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## DOI for journals in OJS at Lund University Library

### What is DOI?

Digital Object Identifier (DOI) is an international system for persistent identifiers of digital objects. The system ensures that access to the object (e.g. an article) is stable and constant over time.

DOI is made up of a prefix and a suffix. Each unit to be identified (e.g. a journal) is allocated a unique prefix, then a suffix is added and together this becomes a complete, unique and persistent DOI that leads directly to an article.

### Membership

To enable the assigning of DOI to articles published in the Open Journals System (OJS) platform at Lund University, the University Library is a member (*sponsoring organisation*) of Crossref and pays an annual membership fee. Crossref is a non-profit organisation that assigns and registers DOI.

Each journal that wants to start using DOI is to sign an agreement with CrossRef. The University Library acts as an intermediary between the journal (*sponsored member*) and Crossref by managing the financial and technical aspects.

### Conditions for using DOI

The set requirements for a journal are stated in the agreement signed with Crossref, of which the most important are to:

- keep metadata associated with your content updated
- ensure that DOI is used in the article's references
- show DOI on the landing page of the content in question
- state DOI in the full text version of the article

Crossref membership terms: <https://www.crossref.org/membership/terms/>

### Costs

The University Library pays the cost of the Crossref membership as well as DOI costs for current\* journal issues, provided that the journal's editorial team has a connection to Lund University. The editorial team pays for DOI relating to a journal's backlist – the cost is currently USD 0.15 per article.

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\* Comment from Crossref: A publication year that's the present year or prior two years, is considered current.

## Allocation of tasks

The University Library:

- Provides the journal with the information they need to apply for DOI at Crossref.
- Configures the journal's DOI and export plug-in.
- Provide the journal's editorial team with instructions on the work flow using DOI (assignment and export).
- Provide support and assistance with troubleshooting in the case of problems with DOI assignment and/or Crossref exports.

The journal and its editorial team:

- State the information about the journal in OJS that is required (see DOI procedure below).
- Assign DOI to new articles that are published.
- State and show the article's assigned DOI and cited articles' DOI according to Crossref's instructions ([Crossref DOI display guidelines](#)).
- Export metadata to Crossref.

Assigning and exporting DOI for older, already published articles is voluntary. This would incur costs that are to be paid by the journal.

The journal needs an ISSN to be able to export DOI to Crossref. If your journal does not yet have an ISSN, you can apply for it by contacting the National Library of Sweden. However, it is required that the journal has published something before KB assigns ISSN.

## DOI procedure

- The journal signs a journal hosting agreement (an agreement between the journal and the University Library).
- The journal signs a separate agreement with Crossref (becomes a sponsored member). The agreement is accessible online, a direct link is shared with the journal when they are ready to apply.
- The journal fills in or adds information in the Masthead tab in *Settings > Journal: Publisher ISSN*
- The University Library receives the journal's unique information from Crossref (the journal's unique prefix and login details).
- The University Library activates the DOI plug-in in OJS with the journal's details as well as a plug-in for exporting metadata.
- The journal follows the procedure to ensure the assignment of DOI in the journal's publication flow of articles.
- Assigned DOI are sent via the activated plug-in to Crossref for authentication.

## Contact details

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