

DIGITAL PRESENCE CHECKLIST

Connect your research to your data, software and institution. Use this checklist to optimize your digital presence, increase discovery of your work to potential collaborators and partners, and receive credit when others use your work.

You. YOUR ORCID.

- ☐ **Have your own ORCID.** It provides a persistent digital identifier that distinguishes you from other researchers and supports automated linkages between you and your research activities. <https://orcid.org>
- ☐ **Include your ORCID on all scholarly work.** This includes your publications, datasets, software, presentations, posters, signature block of your emails. Everything.
- ☐ **Keep your ORCID profile current.**
 - ☐ Enable automatic updates from Crossref, DataCite, and Publons. http://bit.ly/ORCID_Trust
 - ☐ Set a reminder every three months to ensure all your work is connected and current. Make sure your current affiliation and email are included.

YOUR PUBLICATIONS. THE DIGITAL OBJECT IDENTIFIER (DOI).

- ☐ When given a choice, use journals that include ORCID for you and your co-authors. In this way your paper will be registered along with your ORCID and automatically linked.
- ☐ If your selected journal does not use ORCIDs, ask for it to be included in content that is openly available.

YOUR DATASETS. DOIs AND OTHER PERSISTENT IDENTIFIERS (PIDs).

- ☐ **Include your ORCID.** And the ORCIDs of others who contributed to the dataset.
- ☐ **Select a repository that supports discovery and preferably specific to your data type (e.g. Domain /Discipline Repository).**
- ☐ **Ensure the PIDs for related work are included – or added later.** This includes your paper that cites this data, software used to analyze this data, original datasets used to create a data aggregation.
- ☐ **Include documentation (aka metadata) with your dataset** in a README file.
- ☐ **Include a license** that is as open as possible.
- ☐ **Cite your data in your paper.**

YOUR SOFTWARE. DOIs, DEVELOPMENT PLATFORMS (E.G., GITHUB)

- ☐ **Include your ORCID.** And the ORCIDs of others who contributed to the software.
- ☐ **Preserve the version of software from your GitHub (or other platform)** used for your research in a preservation repository such as Zenodo.
- ☐ **Include a Citation.CFF and a CodeMeta file** for documentation with your software.
- ☐ **Include a license** that is as open as possible.
- ☐ **Cite your software in your paper.**