INSTRUCTIONS TO USE THE WEB EDITOR SERIAL TITLE (JOURNAL) 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 journal 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"
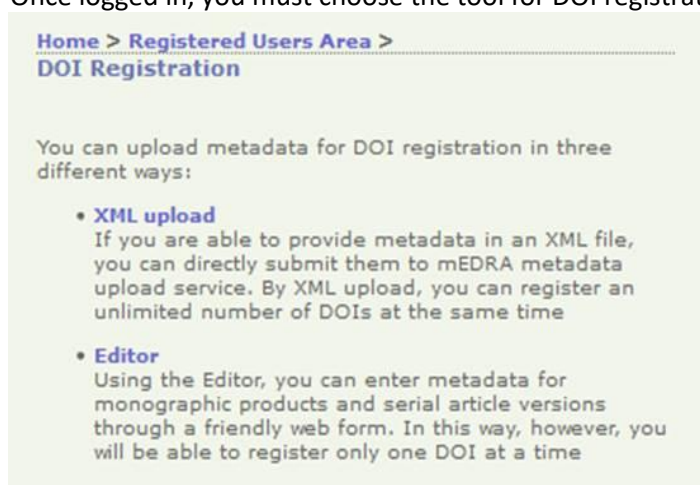
5. In the editor page click on "Serial Title (Journal) 2.0"
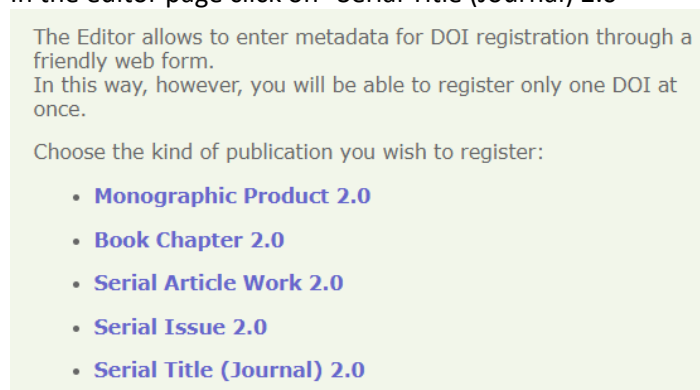
6. The web form of the Editor will open. It consists of different tabs: **Message information**, **DOI**, **Journal**, **Additional Data**, **Relations**, **Confirm**.
   Each contains the metadata field to be filled in. Mandatory fields are marked with an * moreover there are controls for each field 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: here you have to input the DOI you have decided for the journal. Only one DOI should be assigned to a journal (DOI journal).
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.
We suggest you agree on a method for generating suffixes: for example it could be JournalAcronym.issn or JournalAcronym) 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 journal. Usually it is the home page of the journal.
Please DO NOT enter https://doi.org/{doi} or https://www.medra.org/{doi} in the resolution URL.

Access indicators: a flag that, if checked, indicates that the journal is available in Open Access.
Optionally it is possible to include the URL of the OA license applied.

9.   **Journal**: The section is divided into two parts: journal data and publisher data.

Journal data: here you must fill in the metadata about the journal to which you are assigning the DOI, the title, the ISSN of the printed journal and/or that of the online journal. It is important that these data are always the same for all DOIs of issues or articles in the same journal.

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

10. **Additional data**: In this section, you can specify other optional journal information.

Additional data: you can enter the relevant dates of the life cycle of the journal such as the date of first publication and, in the case of discontinued journals, the date of last publication. In addition, you can enter the language in which the journal is published. 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.

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 journals, use the OA flag on the DOI tab.

11 Relations: (optional) relations that the article has with other publications.

Related Work

Related work code:

Work identifier type:

Work identifier value:

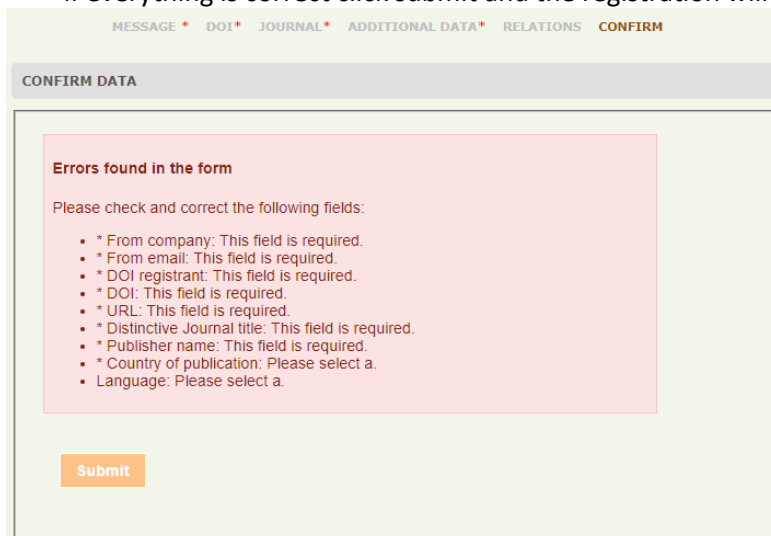**Add Related work**

Related Product

Related product code:

Product identifier type:

Product identifier value:

Add Related product

12 **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

13 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)

14 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.

15 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

16   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.

17   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 12 above.