DOAB Publishers' Guide

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
Log in to DOAB
Add information about your organisation to DOAB
Add and edit records in DOAB
- How to add a record
- How to edit a record that you previously submitted
- How to edit a record submitted by someone else in your publisher group
- Making changes in bulk
  - (a) Start with an export of all your metadata, and edit this to make the required changes
  - (b) Start with our template file which you complete with the details of the records to be updated
  - Send us your file

PRISM – Peer Review Information Service for Monographs
- Prepare for PRISM
- Create a peer review record in DOAB
- Which PRISM records exist for my publisher account?
- Attach a peer review record to a work

Work with DOAB metadata
- Export DOAB metadata
  - Filter the DOAB metadata to see only your publisher's metadata
  - How to find unique identifiers for all of your publisher records
  - How to find the details of all PRISM records associated with your publisher account

The Directory of Open Access Books is a service of the DOAB Foundation. Please contact us at oacontact@operas.atlassian.net 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 and have been accepted to index their books or chapters.

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.

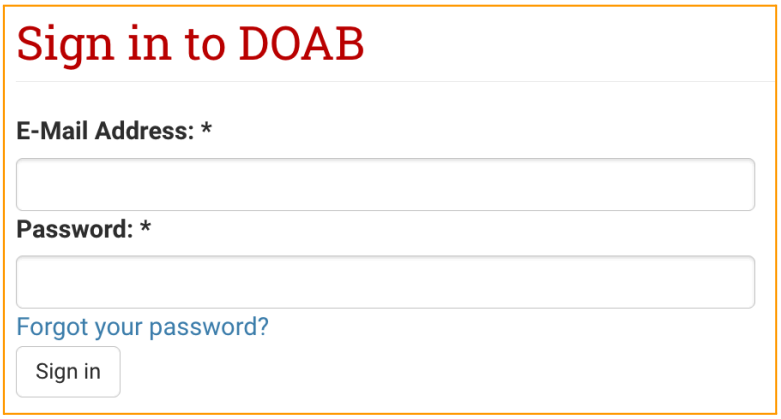
1. Start from DOAB and click *Publisher login* at the top right
2. Look for “Register new user - Register an account to subscribe to collections for email updates, and submit new items to DOAB.” and follow the link *Click here to register*.
3. Enter your *Email Address*
4. You will see the message: “An email has been sent to [your email address] containing a special URL and further instructions.”
5. In your mailbox, look for a “DSpace Account Registration” email (inbox and spam folder) and click on the link
6. On the “Create Profile” page, complete the fields
    a. First Name (given name)
    b. Last Name (family name)
    c. Password
    d. Retype to confirm

    and click *Complete Registration*
7. Keep a secure record of your DOAB username (email address) and password
8. You have created your DOAB user account and can now log in to DOAB.
    a. If your publisher is new to DOAB, go to Add information about your organisation to DOAB
    b. If you’re an additional user for an existing DOAB publisher, go to Add and edit records in DOAB

Log in to DOAB

This process is for publishers who have already applied to join DOAB and have been accepted to index their books or chapters.

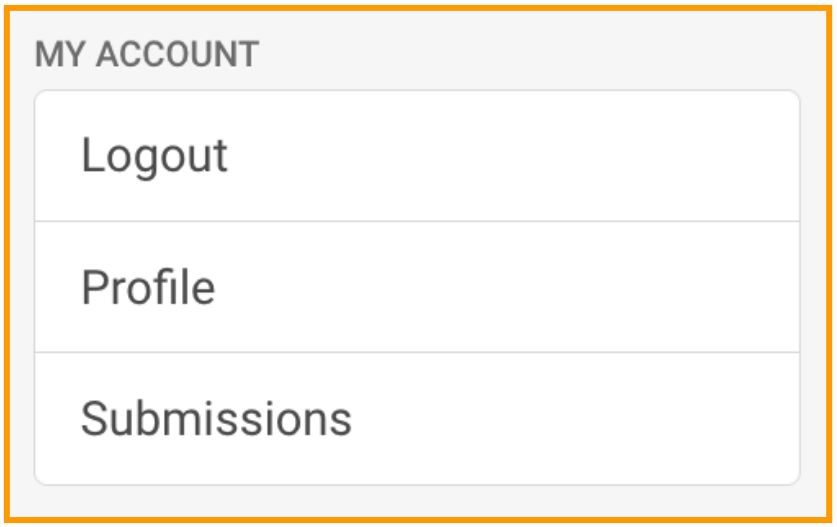
1. Start from DOAB and click *Publisher login* at the top right
2. Use your DOAB username (email address) and password to log in to DOAB



