

# INSTRUCTIONS TO USE THE WEB EDITOR SERIAL ARTICLE WORK 2.0

## Table of contents

Create a new DOI .....	2
Message information .....	3
DOI .....	4
Journal.....	5
Article .....	7
Relations.....	9
Citations .....	10
Confirm.....	12
Create DOIs for multiple articles for the same Journal Issue .....	13
Update an existing DOI .....	14
Add citations to an existing DOI.....	14

*Last updated: February 2023*

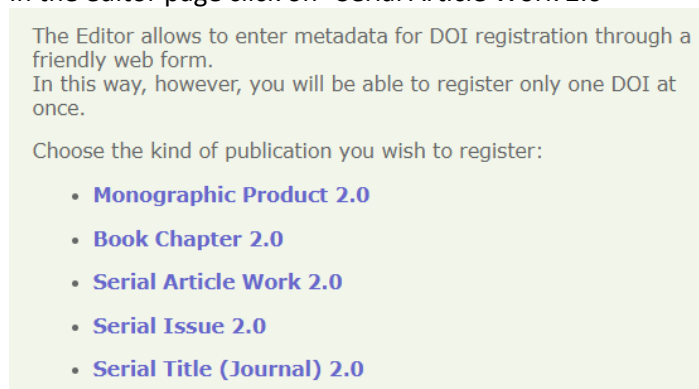
## Create a new DOI

We recommend all new users, and users that need to register only a limited number of DOIs each year, to start registering using the Web editor, a simple form where you can input the data of each article manually.

1. Go to <https://www.medra.org>
2. On the right side of the home page there is the “Registered Users” menu. Click on the second link “Register DOIs”
3. Now you need to log in with your credentials
4. Once logged in, you must choose the tool for DOI registration: click on “Editor”



5. In the editor page click on “Serial Article Work 2.0”



6. The web form of the Editor will open. It consists of different tabs: **Message information, DOI, Journal, Article, Relations, Citations, Confirm.** Each contains the metadata field to be filled in. Mandatory fields are marked with an \* moreover there are controls for each field that prevents you to enter wrong data. Following some guidance on how to fill the field in each tab.

7. **Message information:** this info is not part of the metadata but is used by mEDRA system to orchestrate the registration.



The screenshot shows a web interface for DOI registration. At the top, there is a breadcrumb trail: "Home > Registered Users Area > DOI Registration > Editor > Serial Article Work 2.0". Below this is a navigation menu with "MESSAGE INF." highlighted, followed by "DOI", "JOURNAL", "ARTICLE", "RELATIONS", "CITATIONS", and "CONFIRM". The main content area is titled "MESSAGE INFORMATION" and contains several input fields: "From company:" with a text box, "From email:" with a text box and a note "(address which will receive registration result)", "DOI registrant:" with a text box and a note "(if different from Company name)", and a checkbox labeled "Send to Crossref".

The most important field is “From Email” because it will be the address where we will send the results of the registrations, it can be the same e-mail address of the logged in user, or a different one. It is important that this address can be read by the person actually registering the DOIs (see point 15 below).

Tick the checkbox “send to Crossref” only if you have been enabled to the additional service to deposit your DOIs also on Crossref platform.

8. **DOI:** this section allows you to create the DOI and choose where it resolves.

MESSAGE **DOI** JOURNAL ARTICLE RELATIONS CITATIONS CONFIRM

**DOI DATA**

\* DOI:  
Please see the [Guidelines on DOI creation](#)

\* URL:

**SIMILARITY CHECK DATA**

CRAWLABLE URL:

**ACCESS INDICATORS**

OA - Open Access

OA License:

**DOI:** here you have to input the DOI you have decided for each article.

The DOI is made of prefix/suffix. The prefix is the one assigned by us (ex 10.1234) while you can freely choose the suffix.

We suggest you agree on a method for generating suffixes: for example it could be JournalAcronym.issn.articlenumber or JournalAcronym.year.volume.articlenumber) or the method you find more suitable.

**Resolution URL:** the actual URL where the content can be accessed and needs to be different for each article. It can be a web page with some article metadata and a link to the pdf (preferred) or the link to the pdf itself.

Please DO NOT enter `https://doi.org/{doi}` or `https://www.medra.org/{doi}` in the resolution URL.

**Crawlable URL:** users depositing DOIs also on Crossref are encouraged to provide the URL of the full text of the article, for the Similarity Check service to index the content and make it part of the comparison database.

**Access indicators:** a flag that, if checked, indicates that the article is available in Open Access. Optionally it is possible to include the URL of the OA license applied.

