QUICK GUIDE FOR SUCCESSFUL EFSA KNOWLEDGE JUNCTION UPLOADS ON ZENODO

Get started!
Make your first upload - all research outputs from across all fields of research are welcome.

1 ⬆ New upload

Drag and drop files here
— or —

2 ⬆ Choose files

3 🗐 Choose files ⊕ Start upload

Type in '**K**nowledge **J**unction' (case sensitive) then click on the blue row to select the icon (it takes few seconds for the text+logo to pop up). You should see the EFSA+Zenodo logos under 'community'. **If the Kj community is not set we cannot see and accept your upload.**

Knowledge Junction

Knowledge Junction
The **Knowledge Junction** is a curated, open repository for the exchange of evidence and supporting materials used in food and feed safety risk assessments. Our aim is to improve ...

efsa
European Food Safety Authority

Communities ❓

Start typing a community name...

efsa
European Food Safety Authority
Knowledge Junction

Zenodo

Upload type required ⌄

📄 Publication ⬚ Poster 👥 Presentation ▦ Dataset ▥ Image 🎞 Video/Audio </> Software 🎓 Lesson ✳ Other

Publication type | Journal article ▾
Book
Book section
Conference paper
Journal article
Patent
Preprint
Project deliverable
Project milestone
Proposal
Report
Software documentation
Thesis
Technical note
Working paper
Other

Select the type of upload from the horizontal menu and from the drop-down list. The upload type is shown on Kj above the title of your upload (upload date + upload type + access type):

June 1, 2018 (v1) Journal article Open Access
Campylobacter QMRA: A Bayesia

Basic information

▥ Digital Object Identifier

This is automatically inserted when you start uploading. *Adding a new (updated) file(s) in an existing upload will generate another version doi for the newly added file(s) version; however, a concept doi number will also be generated – this concept doi will represent all versions and will always resolve to the latest version added.*

📅 Publication date *

▥ Digital Object Identifier | e.g. 10.1234/foo.bar

Set the upload date. This info is shown on Kj above the title of your upload. *When adding a new version of an uploaded file, the date should also be re-set*.

📅 Publication date * | 2018-06-08
Required. Format: YYYY-MM-DD. In case your upload was already published elsewhere, please use the date of first publication.

Fill in your upload title.

📖 Title * |
Required.

👤 Authors * | Family name, given names | Affiliation | 🆔 ORCID (e.g.: 0000-0002-1825-0097) ⇕ ✕
Optional.

✛ Add another author

Fill in authors' names and their institution. Add each author on a separate row.

✏ Description * | 🗐 🗐 **B** *I* S̶ x₂ xª 🔗 ▤ ⋮☰ ⋮☰ ⋮☰ | **🌐 Language** | e.g.: 'eng', 'fr' or 'Polish'
Optional. Primary language of the record. Start by typing the language's c...
See ⧉ ISO 639 language codes list for more information.

Fill in: description of the upload.

Fill in: language - you should wait for few moments until the language pops up from a pre-filled list and can be selected.

Keywords

plant health

risk assessment

+ Add another keyword

Fill in each keyword on a separate row – for <u>easier retrieval</u> AND for <u>curatorship reasons</u>. Add more using the 'Add another keyword' option.

Additional notes

FI; PDF; evira@efsafocalpoint.fi

Optional.

Fill in info as in the example below. **Important**: <u>add a contact email</u>, so as to let others know who should be contacted in case of need.

License

License type: usually is Creative Commons 4.0.

Access right *

- ○ 🔓 Open Access
- ○ ⊘ Embargoed Access
- ○ 🔑 Restricted Access
- ○ 🔒 Closed Access

Required. Open access uploads have considerably higher visibility on Zenodo.

Knowledge Junction content is usually **Open Access,** i.e. once *published* the upload is available to all.

If you wish your upload to be available after a specific date, choose **Embargoed Access** and insert the desired calendar date. You can change/extend the date if needed, within the embargoed last date.

For **Restricted Access** you need to set conditions for access and whoever requests access needs to justify the access need to you so that you can open access to them.

License *

Creative Commons Attribution 4.0

Closed Access is used to store finalised uploads in one place, so as to have them ready for Open Access.

Add **doi identifier(s)** in case your upload is **related to** one or more **articles/work already published**. If you need to add more, use '**Add another related identifier**'. Check that the doi numbers inserted are the correct ones.

Related/alternate identifiers

Specify identifiers of related publications and datasets. Supported identifiers include: D arXiv, Life Science Identifiers (LSID), EAN-13, ISTC, URNs and URLs.

||||| Related identifiers   e.g. 10.1234/foobar.567890

+ Add another related identifier

Subjects   optional ▼

Specify subjects from a taxonomy or controlled vocabulary. Each term must be uniquely identified (e.g. a URL). For free form text, use the keywords field in basic information section.

🏷 Subjects   Risk   http://id.agrisemantics.org/gacs/C630   ⇕ ×

             Term   Identifier   ⇕ ×

+ Add another subject

Insert <u>each subject in a separate row</u> as in the example shown above for <u>easier retrieval</u> AND <u>upload visibility</u>. To choose the subject(s) and identifier link go to: http://browser.agrisemantics.org/gacs/en/index - *website temporary unavailable for ongoing maintenance.*

🗑 Delete   📄 Save   ✔ Publish

If you need to add more info press '**Save**'. If you wish you can '**Delete**' your upload (can be done only at first login time, before using 'Save'). The 'Save' button enables saving info inserted at different times, until you're ready to publish. <u>Remember to press 'Save' again before you publish</u>.

If all info is set correctly and you're happy to publish, press '**Publish**'. The Kj curator receives an email to 'accept' (or 'reject') the upload. You will be contacted at the email address inserted, in case we need more info related to your upload.

Mandatory info for uploads to be accepted by the EFSA curator: <u>title</u>, <u>date</u>, <u>community</u>, <u>upload type</u>, <u>keywords</u>, <u>additional notes</u>, <u>subjects</u>. Other fields in the upload view are optional, depending on each upload and its information. More info can be found in the Work Instruction on publication of digital objects in Knowledge Junction: DOI 10.5281/zenodo.889741
IMPORTANT:
- adding a **new version** of the **file(s)** uploaded <u>does</u> create a new doi number for the upload. <u>Editing info</u> in the upload <u>does not</u> create a new version.
- If you added a wrong file and published it by error, to have it removed you should immediately contact Zenodo helpdesk at https://zenodo.org/support