Zenodo Output Process (Draft 28.04.2026)

Purpose

To support consistent, visible and well-managed sharing of DataSHIELD outputs via Zenodo.

Principles

- Outputs should be accurate, complete and appropriately described
- DOIs provide a persistent, citable record of outputs
- Metadata should support discoverability and reuse
- The process should be clear, supportive and accessible
- Communications and admin teams provide review and guidance where needed

Key Features of Zenodo

Zenodo provides:

- DOIs for all uploads (citable and trackable)
- Immediate publishing (no waiting time)
- Versioning for updates
- Open, closed, restricted or embargoed access options
- Long-term preservation via CERN infrastructure
- Integration with GitHub repositories
- Usage statistics for all uploads

Scope of Outputs

Outputs may include:

- Publications
- Presentations
- Posters
- Reports
- Infographics
- Datasets
- Code or GitHub repositories

Process

1. Identify output

Confirm the output is appropriate for sharing via Zenodo.

2. Confirm readiness

- Ensure the output is ready to share
- Confirm permissions, confidentiality and licensing
- Ensure content does not breach privacy, copyright or agreements

If unsure, seek guidance before proceeding

3. Create Zenodo draft

- Upload files
- Add metadata (title, authors, description, keywords)
- Include #DataSHIELD in metadata tags
- Option to reserve a DOI during the upload process (before publishing). The DOI becomes active once the record is published

4. Check metadata

- Ensure metadata is complete and accurate
- Include:
    - Authors and affiliations
    - Clear description
    - Appropriate license

The Communications theme can support with this if needed

5. Review and approval

- Admins may review submissions
- Feedback may be provided before approval
- Follow Zenodo credit and authorship policy

6. Publish

- Publish record
- DOI is assigned and registered instantly
- Output becomes available immediately

7. Post-publication updates

Metadata updates

- Can be edited at any time
- Requires republishing (same DOI)

File changes

- Within 30 days → files can be updated
- After 30 days → new version required (new DOI)

8. Access and sharing

- Choose access level:
    - Open
    - Closed
    - Restricted
    - Embargoed

9. Log outputs

- Record DOI and details
- Share with Communications theme

10. Share and promote

- Outputs can be shared across where appropriate.

Governance Notes

- Anyone in the DataSHIELD community can upload content
- Admins provide oversight and support
- Content remains owned by the original contributor
- Follow Zenodo policies on licensing, access and reuse

Support

If you are unsure at any stage, please contact the Communications theme for guidance.