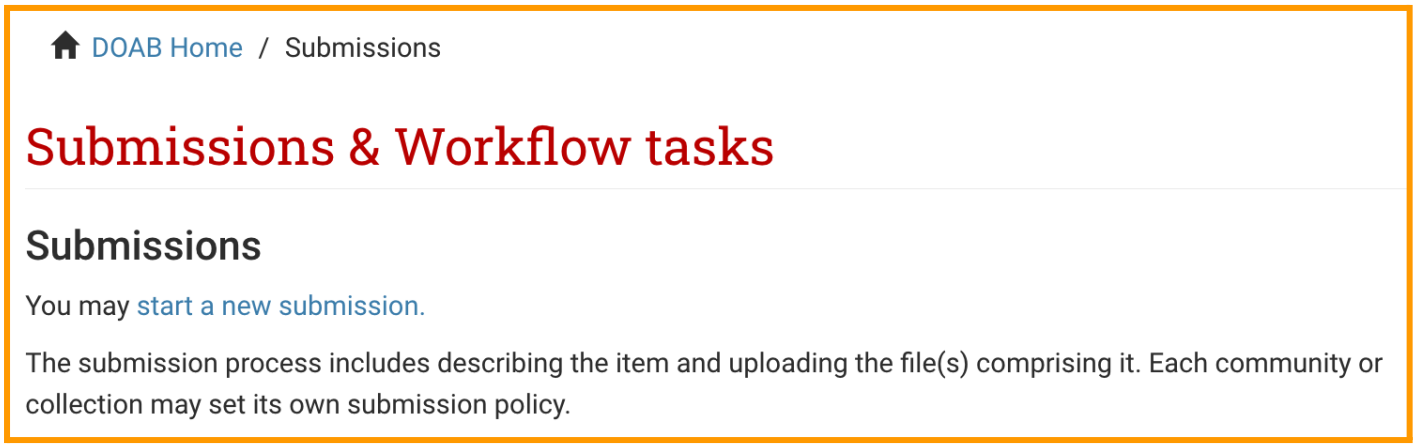
Add information about your organisation to DOAB

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.

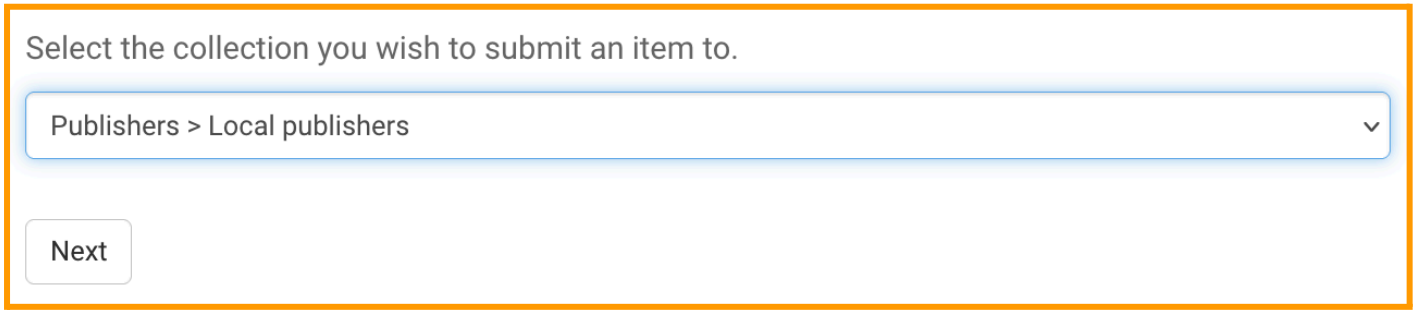
1. Log in to DOAB
2. Click *Submissions*



