The ETH Zurich DOI Desk

A step-by-step guide to DOI registration

Prerequisites

The ETH Zurich DOI Desk enables providers of publication services from Switzerland's university and research sector to register DOI names.

In order to take advantage of DOI registration, your publication service should fulfil certain prerequisites.
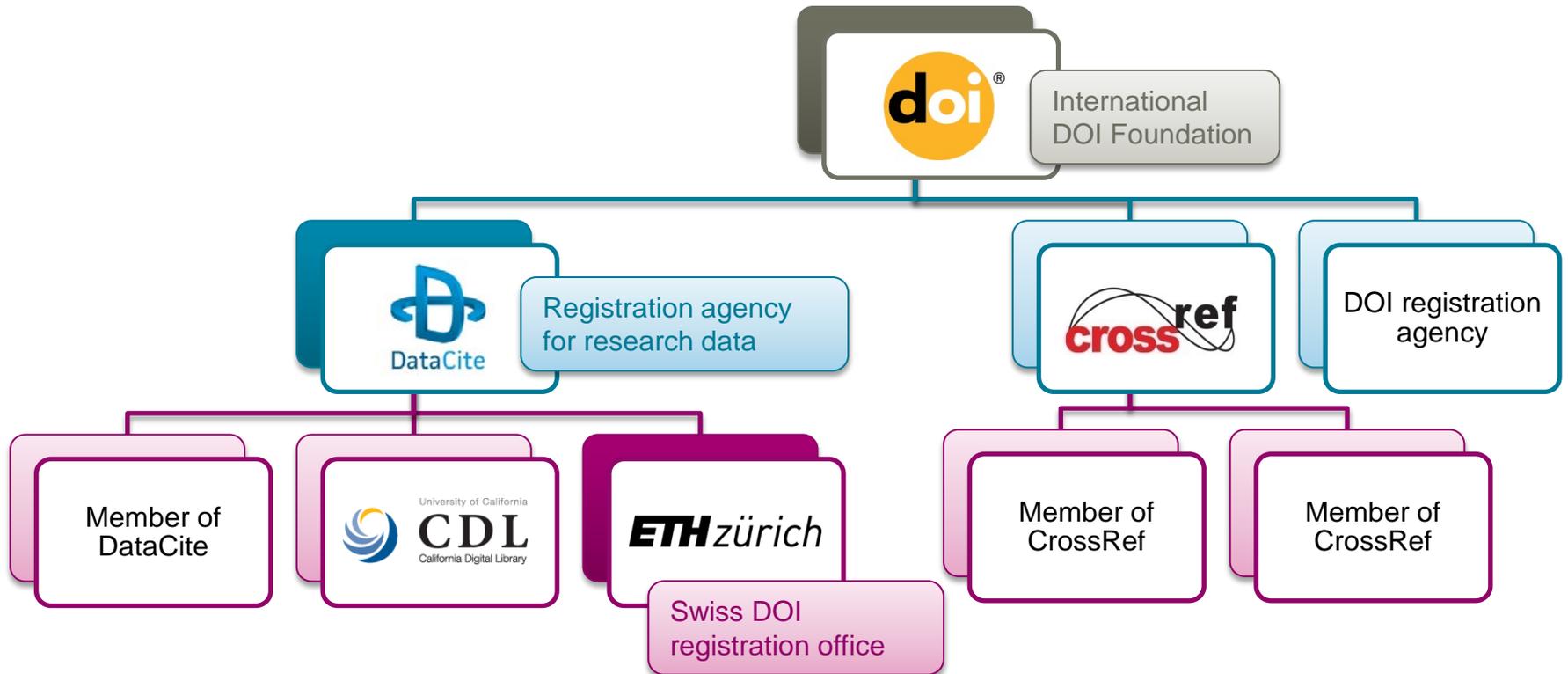
- **Availability and persistence**
  The objects referenced using DOI shall be accessible via the internet on a long-term basis and not change.
- **Quality**
  Specialist scientific standards shall be applied when creating and providing the digital objects.
- **Metadata**
  A minimum set of descriptive metadata shall be provided for every registered DOI.
- **Landing pages**
  If possible, a DOI name should not resolve to the digital object itself, but rather a landing page that provides information on the object and access conditions.
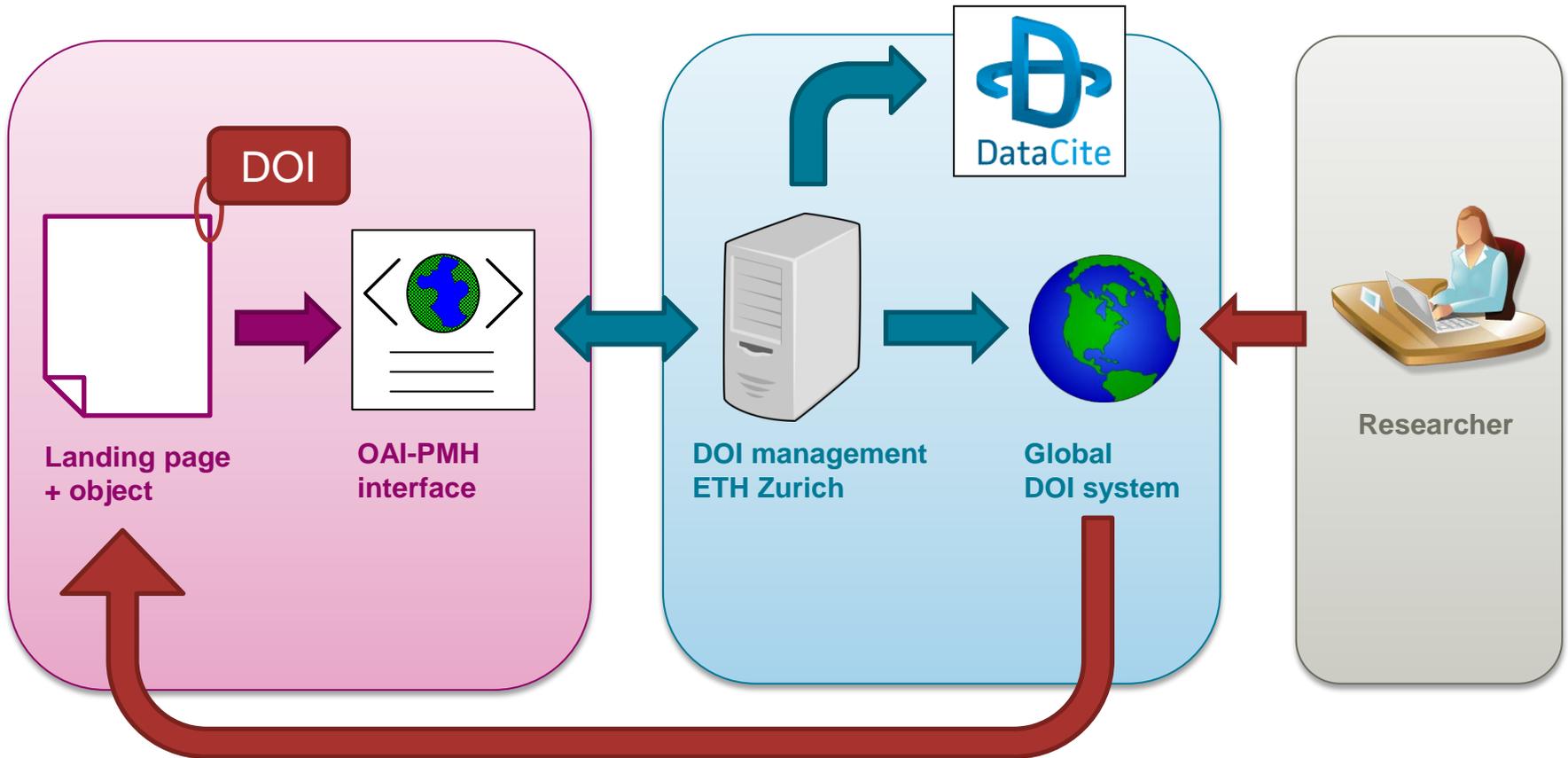
Policy for DOI registration

