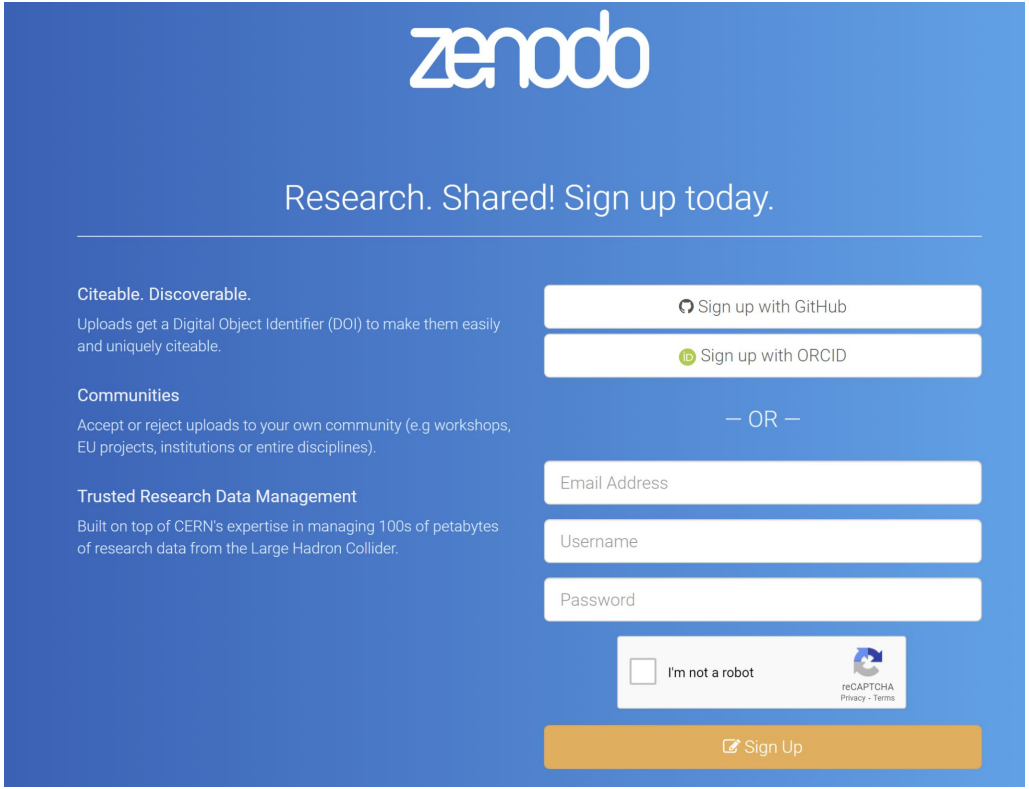
Guide to uploading data on Zenodo

1. Sign up for an account at zenodo.org/signup/.



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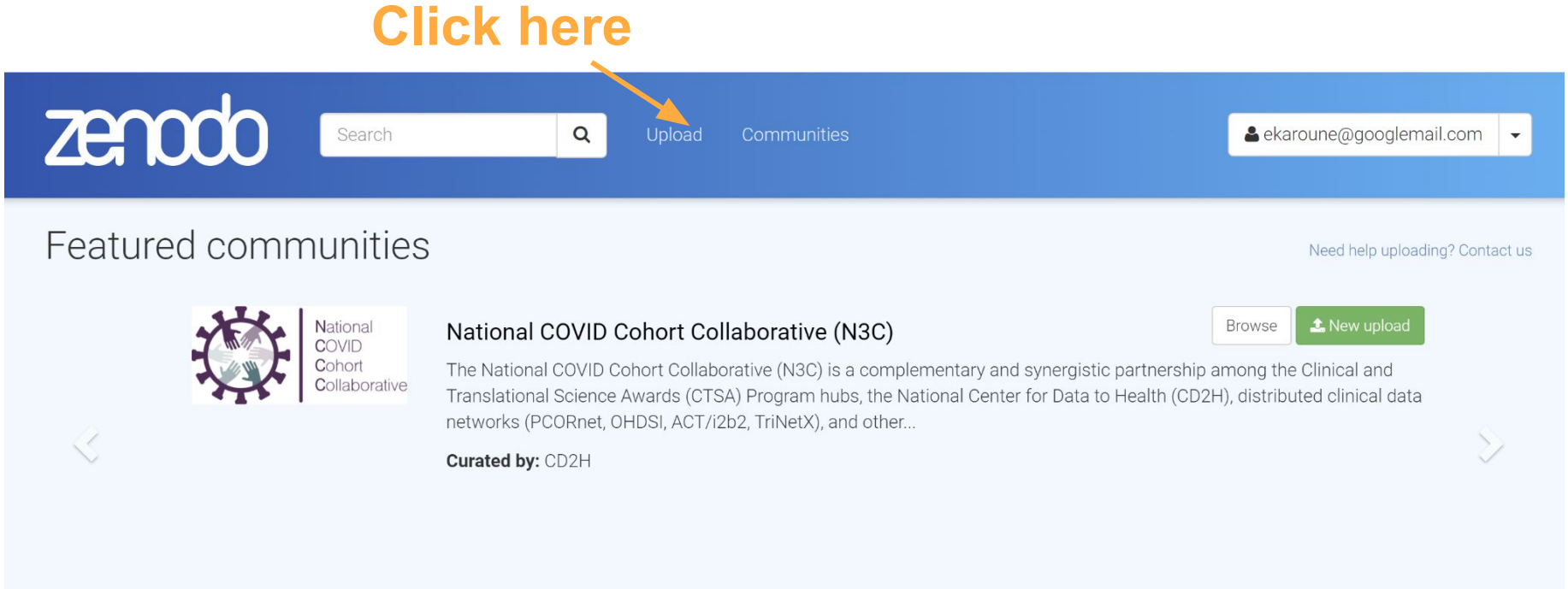
