Submission process

Prepare your data for submission by following the instructions found here: <u>https://safedata-validator.readthedocs.io</u>.

*Note in particular:

- Authorship on published datasets should be treated in the same way as you would consider authorship on papers: you should include not only the people responsible for physically collecting the data but also other researchers who facilitated the work, such as project supervisors and local collaborators.
- Similarly, you must acknowledge any funding that supported your research.
- The information you provide will become part of the permanent record on the published dataset you should make the data and description as clear and informative as possible.
- The datasets may be embargoed for up to two years, but metadata describing your dataset will be visible in Zenodo as soon as it is published.
- The file format will be checked automatically, and you will be emailed with the result of the check.
- If the file has failed format checking, then follow the link in the email to see the check report. Once you've fixed any problems, come back and upload a new version. If a reported problem is unclear or does not appear to be an issue, please email us for clarification.
- If the file has passed format checking, then an administrator will look at the data before publishing it to Zenodo.
- We realise it takes time and effort to get the data formatted correctly but the information you add is vital to make sure that we can archive your data properly and make it easy for future researchers to find it and benefit from it.