

# INSTRUCTIONS TO USE THE WEB EDITOR BOOK CHAPTER 2.0

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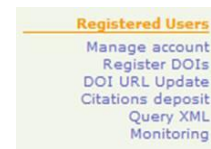
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*Last updated: March 2023*

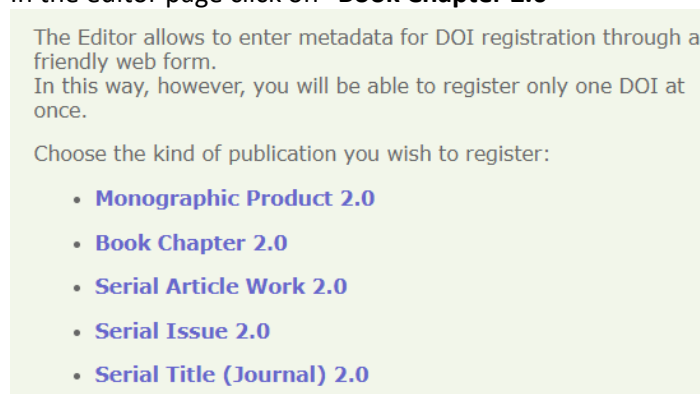
## Create a new DOI

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 chapter 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 “**Book Chapter 2.0**”



6. The web form of the Editor will open. It consists of different tabs: **Message information, DOI, Book, Chapter, 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 > Web editor >  
Book chapter 2.0

MESSAGE DOI BOOK CHAPTER RELATIONS CITATIONS CONFIRM

MESSAGE INFORMATION

\* From company:

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

\* DOI registrant:

Send to Crossref  
(For enabled users only. For information, please contact [sales@medra.org](mailto: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 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 chapter. 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.ChapterNumber, isbn.ChapterNumber 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 chapter. It can be a web page with some chapter 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 chapter, 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 chapter is in Open Access. Optionally it is possible to include the URL of the OA license applied.

9. **Book:** this section describes the volume or monograph of which the chapter is a part. These data must be the same for all the chapters that are part of it.

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

**TITLE**

\* Title:

Title Language:

Subtitle:

**Add Other title**

**ISBN and other identifiers:** insert ISBN-13 of the printed version and the digital version of the volume or monograph, if assigned.

**ISBN AND OTHER IDENTIFIERS**

ISBN 13 (Print):


ISBN 13 (Digital):

Electronic format:

**Book or volume DOI**

In the case of volumes without ISBN, it is recommended that all those who have subscribed to Crossref additional service register a DOI on the volume and then enter it in the chapter data.

**Book or volume DOI**

DOI:  Attention: the book level DOI must be registered first.

**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).

**CONTRIBUTOR DATA**

Enter a contributor
  Various Authors
  Unknown
  Anonymous
  No Contributors

\* Type:  Person  Corporate

\* Contributor role:  
 Edited by ▼

Full name:

First name:

\* Last name:

ORCID:

ISNI:

Professional position:

Affiliation:

**Add contributor**

You can enter as many authors and contributors as you wish by clicking on Add contributor button. We recommend entering the principal author first or for edited books, the main editor.

**Series data:** (optional) if the volume, to which the chapter belongs, is part of a series, insert here the title of the series and the print and digital ISSN if assigned to the series.

**SERIES DATA**

Title of Series:

ISSN (Digital):

ISSN (Print):

**Book data:** here you have to fill in metadata about the publication, namely the volume number, 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.

**BOOK DATA**

Volume number:

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

\* Language:  
▼

**Add Other Language**

e

**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.

**COPYRIGHT DATA**

No copyright info  Copyright info

\* Copyright year:

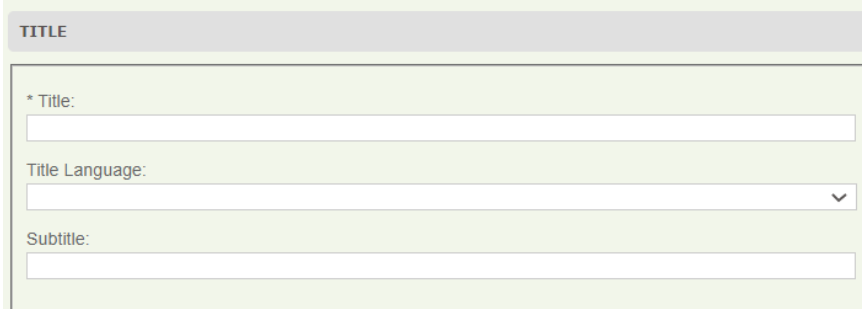
Copyright owner:  Person  Corporate

\* Name:

[Add Copyright Owner](#)

