

How to submit posters & proceedings in Zenodo



To contact the SOC or LOC, write to: coolstars23tokyo@gmail.com

Acknowledgement: Thanks to the CS21 team for the detailed instruction for their proceedings, which we adapted here for CS23.

Types of contributions

- Posters

Upload the pdf file of your poster. Optionally, you can also upload your video capsule as a second file. **The online poster files will be linked from the conference webpage if you submit by the deadline to upload.**

Note: All the onsite poster presenters are asked to upload online poster files as well.

- Proceedings and slides

Contributions are accepted from invited and contributed talks (plenary/splinter sessions) and contributed posters. If you would like to submit a typical conference proceeding, there are no formal page limits (but recommended to be within reasonable pages). If you submit a written conference proceeding, there are no fixed formats of the pdf. All such submissions should be made as PDFs and will be reviewed for content by the SOC and we may suggest edits.

Submission of presentation slides from speakers is encouraged. PDF versions of these documents are the preferred format for Zenodo contributions to permit the documents to be previewed in a web browser. For maximum impact, you can submit both a written contribution and your presentation slides. Contributions will be checked for the proper metadata.

How to submit your contribution (1/10)

Submitting to Zenodo is rather simple, but it's important that all metadata be properly included so that articles get properly indexed on ADS. Below is a series of screenshots taking you through the submission process from start to finish.

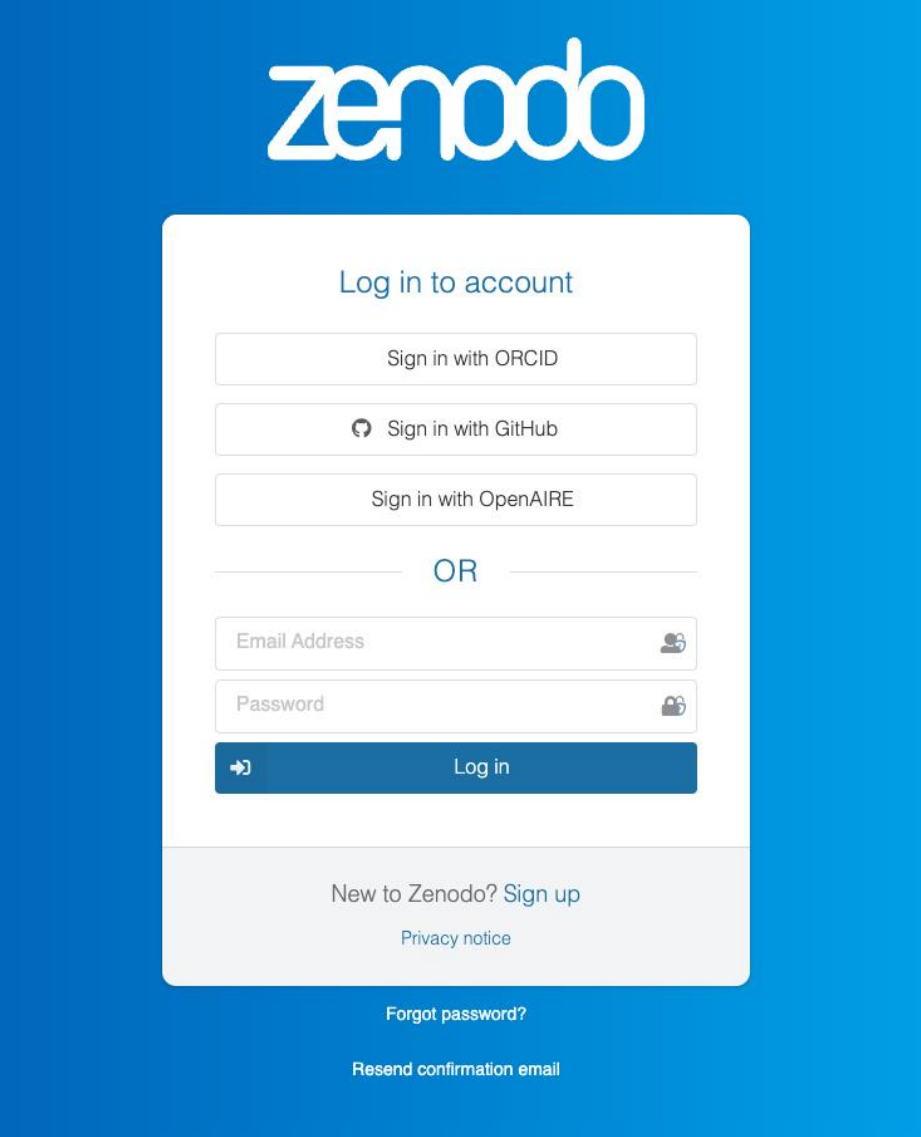
Step 01: Go to the Zenodo submission page for Cool Stars 23.

