Journal Publishing Guide: DOI instructions

Overview

Through our consortial partner and Crossref Sponsoring Affiliate, Scholars Portal, the University of Toronto Libraries (UTL) is now able to offer DOI service to journals hosted on our instance of Open Journal Systems (OJS). Each registered DOI costs US$1. The UTL will pay this fee for all the journals we host.

UTL's responsibilities

- Provide the journals with UTL prefix: **10.33137** *****
- Configure journal's DOI and Crossref plugins
- Provide the journal with instructions on assigning DOIs and exporting them to Crossref
- Assist with troubleshooting DOI assignment and Crossref exports

*If your journal already has a DOI prefix, contact us (https://jps.library.utoronto.ca/index.php/pubguide/Contact) for transfer assistance.

Journal's responsibilities

- Enter the journal information necessary for DOI assignment (see **Step 1** below)
- Assign DOIs to all newly published articles (see **Step 3** below)
- Export all newly published articles' metadata to Crossref (see **Step 4** below)
- **List DOIs for all the references cited by your journal articles, where available ***
- Display DOIs for your articles and all the cited works following Crossref instructions (https://www.crossref.org/display-guidelines/#FAQ)
- Assigning DOIs to and exporting of backfiles are optional

*Listing DOIs for cited articles is a requirement from Crossref. Journals usually ask authors to provide the DOIs of the papers they cite. You can add an item in the Submission Preparation Checklist to request this information from authors. Alternatively, there are several ways to look up DOIs (https://www.crossref.org/guestquery/).

DOI set up for your journal

Step 1 - Fill out journal's info (done by journal manager/editor)

Make sure to fill out the following in the Masthead, Contact and Author Guidelines:

- Journal Title
- Journal Initials
- Journal Abbreviation

- Journal ISSN (or electronic ISSN) (See how to obtain an ISSN (https://jps.library.utoronto.ca/index.php/pubguide/starting#obtaininganissn))
- Principal Contact (name and email)
- Technical Support Contact (name and email)
- Publisher (institution)
- Instructions for authors to provide DOIs for cited articles, where available

Step 2 - Configure DOI & Crossref plugins (done by the UTL)

The UTL staff will enable and configure the DOI plugin and CrossRef XML Export plugin to automatically assign DOIs and export articles to Crossref. DOIs can only be assigned to articles (not journal issues, galleys or supplementary files).

The DOI plugin offers different DOI suffix patterns based on your journal's volume, issue, etc. With the default pattern, the DOI would look like this: https://doi.org/10.33137/cpoj.v1i2.31371 (https://doi.org/10.33137/cpoj.v1i2.31371)

Alternative patterns are possible. Contact the UTL staff (https://jps.library.utoronto.ca/index.php/pubguide/Contact) for a consultation on choosing the right DOI pattern for your journal articles.

Step 3 - Assign DOIs (done by journal manager/editor)

(The following instructions are adapted, with permission, from the Western Libraries' DOIs for Your Journal Guide (https://www.lib.uwo.ca/scholarship/journal_dois.html))

1. Before you assign DOIs, make sure you have completed all editorial workflow steps, added DOIs for all works cited, and scheduled the articles for publication
2. Navigate to the article submission page and click on `Metadata>Identifiers`. You will see a preview of the DOI.* Click on **Save** to complete the assigning. The DOI link should now be appearing on your article page.
3. Add the full DOI URL to the publication-ready, formatted galley file in a format looking like this: https://doi.org/10.33137/cjal-rcbu.v4.29561 (https://doi.org/10.33137/cjal-rcbu.v4.29561)
4. Upload the final galley file to the **Galley**
5. Publish the issue

If a notification of "unresolved pattern" appears, double check that the article has been scheduled to be published in an issue.

Step 4 - Export DOIs to Crossref (done by journal manager/editor)

Upon assigning the DOIs, it is necessary to export them to Crossref for URLs to be activated.

1. Navigate to `Tools>Import/Export>CrossRef XML Export Plugin`
2. Navigate to the **Articles** tab
3. Select the articles to be exported
4. Check the box **Validate XML before the export and registration**
5. Click on **Submit** to register all selected articles.

6. Upon Crossref registration, the status should change to **Submitted**. There may be a short delay while the metadata is transferred to Crossref.
7. The DOI should now be working and lead you to the article page in OJS.

Assign DOIs to previously published articles

You can assign DOIs to previously published articles in 2 ways:

1. Via "Assign DOIs" link in the DOI plugin. This will batch assign DOIs to all articles that do no currently have DOIs; no existing DOIs will be affected. This function only works with the default DOI pattern. After that follow Step 4 to export DOIs to Crossref.

2. You can assign DOIs to individual published articles following instructions in Step 3 and then export as described in Step 4.

⚠**IMPORTANT** "Reassign DOIs" function in the DOI plugin settings will clear all previously entered article DOIs in your journal. Do not use it unless that is your intention. You will not be able to restore the DOIs other than by manual re-entry. It will not remove DOI references & metadata from Crossref.

Troubleshooting

For technical support or consultation, please contact Journal Productions Services support staff (https://jps.library.utoronto.ca/index.php/pubguide/Contact)

UTL's Journal Production Services (https://jps.library.utoronto.ca/index.php/pubguide/hosting)

Starting a journal (https://jps.library.utoronto.ca/index.php/pubguide/starting)

Setting up your journal (https://jps.library.utoronto.ca/index.php/pubguide/setting)

Editorial workflow (https://jps.library.utoronto.ca/index.php/pubguide/editorial)

Copyright and licensing (https://jps.library.utoronto.ca/index.php/pubguide/copyright)

Impact and discoverability (https://jps.library.utoronto.ca/index.php/pubguide/impact)

DOI instructions (https://jps.library.utoronto.ca/index.php/pubguide/DOI)

Learning OJS 3 (https://jps.library.utoronto.ca/index.php/pubguide/learning)

Web accessibility (https://jps.library.utoronto.ca/index.php/pubguide/accessibility)

Student Journal Toolkit (https://jps.library.utoronto.ca/index.php/pubguide/studentjournaltoolkit)

Hosted by

UNIVERSITY OF TORONTO LIBRARIES

(https://jps.library.utoronto.ca)

(http://creativecommons.org/licenses/by-sa/4.0/) This work is licensed under a Creative Commons Attribution-ShareAlike 4.0 International License (http://creativecommons.org/licenses/by-sa/4.0/) (https://jps.library.utoronto.ca/index.php/pubguide/about/aboutThisPublishingSystem)