

Quick User Guide

1) Login

- Every upload to the ZBW Journal Data Archive starts with a registration e-mail, triggered by the editorial office of your journal. This automatically generated e-mail (sent by journaldata@zbw.eu) also contains a link to the application.
- Follow the link, set a password.
- Click on 'Login' (top right corner). Enter the exact user name stated in our first email (e.g. john-doe-1234) and enter your password.



2) Submitting data

- After logging in, your dashboard is shown. Click on the tab 'My Datasets' and subsequently on 'Add Data' to start your submission.
- On the first screen, please provide the information for the entirety of your data submission. For instance, you might describe all files you submit and their purpose. Please provide all details possible.
- Subsequently, you click on "Next: Add data" on the bottom right.
- A new screen opens. Now you have to distinguish which type of data ('resource') you would like to provide: Choose between *data(set)*, (program) *code*, *documentation/text* or something *other*. Please note that you have to choose the type of data **for each file** you submit separately! Please abstain from uploading zip-files.



3) Completing the data submission

- If all files necessary have been uploaded to the data archive you can terminate the submission by clicking on the "Finish"-Button (bottom right). Subsequently a new screen opens that displays all submitted replication files and also parts of the metadata you provided to the data archive.
- When all information is correct and sufficient, you can terminate the whole upload process by clicking on the "Send to Review" button.
- Now you have to confirm a final step: By clicking on "OK" you confirm that you agree to our terms of use and our [deposit licensing conditions](#).

The full User Manual (documentation with many screenshots) of the JDA is available [here](#).

If you experience problems, which you cannot solve –even after consulting the full user manual–, please get in touch with us: You can reach us via journaldata@zbw.eu. More contact information is available [here](#).

Thank you for using our application!