<https://zenodo.org/uploads/new?community=coolstars23>

How to submit your contribution (2/10)

Step 02: you'll be presented with a login screen:

If you have a Zenodo account, proceed to login. If you do not, you may login using your GitHub, ORCID, or OpenAIRE account, or you may create a new account using the "Sign Up" button located at the bottom of the frame.



The image shows the Zenodo login interface. At the top, the Zenodo logo is displayed in white on a blue background. Below the logo, the text "Log in to account" is centered. There are three buttons for social login: "Sign in with ORCID", "Sign in with GitHub", and "Sign in with OpenAIRE". Below these is a horizontal line with "OR" in the center. Underneath are two input fields: "Email Address" and "Password", each with a small icon on the right. A dark blue "Log in" button with a right-pointing arrow is positioned below the password field. At the bottom of the form, there are three links: "New to Zenodo? Sign up", "Privacy notice", and "Forgot password?". At the very bottom, there is a link for "Resend confirmation email".

How to submit your contribution (3/10)

Step 03: Once you login, you'll be presented with an "Upload" screen:

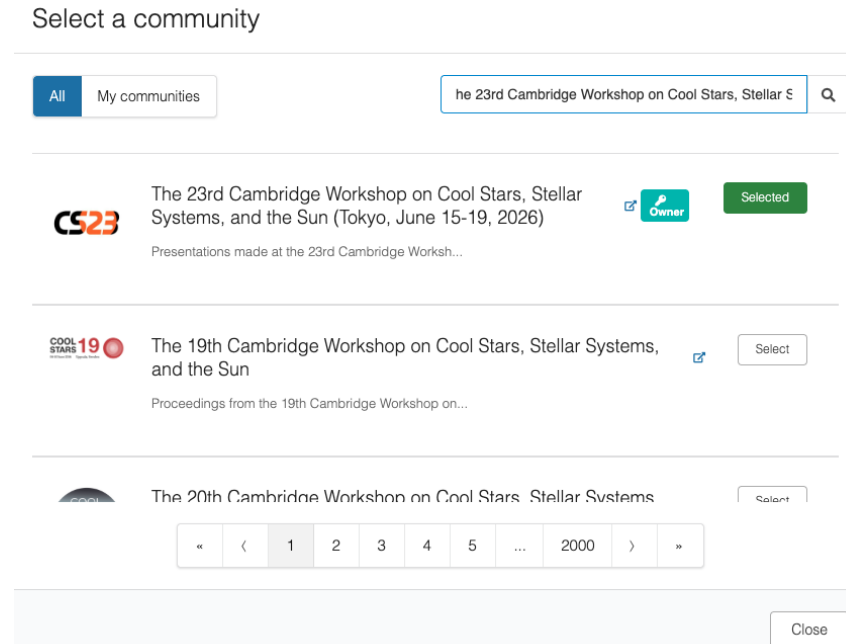
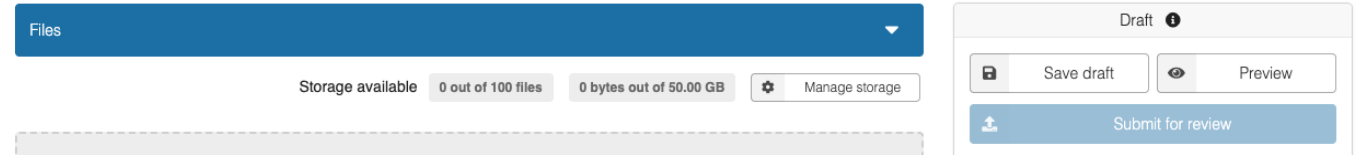
Click the button to choose a file on your local machine, or drag and drop a file directly onto the screen.