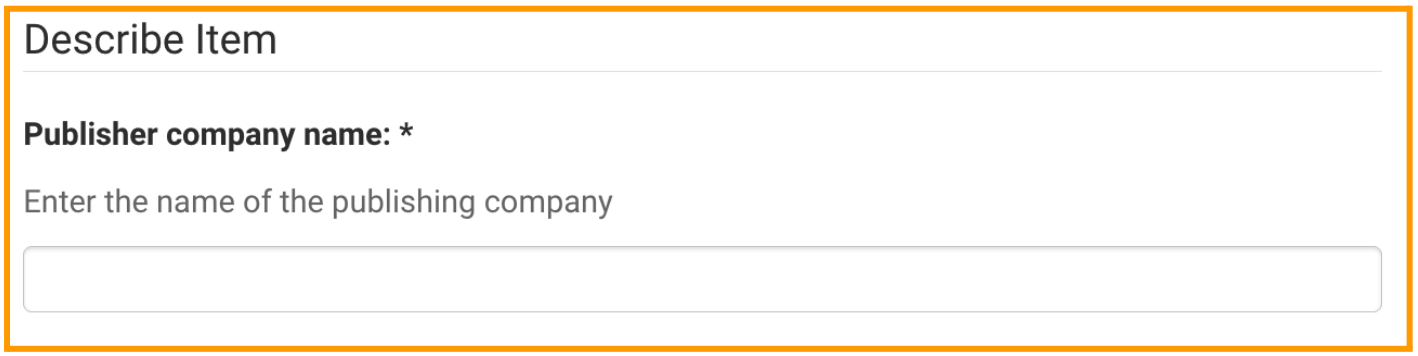
3. Click *start a new submission*



4. Choose the relevant collection: Publishers > Local publishers, and click *Next*



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



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 email 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

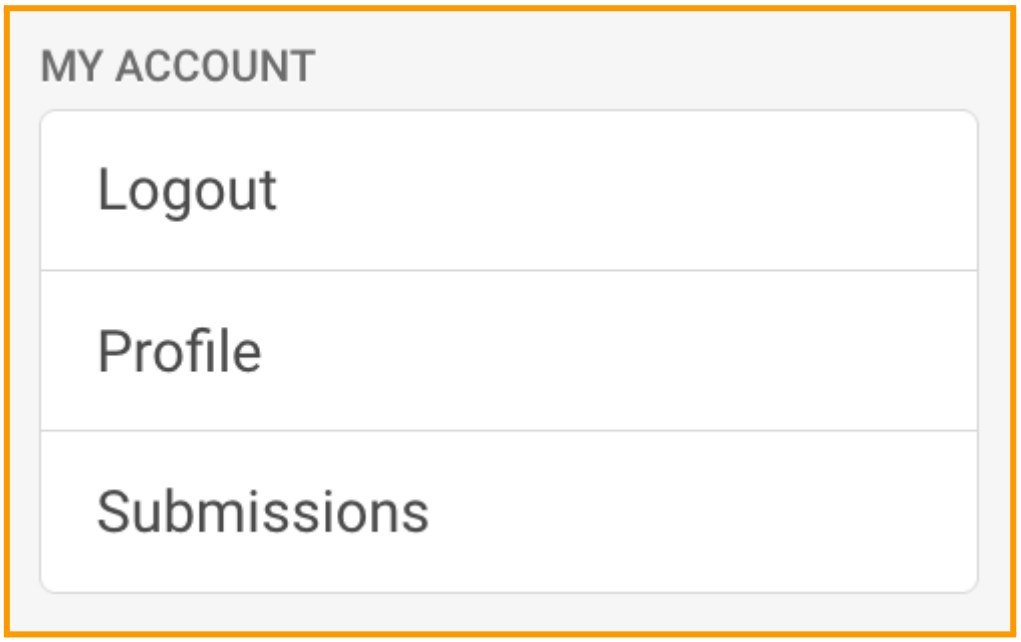
We have a very small staff at DOAB and in order to keep our service available to everyone (by not charging a fee), we rely on our partner publishers to maintain their DOAB records themselves. We can do bulk changes involving ONIX files in exceptional circumstances when a publisher has hundreds of records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

