

INSTRUCTIONS TO USE THE WEB EDITOR SERIAL ISSUE 2.0

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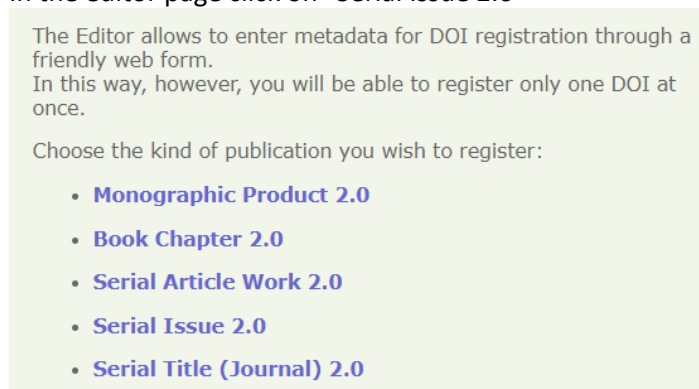
Create a new DOI

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 issue 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”

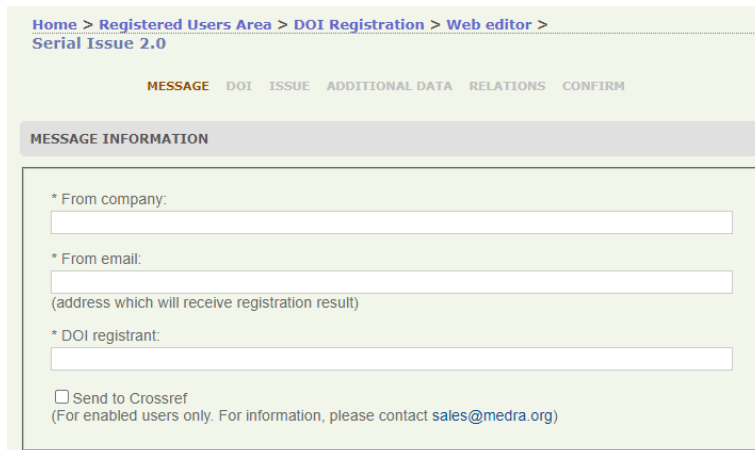


5. In the editor page click on “Serial Issue 2.0”



6. The web form of the Editor will open. It consists of different tabs: **Message information, DOI, Issue, 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 mEDRA system. At the top, there is a breadcrumb trail: "Home > Registered Users Area > DOI Registration > Web editor > Serial Issue 2.0". Below this, a navigation menu contains the following items: MESSAGE, DOI, ISSUE, ADDITIONAL DATA, RELATIONS, and CONFIRM. The main content area is titled "MESSAGE INFORMATION" and contains a form with the following fields and options:

- * From company: [Text input field]
- * From email: [Text input field]
(address which will receive registration result)
- * DOI registrant: [Text input field]
- Send to Crossref
(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 screenshot shows a web form with three distinct sections, each with a grey header and a light green body. The first section, 'DOI DATA', contains two text input fields: one for '* DOI:' and one for '* URL:'. A link 'Please see the Guidelines on DOI creation' is positioned between the two fields. The second section, 'SIMILARITY CHECK DATA', contains a single text input field for 'CRAWLABLE URL:'. The third section, 'ACCESS INDICATORS', features a checked checkbox for 'OA - Open Access' and a text input field for 'OA License:'.

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

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.issue number or JournalAcronym.year.volume.issue number) 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 issue. It can be a web page with some issue 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 issue, 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 issue is available in Open Access. Optionally it is possible to include the URL of the OA license applied.

9. **Issue:** 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:

Title Language:

Subtitle:

Add Other title

ISSN and other identifiers

ISSN (Print):

Product form:

ISSN (Digital):

Product form:

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:

Electronic format:

Issue data: here you have to fill in the data on the issue or volume of the journal on which you are registering the DOI.