2. Login and then go to upload the top of the window.



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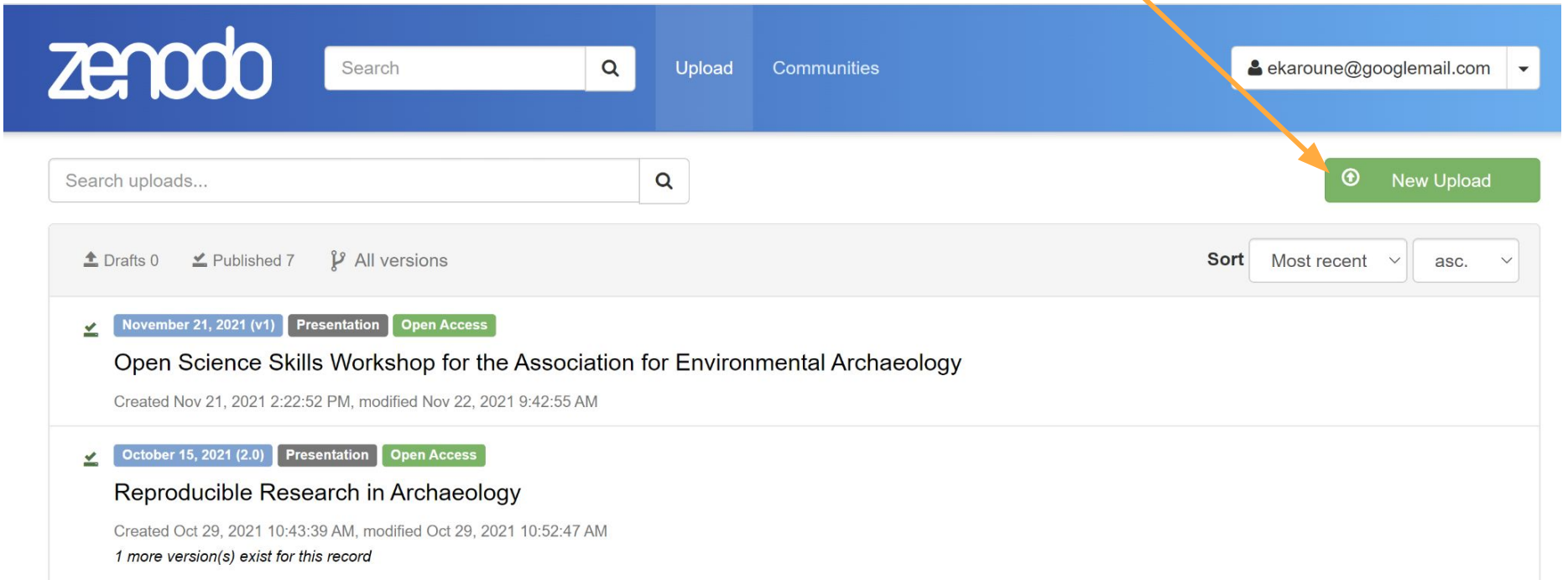
3. Click green New Upload button.

