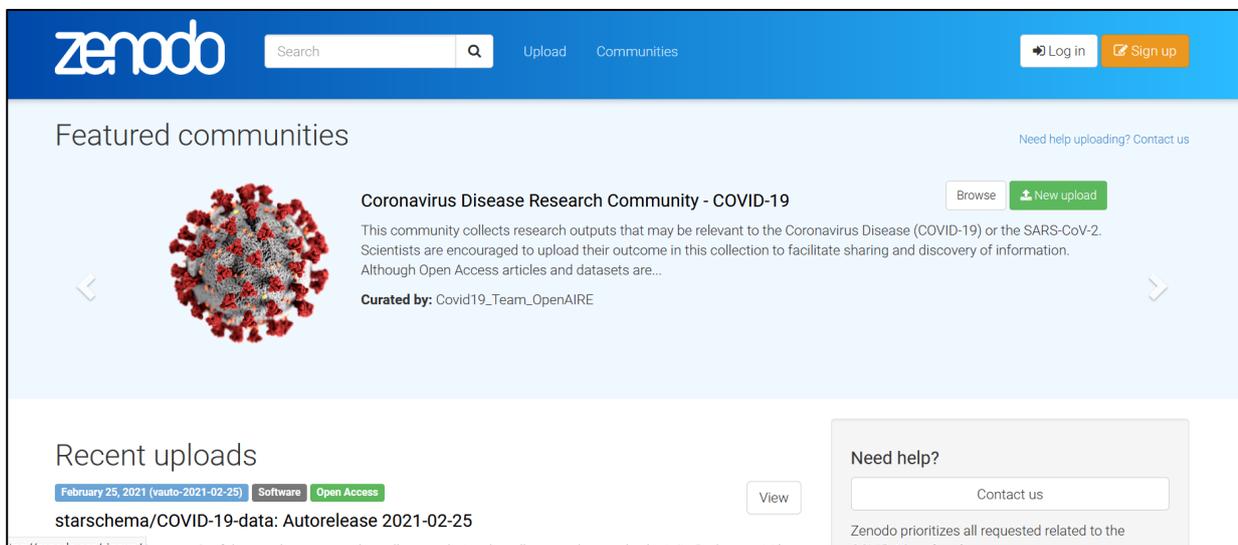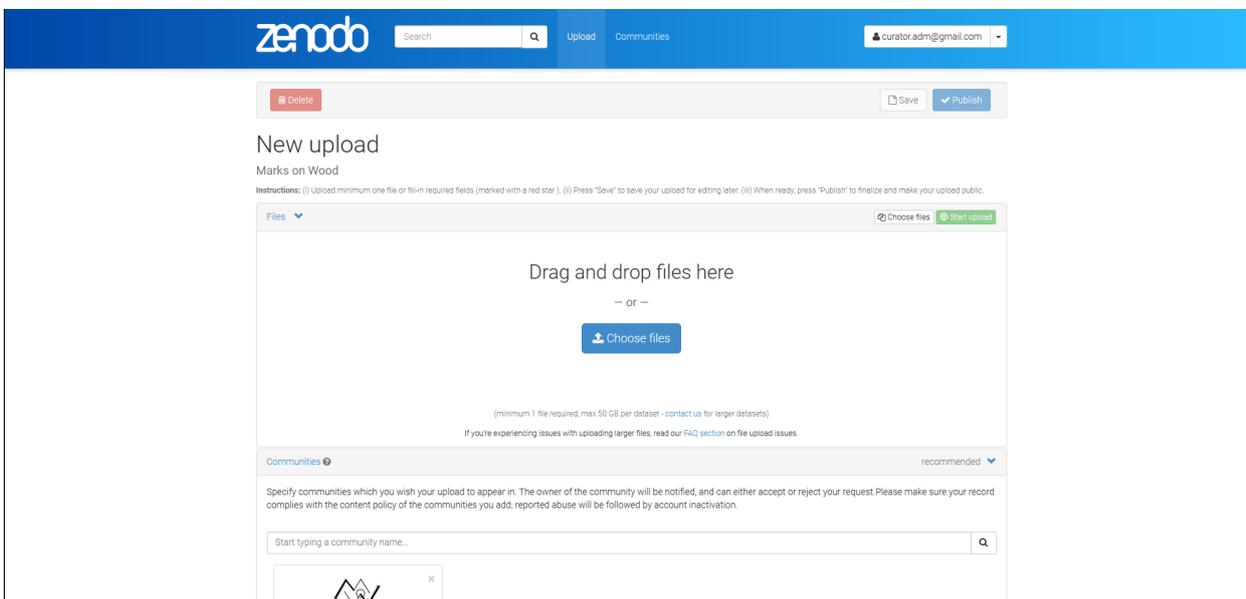**Uploading photos into the Marks on Wood Zenodo community**
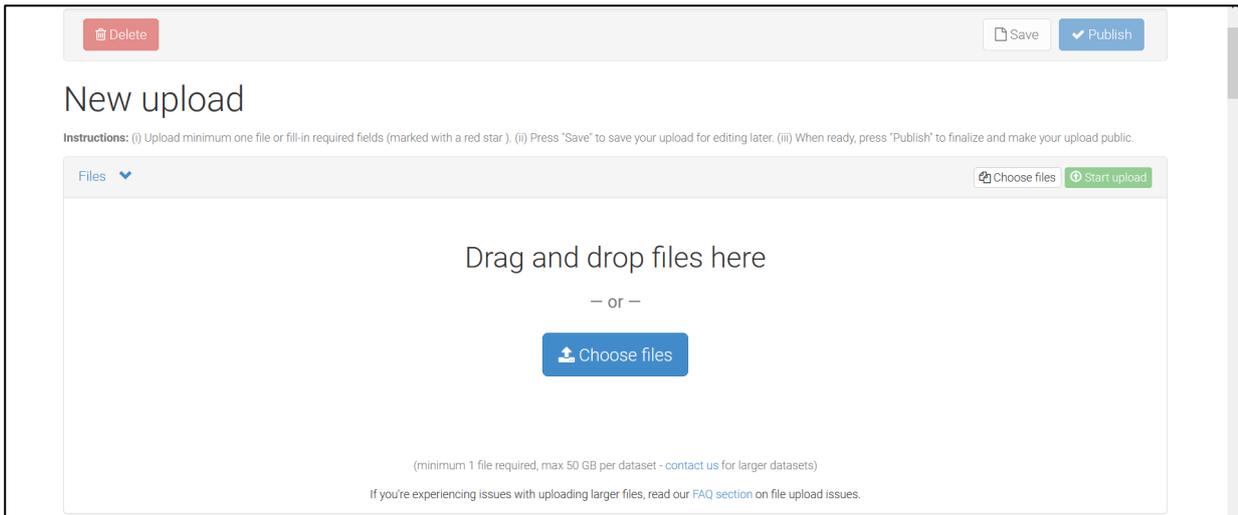
1. Go to www.zenodo.org and create an account (sign up). A verification email will be sent to the email address you specified. Log in if you already have an account. It is also possible to log in with your ORCID.
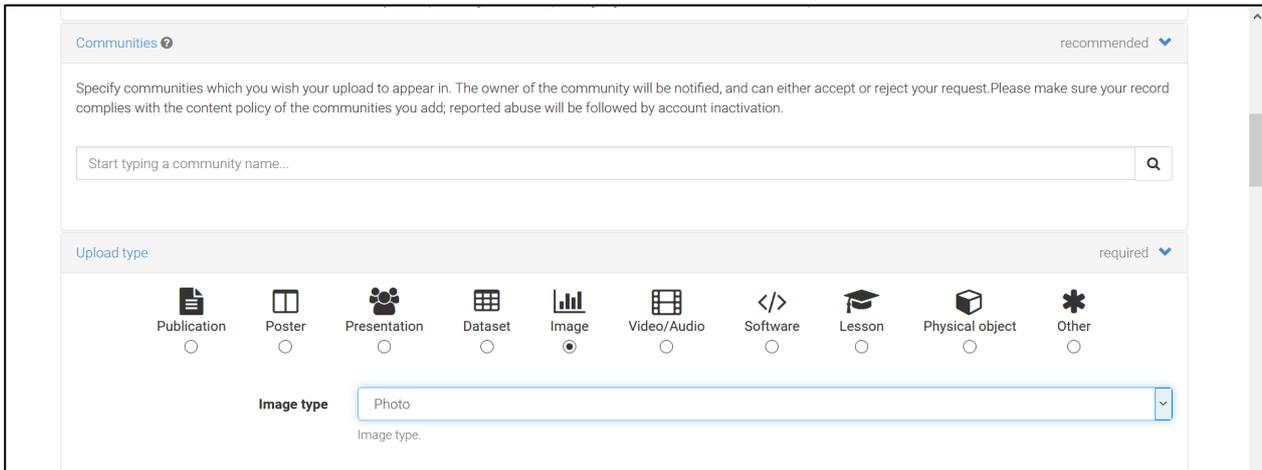

