

JOURNAL ARTICLE - STEP BY STEP MANUAL

The publication can be registered manually via the online form. You can also send an xml file with metadata through the page <https://doi.crossref.org/servlet/useragent>

MANUAL ENTERING USING

<https://www.crossref.org/webDeposit/>

Step 1 – choosing the publication to be given the DOI number (**Journal**)

Step 2 – enter the book's matadata

Required fields:

- Journal title
- Title abbreviation
- ISSN number
- Year

completing the the remaining fields will increase the visibility of the publication and its author.

Journal DOI – the journal can be given a DOI number, it is not required, but will facilitate subsequent activities. In this case, provide the **URL** to the journal page.

Step 4 – Add Articles

In addition to the fields marked with an asterisk, the author (authors) and organization (affiliations) fields should be completed.

- **IMPORTANT**

In connection with the participation of the University of Warsaw in the program enabling the Editors to use the global anti-plagiarism system, select the **Add Similarity Check as-crawled URL option** and re-enter the URL leading to publication.

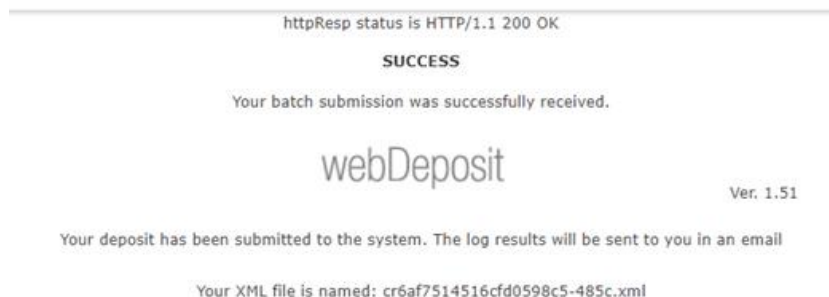
- When registering a journal that has bibliometric data at this stage, provide the page number of the issue where the article begins and ends.
- For **Ahead of print article / in press articles**, please do not give a number of page and volume

Step 5 – Add Another Article – add another article (if you register multiple articles, you'll receive a bulk confirmation).

At the end of the job, press **Finish** and follow the instructions on the screen.

ATTENTION

The following message does NOT mean that a DOI number has been assigned.



The user will be informed in the e-mail about the correct / incorrect registration of the DOI number:

```
<?xml version="1.0" encoding="UTF-8"?>
<doi_batch_diagnostic status="completed"
sp="ds3.crossref.org">
  <submission_id>1454217398</submission_id>
  <batch_id>-1bccb67e16cfd069e29-74bc</batch_id>
  <record_diagnostic status="Success">
    <doi>10.31338/uw.9788323539643</doi>
    <msg>Successfully added</msg>
  </record_diagnostic>
  <batch_data>
    <record_count>1</record_count>
    <success_count>1</success_count>
    <warning_count>0</warning_count>
    <failure_count>0</failure_count>
  </batch_data>
</doi_batch_diagnostic>
```

ALBO

```
<?xml version="1.0" encoding="UTF-8"?>
<doi_batch_diagnostic status="completed"
sp="ds3.crossref.org">
  <submission_id>1456302793</submission_id>
  <batch_id>6af7514516cfd0598c5-485c</batch_id>
  <record_diagnostic status="Failure" msg_id="24">
    <doi>all doi's under the current book
element</doi>
    <msg>ISBN "9788323529897" has already been
assigned, ISBN assigned to other title: O now jako
edukacji nauczycieli/9788323529897</msg>
  </record_diagnostic>
  <batch_data>
    <record_count>1</record_count>
    <success_count>0</success_count>
    <warning_count>0</warning_count>
    <failure_count>1</failure_count>
  </batch_data>
</doi_batch_diagnostic>
```

REFERENCES

It is advisable to enter a full reference list. The **Cited-by** service offered by Crossref enables researchers to use other full-text documents and increases publication citation.

The list can be sent as a properly prepared xml file (<https://apps.crossref.org/stqUpload>) or entered manually in the form (<https://apps.crossref.org/simpleTextQuery>). The form accepts a maximum of 1000 bibliographic items per book or individual parts in the case of collective items.

CrossRef automatically generates a list of references with DOI numbers, which is displayed on the page in the next step. Then press **Deposit** and send a bibliography giving your mailing address and DOI publication.

The list of references containing DOI numbers should be placed on the web and linked to the registered text. For this purpose, you can create an additional tab or a separate reference file at the URL where the publication is located.

All additional information can be found on the website

<https://support.crossref.org/hc/en-us>.

You can also contact the support department by writing to

support@crossref.org