The screenshot displays the upload interface for the 23rd Cambridge Workshop on Cool Stars, Stellar Systems, and the Sun (Tokyo, June 15-19, 2026). The interface is organized into several sections:

- Header:** Includes the CUP logo, the workshop title, and buttons for "Change" and "Remove".
- Files Section:** A blue header labeled "Files" with a dropdown arrow. Below it, storage information shows "Storage available: 0 out of 100 files, 0 bytes out of 50.00 GB" and a "Manage storage" button. A large dashed box contains the text "Drag and drop files" and an "Upload files" button.
- Warning:** A yellow box with a warning icon states: "File addition, removal or modification are not allowed after you have published your upload."
- Basic information Section:** A blue header labeled "Basic information" with a dropdown arrow. It includes a "Digital Object Identifier" section with a radio button for "Yes, I already have one" (selected) and "No, I need one". Below this is a text input field for "Copy/paste your existing DOI here..." and a note: "A DOI allows your upload to be easily and unambiguously cited. Example: 10.1234/foo.bar".
- Resource type:** A dropdown menu labeled "Resource type" with a downward arrow.
- Title:** A text input field labeled "Title".
- Draft Section:** A grey header labeled "Draft" with an information icon. It contains buttons for "Save draft", "Preview", "Submit for review", and "Share".
- Visibility Section:** A section labeled "Visibility" with a shield icon. It shows "Files only" with "Public" selected over "Restricted". A green box highlights the "Public" option with the text: "Public: The record and files are publicly accessible."
- Options Section:** A section labeled "Options" with a radio button for "Apply an embargo" (disabled) and a note: "Record or files protection must be restricted to apply an embargo."

How to submit your contribution (4/10)

Step 04: After you select one or more files, you will be able to fill out a wide variety of file metadata on the boxes below the upload box. Be sure that in the "Communities" box (as in the top of the upper right image), you see "The 23rd Cambridge Workshop on Cool Stars, Stellar Systems, and the Sun". If you do not see this, start typing it into the search bar and it will automatically pop up (as in the top of the lower right image).



How to submit your contribution (5/10)

Step 05: Now, start filling out information about your document. First, select the type of file you have just uploaded (in “Resource type” menu):

Poster: Upload the pdf file and select "Poster".

Slides only: If you prefer to upload your slides without a formal proceeding, select "Presentation". Upload a pdf file with your slides.

Proceeding: Select "Publication type/ Conference paper" in the dropdown menu. If you were a plenary speaker (invited or contributed talk), please also submit your slides as a secondary file, in pdf format.

As for the DOI field, please select “No I need one”. Zenodo will take care of this for you, unless you know for a fact that the document you're upload already has an assigned DOI. If you are unsure, then it likely does not already have a DOI. Enter today's date for the publication date, if it's not automatically done for you. Enter the title of your article/poster/talk.

Add authors (both first author and co-authors) and Descriptions (Abstract).

The screenshot shows the 'Basic information' section of a Zenodo submission form. It includes a dropdown menu for 'Resource type' set to 'Publication', a 'Title' field, a 'Publication date' field with a date format hint, and an 'Authors/Creators' field with an 'Add author' button. There is also a 'Description' field at the bottom.

Basic information

Digital Object Identifier*

Do you already have a DOI for this upload? Yes, I already have one No, I need one

Copy/paste your existing DOI here...

A DOI allows your upload to be easily and unambiguously cited. Example: 10.1234/foo.bar

Resource type*

Publication

Title*

+ Add titles

Publication date

YYYY-MM-DD or YYYY-MM-DD/YYYY-MM-DD for intervals. MM and DD are optional.

In case your upload was already published elsewhere, please use the date of the first publication. Format: YYYY-MM-DD, YYYY-MM, or YYYY. For intervals use DATE/DATE, e.g. 1939/1945.

