

Crossref service tips – mEDRA sponsored members.

Content	Tip	Description
ALL	Make sure the check “send to Crossref” is flagged	The DOI will be registered and will resolve only if deposited in Crossref. If not flagged, metadata will be saved in mEDRA but the DOI is not registered and will not resolve (you can unflag the option if you are unsure of-or do not have all the metadata but you must remember to update the DOI when ready and flag the “send to Crossref” option).
ALL	Include as resolution URL the link to a landing page (not directly the link to the pdf)	The best practice is to provide a landing page for each DOI, where metadata of the identified content are displayed, including the DOI and a link to access the content pdf if the case. Displaying the reference list with DOI is also recommended.
ALL	Include as crawlable URL the link to the pdf	Including the crawlable URL is required for the Similarity Check service, but it is useful to have your content indexed in the full-text database that can serve as a preventive measure of plagiarism, even for publishers who do not use the service
ARTICLES	Always include the ISSN of the journal Always include the journal title written in the same way	Crossref maintains the association DOI prefix-issn-journal title. This association is created from the metadata of the first DOI deposit for a journal. Any variation from this first association will cause an error and the DOI will not be registered. If you made a mistake or your journal has changed title, please contact us.
ARTICLES	If the journal does not have an ISSN, register a Journal DOI and include the journal DOI in all article records. Always include the journal title written in the same way	In case of journals without issn, Crossref maintains the association DOI prefix-journal doi-journal title. This association is created from the metadata of the first DOI deposit for a journal. Any variation from this first association will cause an error and the DOI will not be registered. (if the journal has an ISSN, you do not need to register and include a journal DOI).
BOOKS BOOK CHAPTERS	Always include the correct ISBN-13 of the book (if available) Always include the book title written in the same way Do not use the same ISBN with the different book titles	Crossref maintains the association DOI prefix-isbn-book title. Only one book title can be associated with an ISBN. Moreover, pay attention to the correctness of the ISBN (check digit etc.). Invalid ISBNs will cause an error, and the DOI will not be registered.
ALL	Separate Name and Surname of authors	Crossref does not accept name and surnames in a single field
ALL	Include the ORCID of the authors (if you have it)	The inclusion of the ORCID will allow the DOI record to feed automatically into the author’s ORCID profile. Check that there are no duplicates of ORCID for different authors. Crossref checks each ORCID for only one

		author in the DOI record. If the ORCID is duplicated it will cause an error and the DOI will not be registered
ALL	Include affiliations of the authors, and ROR of the institution	
ALL	Start depositing references (citations)	This is the principle of Crossref citation network. You can deposit citation at the same time you register the DOI (via web editor or xml) or at a later stage (via citation editor or xml). Citations shall be displayed in the landing page for cross-linking

For any doubt, please, contact support@medra.org for guidance.