Therefore, we do our best to help you by providing this guide. If we can improve it in any way, please contact us at oacontact@operas.atlassian.net with your suggestion. This guide describes the procedure for adding books to DOAB and gives instructions on how to edit existing titles.

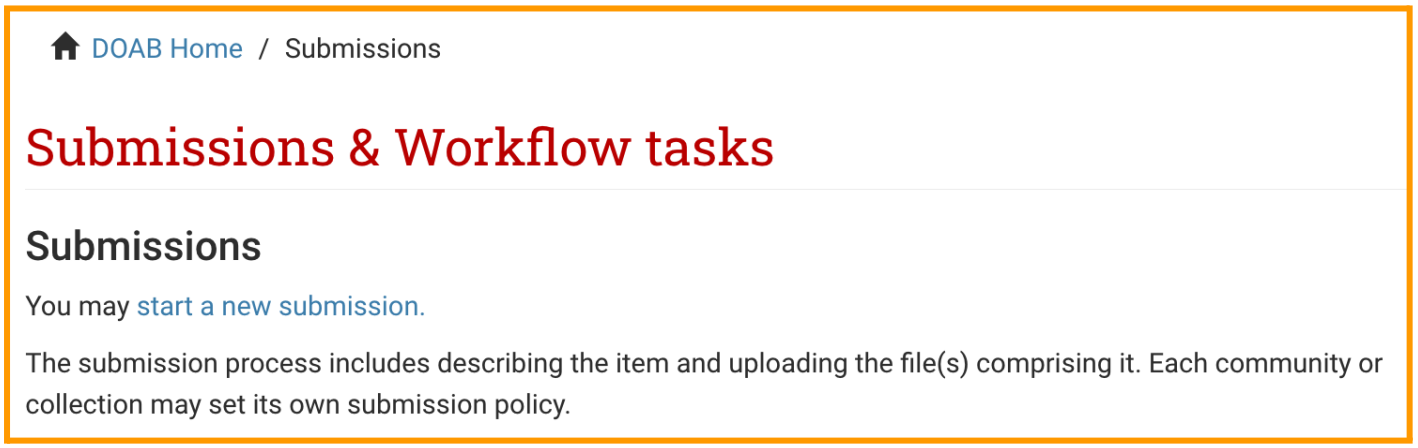
A key concept to bear in mind when creating your records in DOAB is that you are describing your work(s) and providing a link to where your content is hosted, but at no point do you upload the full text. If you are looking for a trusted platform to host your content, please learn more about the Trusted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