Authors/Creators*

+ Add author

Use the Authors/Creators field for names that should appear in the citation. Use the Contributors field below for other names.

Description

How to submit your contribution (6/10)

Step 06-1: Choose a license for your work. You are strongly encouraged to select a permissive license so that people can easily access your work. (Note that all the accepted submissions become fully open to public.)

Step 06-2: Please add relevant keywords
For example, "stellar flares", "brown dwarf"

Step 06-3: Skip the contributors.

Step 06-4: Enter again today's date with "Type: submitted"

Step 06-5: Optionally, you may specify funding information.

Licenses
Creative Commons Attribution 4.0 International
The Creative Commons Attribution license allows re-distribution and re-use of a licensed work on the condition that the creator is appropriately credited. [Read more](#) Remove Edit

+ Add standard + Add custom

© Copyright
Copyright (C) 2026 The Authors.
A copyright statement describing the ownership of the uploaded resource.

Recommended information

👤 Contributors
+ Add contributor
Contributors are not included in the citation, but are shown on the record page.

🔑 Keywords and subjects
Search for a subject by name

🌐 Languages

📅 Dates
Format: DATE or DATE/DATE where DATE is YYYY or YYYY-MM or YYYY-MM-DD.

Date *	Type *	Description
YYYY-MM-DD or YYYY-MM-DD\A		

+ Add date

? Version
Mostly relevant for software and dataset uploads. A semantic version string is preferred see [semver.org](#), but any version string is accepted.

🏢 Publisher
Zenodo
The publisher is used to formulate the citation, so consider the prominence of the role.


Funding

🏆 Awards/Grants
+ Add + Add custom

How to submit your contribution (7/10)

Step 07-1: If you submitted to the arXiv and/or your article was already indexed to ADS, add the alternate identifying information so that Zenodo and ADS will link all of the contributions into one neat little package.

When you submit a written proceeding for the already published poster file, it would be an option to add the DOI link here.

Alternate identifiers 

|||| Alternate identifiers

Identifier *	Scheme *	
<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>

Add identifier

How to submit your contribution (8/10)

Step 08: If you referenced various works in your article, talk, or poster, give them credit by adding the reference information. There are two ways you can choose.

(1) Adding DOI in the Related work section.
(Recommended)

(2) Add the information in the References section.
It is better to include DOI link if available, so that the ADS can identify the journal correctly.

For example,

Notsu, Y., et al. (2025), ApJ, 993, 212

<https://doi.org/10.3847/1538-4357/ae0578>

Related works

Related works

Specify identifiers of related works. Supported identifiers include DOI, Handle, ARK, PURL, ISSN, ISBN, PubMed ID, PubMed Central ID, ADS Bibliographic Code, arXiv, Life Science Identifiers (LSID), EAN-13, ISTC, URNs, and URLs.

Relation *	Identifier *	Scheme *	Resource type *
Cites ✕	10.3847/1538-4357/ae0578	DOI ✕	Publication ✕

+ Add related work

References

References

Reference string *

Notsu, Y., et al. (2025), ApJ, 993, 212 <https://doi.org/10.3847/1538-4357/ae0578> ✕

+ Add reference

How to submit your contribution (9/10)

Step 09:

Fill out the information of the conference as shown below.

Conference ▼

Title	<input type="text" value="The 23rd Cambridge Workshop on Cool Stars, Stellar Systems and the Sun"/>	Acronym	<input type="text" value="CS23"/>
Place	<input type="text" value="Tokyo, Japan"/>	Dates	<input type="text" value="15-19 June 2026"/>
Session	<input type="text" value="e.g. VI"/>	Part	<input type="text" value="e.g. 1"/>
Website	<input type="text" value="https://coolstars23.github.io/"/>		

Location where the conference took place.

Session within the conference.

Part within the session.

How to submit your contribution (10/10)

Step 10:

Review the information to make sure you've done everything properly and then click "Submit for review"!

Or, if you'd like save it and publish later, click "Save draft"

Once the format review by the LOC team completed (note: it may take some time), this will be published online !

If there are any problems in format, the team may contact you and ask you to revise. So please keep your eyes on the e-mails !