Click here



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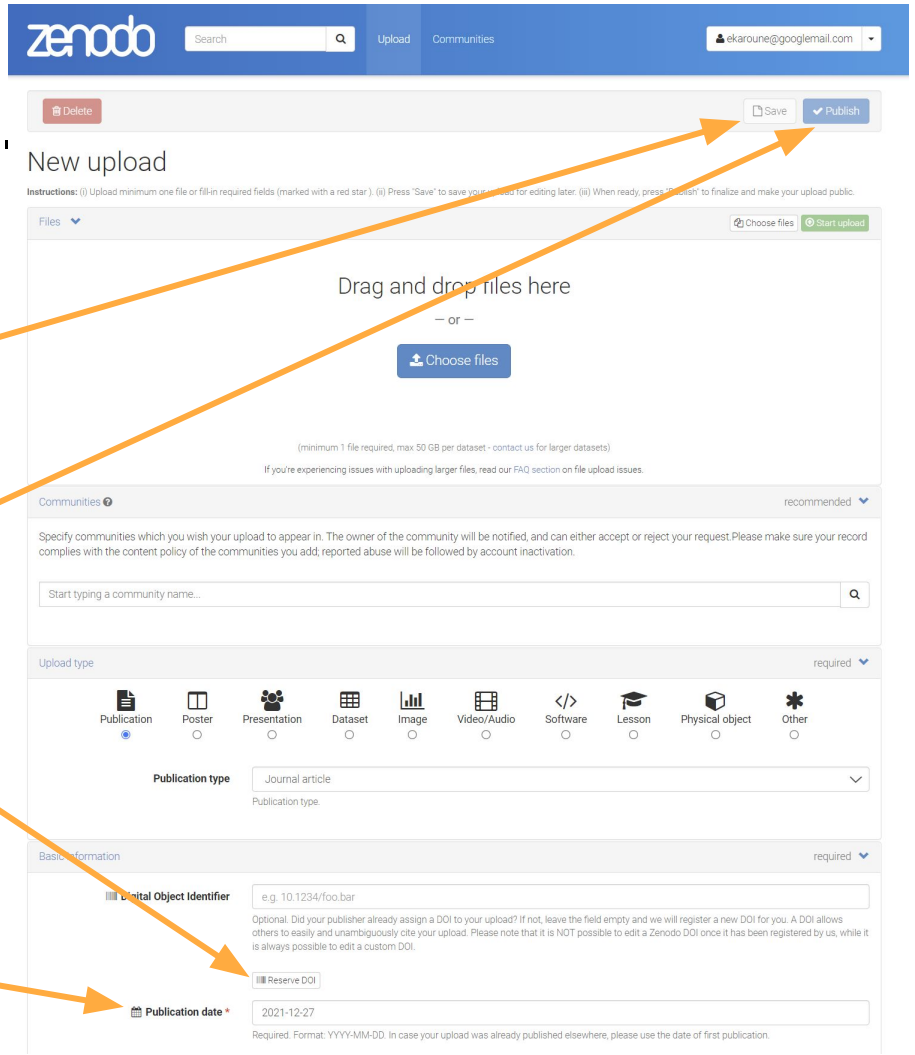
4. Fill in the form about your data.

