Protocol for Preparation of a Data Deposit Package for Zenodo
DRAFT

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To Decide

- **include DOI and bibliometric data into emlScheme?** - new tab would be best
- **export to `eml`?** - possible, but needs some work and considerations. Export will **not** be roundtrip possible - import of `eml` will not result in identical `emeScheme` metadata.
- **ZENODO as recommended Repo?** - create community to collect deposits?

Preparation workflow

This workflow does not need to be done in the exact order, although some steps are required before others. Each step will result in a document which needs to be included in the data deposit. During this workflow, a document is created, which accompanies the data deposit and describes all the files. This document should be preferably in `html` format (easily readable from all browsers). Alternatives are `pdf` or `md` (markdown) files. The document should be named `index.html`, `index.pdf` or `index.md` depending on the format. Preferably, `.html` and `.pdf` should be included Information is structured in specific sections, which are specified in red.

☐ Prepare data deposit on Zenodo Zenodo requires a small set of bibliographic metadata and has a range of optional metadata. The more accurate this data is entered, the easier findable it will be.
The data stored in Zenodo should be documented. The `index.` should contain the following metadata in a section:

- ☐ Zenodo Community: **IEU UZH** NEEDS TO BE CREATED and others when appropriate
- ☐ Upload Type: Usually Dataset, others require additional info, please specify as well
- ☐ DOI - Reserve it by clicking the `Reserve DOI button`. This will reserve the DOI, and you can add it to the documentation and publications.
- ☐ Publication date
- ☐ Title
- ☐ Authors, including affiliation and ORCID (if you don't have one, get one!)
- ☐ Description - a short description of what is deposited
- ☐ Version - if this is a versiond DOI, e.g. daily updated data, each day could get the date (2020.12.15) as a version, and the whole dataset would have one DOI, which would always point to the latest deposit, and each day would also have in addition its own DOI
- ☐ Language
- ☐ Keywords
- ☐ Additional notes
- ☐ are there other optional fields which we should use?

☐ Section called Files explaining the files in the deposit

☐ Detailed descriptions of methods in a document `methods.` included as pdf or text file. This could also be a or part of a publications. This desription can also be in the `index.` document in a section called Methods

☐ data files in open formats (e.g. csv)

☐ emeScheme metadata filled in `emeScheme.xlsx` Yes I know - not an open format - but OK?

☐ emeScheme metadata exported to xml `emeScheme.xml`

Conversion of `emeScheme.xlsx` to `eml` format

This we have to decide.

Packaging - all files in one folder for packaging

- ☐ `index.html`
- ☐ `emeScheme.xlsx`
- ☐ `emeScheme.xml`
- ☐ data file(s)

☐ Submit to whom? for checking
☐ Submit to whom? approval

Upload to Zenodo or other Repository

Acceptance into IEU UZH Community

Who will be the community admin? This can not easily be transferred - we should have one email zenodo.community@ieu.uzh.ch ?