The basic requirements for every DOI client are presented in the DOI Desk Policy.

An agreement between the client and the DOI Desk regulates the concrete rights and duties of both parties.

DOI system

DOI workflow I: automatic registration

Landing page + object

OAI-PMH interface

DOI management ETH Zurich

Global DOI system

Researcher

DOI workflow I: automatic registration

The workflow for DOI registration is designed as follows:

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.

4. A few minutes later, the data is in the **global DOI system** and your DOIs can be resolved.

5. The DOI Desk forwards the metadata on every DOI object to **DataCite**. This increases the visibility and discoverability of your objects.

6. Your administrator can observe and manage the process via a **web interface**.

Figure: Example of an XML in Dublin Core Simple format.

DOI workflow II: manual registration

Customers who only wish to register a few DOIs per year have the option of registering via our web interface.

Manual registration procedure

- Log in at
  www.library.ethz.ch/en/doi-desk

- Create DOI
  - ✓ DOI name
  - ✓ URL address

- Enter metadata
  - ✓ Creator
  - ✓ Title
  - ✓ Publisher
  - ✓ Date
  - ✓ Other

- Save DOI

DOI name

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

> doi: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 serial number. This guarantees the unambiguity of the suffix.

- If you wish to reference **new versions** or **parts of a whole** (e.g. of a collection, work) with their own DOI, you can indicate this in the DOI name.
  Use dots (.) to label different versions of an object and slashes (/) to describe parts of a whole.

DOI name

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

> A – Z
> a – z
> 0 – 9
> : (colon)
> . (dot)
> - (dash)
> _ (underscore)
> / (slash)
> + (plus)

Examples

DOI	**10.1234/abc123**
DOI of a new version	**10.1234/abc123.1**
DOI of an excerpt	**10.1234/abc123/2**

Metadata for DOI registration

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

Recommended fields
- ✓ *Subject*
- ✓ *Contributor*
- ✓ *Type*
- ✓ *Description*

Optional fields
- ✓ *Language*
- ✓ *Format*
- ✓ *Rights*

The DOI Desk harvests the descriptive metadata on the DOI objects from its customers in the format **Dublin Core Simple**. Dublin Core is also the entry format for manual registration.

The DOI Desk then automatically converts the data into the **DataCite Metadata Schema** (schema.datacite.org) and transfers it to the DataCite Metadata Store.

As part of this metadata pool, the data can be used freely by third parties for integration in scientific search engines or the development of other services. This provides your objects with the maximum possible visibility and distribution on the internet.

DataCite
International Data Citation

DataCite and DOI tools

Based on all the registered DOIs and the corresponding metadata, DataCite and the International DOI Foundation provide the following useful tools:

http://shortdoi.org   Create a short DOI for easier citation.

http://crosscite.org/citeproc   Use the Citation Formatter to create bibliography entries
                                                        from DOIs in over 100 different citation styles.

http://search.datacite.org   Search in DataCite's complete metadata pool.

http://datacite.labs.orcid-eu.org   Add a DOI object to your ORCID profile.

Contact

The ETH Zurich DOI Desk is a service provided by ETH-Bibliothek 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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DataCite
International Data Citation