How to add a record

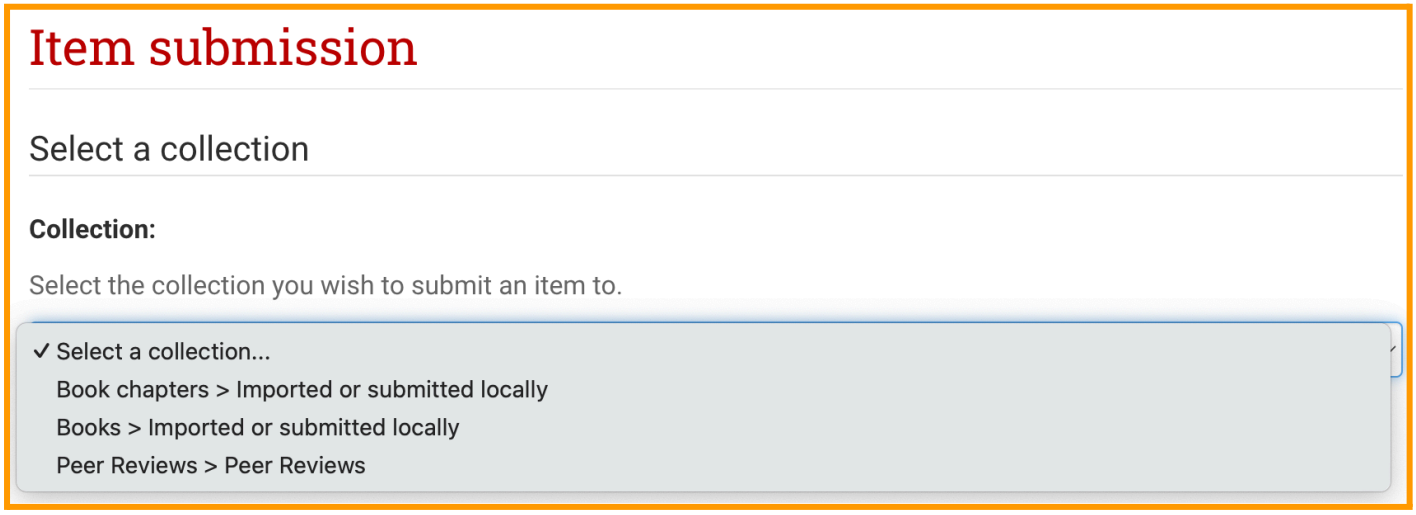
1. Log in to DOAB
2. Click *Submissions*