Tips:

- You don't have to fill it all in at once.
- Click Save button to save your progress when filling it in.
- Only when you click the Publish button will it be seen by others on the repository.
- You can reserve a DOI (to put on your publication) and publish at a future date (when submitted to the journal).



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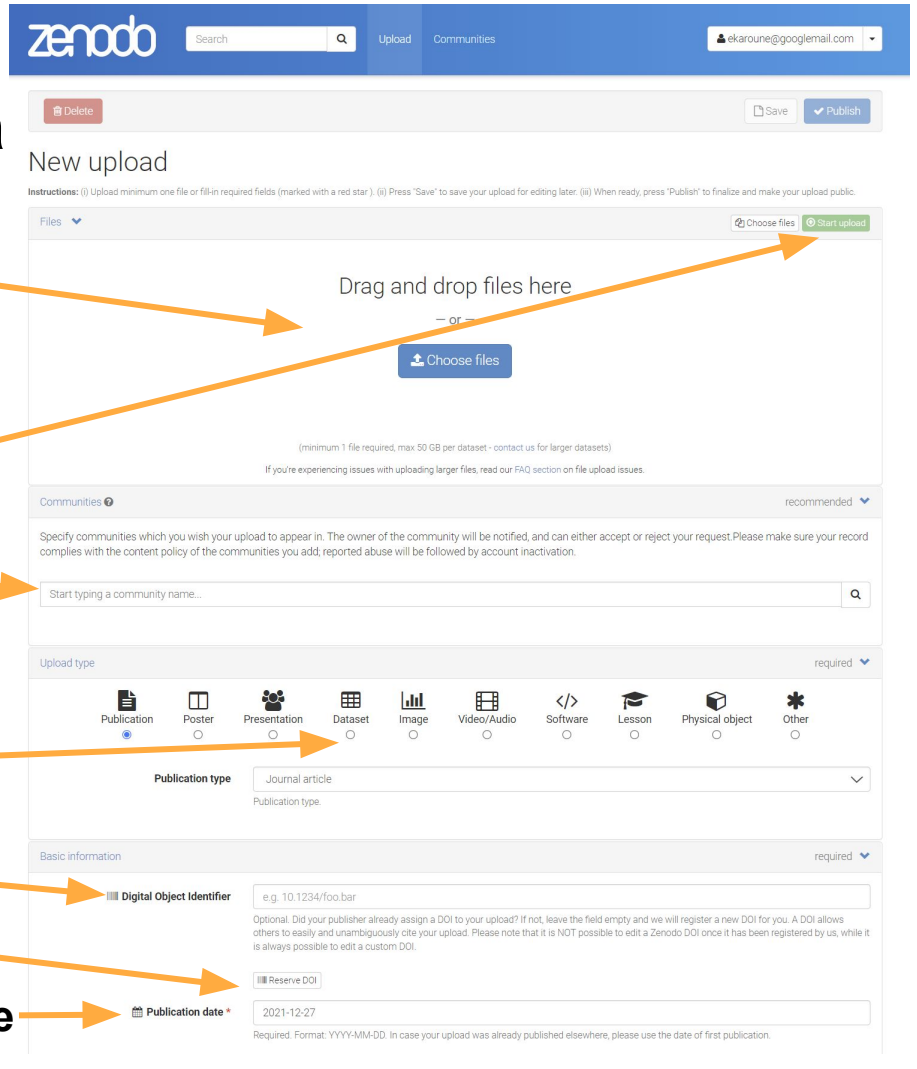
4. Fill in the form about your data