2. If you already have a Zenodo account, go to https://www.zenodo.org/deposit/new?c=marksonwood (alternatively to **Upload** and click on **New upload**, and after uploading the files -step 3-, **select the community Marks on Wood, see step 4).**

3. Choose the files to be uploaded and click on **Start upload**

4. Select the **Community (Marks on Wood)** and the **upload type (Image >> Photo)**

5. **Reserve a DOI if necessary** and fill in the required fields. Use a **Title** that describes the type of marks and the object or context (e.g. circle on side board of an English chest; hexafoil on door of house at [address]; carpenter's marks on rafters of barn at [address]; panel maker's mark on painting [title, inventory number, painter, museum, country]; Antwerp guild of St Luke's mark on sculpture from altarpiece [name of altarpiece, city, country]). The **authors** listed will appear (in the same order) in the citation reference for this upload, therefore they should be ideally the authors of the photos. Exceptions can be made when the upload regards photos already published in a book/article. In this case, no DOI should be reserved. Instead, the DOI of the original publication should be included below in the field **Related/alternate identifiers.** A **description** including basic meta-data about the wooden object or timber structure where the mark(s) was found on is mandatory. The current location of the object (e.g. museum collection) or timber structure (address, building name, coordinates, …), the type or main function of the object/structure (e.g. chest, panel painting, sculpture, roof timber, …), its assumed dating (e.g. by typology, tree-ring analysis, radiocarbon, …) and wood species (if known) are considered as essential documentation. Add **keywords** to facilitate searchability.

6. Select **Access right** and **type of License**. For open access rights, when typing license codes (e.g. CC BY NC) the scroll-down menu will open to present choices. Indicate the funding agency if appropriate.

7. Indicate **Related/alternate identifiers** if the image has been published elsewhere (see point 2 in Curation policy), and fill in any other information you desire.

8. **Save** the document and click on **Publish**.