

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?
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Preparation workflow

This checklist does not need to be done in the exact order, although some steps are required before others. During working through this checklist, 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 versioned 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 description 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)
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- ☐ 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 ?