Drag and drop your data file here or choose file to upload

You then start upload of the file. Note: this does not upload it in the repository, just on this upload form

If you want to link your data to a particular community, you can add that here by typing the name

Select dataset here

Press Reserve DOI here and the DOI will pop up in the box above

You can change the publication date here

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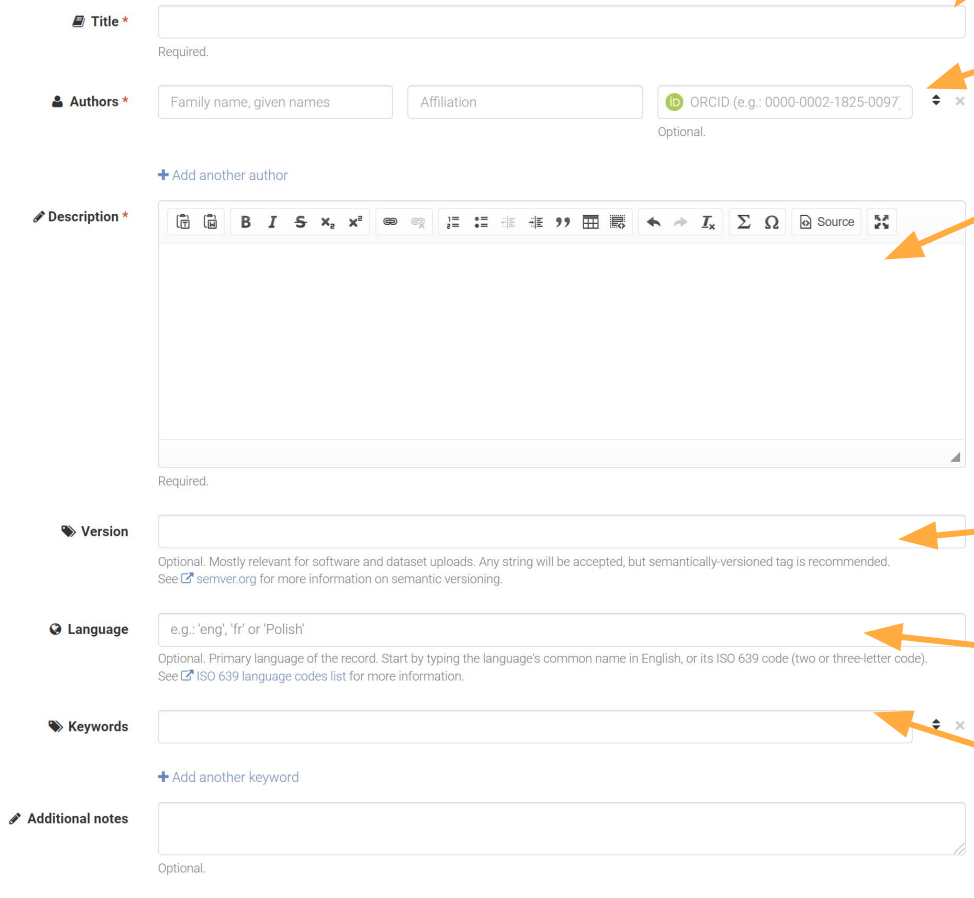
4. Fill in the form about your data.



