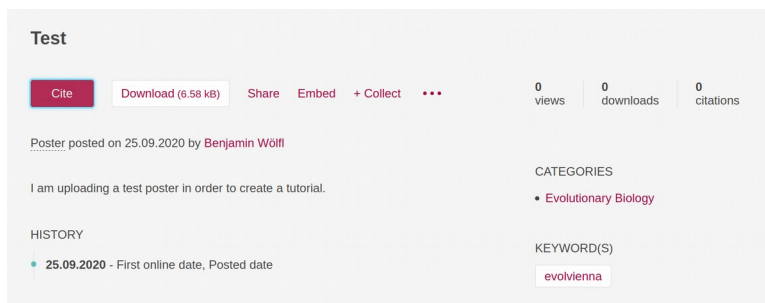
## 9. Get the DOI-link of your publication

Click on the title of the new item.

The screenshot shows the Figshare 'My data' tab. At the top, there is a search bar and a 'Create a new item' button. Below the search bar, there is a table with the following columns: 'Actions', 'STATUS', 'TYPE', 'CREATION ...', and 'SIZE'. The table contains one row with the following data:

Actions	STATUS	TYPE	CREATION ...	SIZE
<input type="checkbox"/> Test		POSTER	25.9.2020 12:43	6.58 kB

You will then see your poster (on top) and metadata (when you scroll down).



Click the “Cite” button.

Click on “Copy DOI” to store a permanent URL to your submission in your paste buffer. The text which is currently in your paste buffer is the **DOI-link**. Store it somewhere and please provide it when prompted by the organizing committee.

Example of the **DOI-link** for the test submission (see screenshots above):  
<https://doi.org/10.6084/m9.figshare.13006481.v1>

The suffix “.v1” indicates the version of your submission.  
Optional: If you update your submission, a new version is created. Please send the **DOI-link** to your preferred version, e.g., with suffix “.v2” or higher. We will not automatically choose the most recent version as it may not be your preferred version.