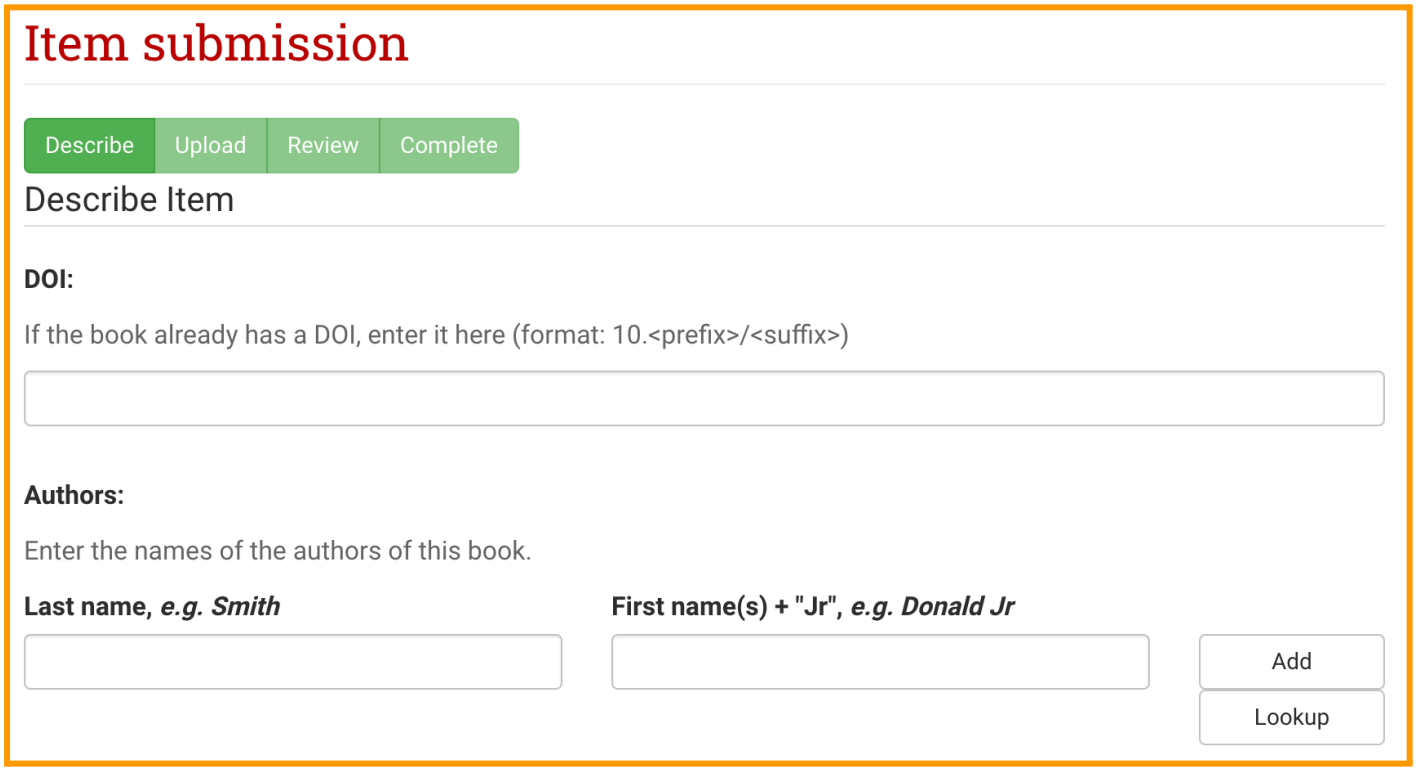
3. Click *start a new submission*



4. Choose the relevant collection
    a. for a complete book, choose *Books*
    b. for a book chapter, choose *Book chapters* and click *Next*



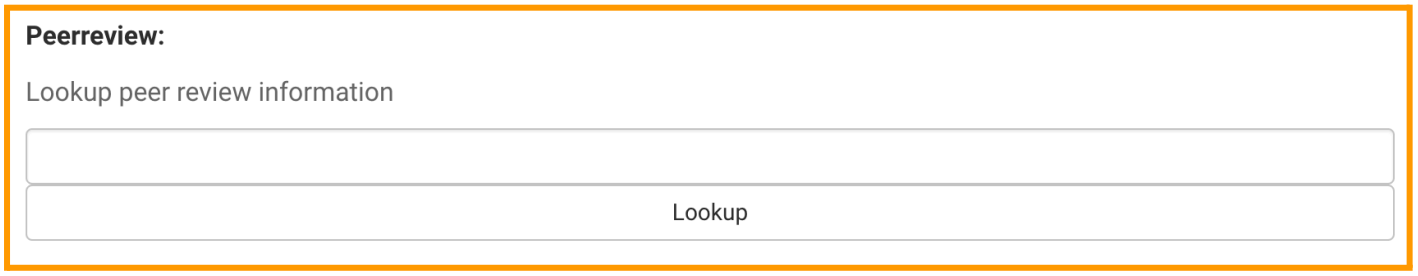
5. On the **Describe Item** page, complete as many of the metadata fields as you can. The more metadata you include, the more discoverable you make your content. Please note that there is a maximum limit of 20 creators (named authors, editors, and other contributors) for a work that is entered manually (there is no limit for titles sent to us in an ONIX file).



