

INSTRUCTIONS TO USE THE WEB EDITOR BOOK CHAPTER 2.0

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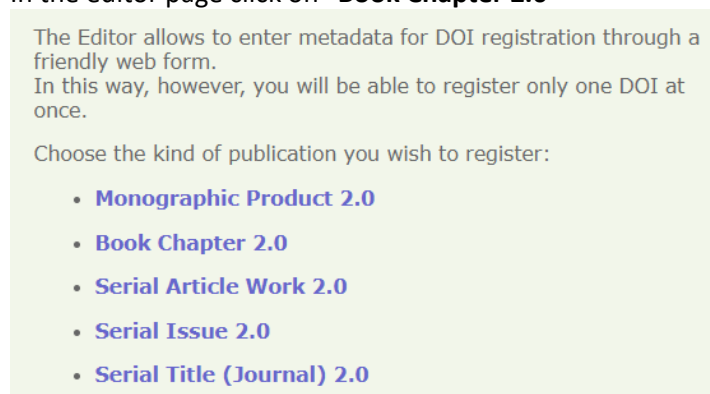
Create a new DOI

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 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)

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:
FUNDING INFORMATION
Funder Name: Funder Identifier (Open Funder Registry): Award Number: Add Funding Information

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. It is recommended if the content is available in OA, as it supports operations of metadata aggregators such as OpenAIRE. Optionally it is possible to include the URL of the OA license applied.

Funding information: Name and unique identifier of the institution that provided funding to the research or the publication.

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 first a DOI on the volume and then enter it in the chapter data. The system checks that the DOI of the volume exists and has been already registered.

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 (you can search it on <https://orcid.org>), in addition to name (first name) and surname (last name). Also enter the Affiliation of the author, namely the name of the institution and if available the ROR ID of the institution (you can search it on <https://ror.org>).

CONTRIBUTOR DATA

☒ Enter a contributor
 ☐ Various Authors
 ☐ Unknown
 ☐ Anonymous
 ☐ No Contributors

* Type:

☒ Person
 ☐ Corporate

* Contributor role:

By (author) ▼

Full name:

First name:

* Last name:

ORCID:

https://orcid.org/

ISNI:

Affiliation

Professional position:

Institution Name:

Institution ROR:

https://ror.org/

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](#)

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:

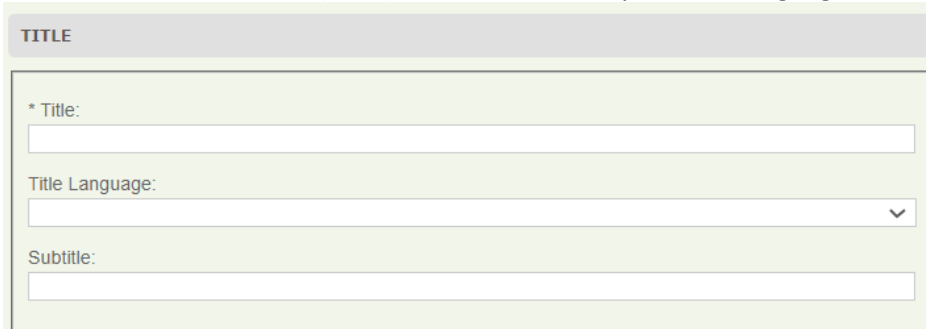
Copyright owner: ☒ Person ☐ Corporate

* Name:

[Add Copyright Owner](#)

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

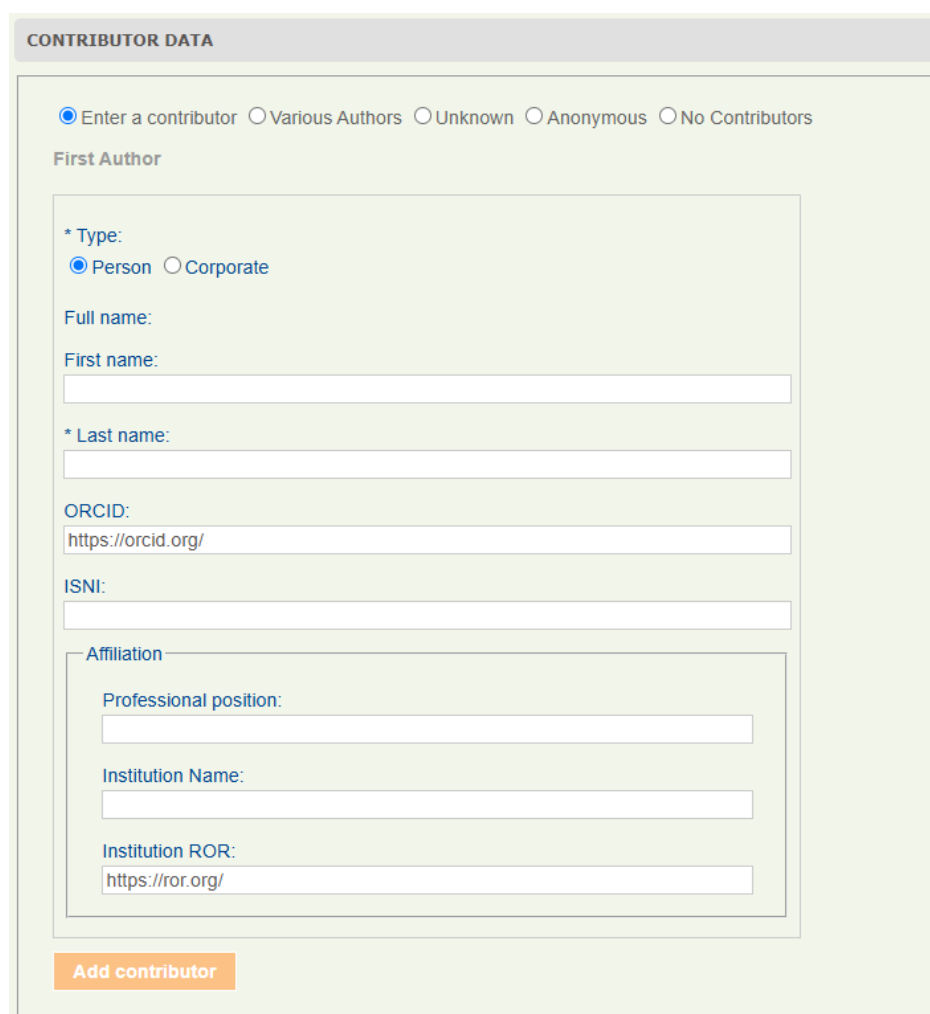
Title: Enter the distinctive (main) full title of the chapter, title language, and subtitle, if any.