9. **Journal**: this section is divided in three parts: journal data, issue data and publisher data.

**Journal data**: here you have to fill in metadata about the Journal title itself, the title, the issn for the print version and/or for the online journal.

**JOURNAL DATA**

\* Distinctive Journal title:

Subtitle:

Abbreviated Journal title:

**ISSN and other identifiers**

ISSN (Print):

Product form:  
Printed Journal

ISSN (Digital):

Product form:  
Online Journal

Electronic format:

**Journal DOI**

In case of journals without ISSN, for those enabled to Crossref additional services, you must first register a DOI at journal title level and include it in the article metadata.

**Journal DOI**

**i** In case of journals without ISSN, the journal level DOI is required.  
**Attention: the journal level DOI must be registered first.**

DOI:

Proprietary ID:

Product form:  
Online Journal

Electronic format:

**Issue data:** here you have to fill in the data on the issue or volume of the journal where the article is published.

**ISSUE DATA**

Journal volume number:

Journal issue number:

Other designation:

\* Journal issue date:  
YYYYMMDD

**Publisher data:** the usual data on publisher and country of publication

**PUBLISHER DATA**

\* Publisher name:

ISNI:

Imprint name:

\* Country of publication:

10. **Article**: these are the data specific to each article, the more you fill in the better.

**Article data**: The title, the language of the article, the first page number and the year of publication are mandatory. To add a language, first select it from the drop-down menu and then click on the +, repeat for multiple languages. For articles published online only without page numbering or online first, include “1” as first page number and if necessary, update it once published with page numbering.

MESSAGE DOI JOURNAL **ARTICLE** RELATIONS CITATIONS CONFIRM

**ARTICLE DATA**

\* Title:

Title Language:

Subtitle:

\* Language:  
 +

\* First page number:

Last page number:

Number of pages:

\* Publication date:  
 -  -  (\* YYYY-MM-DD)  
(\* year only)

**Abstract**: it is recommended to include at least one abstract. In case of abstracts provided in multiple languages, please use add two or more abstracts (add Other Text) and use the language field to express the respective languages.

Abstract

Abstract Language:

Add Other Text

**Copyright data**: (optional) the default “No copyright info” does not mean that there is no copyright, only that info is not provided. For Open Access article, use the OA flag in the DOI tab.

**COPYRIGHT DATA**

No copyright info  Copyright info

\* Copyright year:

Copyright owner:  Person  Corporate

\* Name:

Add Copyright Owner

**Contributor Data:** this is an important part, please also enter the ORCID of each author if you know it and his/her affiliation, in addition to name (first name) and surname (last name). You can enter as many authors and contributors as you wish by clicking on Add contributor button. It is recommended entering the principal author first.

**CONTRIBUTOR DATA**

Enter a contributor  Various Authors  Unknown

Anonymous  No Contributors

First author

\* Type:  Person  Corporate

Full name:

First name:

\* Last Name:

ORCID:

ISNI:

Professional position:

Affiliation:

**Add contributor**



11. **Relations:** (optional) relations that the article has with other publications.

MESSAGE INF. DOI JOURNAL ARTICLE **RELATIONS** CITATIONS CONFIRM

**Related Work**

Related work code:

Work identifier type:

Work identifier value:

**Add Related work**

**Related Product**

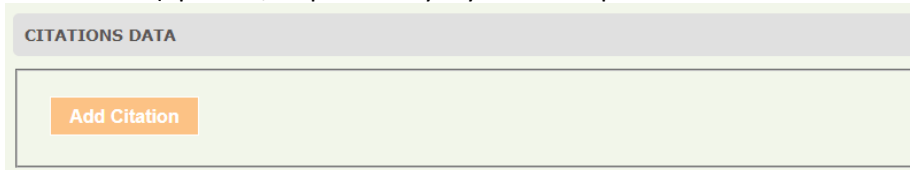
Related product code:

Product Identifier type:

Product Identifier value:

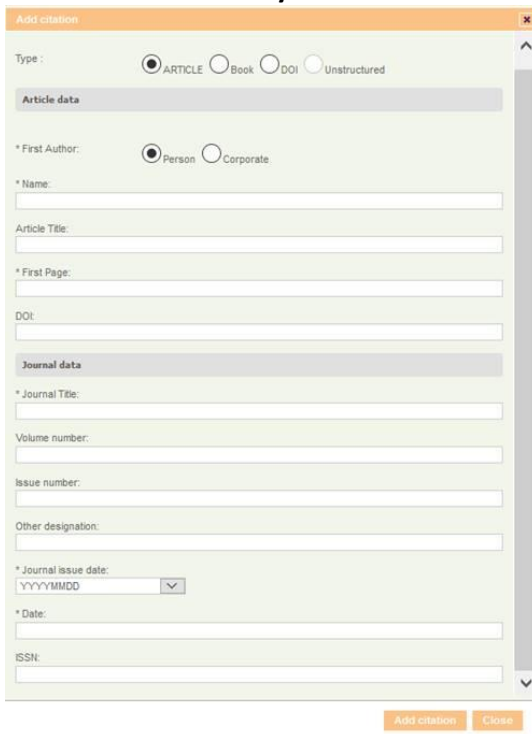
**Add Related product**

12. **Citations** (optional, required only if you also deposit the DOI on Crossref via mEDRA)



Clicking on Add Citation you can add the reference list of the article on which you are registering the DOI in different ways.

**Citation of an article by metadata**

A screenshot of a web form titled "Add citation" in an orange header bar. The form is for adding a citation for an article. It features several sections: "Type:" with radio buttons for "ARTICLE" (selected), "Book", "DOI", and "Unstructured"; "Article data" section with fields for "First Author:" (radio buttons for "Person" and "Corporate"), "Name:", "Article Title:", "First Page:", "DOI:", "Journal data" section with fields for "Journal Title:", "Volume number:", "Issue number:", "Other designation:", "Journal issue date:" (a dropdown menu showing "YYYYMMDD"), "Date:", and "ISSN:". At the bottom right are two orange buttons: "Add citation" and "Close".

**Citation of a book, by metadata**

A screenshot of a web form titled "Add citation" in an orange header bar. The form is for adding a citation for a book. It features several sections: "Type:" with radio buttons for "ARTICLE", "Book" (selected), "DOI", and "Unstructured"; "Book data" section with fields for "First Author:" (radio buttons for "Person" and "Corporate"), "Name:", "Book Title:", "First Page:", "Book data:", "Publication Date:", "ISBN:", "DOI:", "Series data" section with fields for "Series Title:", "Number within series:", and "ISSN:". At the bottom right are two orange buttons: "Add citation" and "Close".

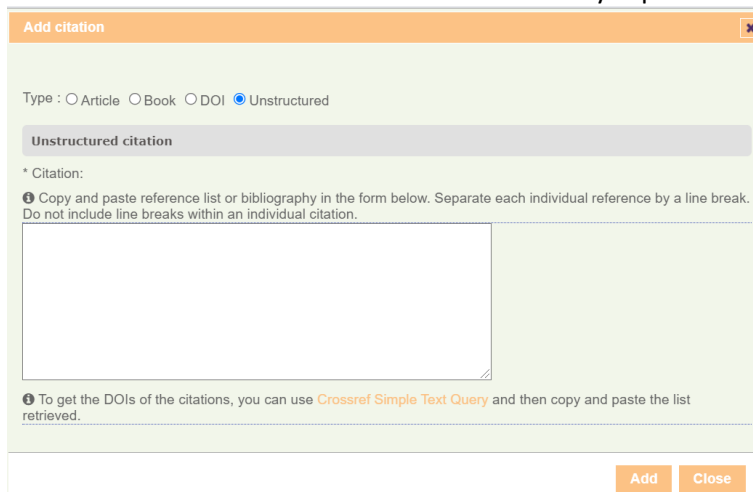
## Citation of any content, knowing its DOI



The screenshot shows a dialog box titled "Add citation" with a close button (X) in the top right corner. Below the title bar, there is a "Type:" label followed by four radio button options: "ARTICLE", "Book", "DOI", and "Unstructured". The "DOI" option is selected. Below the radio buttons is a grey bar labeled "DOI data". Underneath that is a text input field with the label "\* DOI:". At the bottom of the dialog, there are two buttons: "Add citation" and "Close".

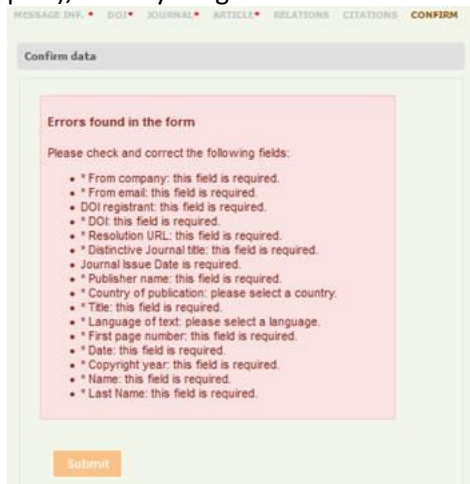
## Citation of any content as unstructured bibliography

Copy and paste the reference list or bibliography in the form below, separating each individual reference by a line break. Do not include line breaks within an individual citation. Then click Add and the individual references will be automatically separated to be deposited.



