

# INSTRUCTIONS TO USE THE WEB EDITOR MONOGRAPHIC PRODUCT 2.0

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*Last updated: March 2023*

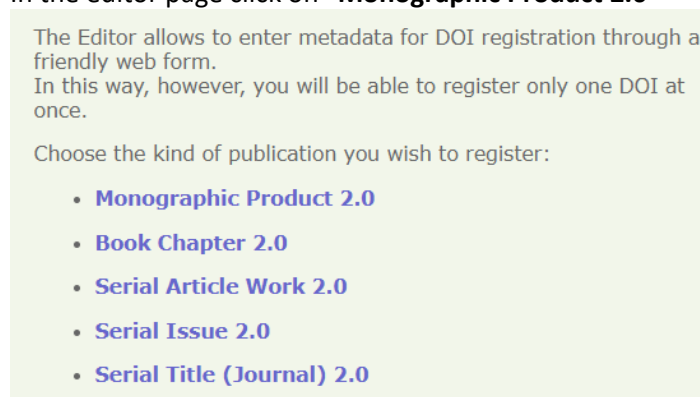
## Create a new DOI

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 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.

Home > Registered Users Area > DOI Registration > Editor >  
Monographic product 2.0

MESSAGE DOI MONOGRAPH DATA ADDITIONAL DATA RELATIONS CITATIONS CONFIRM

MESSAGE INFORMATION

\* From company:

\* From email:  
  
(address which will receive registration result)

DOI registrant:  
  
(if different from Company name)

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 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.

MESSAGE **DOI** MONOGRAPH DATA ADDITIONAL DATA 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 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):

**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:

**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:  
ISNI:  
Professional position:  
Affiliation:

**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.

The screenshot shows a navigation bar at the top with links: MESSAGE, DOI, MONOGRAPH DATA, **ADDITIONAL DATA**, RELATIONS, CITATIONS, and CONFIRM. Below this is a grey header for 'ADDITIONAL DATA'. The main content area is titled 'Abstract' and contains an 'Abstract Language:' dropdown menu, a large text input area with a small icon in the bottom right corner, and an orange 'Add Other Text' button at the bottom left.

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

The screenshot shows three distinct sections within the 'ADDITIONAL DATA' form. The first section is 'Extent', featuring 'Extent Type:', 'Extent Value:', and 'Extent Unit:' dropdown menus, followed by an orange 'Add Extent' button. The second section is 'Main Subject', with 'Subject scheme:', 'Subject version:', 'Subject code:', and 'Heading text:' input fields, followed by an orange 'Add Main Subject' button. The third section is 'Keywords', with a 'Keywords:' input field and an orange 'Add Keywords' button. At the bottom of the form is an 'Audience Code:' dropdown menu.

11. **Relations:** (optional) relations that the monograph/book 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:

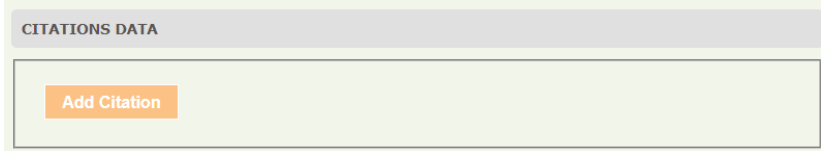
Product identifier type:

Product identifier value:

**Add Related product**



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

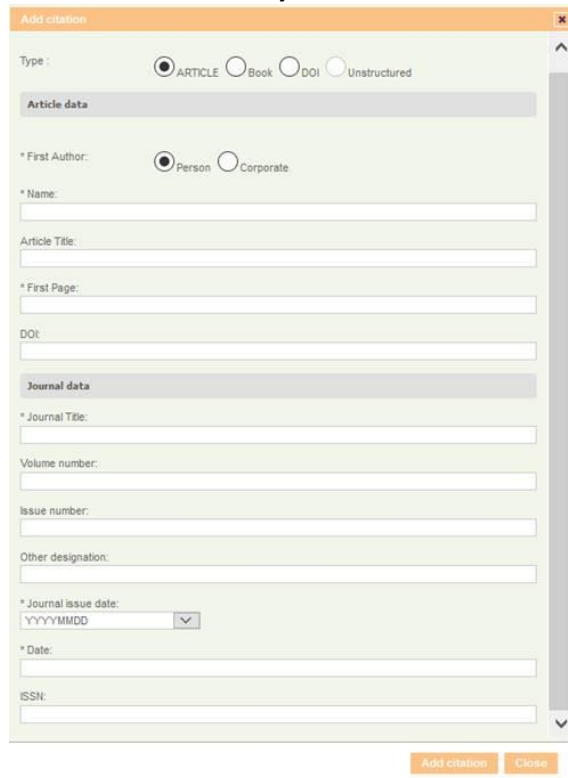


CITATIONS DATA

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:  ▼

\* 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

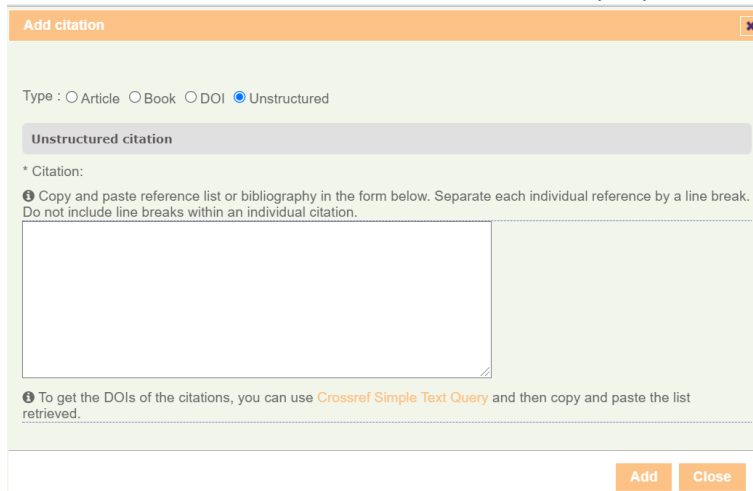
## Citation of any content, knowing its DOI



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 a small asterisk and the label "DOI". At the bottom of the dialog 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 a small asterisk and the label "Citation:". Below the input field is a large text area with a small icon in the bottom right corner. Below the text area is a small text block starting with an information icon and the text: "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 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

MESSAGE \* DOI \* MONOGRAPH DATA \* ADDITIONAL DATA RELATIONS CITATIONS **CONFIRM**

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.
- \* Title: this field is required.
- \* Last Name: this field is required.
- \* Product Form: please select a Product Form.
- \* Language of text: please select a language.
- \* Date: this field is required.
- \* Publisher Name: this field is required.
- \* Country of publication: please select a country.
- \* Copyright year: this field is required.
- \* Corporate 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

## 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".

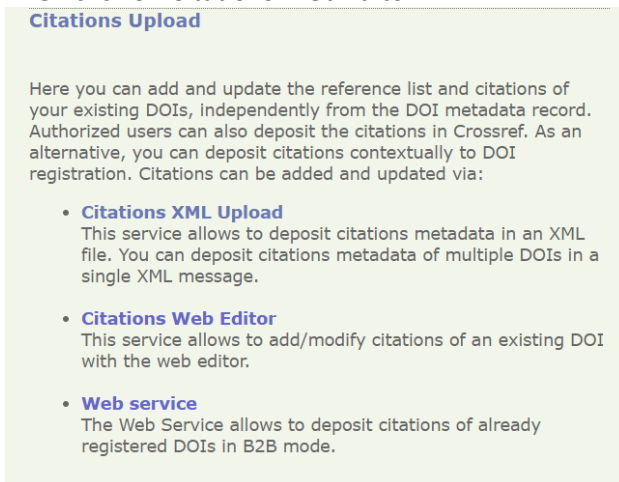
## Add citations to an existing DOI

To add the list of citations to an existing DOI, it is possible to use either the Web editor Serial 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



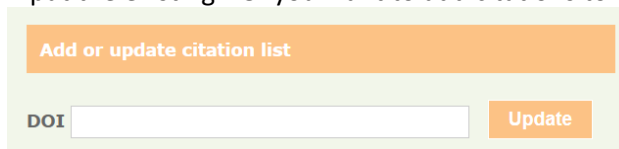
19. Then click on Citations Web Editor



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:"

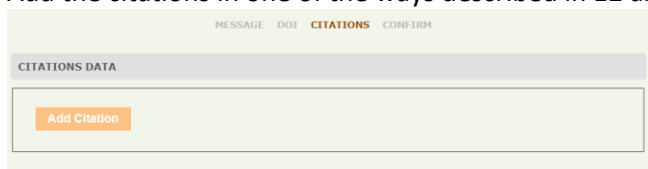
- **Citations XML Upload**  
This service allows to deposit citations metadata in an XML file. You can deposit citations metadata of multiple DOIs in a single XML message.
- **Citations Web Editor**  
This service allows to add/modify citations of an existing DOI with the web editor.
- **Web service**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