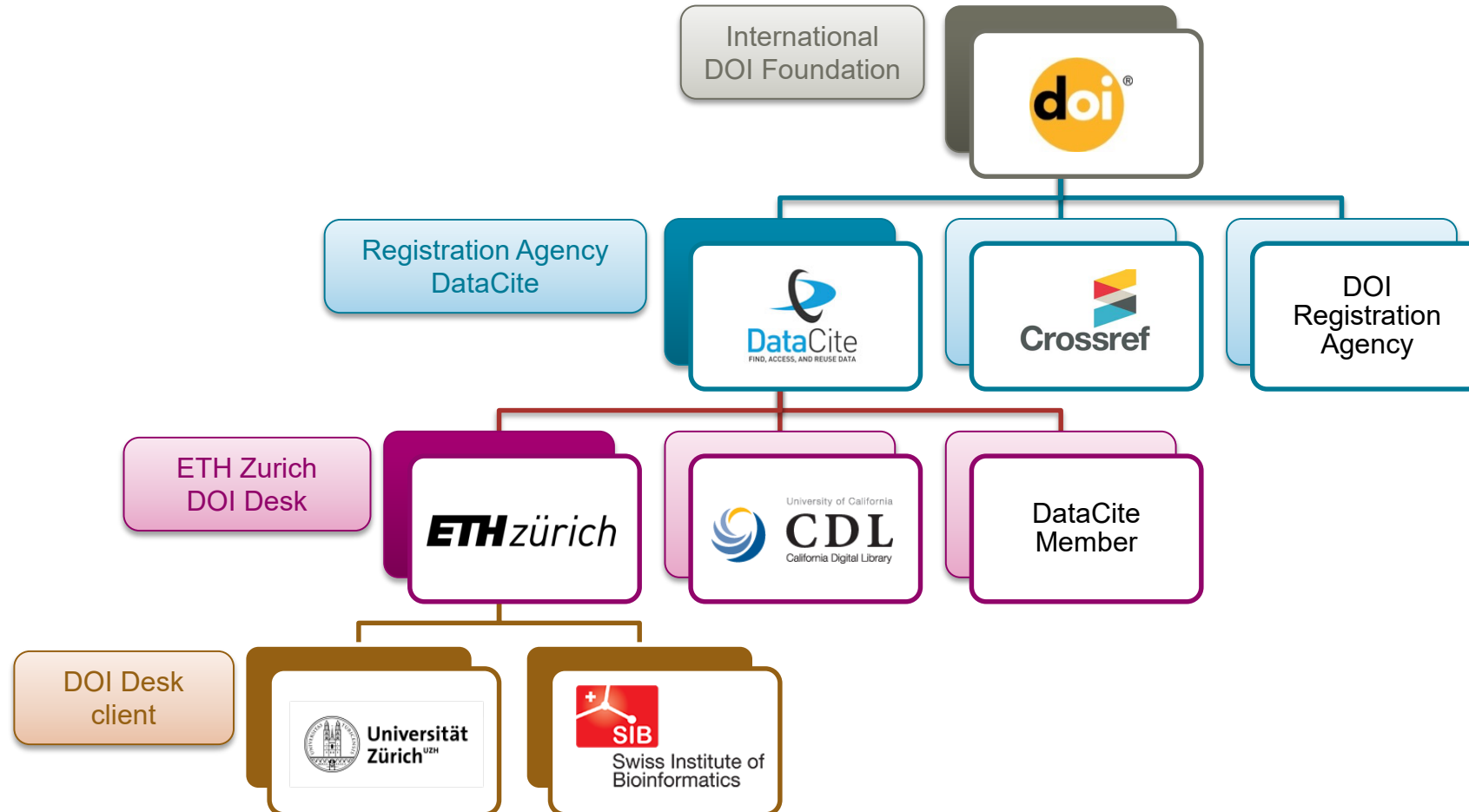




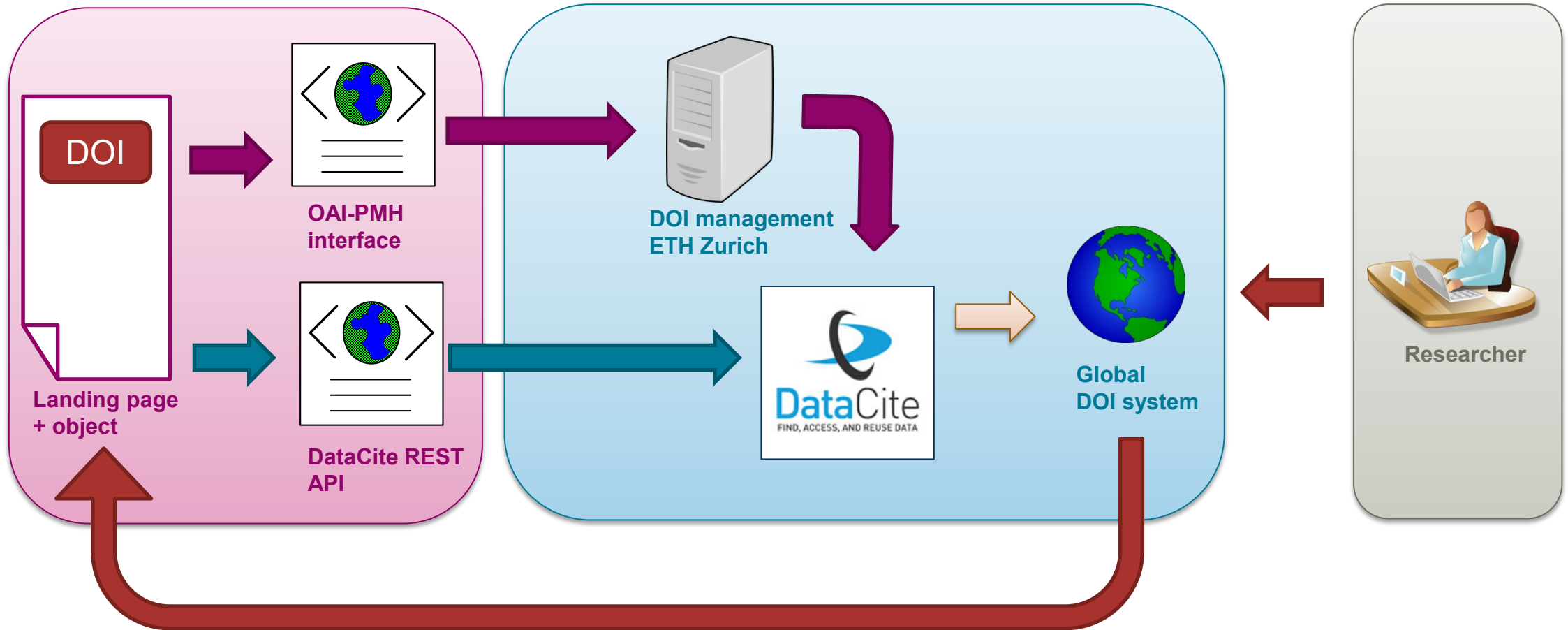
# ETH Zurich's DOI Desk

A step-by-step guide to DOI registration

# DOI System



# DOI Workflow I: Automatic Registration



# DOI Workflow I: Automatic Registration

## Via DataCite REST API:

1. You create a **JSON** file with the necessary metadata on the object, incl. the **DOI name** (according to specified rules).
2. You submit your file to the DataCite Server with your repository ID and your password.
3. Your DOI and the metadata can be resolved as soon as it is in the **global DOI system**.
4. More information is available on DataCite's support site: <https://support.datacite.org/docs/api-create-fois>

## Harvesting from an OAI-PMH interface:

1. Your publication service generates a **DOI name** for every new object according to specified rules.
2. You publish the necessary metadata on the object, incl. the DOI name, as an XML in Dublin Core Simple format on an **OAI server** or via **ATOM Feed**.
3. Once a day, the DOI Desk **harvests** your new or updated data, the DOI Desk automatically converts the data into the [DataCite Metadata Schema](#) and sends it to DataCite for registration.
4. Once the data is in the **global DOI system** it can be resolved.