The screenshot shows a dialog box titled "Add citation" with a close button (X) in the top right corner. Below the title bar, there is a "Type:" label followed by four radio button options: "Article", "Book", "DOI", and "Unstructured". The "Unstructured" option is selected. Below the radio buttons is a grey bar labeled "Unstructured citation". Underneath that is a text input field with the label "\* Citation:". Below the input field is a large text area for pasting the bibliography. Below the text area is a note: "To get the DOIs of the citations, you can use [Crossref Simple Text Query](#) and then copy and paste the list retrieved." At the bottom of the dialog, there are two buttons: "Add" and "Close".

13. **Confirm**: the tab confirm will show you if there are any error to correct before submitting (red part), if everything is correct click submit and the registration will start



The screenshot shows a web interface with a navigation bar at the top containing tabs: MESSAGE INFO, DOI, JOURNAL, ARTICLE, RELATIONS, CITATIONS, and CONFIRM. The 'CONFIRM' tab is active. Below the navigation bar is a section titled 'Confirm data'. Inside this section, there is a red-bordered box with the heading 'Errors found in the form'. Below the heading, it says 'Please check and correct the following fields:' followed by a bulleted list of 15 error messages. At the bottom of the 'Confirm data' section is an orange 'Submit' button.

Confirm data

Errors found in the form

Please check and correct the following fields:

- \* From company: this field is required.
- \* From email: this field is required.
- \* DOI registrant: this field is required.
- \* DOI: this field is required.
- \* Resolution URL: this field is required.
- \* Distinctive Journal title: this field is required.
- \* Journal Issue Date is required.
- \* Publisher name: this field is required.
- \* Country of publication: please select a country.
- \* Title: this field is required.
- \* Language of text: please select a language.
- \* First page number: this field is required.
- \* Date: this field is required.
- \* Copyright year: this field is required.
- \* Name: this field is required.
- \* Last Name: this field is required.

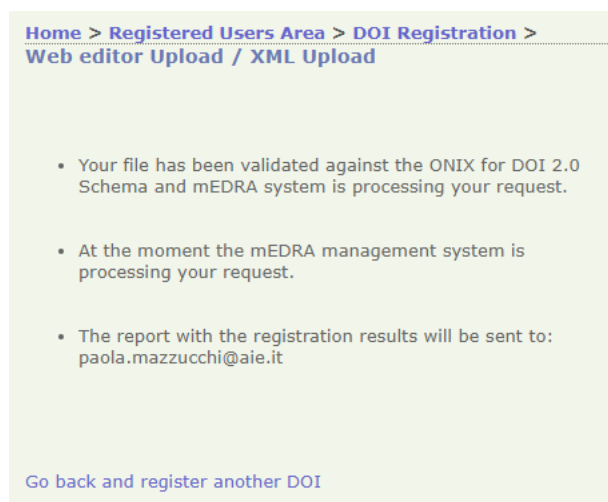
Submit

14. Once submitted, you will be presented with a confirmation page that the file has been validated against the schema (unless there are some strange errors in which case you will get an error message)
15. The results of registrations will be sent by e-mail to the e-mail indicated in the field FromEmail in the message information tab (point 7 above).  
If it is a SUCCESS>do nothing, it's all fine.  
If it is a FAILURE, a link in the mail will take you to the explanation of the error.
16. In any case you can see the results of the registrations also online clicking on Monitoring and then Submission history DOI

## Create DOIs for multiple articles for the same Journal Issue

If you need to register DOIs on all articles in the same Journal Issue, you do not need to input manually the Journal and Issue data, that are common to all articles.

Create the DOI for the first article, then upon confirm and submission click on the link “Go back and register another DOI” at the bottom of the confirmation page as in 14.

