INSTRUCTIONS TO USE THE WEB EDITOR MONOGRAPHIC PRODUCT 2.0

Table of Contents

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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 monograph 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 "**Monographic Product 2.0**"
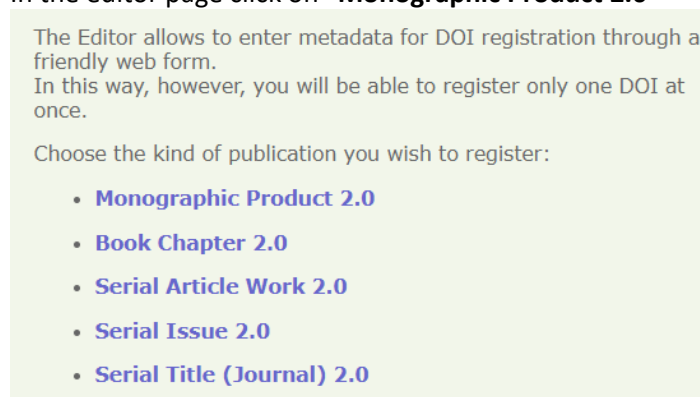
6. The web form of the Editor will open. It consists of different tabs: **Message information**, **DOI**, **Monograph data**, **Additional Data**, **Relations**, **Citations**, **Confirm**. Each contains the metadata field to be filled in. Mandatory fields are marked with an * moreover there are controls 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 they are 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 registering the DOIs (see point 15 below).
Do not tick the "send to Crossref" checkbox unless you are enabled to this additional service.

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

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 must input the DOI you have decided for each monograph, volume, or edited book. 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. I suggest you agree on a method for generating suffixes: for example, it could be BookTitleAcronym.isbn or just an internal 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 product. It can be a web page with some book 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 monograph, volume, or edited book, in order 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 monograph, volume, or edited book is available in Open Access. Optionally it is possible to include the URL of the OA license applied.

9. **Monograph Data**: this is the most important part of the form, where all the mandatory data are aggregated.

Product Identifiers: enter the isbn-13 if available as preferred option (we recommend inserting the isbn of the digital version and express the product form accordingly, below). You can also leave the field blank and/or enter other identifiers such as an isbn-10 and a proprietary code.

PRODUCT IDENTIFIERS

ISBN-13 (unhyphenated):

Add Product Identifier

Title: enter the distinctive (main) full title, its language and the subtitle, if any. In addition, you can also enter as many other titles as needed, such as abbreviated title or titles in other languages.

TITLE

* Title:

Title Language:

Subtitle:

Add Other title

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. We recommend 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:
http://orcid.org/

ISNI:

Professional position:

Affiliation:

Add contributor

Box starting with Product Form: here you have to fill in metadata about the publication and edition, namely whether the monograph is printed or online (we recommend expressing the product form accordingly to the isbn, if any, included in Product Identifiers) whether the book belongs to a collection and its issn and the number of pages, the edition, the publication date and the language of text. 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.

* Product form:

Series Data

ISSN:

Title of Series:

Number of pages:

Edition number:

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

* Language:

Add Other Language

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

PUBLISHER DATA

* Publisher name:

ISNI:

Imprint name:

* Country of publication:

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

10. **Additional Data**: these data provide extra info to the book. None is mandatory, but the abstract is strongly recommended.

    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.

Other data include dimensions of the product (weight, filesize, etc.), subject classifications, keywords and intended audience.

11. **Relations**: (optional) relations that the monograph/book has with other publications.

Related Work

Related work code:

Work identifier type:

Work identifier value:

Add Related work

Related Product

Related product code:
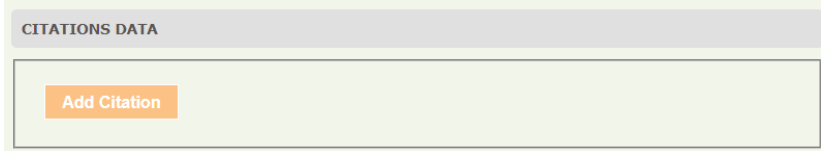
Product identifier type:

Product identifier value:

Add Related product

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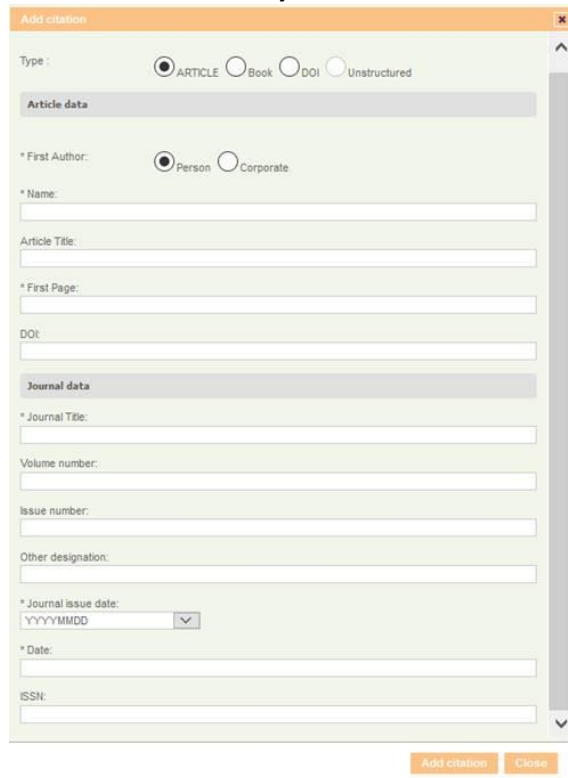
CITATIONS DATA

Add Citation

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

Citation of **an article by metadata**

Add citation

Type : ⦿ ARTICLE ◯ Book ◯ DOI ◯ Unstructured

Article data

* First Author: ⦿ Person ◯ Corporate

* Name:

Article Title:

* First Page:

DOI:

Journal data

* Journal Title:

Volume number:

Issue number:

Other designation:

* Journal issue date:
YYYYMMDD

* Date:

ISSN:

Add citation Close

Citation of **a book by metadata**

Add citation

Type : ◯ ARTICLE ⦿ Book ◯ DOI ◯ Unstructured

Book data

* First Author: ⦿ Person ◯ Corporate

* Name:

* Book Title:

First Page:

Book data:

* Publication Date:

ISBN:

DOI:

Series data

Series Title:

Number within series:

ISSN:

Add citation Close
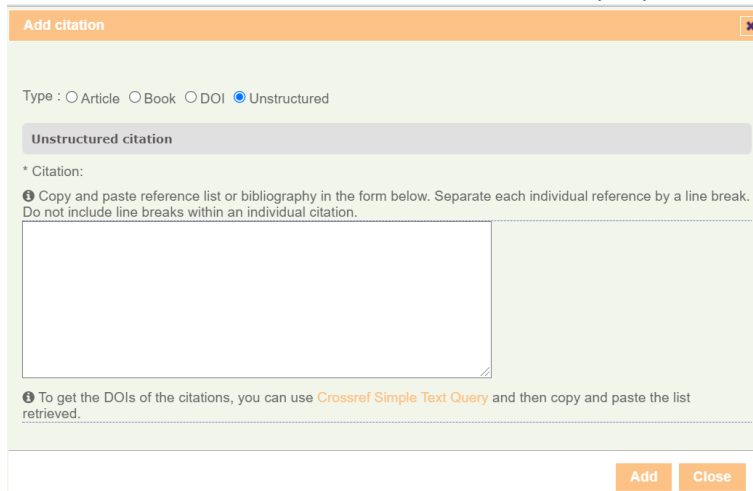
Citation of **any content, knowing its DOI**

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.

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

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

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 what 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.
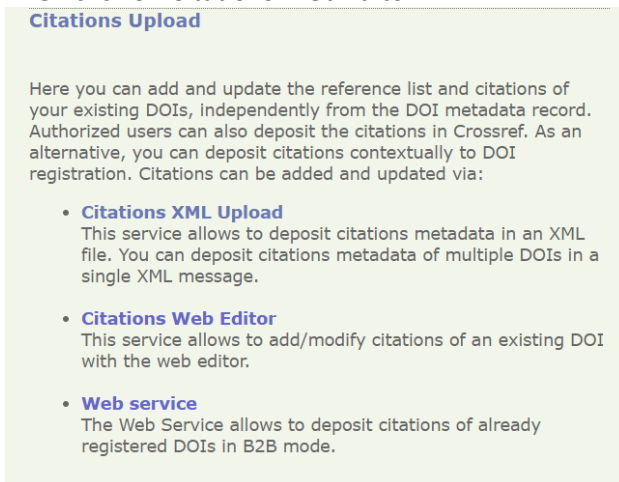
Add citations to an existing DOI

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

18. Click on the Citations Deposit link in the Registered Users menu
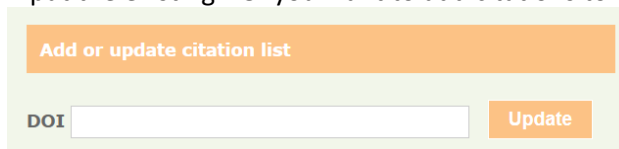
19. Then click on Citations Web Editor

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