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:

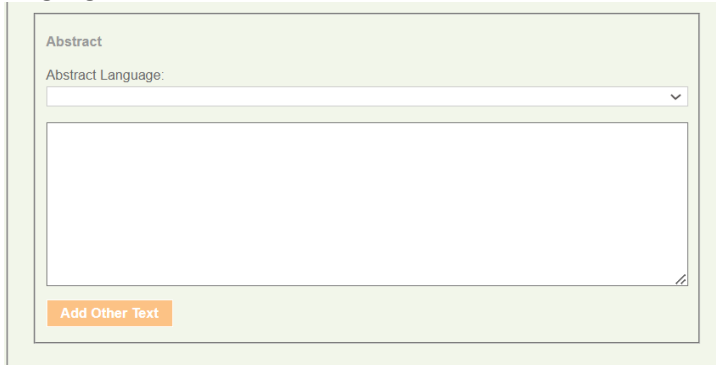
ISNI:

Imprint name:

* Country of publication:

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

Abstract: (optional) it is possible to insert an abstract of the entire issue, especially in the case of thematic issues or supplements. 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.



The screenshot shows a form titled "Abstract" with a light green background. At the top, it says "Abstract Language:" followed by a dropdown menu. Below this is a large, empty text area with a small cursor icon in the bottom right corner. At the bottom left of the form, there is an orange button labeled "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 issues, use the OA flag in the DOI tab.



The screenshot shows a form titled "COPYRIGHT DATA" with a light green background. At the top, there are two radio buttons: "No copyright info" (unselected) and "Copyright info" (selected). Below this is a text input field labeled "* Copyright year:". Underneath, there are two radio buttons for "Copyright owner": "Person" (selected) and "Corporate" (unselected). Below that is another text input field labeled "* Name:". At the bottom left, there is an orange button labeled "Add Copyright Owner".

11. **Relations:** (optional) relations that the issue 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

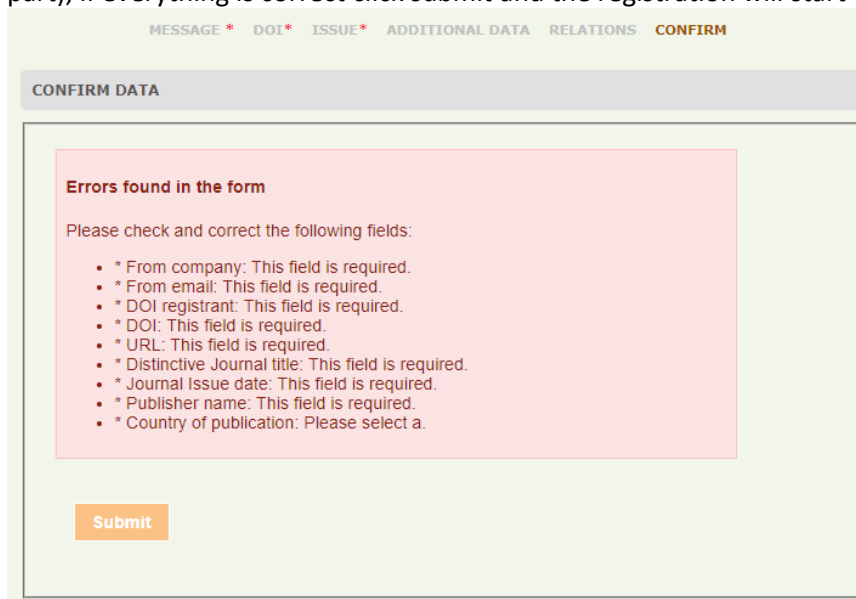
Related product code:

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 the following tabs: MESSAGE * DOI * ISSUE * ADDITIONAL DATA RELATIONS CONFIRM. The CONFIRM tab is highlighted in orange. Below the navigation bar is a section titled CONFIRM DATA. Inside this section, there is a red-bordered box containing 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.
- * Journal Issue date: This field is required.
- * Publisher name: This field is required.
- * Country of publication: Please select a.

Below the error list, there is an orange button labeled Submit.

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.

A screenshot of a web form for updating a DOI. The form has 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.