

CrossRef DOIs Template Instructions for Patrons

CrossRef DOI Request Journal Instructions

Contacts

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Overview

A Google Sheet template will be sent for each journal issue/volume or single-issue web publication for which a DOI or series of DOIs (for a journal issue/volume with multiple components such as an article, each requiring a DOI) is requested.

Requesters will fill out relevant portions of the template. If using the NYU Libraries Faculty Digital Archive as a host for the published journal, then certain columns (Handle, URL) will be completed in a second stage once the assets are uploaded to the Faculty Digital Archive. In cases where the resource is published on a separate web platform, certain fields such as Handle will not be used.

All DOI column contents will be generated by the NYU Libraries staff, leave these blank.

Certain fields have formatting instructions (indicated with a small black triangle in the upper right corner of the column header cell) that can be seen by hovering over the column name.

The template is arranged in three tabs: Issue, Citations, and Authors.

Issue will contain the general information about the issue/volume/single asset and the titles and authors of constituent parts of the main asset. Sub-assets get assigned a number (1, 2, 3, etc.) to link the titled asset to author and citation information in other tabs.

Citations will contain a list of all cited works in each sub-asset (e.g. all the citations in an individual article), organized so that the assigned number in the Issue tab will correspond to all citations found in that asset and listed in the Citations tab.

Authors will contain a list of all authors/creators and their affiliations, linked back to their article or sub-asset using the same number assigned in the Issue tab.

Issue Information

Journal Metadata

- A media type must be set. The media type is the format of the journal for which the ISSN number has been assigned. For example, if your ISSN refers to the print version of the journal, enter “print”; if your ISSN refers to your journal’s electronic edition, enter “electronic.” If you do not have an ISSN number, enter “electronic.”
- If a journal or web publication has an ISSN number, please provide it here.

Issue Metadata

- Enter the publication year as YYYY, Publication Month as MM, Publication Day as DD
- If the publication has volumes containing issues, fill out both fields. If the publication has only one edition per year, then use volume rather than issue.
- Ignore the Handle column if this journal is not published on the Faculty Digital Archive.
- Ignore the DOI column, this will be auto-generated.
- If known, fill out the URL that points to the table of contents or some kind of home landing page for the issue as a whole. This should not be a homepage for the journal or web publication, but rather a webpage for the issue itself.

Issue Contents Metadata

- As noted in instructions for titles, do not encase the titles in quotation marks
- Enter authors in the format LastName, FirstName, using a comma to separate the two. Use a semicolon to separate multiple authors, using a single cell to contain all authors.
- If the journal/web publication is paginated, enter a starting page number. Otherwise, leave blank.
- Ignore Handle and DOI columns, these will be set by Libraries staff.
- If desired, add an abstract. This is not required.

Citations Information

- Each line will contain a single citation found in an individual article.
- Enter the article ID to the ID listed on the Issue tab, repeating the ID for every row in which you will list a citation.
- For help in keeping everything straight, also include an abbreviated title name for the article so that the citations are listed for the correct intended article.
- Copy and paste the citation into the Citation column exactly as it appears in the article. Include only specific citations such as a footnote referring to another article or book, or a works cited entry for the same. Omit newspaper, archival, or general website citations as these are unlikely to exist in the larger network of citable assets in the DOI ecosystem.

Author Information

- Take care to provide the author name in the format shown.
- ORCID IDs for each author are highly preferred; omit only if an author does not have one.
- Affiliation is the institution to which the author was connected at the time of publication. Use role to designate job titles or status within the relationship (e.g. “Postdoctoral Researcher” or “Assistant Professor”)

CrossRef DOI Request Reports Instructions

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Overview

A Google Sheet template will be sent for each batch of reports for which DOIs are requested.

Requesters will fill out relevant portions of the template. If using the NYU Libraries Faculty Digital Archive as a host for the published report, then certain columns (Handle, URL) will be completed in a second stage once the assets are uploaded to the Faculty Digital Archive. In cases where the resource is published on a separate web platform, certain fields such as Handle will not be used.

All DOI column contents will be generated by the NYU Libraries staff, leave these blank.

Certain fields have formatting instructions (indicated with a small black triangle in the upper right corner of the column header cell) that can be seen by hovering over the column name.

The template is arranged in three tabs: Reports, Citations, and Authors.

Reports will contain the general information about the report series (only if applicable) and report asset and the titles and authors of constituent parts of the main asset. Assets get assigned a number (1, 2, 3, etc.) to link the titled asset to author and citation information in other tabs.

Citations will contain a list of all cited works in each asset (e.g. all the citations in an individual report), organized so that the assigned number in the Reports tab will correspond to all citations found in that asset and listed in the Citations tab.

Authors will contain a list of all authors/creators and their affiliations, linked back to their article or sub-asset using the same number assigned in the Issue tab.

Reports Information

Report Series Metadata

- If the reports are part of the same series, provide the title (please use separate spreadsheets for each series)
- If a report series has an ISSN number, please provide it here.

Reports Metadata

- As noted in instructions for titles, do not encase the titles in quotation marks

- Enter authors in the format LastName, FirstName(s), using a comma to separate the two parts of the name. Use a semicolon to separate multiple authors, using a single cell to contain all authors.
- Ignore Handle and DOI columns, these will be set by Libraries staff.
- Dates: please enter Publication Year as YYYY, Publication Month as MM, Publication Day as DD
- License: please enter the abbreviation for the license (e.g. CC-BY-ND-4.0, see <https://spdx.org/licenses/>)
- Enter the Publisher Name and optionally, Publisher Place
- If the publisher is different from the organization that sponsored or hosted an item, enter information for the Institution Name, Institution Acronym, Institution Department, and Institution Place as applicable.
- Media Type: choose print or online
- Local Report Number: if you have assigned your report an internal number or other identifier, please enter it here.
- URL: enter the URL of the page where the asset is found.

Citations Information

- Each line will contain a single citation found in an individual report.
- Enter the report ID to the ID listed on the Reports tab, repeating the ID for every row in which you will list a citation.
- For help in keeping everything straight, also include an abbreviated title name for the report so that the citations are listed for the correct intended article.
- Copy and paste the citation into the Citation column exactly as it appears in the report. Include only specific citations such as a footnote referring to another article or book, or a works cited entry for the same. Omit newspaper, archival, or general website citations as these are unlikely to exist in the larger network of citable assets in the DOI ecosystem.

Author Information

- Take care to provide the author name in the format shown.
- [ORCID IDs](https://orcid.org/) for each author are highly preferred; omit only if an author does not have one. Authors may create their own ORCID IDs at <https://orcid.org/>
- Affiliation is the institution to which the author was connected at the time of publication. Use role to designate job titles or status within the relationship (e.g. “Postdoctoral Researcher” or “Assistant Professor”)