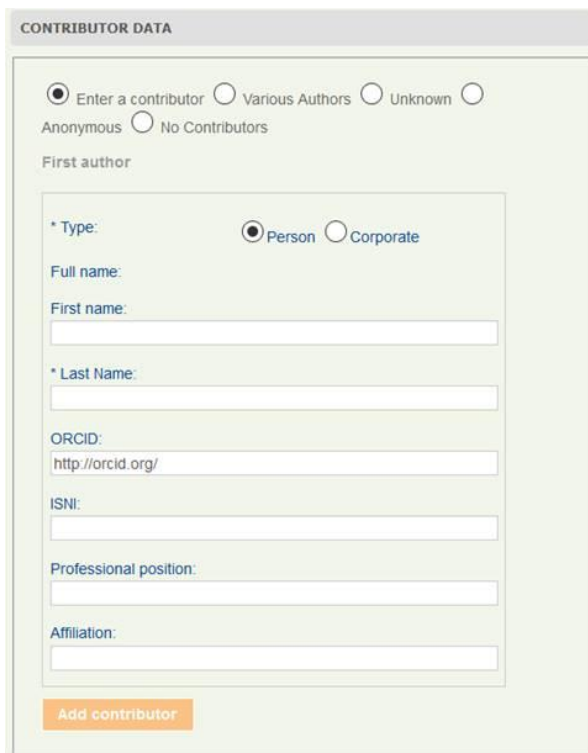
10. **Chapter:** these are the specific data of each chapter for which you are registering the DOI.

**Title:** Enter the distinctive (main) full title of the chapter, title language, and subtitle, if any.



The 'TITLE' form section contains three input fields: a text field for the main title, a dropdown menu for the title language, and a text field for the 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. It is recommended entering the principal author first.



The 'CONTRIBUTOR DATA' form section includes radio buttons for contributor type (Enter a contributor, Various Authors, Unknown, Anonymous, No Contributors), a 'First author' section with fields for Type (Person, Corporate), Full name, First name, Last Name, ORCID, ISNI, Professional position, and Affiliation, and an 'Add contributor' button.

**Chapter data:** Enter the sequential chapter number in the volume, the first page number, the abstract, the year of publication, and the language of the chapter text.



**CHAPTER DATA**

Chapter number:

\* First page number:

Last page number:

**Abstract**

Abstract Language:

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

\* Language:

First page number, publication date and language of the text are mandatory. For chapters published only online without page numbering or online first, include "1" as the first page number and, if necessary, update it once published with page numbering. 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.

**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.

**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 chapters, 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 chapter 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 chapter 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](#)

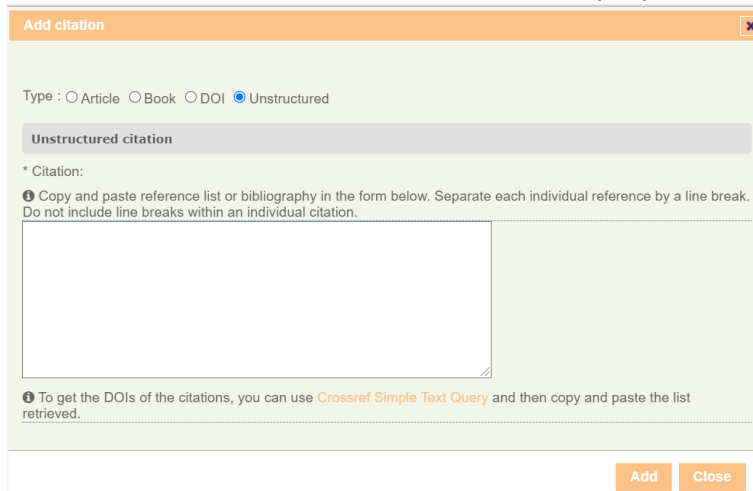
## Citation of any content, knowing its DOI



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.



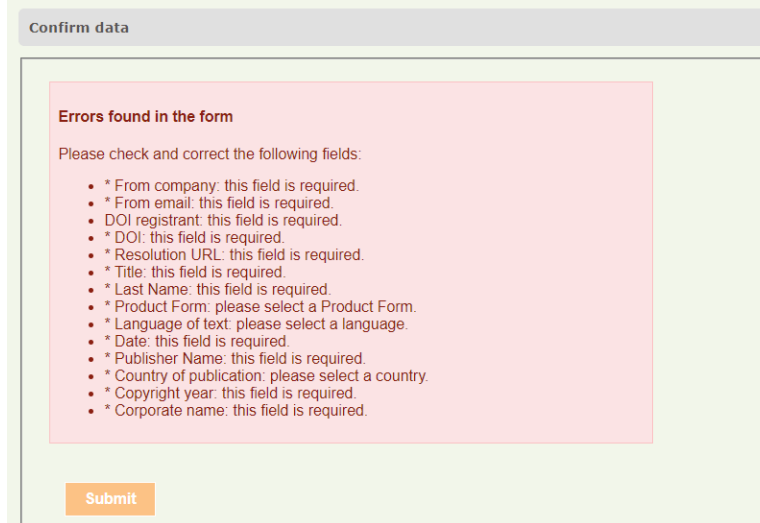
The screenshot shows a dialog box titled "Add citation" with a close button (X) in the top right corner. Below the title bar, there is a "Type:" label followed by four radio button options: "Article", "Book", "DOI", and "Unstructured". The "Unstructured" option is selected. Below the radio buttons is 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, empty text area. At the bottom of the dialog are two buttons: "Add" and "Close".