# Metadata for DOI Registration via DataCite API

## Mandatory fields

- ✓ *Identifier (=DOI and Landing Page URL)*
- ✓ *Creator*
- ✓ *Title*
- ✓ *Publisher*
- ✓ *PublicationYear*
- ✓ *ResourceType*

## Recommended fields

- ✓ *Subject*
- ✓ *Contributor*
- ✓ *Date*
- ✓ *RelatedIdentifier*
- ✓ *Description*
- ✓ *Geolocation*

## Optional fields

- ✓ *Language*
- ✓ *AlternateIdentifier*
- ✓ *Size*
- ✓ *Format*
- ✓ *Version*
- ✓ *Rights*

# Metadata for DOI Registration via OAI-PMH

## **Mandatory fields**

- ✓ *Identifier (=DOI and Landing Page URL)*
- ✓ *Creator*
- ✓ *Title*
- ✓ *Publisher*
- ✓ *Date*
- ✓ *ResourceType*

## **Recommended fields**

- ✓ *Subject*
- ✓ *Contributor*
- ✓ *Description*

## **Optional fields**

- ✓ *Language*
- ✓ *Format*
- ✓ *Rights*

# DOI Workflow II: Manual Registration via DataCite Fabrica

Clients who only wish to register a few DOIs per year have the option of registering via DataCite Fabrica:

**Create DOI (Form)**  
 More information about DOI registration via form can be found on our [Support Website](#).

**DOI**   ↻ ⊗  
 A globally unique string that identifies the resource and can't be changed.

**State**  Draft only visible in Fabrica, DOI can be deleted  
 Registered registered with the DOI Resolver  
 Findable registered with the DOI Resolver and indexed in DataCite Search  
 The state determines whether a DOI is registered and findable. Once in Registered or Findable state, a DOI can't be set back to Draft state. [More ...](#)

**URL**   
 The location of the landing page with more information about the resource.

**Creator(s)** **Name Identifier (optional)**   
 Uniquely identifies an individual or legal entity, according to various schemas, e.g. ORCID, ROR or ISNI. Use name identifier expressed as URL. The Given Name, Family Name and Name will automatically be filled out for ORCID and ROR identifiers.

Person  Organization

**Given Name**   
This field can't be blank

## Manual registration procedure

- Log in at <https://doi.datacite.org/>
- Go to the tab “DOIs”
- Go to “Create (Form)” on the left
- Enter metadata
  - ✓ DOI
  - ✓ State (*draft, registered or visible*)
  - ✓ URL
  - ✓ Creator(s)
  - ✓ Title(s)
  - ✓ Publisher
  - ✓ Publication Year
  - ✓ Resource Type
  - ✓ Description (*optional*)
- Create DOI

# DOI Syntax

- Every DOI name is a unique series of alphanumerical characters and consists of two parts: the prefix and the suffix – separated by a forward slash.

10.1748/57334.dhfi.3849

- You are allocated the **prefix** by the ETH Zurich DOI Desk.
- You can establish the rules for the **suffix** yourself. If available, we recommend using an internal ID from your database or a sequential number. This guarantees the uniqueness of the suffix.
- Please make sure not to use any space after the suffix, otherwise the registered DOI includes this space.

## Allowed characters

Please only use the following characters in the suffix of your DOIs:

A – Z

a – z

0 – 9

: (colon)

. (dot)

- (dash)

\_ (underscore)

/ (slash)

+ (plus)



## Requirements for Clients

- **Commitment to data persistence:** Clients are expected to maintain the objects that have been assigned DOIs and maintain the URLs associated with their DOIs.
- **Mandatory metadata:** Mandatory metadata is required in order to assign a DOI, and that metadata must be freely available.
- **Landing pages:** It is best practice to ensure all DOIs refer to a landing page that meets landing page requirements.
- **DOI syntax:** Clients must ensure the suffix they create for each DOI name is unique within their prefix.
- **Granularity and versioning:** Clients should decide on the granularity of the data to which they are assigning DOI names and an appropriate method for versioning data.

More information

## DOI Registration Manual

<https://documentation.library.ethz.ch/x/EgBm>

# Contact

ETH Zurich's DOI Desk is a service provided by ETH Library with technical support from ETH Zurich's IT Services.

We gladly offer you advice and support in introducing DOIs for your publication service.

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