INSTRUCTIONS TO USE THE WEB EDITOR SERIAL ARTICLE WORK 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 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 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.

**DOI** data:
- 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.
- URL: this field allows you to enter 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 note that you should not enter https://doi.org/doi or https://www.medra.org/doi in the resolution URL.

**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.

**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.

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

**Publisher data:** the usual data on publisher and 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 enter a language, select it from the drop-down menu. You can also add other languages by clicking on the Add Other Language button. 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.

![Article Data Form](image)

**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 Form](image)

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

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<table>
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<th>Related Work</th>
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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**

![Article citation form]

**Citation of a book, by metadata**

![Book citation form]
Citation of any content, knowing its DOI

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.

To get the DOIs of the citations, you can use Crossref Simple Text Query and then copy and paste the list retrieved.
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.

![Confirm data](image)

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.

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

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.

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

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

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