Fill in the title of your dataset here

Add the Authors names and their ORCID numbers here

Write a short description of the dataset here (this can be edited even after publication on Zenodo):

- Link to the article publication
- Link to other documentation about the dataset
- Link to a data paper

Usually this will be done for you as version 1.0 but if you want to give a different number add it here

Add in what language is used in the dataset

Add keywords such as: Phytoliths, Archaeology, Palaeoecology, country names

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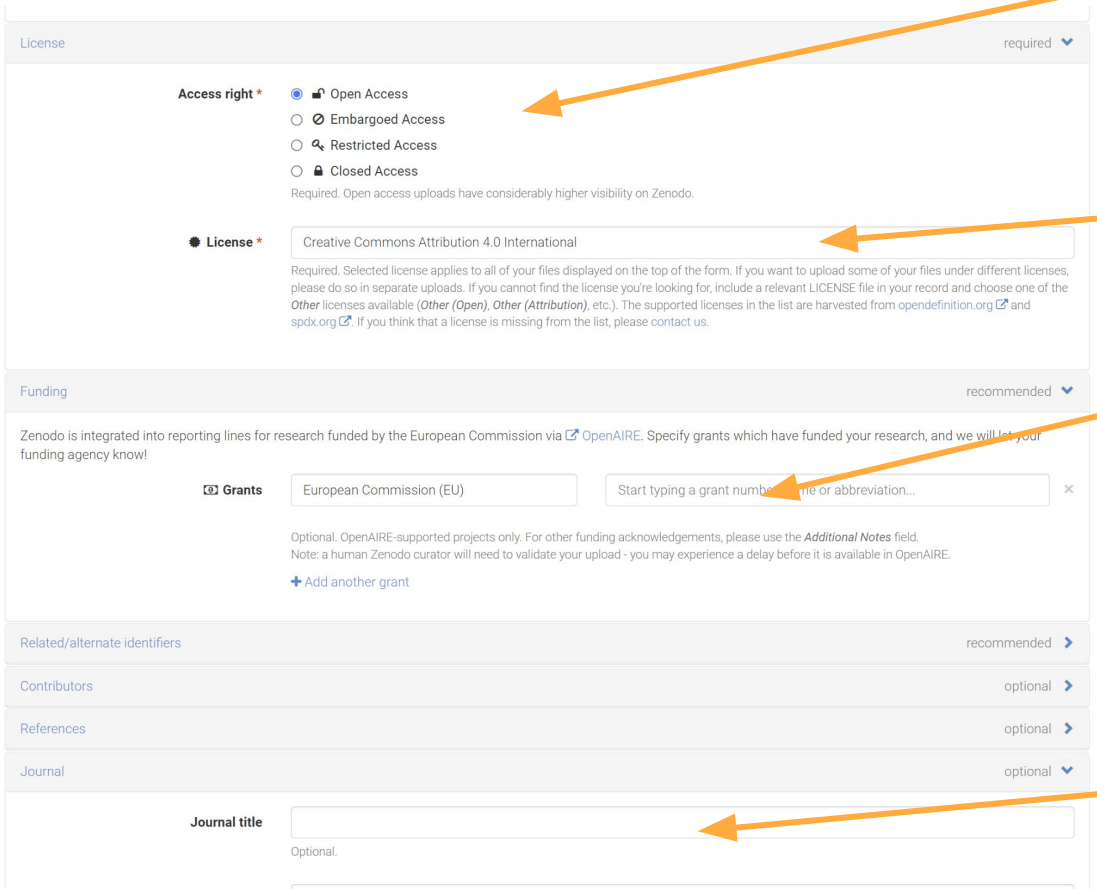
4. Fill in the form about your data.



Choose the access you want - we suggest open but there are other options

Add a license - CC0 or CC-BY 4.0 are best for data

Add any funding information for the creation of the dataset

Add information about the publication it is link to here

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4. Fill in the form about your data.

You can link to other publications that use this dataset or conference paper if you wish

5. Save and then publish!

- Keep clicking the Save button as you add information about your dataset.
- You can go off the page and come back to it.
- Once you are happy with all of the information, press Save and then Publish.

NOTE
- If you do decide that you need to edit the information - this can be done and it will keep the same DOI.
- If you want to change the dataset - you can press Edit, upload another file and then Publish.
- This will be published as a different version of the dataset so will have a different DOI.