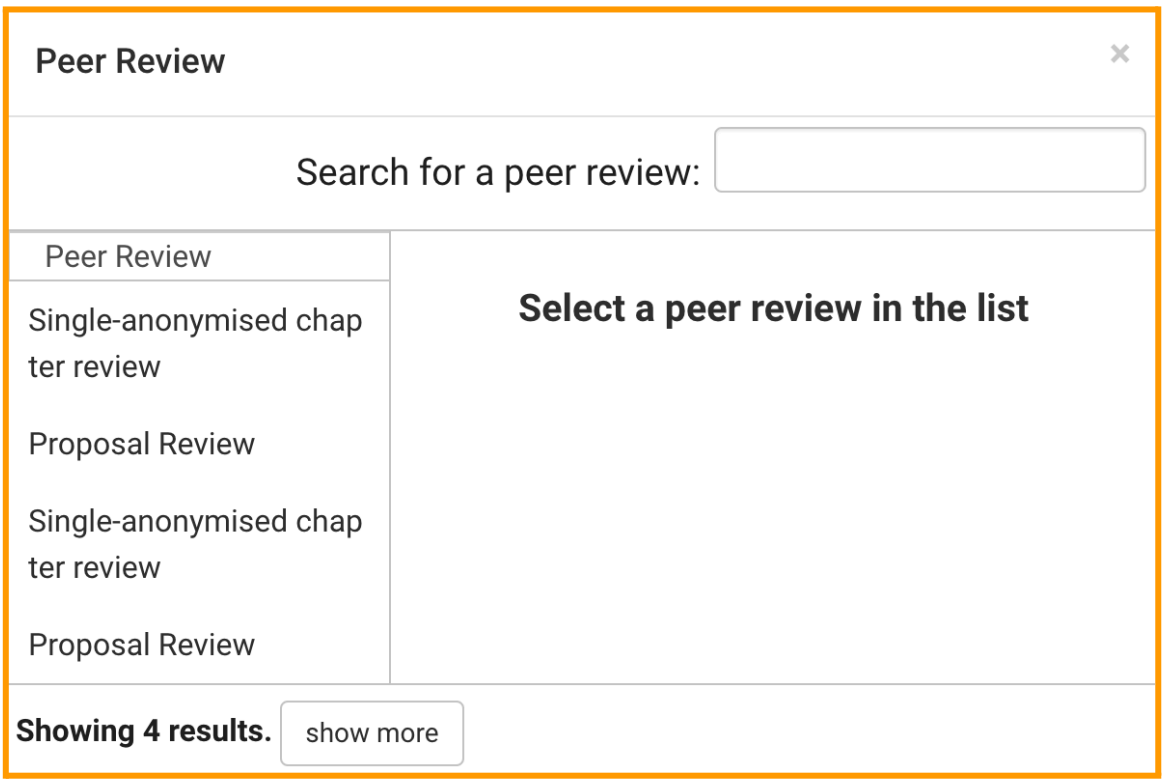
   a. To add one or more subject classification codes, click *Subject Categories* and select from the list. You can search and browse Thema Subject Categories to look up Thema classification codes



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



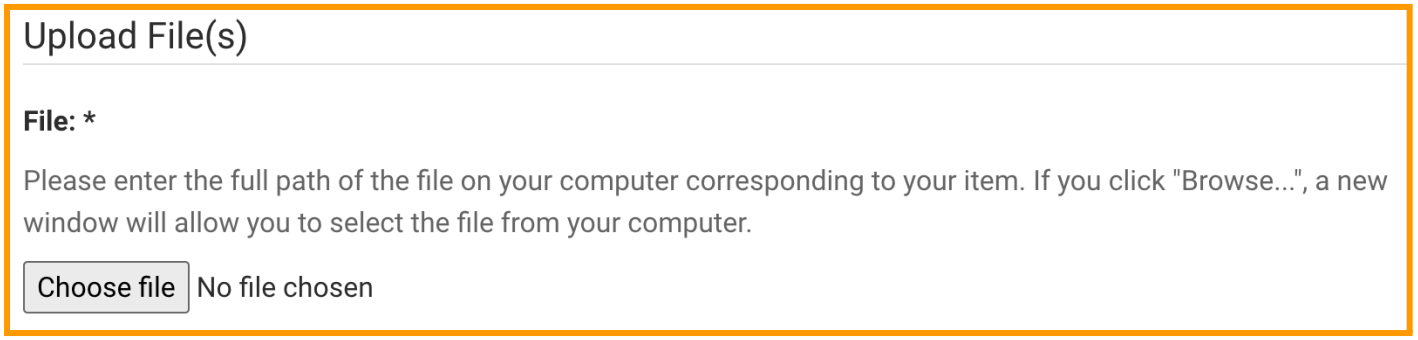
c. Click *Lookup* and select the relevant peer review record. The record will open up, showing in grey the information you provided for that peer review process (you can't edit this in an individual book or chapter record).



