

INSTRUCTIONS TO USE THE WEB EDITOR SERIAL TITLE (JOURNAL) 2.0

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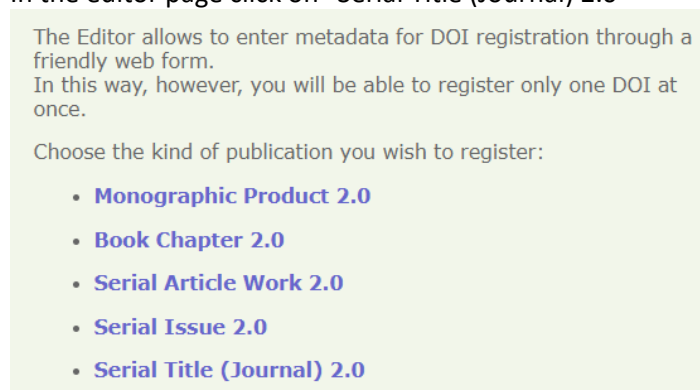
Create a new DOI

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 journal 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 Title (Journal) 2.0”



6. The web form of the Editor will open. It consists of different tabs: **Message information, DOI, Journal, Additional Data, Relations, 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 the 'MESSAGE INFORMATION' section. At the top, there is a breadcrumb trail: 'Home > Registered Users Area > DOI Registration > Web editor > Serial Title (Journal) 2.0'. Below this, a navigation bar contains the following links: 'MESSAGE', 'DOI', 'JOURNAL', 'ADDITIONAL DATA', 'RELATIONS', and 'CONFIRM'. The main content area is titled 'MESSAGE INFORMATION' and contains three required text input fields: '* From company:', '* From email:', and '* DOI registrant:'. The '* From email:' field has a sub-label '(address which will receive registration result)'. At the bottom of the form, there is a checkbox labeled 'Send to Crossref' with a note: '(For enabled users only. For information, please contact sales@medra.org)'.

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.

The image shows a form with two main sections. The first section, titled "DOI DATA", contains two input fields. The first is labeled "* DOI:" and has a text box below it with the instruction "Please see the [Guidelines on DOI creation](#)". The second is labeled "* URL:" and has a text box below it. The second section, titled "ACCESS INDICATORS", contains a single checkbox labeled "OA - Open Access".

DOI: here you have to input the DOI you have decided for the journal. Only one DOI should be assigned to a journal (DOI journal).

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 or JournalAcronym) 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 journal. Usually it is the home page of the journal.

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

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

9. **Journal:** The section is divided into two parts: journal data and publisher data.

Journal data: here you must fill in the metadata about the journal to which you are assigning the DOI, the title, the ISSN of the printed journal and/or that of the online journal. It is important that these data are always the same for all DOIs of issues or articles in the same journal.

JOURNAL DATA

* Distinctive Journal title:

Title Language:

Subtitle:

Abbreviated Journal title:

Add Other title

ISSN and other identifiers

ISSN (Print):

Product form:

ISSN (Digital):

Product form:

Electronic format:

Publisher data: the usual data about the publisher and the country of publication.

PUBLISHER DATA

* Publisher name:

ISNI:

Imprint name:

* Country of publication:

10. **Additional data:** In this section, you can specify other optional journal information.

Additional data: you can enter the relevant dates of the life cycle of the journal such as the date of first publication and, in the case of discontinued journals, the date of last publication. In addition, you can enter the language in which the journal is published. To enter a language, select it from the drop-down menu and then click on the +, repeat to enter other languages.

ADDITIONAL DATA

Date First Published:
YYYYMMDD

Date Last Published (discontinued journal):
YYYYMMDD

Language:

Copyright data: (optional) the default setting "No copyright info" does not mean that there is no copyright, only that the information is not provided. For Open Access journals, use the OA flag on the DOI tab.

COPYRIGHT DATA

No copyright info Copyright info

* Copyright year:

Copyright owner: Person Corporate

* Name:

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

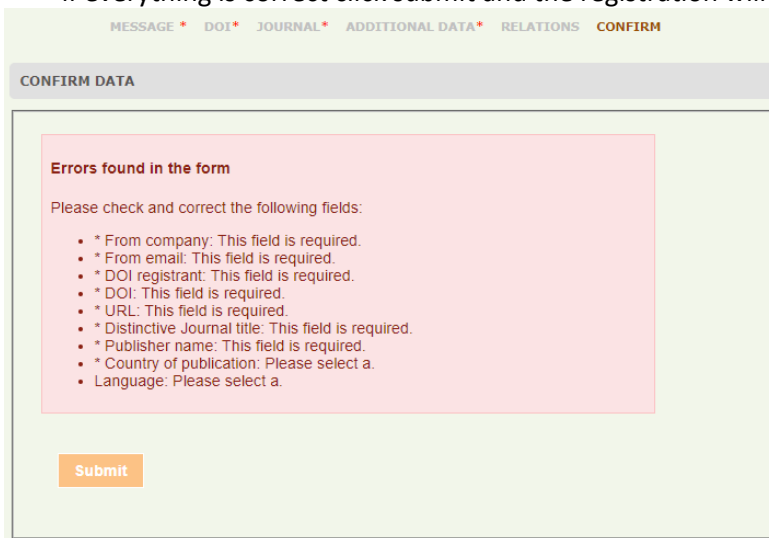
Related product code:

Product identifier type:

Product identifier value:

Add Related product

- 12 **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 *, DOI*, JOURNAL*, ADDITIONAL DATA*, RELATIONS, and CONFIRM. Below the navigation bar is a header for 'CONFIRM DATA'. The main content area features a red-bordered box with the following text:

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.
- * URL: This field is required.
- * Distinctive Journal title: This field is required.
- * Publisher name: This field is required.
- * Country of publication: Please select a.
- Language: Please select a.

Below the error box is an orange 'Submit' button.

- 13 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)
- 14 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.
- 15 In any case you can see the results of the registrations also online clicking on Monitoring and then Submission history DOI

Update an existing DOI

- 16 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 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" in white. Below the header, there is a white input field with the label "DOI" to its left. To the right of the input field is an orange button with the text "Update" in white.

- 17 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 12 above.