QUICK USER MANUAL

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 user profile.
- Follow the link, set a strong password for your account.
- 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 your files

- After logging in, your dashboard is shown. Click on the tab '*My Journals* and subsequently on the cover of the journal. Next, click '*Add Dataset*' to start your submission.
- On the first screen, please provide some information on your entire data submission (not on single files). For instance, you might describe all files you submit and their purpose (could be the content of your readme-file, for instance). Please provide as many details as possible.
- Subsequently, you click on "*Next: Add data*" on the bottom right side of the screen.
- A new screen opens. Now you have to select which type of data ('resource') you would like to submit. You can 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** separately! Please abstain from uploading zip-files (exception: directories and file trees)

3) Completing the data submission

- If all files necessary have been uploaded to the data archive you can complete the submission by clicking on the "Last Step"-Button (bottom right). Subsequently, a new screen opens that displays all submitted files and also parts of the metadata you provided to the ZBW Journal Data Archive.
- When all information is correct and in sufficient detail, you can finish the upload process by clicking on the "*Complete Submission*" button to notify the editors about your data submission.
- The last thing to do: By clicking on "OK" you confirm that you agree to our terms of use and our deposit licensing conditions (EN|DE).

4) Support

We also provide a full user manual (a document with many screenshots and detailed descriptions) both in English and German. These manuals are available here. If you experience problems which cannot be solved consulting the user manual, please get in touch with us: You can reach us via journaldata@zbw.eu or by phone. All contact information is available here.

Thank you for using the ZBW Journal Data Archive!