The screenshot shows a form section titled "TITLE" in a grey header. Below the header, there are three input fields: a text field for "* Title:", a dropdown menu for "Title Language:", and a text field for "Subtitle:". The form has a light green background.

Contributor Data: this is an important part, please also enter the ORCID of each author if you know it (you can search it on <https://orcid.org>), in addition to name (first name) and surname (last name). Also enter the Affiliation of the author, namely the name of the institution and if available the ROR ID of the institution (you can search it on <https://ror.org>).

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 screenshot shows a form section titled "CONTRIBUTOR DATA" in a grey header. Below the header, there are five radio buttons: "Enter a contributor" (selected), "Various Authors", "Unknown", "Anonymous", and "No Contributors". Below the radio buttons, there is a section titled "First Author" which contains several input fields: "* Type:" with radio buttons for "Person" (selected) and "Corporate"; "Full name:"; "First name:"; "* Last name:"; "ORCID:" with a pre-filled "https://orcid.org/"; "ISNI:"; and an "Affiliation" section containing "Professional position:", "Institution Name:", and "Institution ROR:" with a pre-filled "https://ror.org/". At the bottom of the form, there is an orange button labeled "Add contributor".

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:

Add Other Text

* Publication date:

 - - (* YYYY-MM-DD)
(* year only)

* Language:

Add Other 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:

Add Copyright Owner

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:
YYYY/MMDD

* 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

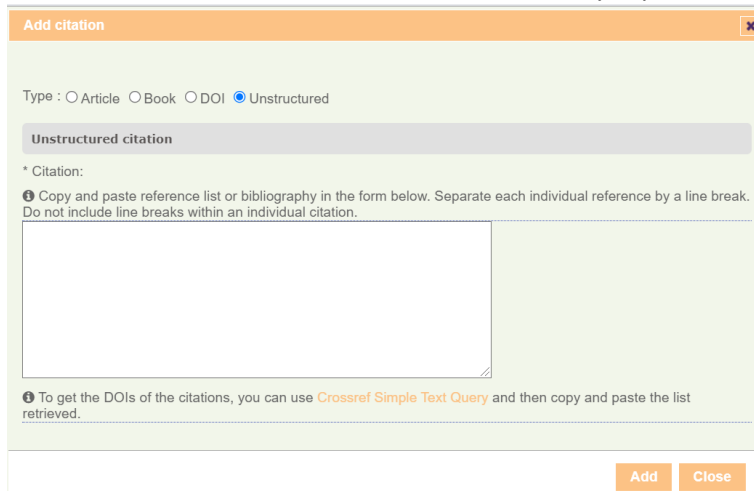
Citation of **any content**, knowing its DOI



The 'Add citation' dialog box has an orange title bar with a close button. Below the title bar, there are four radio buttons for 'Type': 'ARTICLE', 'Book', 'DOI' (which is selected), and 'Unstructured'. Below these is a grey bar labeled 'DOI data'. Underneath is a text input field with a '*' before the label 'DOI:'. At the bottom right, there are two orange 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.



