Publishers are responsible for providing and maintaining their own information about their organisation and their publications in DOAB. For this purpose, we provide you with an account so that you can log in to DOAB.

In this guide, learn how to:

Log in to DOAB for the first time
Add information about your organisation to DOAB
Add and edit records in DOAB
  How to add a record
  How to edit a record
  Making changes in bulk
PRISM – Peer Review Information Service for Monographs
  Prepare for PRISM
  Create a peer review record in DOAB
  Attach a peer review record to a work

Directory of Open Access Books is a service of the DOAB Foundation. Please contact us if you have any feedback or questions.

Log in to DOAB for the first time

This process is for publishers who have already applied to join DOAB. If you have any questions or difficulties with this procedure, please contact Ronald Snijder (r.snijder@oapen.org).

To add and edit entries for your publications on DOAB, you need access to DOAB. Follow this process to set up your DOAB publisher login for the first time:

1. Start from DOAB and click Publisher login at the top right

2. You will see the EGI Check-in screen. It’s likely that this will be your first visit to the EGI Check-in system, so you will begin by registering with EGI Check-in.
Follow EGI’s instructions to sign in - you have the option to do so with an academic or social account. You may be asked to validate your email address - please check your spam/junk folder(s) for this request. After validating, continue with these steps.

3. Now that you can log in to EGI, you need to join the DOAB EGI user community. You will receive an email - click the link to continue this process.
4. And click to *Accept* the invitation to join EGI User Community

5. EGI Check-in will ask for your permission to share the information displayed with DOAB - click *Yes, Continue* to proceed
6. You will be redirected to DOAB, and you will see the “Login failed” message, but do not worry! This is normal: it’s because we need you to contact us so that we know to take action to add you to the correct DOAB publisher group.
7. Please email Ronald Snijder (r.snijder@oapen.org) or Lotte Kruijt (l.kruijt@oapen.org) with the following information so they can add you:
   a. Name
   b. Email address
   c. Publisher name

8. We will send you an email with a link to the OPERAS-VO enrolment procedure
   https://aai.egi.eu/registry/co_petitions/start/coef:73
9. We will make sure that you are part of two groups: (i) OPERAS-VO (by accepting your request sent by email); and (ii) the correct publisher group in DOAB, enabling you to add and edit records for this publisher. You can now log in and add or edit your records in DOAB.

Add information about your organisation to DOAB

DOAB is open to all academic publishers provided that they meet DOAB requirements. Once you have successfully completed the application procedure, you are asked to provide some basic information about your organisation, peer review and licensing policies for open access books, and your procedures and open access publishing activities or services. You only need to complete this task once.

1. Start from DOAB and click Publisher login at the top right

2. Click Submissions

3. Click start a new submission
DOAB Home / Submissions

Submissions & Workflow tasks

Submissions

You may start a new submission.


Select the collection you wish to submit an item to.

Publishers > Local publishers

5. On the Describe Item page, complete the fields (* = mandatory field).

Describe Item

Publisher company name: *

Enter the name of the publishing company

6. Click Next to continue (only choose Save & Exit if you want to come back to your draft later), and on the final page, click Complete submission.

7. Submission complete. Your submission will now go through the review process for this collection. You will receive an e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.

8. Once your submission has joined the collection, you are ready to add records to DOAB.

Add and edit records in DOAB

We have a very small staff at DOAB and in order to keep our service available to everyone (by not charging a fee), we rely on our partner publishers to maintain their DOAB records themselves. We can do bulk changes involving ONIX files in exceptional circumstances when a publisher has hundreds of records to update, but unfortunately we can't offer this routinely for small numbers of changes.

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1 Based on manuals 2 and 3
Therefore, we do our best to help you by providing this guide. If we can improve it in any way, please contact us with your suggestion. This guide describes the procedure for adding books to DOAB, and gives instructions on how to edit existing titles.

