

WHAT ZENODO WILL ASK YOU

Zenodo is the free, permanent archive where your work goes at Step 8. Its upload form has a handful of boxes. Here they are, in the order the screen shows them. Your AI writes a document called 3 PASTE THIS with all of this filled in for your project — you copy it across, box by box. You compose nothing on the day.

One thing first. If the screen looks different from this page, the screen wins. Zenodo changes its form now and then; the boxes below are what it asked for when this was written.

The boxes, in order

1. **Files.** Drag in exactly what's in your 05 Deposit folder and nothing else: your work, your record card (the QR image), the seal file (MANIFEST - seal <date>.md), and the locked box (.7z) if you made one. Your AI ran the deposit check before you got here and read you the verdict: SAFE TO UPLOAD.
2. **Resource type.** What kind of thing this is. *Publication* for an essay, paper, or book; *Other* if nothing fits. It's a shelf label, not a verdict.
3. **Title.** Your work's title, as it appears on the work.
4. **Authors (called "Creators").** Your name, as it prints on the work. If you have an ORCID — a free, permanent ID number for authors, like a library card — add it. If not, leave it blank; it's optional.
5. **Description.** A short paragraph saying what the work is. Your AI writes this from your record. Plain words, no sales pitch.
6. **Licence.** What others may do with your work. **CC BY 4.0** unless you have a reason not to — it means anyone may share and build on it, as long as they credit you.
7. **Keywords.** A few words a stranger might search for. Three to six is plenty.
8. **Version.** 1.0 for a first deposit. If you ever correct the work, you'll come back and add version 1.1 — never quietly replace the files.
9. **Related identifiers.** Addresses of things this work is connected to. Your AI puts the Earned Trust standard's DOI here (10.5281/zenodo.20719927) with the relation *is derived from* or *references*, so a reader can find the method your record follows.

Before you press Publish — preview

Zenodo lets you see the page as the public will see it. Look at it before the click, and read these back to your AI:

- ☐ **Your name** is spelled as it prints on the work.
- ☐ **The title** is the work's title, not a filename.
- ☐ **The contact address** is the one you chose at Step 7 — or there is none, if that's what you chose. Whatever is here is public.
- ☐ **The licence** is the one you meant (CC BY 4.0 unless you decided otherwise).
- ☐ **The file list** is exactly what's in 05 Deposit: the work, the record card, the seal, and the locked box only if you chose it. Nothing readable from your working folders.

If anything is wrong, fix it now. Then press **Publish**. Zenodo asks once if you're sure. Until that click, nothing is permanent — close the tab and Zenodo keeps your draft. After it, the files are permanent, so a mistake is fixed by a new version, never a deletion.

After you press Publish — check it

Receiving an address is only part of finishing; a record nobody has opened is not yet checked. Do these four things:

- ☐ **Open the public page** — the record page Zenodo shows you — as a stranger would.
- ☐ **Open the work** from that page and confirm it's the right file, the right version.
- ☐ **Scan the record card** with your phone (or open the record link) and confirm the record it opens is *yours* — this project, this logbook.
- ☐ **Save the DOI** — copy the address (see below for which one) and give it to your AI; it writes the DOI into your logbook's Deposited row.

You're finished when you've done these, not when you've been given an address.

The one address to copy

After you publish, Zenodo shows the record page. On it are **two** DOIs — two permanent addresses. One says "all versions": it always points at the newest version, whatever that becomes. The other is the DOI **for this version** — the exact files you just uploaded. **Copy the DOI for this version.** That's the address that says *these files, on this day*; your AI will ask for it and write it into your logbook. (The "all versions" one is handy for citing yourself later; it just doesn't name this deposit.)