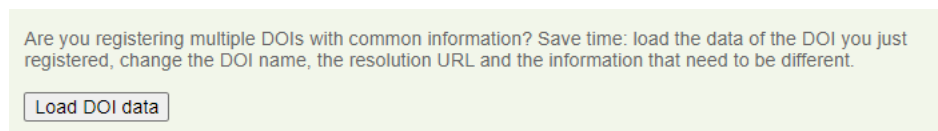


The screenshot shows a confirmation page with a breadcrumb trail at the top: [Home](#) > [Registered Users Area](#) > [DOI Registration](#) > [Web editor Upload / XML Upload](#). Below the breadcrumb, there is a list of three bullet points: 

- Your file has been validated against the ONIX for DOI 2.0 Schema and mEDRA system is processing your request.
- At the moment the mEDRA management system is processing your request.
- The report with the registration results will be sent to: [paola.mazzucchi@aie.it](mailto:paola.mazzucchi@aie.it)

At the bottom of the page, there is a link: [Go back and register another DOI](#).

A new web editor will open on the Message information tab, but you will also be presented at the bottom with an additional text and a **Load DOI data** button



The screenshot shows a message box with the following text: "Are you registering multiple DOIs with common information? Save time: load the data of the DOI you just registered, change the DOI name, the resolution URL and the information that need to be different." Below the text is a button labeled "Load DOI data".

Click on the **Load DOI data** button, the web editor will be filled in with all the data of the previous DOI in edit mode.

Leave the data in the Journal tab as they are and change all the other article specific data.

Remember to change the DOI and the Resolution URL.

## Update an existing DOI

17. To update a DOI already registered, just go to the Editor page (point 4-5 above) and use the “**Update a DOI with the Editor**” box. Input the DOI you want to update and click the Update button. The same web form as above will open but with all the metadata you entered, ready for you to change, add, etc. Modify the metadata and then go to Confirm tab as in point 13 above.



The screenshot shows a web form with a light green background. At the top, there is an orange header bar with the text "Update a DOI with the Editor". Below this, there is a white input field labeled "DOI" and an orange button labeled "Update".

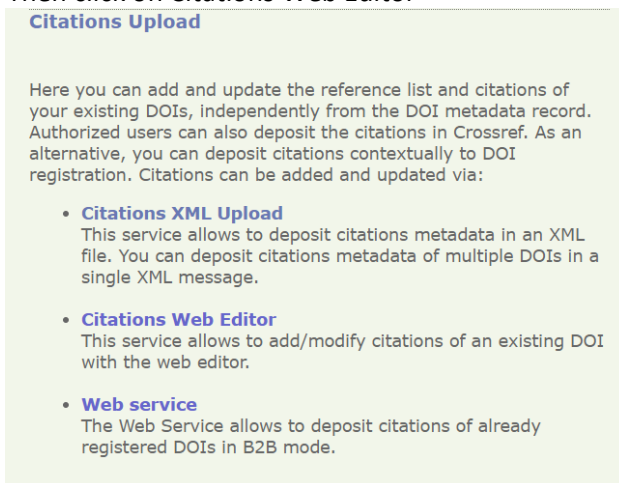
## Add citations to an existing DOI

To add the list of citations to an existing DOI, it is possible to use either the Web editor Serial Article Work 2.0 as in 17, or to use the **Citations Web Editor**.

18. Click on the Citations Deposit link in the Registered Users menu



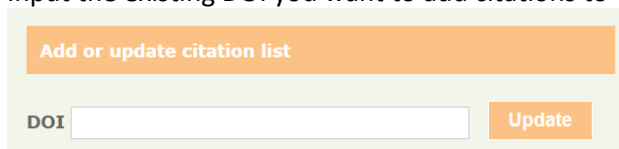
19. Then click on Citations Web Editor



The screenshot shows a page titled "Citations Upload". The text reads: "Here you can add and update the reference list and citations of your existing DOIs, independently from the DOI metadata record. Authorized users can also deposit the citations in Crossref. As an alternative, you can deposit citations contextually to DOI registration. Citations can be added and updated via:"

- **Citations XML Upload**  
This service allows to deposit citations metadata in an XML file. You can deposit citations metadata of multiple DOIs in a single XML message.
- **Citations Web Editor**  
This service allows to add/modify citations of an existing DOI with the web editor.
- **Web service**  
The Web Service allows to deposit citations of already registered DOIs in B2B mode.

20. Input the existing DOI you want to add citations to



The screenshot shows a web form with a light green background. At the top, there is an orange header bar with the text "Add or update citation list". Below this, there is a white input field labeled "DOI" and an orange button labeled "Update".

21. Add the citations in one of the ways described in 12 and then go to Confirm tab as in point 13



The screenshot shows a page with a navigation bar at the top containing "MESSAGE", "DOI", "CITATIONS", and "CONFIRM". Below the navigation bar, there is a section titled "CITATIONS DATA" with an orange button labeled "Add Citation".