A key concept to bear in mind when creating your records in DOAB is that you are describing your work(s) and providing a link to where your content is hosted, but at no point do you upload the full-text. If you are looking for a trusted platform to host your content, please learn more about the DOAB Trusted Platform Network.

How to add a record

1. Start from DOAB and click Publisher login at the top right

![DOAB logo with search and login buttons]

2. Click Submissions

<table>
<thead>
<tr>
<th>MY ACCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logout</td>
</tr>
<tr>
<td>Profile</td>
</tr>
<tr>
<td>Submissions</td>
</tr>
</tbody>
</table>
3. Click **start a new submission**

4. Choose the relevant collection: Book chapters, or Books, and click **Next**

5. On the **Describe Item** page, complete as many of the metadata fields as you can. The more metadata you include, the more discoverable you make your content.
a. To add one or more BIC (Book Industry Communication) classification codes, click Subject Categories and select from the list. You may also download a list of BIC classification codes from our documentation page.

b. If you have already created one or more peer review records, you will see the option to attach a peer review record to the work

c. Click Lookup and select the relevant peer review record. The record will open up, showing in grey the information you provided for that peer review process (you can’t edit this in an individual book or chapter record).
d. You may add specific information about the peer review process which was applied to this work: Reviewer identities, Review(s), Review comments, Link to original peer review information

e. Click Next to proceed (if you choose Save & Exit, your draft record will be saved for you to work on later, but will not yet be submitted to the system).

6. Upload book cover image file - please note that this is not a PDF of the full-text content, but an image file of the book cover. Click Browse to add your book cover image file.

7. Complete the fields for Download URL (where the work can be accessed), ISBN, and licence.

8. Click Next to continue (only choose Save & Exit if you want to come back to your draft later)

9. On the Review Submission page, you have the option to make corrections if needed.

10. Click Complete submission to submit your record to DOAB. It will be publicly available just moments later.

How to edit a record

1. Start from DOAB and click Publisher login at the top right

2. Click Submissions
3. Under Archived Submissions, click on the record you wish to edit, then click Create version of this item.

4. Complete the field Reason for creating new version (such as attaching a peer review record), and click Version.

5. Click Resume.

6. Make the necessary changes to the record, and replace the cover image file if needed.

7. Click Next to continue (only choose Save & Exit if you want to come back to your draft later).

8. On the Review Submission page, check the information and make any changes by clicking Correct one of these. When everything is correct, click Complete submission.
Click on any record under *Archived Submissions* and scroll down to see its version history.

### Version History

<table>
<thead>
<tr>
<th>Version</th>
<th>Item</th>
<th>Date</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>20.500.12854/78548.3*</td>
<td>2022-09-22T13:52:04Z</td>
<td>Correcting errors</td>
</tr>
<tr>
<td>2</td>
<td>20.500.12854/78548.2</td>
<td>2022-09-22T13:15:24Z</td>
<td>New PR policy</td>
</tr>
<tr>
<td>1</td>
<td>20.500.12854/78548</td>
<td>2022-09-22T13:12:12Z</td>
<td></td>
</tr>
</tbody>
</table>

*Selected version*

### Making changes in bulk

Sometimes you may need to make changes to a large number of records at once (in bulk). To make bulk changes, you need to download our metadata form from our documentation page. This form is a template which you complete with your metadata, with one row for each book or book chapter. You may also download our metadata field descriptions document from our documentation page.

Metadata fields that are shaded in blue or orange are required. If these fields are left blank, the file cannot be uploaded to DOAB. Metadata fields that are not shaded are optional. Some or all of these fields may be left blank.

Once your file is complete, please send it to Ronald Snijder (r.snijder@oapen.org), and he will aim to upload your metadata to DOAB within 5 working days. This is a temporary situation; we are working on a solution that allows you to bulk upload the data in the near future.

We perform a brief check to make sure that your completed form is in the required format, but we don’t check the accuracy of the metadata you’ve provided, so please check this carefully yourself before you send it to us.

