

DOAB publisher information and metadata guide

This document serves as a guide for publishers that wish to add their book or chapter titles to the Directory of Open Access Books (DOAB) and elaborates on specifications for this procedure. Information within this document is split in four sections:

1. Registering on the DOAB platform
2. Adding information about your organisation to DOAB (**one-time**)
3. **Single document additions** – adding books and chapters one by one via the online form.
4. **Bulk additions** - adding books and chapters to DOAB in bulk via the metadata form
5. Metadata (form) – field description

1. Registering on the DOAB platform

DOAB makes use of the EGI Check-in system. If this is your first time using the EGI Check-in system (<https://aai.egi.eu>), please follow the procedure to register there. Start by first selecting the account you will want to use to connect to DOAB (it can be your university account thanks to eduGAIN, your Google account, ORCID account, or any other account available there). Once registered, please send an e-mail to the DOAB administrators to be added to the correct Publisher group. A step-by-step registration guide can be found [here](#).

If you have any questions on gaining access to the DOAB platform, please contact Ronald Snijder (r.snijder@loopen.org).

2. Adding information about your organisation to DOAB

DOAB is open to all academic publishers provided that they meet DOAB [requirements](#). Once publishers have successfully completed the application procedure, publishers are asked to provide some basic information on: their organisation, peer review and licensing policies for open access books, procedures and open access publishing activities/services.

This information only needs to be added to DOAB once.

Mandatory fields (M)

Organisation (M)

- Organisation name
- Address
- Website
- E-mail

Contact person (M)

- Name contact person
- Position
- E-mail

Description of peer review policies and procedures **(M)**

Description of open access publishing activities/services

Description of open access licensing policy **(M)**

3. Single document additions – using the online form

As a publisher, once you have received an account and can login via the DOAB system (<https://directory.doabooks.org/login>), you can add and update your books online. The following information can be helpful for those publishers preferring to add documents to DOAB one by one, making use of the submissions form for adding single documents to DOAB.

3.1 Adding new titles

1. Click on the button "Submission" or visit <https://directory.doabooks.org/submissions>
2. Click on the link "start a new submission"
3. Select the correct collection: books or book chapters
4. Fill in the metadata form
5. Add a cover, the link to the publication and the license of the publication

3.2 Updating existing titles

1. Click on the title of the book to edit
2. Click on the button "New version"
3. Click on the button "Resume"
4. Update the metadata
5. Update the cover, the link to the publication and the license of the publication

4. Bulk additions – using the metadata form

As a publisher, once you have registered for an account and can login via the DOAB system (<https://directory.doabooks.org/login>), you can add and update your books online. The following information can be helpful for those publishers interested in making use of the [metadata form](#) for adding documents to DOAB in bulk.

4.1 Two types of metadata fields

The metadata form includes various metadata fields that you can fill for each given document (book or chapter). The form distinguishes between two different type of fields, as follows:

Mandatory fields (M) - These fields are shaded in either 'blue' or 'orange' and are obligatory. If these fields are left blank, the given document cannot be added to DOAB.

Optional fields (O) - These fields are not shaded and are optional. If all (or some of) these fields are left blank, the given document can still be added to DOAB provided the mandatory fields are filled.

To download the metadata form please click [here](#).

4.2 Submitting the metadata form

After entering all data in the metadata form, please send it to Ronald Snijder (r.snijder@loopen.org). He will make sure the data is added 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.

5. Metadata (form) - field description

Fields	Remarks
Type of Document	Either "Book" or "Chapter".
Book Title	<p>If the book has a subtitle, separate it from the main title using a colon.</p> <p><i>Example:</i> Advancing Equality : How Constitutional Rights Can Make a Difference Worldwide</p>
Chapter Title	If you are uploading a chapter file, add both the title of the book and the title of the chapter.
Authors	Separate the names of the different persons using a semicolon.
Editors	Names must be in the format: [last name] comma [first name] .
Other Contributors	<p>If the person has an ORCID, place it between round brackets after the name.</p> <p><i>Example:</i> Snijder, Ronald (0000-0001-9260-4941); Van der Giessen, Dorien</p>
BIC classification	<p>Separate the BIC classification codes using a semicolon. See also https://www.bic.org.uk/7/BIC-Standard-Subject-Categories/.</p> <p><i>Example:</i> RPC; HB</p>
Keywords	<p>Separate the keywords using a semicolon.</p> <p><i>Example:</i> Constitution; Equality; Social and Economic Rights</p>
Publisher	The name of the publisher.
Year of publication	<p>Use the YYYY format.</p> <p><i>Example:</i> 2018</p>
Place of publication	The place of publication.
Primary ISBN	The ISBN that is connected to the digital edition of the publication, most likely the PDF edition.
Other ISBNs	<p>All other ISBNs connected to the publication. Separate the ISBNs using a semicolon.</p> <p><i>Example:</i></p>

	9780520309630; 9780520973879
DOI	The DOI of the publication, with https://doi.org/ removed. <i>Example:</i> 10.1525/luminos.81
Imprint	The name of the publisher is mandatory, the name of the imprint is optional.
Series title	The title of the series. <i>Example:</i> IMISCOE Research
Series number	Only use numbers, do not use not terms like “volume”. <i>Example:</i> 7
Series ISSN	If the ISSN of the series is known, enter it here. <i>Example:</i> 0562-1070
Abstract (English)	The abstract describing the publication. An English language abstract is strongly recommended.
Language(s) of the publication	Use the ISO 639-2B three letter code. Separate the languages using a semicolon. <i>Example:</i> eng; dut
Number of Pages	Only use numbers, do not use not terms like “pages”. <i>Example:</i> 317
Rights	Use the URL of the licence. <i>Example:</i> https://creativecommons.org/licenses/by-nc-sa/4.0/
Link to web shop	Use the URL of the web shop. <i>Example:</i> https://punctumbooks.com/titles/urban-re-industrialization/

Link to download title	<p>Use the URL where the publication can be downloaded directly.</p> <p><i>Example:</i> https://www.dropbox.com/sh/u5x84pqdkhd453y/AADGLxaMQk6PnInx5s-Gy4Fsa/0176.1.00.pdf?dl=0</p>
Funder name	<p>If the publication has received funding, enter the name of the funder.</p> <p><i>Example:</i> European Research Council (ERC)</p>
Funding program name	<p>If the publication has received funding, enter the name of the funding program (if applicable).</p> <p><i>Example:</i> H2020 European Research Council</p>
Funding project name	<p>If the publication has received funding, enter the funding project name (if applicable).</p> <p><i>Example:</i> Global Encounters between China and Europe</p>
Funding: project acronym	<p>If the publication has received funding, enter the project acronym (if applicable).</p> <p><i>Example:</i> GECEM</p>
Funding: grant number	<p>If the publication has received funding, enter the grant number (if applicable).</p> <p><i>Example:</i> 679371</p>
Funding: jurisdiction	<p>If the publication has received funding, enter the funding jurisdiction (if applicable).</p> <p><i>Example:</i> European Union</p>