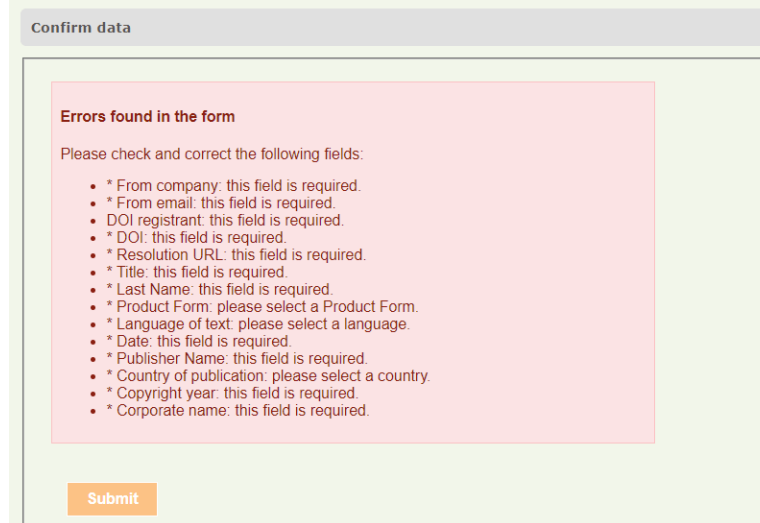
The 'Add citation' dialog box has an orange title bar with a close button. Below the title bar, there are four radio buttons for 'Type': 'Article', 'Book', 'DOI', and 'Unstructured' (which is selected). Below these is a grey bar labeled 'Unstructured citation'. Underneath is a text input field with a '*' before the label 'Citation:'. Below the input field is a large text area for pasting the bibliography. At the bottom right, there are two orange buttons: 'Add' and 'Close'.

*** Citation:**

i 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.

i 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 interface with a tab labeled "Confirm data". Below the tab is a large light green rectangular area. Inside this area is a pink rectangular box containing the text "Errors found in the form" and a list of 15 error messages, each preceded by a red asterisk. Below the pink box is an orange button labeled "Submit".

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

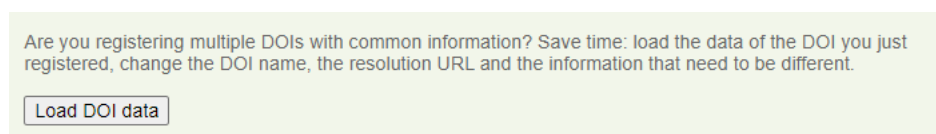
Create DOIs for multiple chapters for the same book

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.



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



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 titled "Update a DOI with the Editor" in an orange header bar. Below the header, there is a label "DOI" followed by a white text input field. To the right of the input field is an orange button labeled "Update".

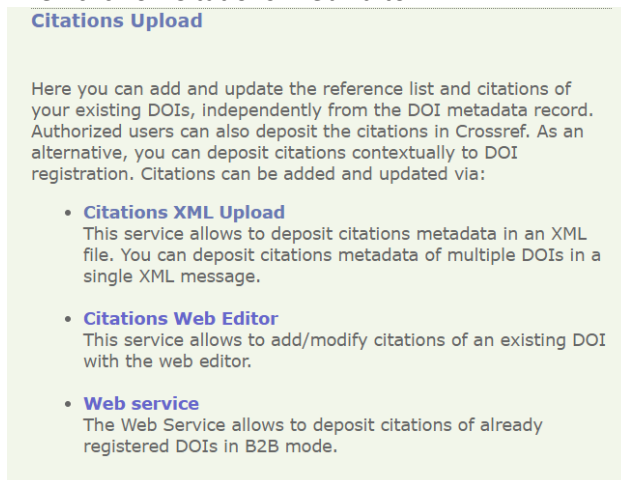
Add citations to an existing DOI

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

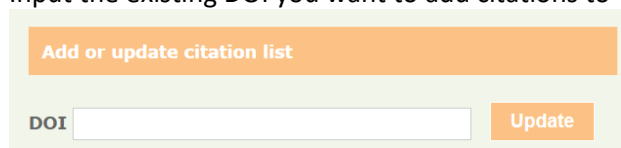


19. Then click on Citations Web Editor



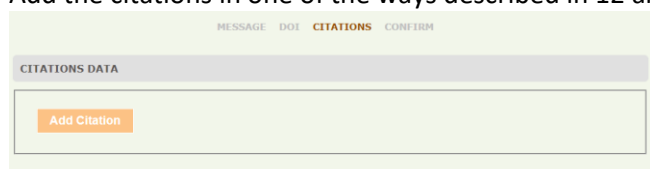
The screenshot shows a page titled "Citations Upload" in blue. Below the title, there is a paragraph of text: "Here you can add and update the reference list and citations of your existing DOIs, independently from the DOI metadata record. Authorized users can also deposit the citations in Crossref. As an alternative, you can deposit citations contextually to DOI registration. Citations can be added and updated via:". Below the paragraph, there is a list of three items: "Citations XML Upload", "Citations Web Editor", and "Web service". Each item has a brief description of its function.

20. Input the existing DOI you want to add citations to



The screenshot shows a web form titled "Add or update citation list" in an orange header bar. Below the header, there is a label "DOI" followed by a white text input field. To the right of the input field is 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 the links "MESSAGE", "DOI", "CITATIONS", and "CONFIRM". Below the navigation bar, there is a section titled "CITATIONS DATA" in a grey header bar. Below the header bar, there is a white text input field with an orange button labeled "Add Citation" to its right.