### PRISM – Peer Review Information Service for Monographs

PRISM is a standardised way for academic publishers to display information on DOAB about their peer review processes across their entire catalogue. This guide tells you how to implement PRISM. If you’re new to PRISM, start by reading our PRISM overview.

#### Prepare for PRISM

Implementing PRISM is relatively simple – you create a peer review submission (one for each peer review process if you have more than one) in DOAB. Once your submission is checked by a DOAB administrator, it becomes a PRISM record and you can then attach it to relevant works in your collection in DOAB.

Before you start the implementation, it’s important to spend time with your colleagues preparing your responses to the peer review questions.
Here are the questions you will need to consider for each peer review process you describe:

1. **Title for the peer review process** (this will also be the title of your future PRISM record, so give each one a useful name so you can easily tell them apart)

2. **Review object**: what is being reviewed? Proposal/Full text/Section

3. **Anonymity of author(s) and reviewer(s)**: what is the level of anonymity?
   - Double-anonymised
   - Single-anonymised
   - All identities known (Single anonymised review means that the names of the reviewers are hidden from the author; double anonymised review means that both the reviewer and the author are anonymous to each other)

4. **Reviewer type**: who conducts the review?
   - Internal editor
   - Editorial board member
   - External peer reviewer
   - Crowd or open review

5. **Review stage**: at what stage is the peer review being conducted?
   - Pre-publication
   - Post-publication

6. **Open review**: are the review comments published?
   - Yes
   - No

7. **Publish responsibility**: who takes the decision to publish?
   - Publisher
   - Books or series editor
   - Scientific or Editorial Board

The OA books landscape is very diverse, with a wide variety of practices across different cultures and disciplines. Therefore, we don't give guidance on best practices in peer review, but you can find out more from a general web search, and from these organisations:

- [Committee on Publication Ethics (COPE)](https://cope.biosis.org/)
- [Open Access Scholarly Publishing Association (OASPA)](https://oaspa.org/)

### Create a peer review record in DOAB

When you log in to DOAB via EGI Check-in, we connect your profile with a named publisher so that you can make edits to that publisher’s records. To create new peer review submissions, you therefore need to have permissions for the relevant publisher. This mapping between users, publishers, and peer review submissions is based on the group that each user belongs to. DOAB administrators can’t create peer review submissions, as the system wouldn’t know to which publisher to connect the submission. However, it is possible for DOAB administrators to log in as another user if necessary.

If you have more than one peer review process, please repeat these steps to create a peer review record for each of your processes.

1. Start from [DOAB](https://doab.org/) and click **Publisher login** at the top right

2. Click **Submissions**
3. Click **start a new submission**

4. Choose the relevant collection: Peer Reviews > Peer Reviews, and click Next (the Peer Reviews option will only display for users with the necessary authorisation)
Item submission

Select a collection

Collection:

Select the collection you wish to submit an item to.

5. On the Describe Item page, respond to each question with the details for your peer review process. It’s essential to prepare your answers to these questions with your colleagues before entering your responses. Learn more about preparing for PRISM.

6. Click Next to continue (only choose Save & Exit if you want to come back to your draft later)

7. On the Review Submission page, check the information and make any changes by clicking Correct one of these. When everything is correct, click Complete submission.

8. Submission complete. Your submission will now go through the review process for this collection. You will receive an e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.

Once your peer review record has been checked, you can attach it to a work in your collection by editing its record. You can also add peer review information right at the start when you add a new record.

Attach a peer review record to a work

Once you have at least one peer review record in DOAB, you can attach it to works which have undergone the relevant peer review process.

To attach a peer review record to a work (book or chapter record), follow the steps to edit a record, and use the Peerreview Lookup option.

If you have many titles to update, you may send a .csv file to r.snijder@oapen.org with the relevant information and we will upload it for you - learn more about bulk updates.