\* Citation:

📘 Copy and paste reference list or bibliography in the form below. Separate each individual reference by a line break. Do not include line breaks within an individual citation.

📘 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



The screenshot shows a web form titled "Confirm data" with a light green background. A red-bordered box in the center contains 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.
- \* 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.

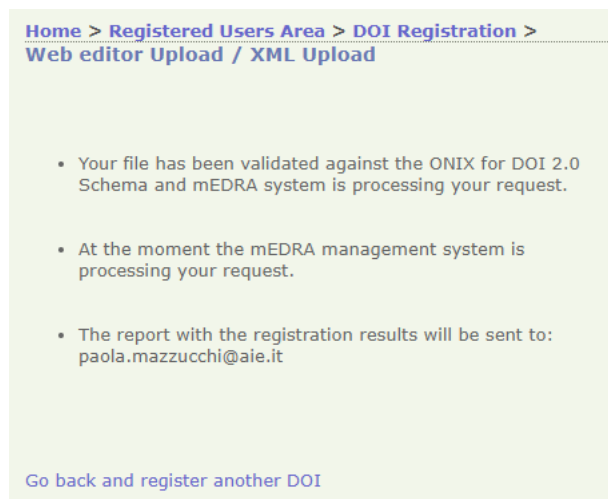
At the bottom of the form, there is an orange "Submit" button.

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 chapters for the same book

If you need to register DOIs on all chapters in the same monograph, volume or edited book, you do not need to input manually the Book data, that are common to all chapters.

Create the DOI for the first chapter, 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.

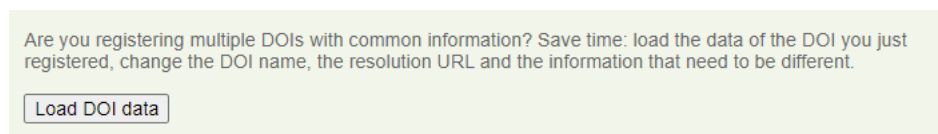


Home > Registered Users Area > DOI Registration > Web editor Upload / XML Upload

- Your file has been validated against the ONIX for DOI 2.0 Schema and mEDRA system is processing your request.
- At the moment the mEDRA management system is processing your request.
- The report with the registration results will be sent to: [paola.mazzucchi@aie.it](mailto:paola.mazzucchi@aie.it)

[Go back and register another DOI](#)

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



Are you registering multiple DOIs with common information? Save time: load the data of the DOI you just registered, change the DOI name, the resolution URL and the information that need to be different.

[Load DOI data](#)

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 Book tab as they are and change all the other chapter 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.



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".

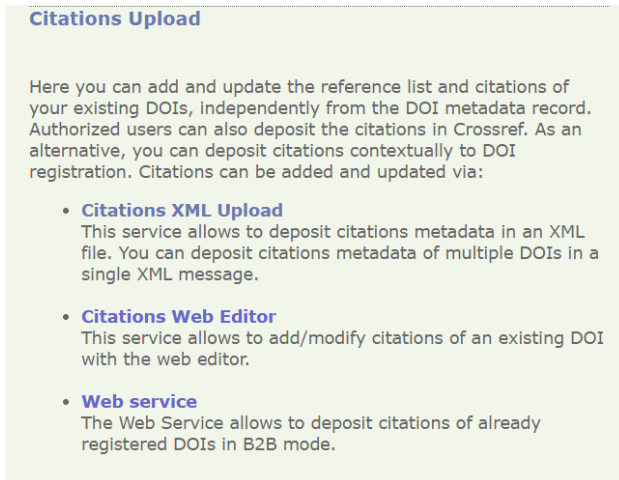
## Add citations to an existing DOI

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

18. Click on the Citations Deposit link in the Registered Users menu



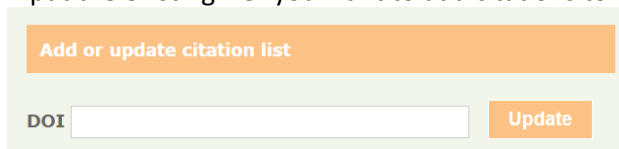
19. Then click on Citations Web Editor



The screenshot shows a page titled "Citations Upload" with a light green background. 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:"

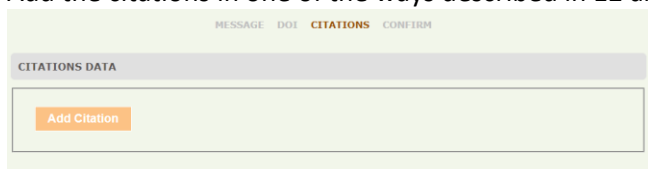
- **Citations XML Upload**  
This service allows to deposit citations metadata in an XML file. You can deposit citations metadata of multiple DOIs in a single XML message.
- **Citations Web Editor**  
This service allows to add/modify citations of an existing DOI with the web editor.
- **Web service**  
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 titled "CITATIONS DATA" with a light green background. At the top, there is a navigation bar with the text "MESSAGE DOI CITATIONS CONFIRM". Below this, there is a white input field labeled "Add Citation" and an orange button labeled "Add Citation".