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).

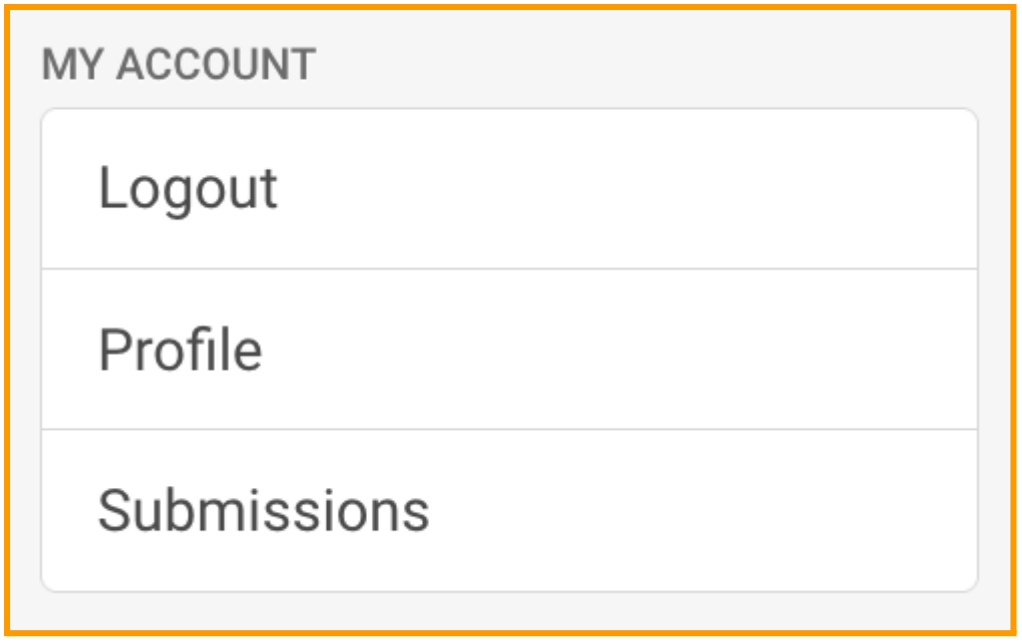
6. Upload book cover image file - please note that this is not a PDF of the full-text content, but an image file of the book cover. Click *Browse* to add your book cover image file.



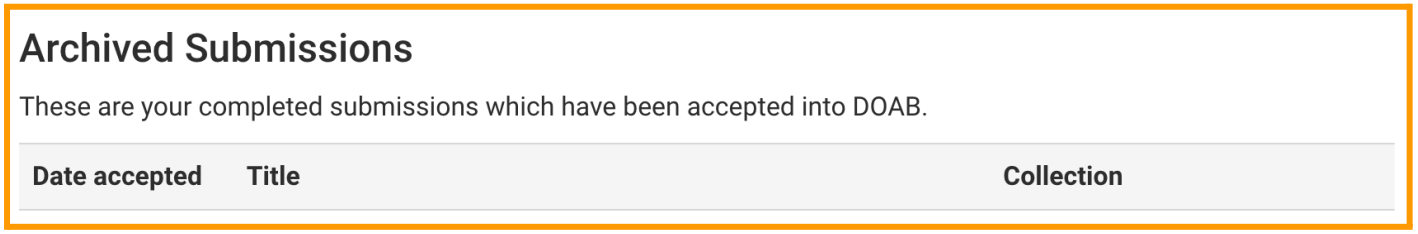
7. Please note that the thumbnail for the cover must be provided as .jpg or .png format with a height of max. 200 pixels. Other formats are not supported by our system.
8. Complete the fields for Download URL (where the work can be accessed), ISBN, and licence.
9. Click *Next* to continue (only choose *Save & Exit* if you want to come back to your draft later)
10. On the **Review Submission** page, you have the option to make corrections if needed.
11. Click *Complete submission* to submit your record to DOAB. It will be publicly available just moments later.

How to edit a record that you previously submitted

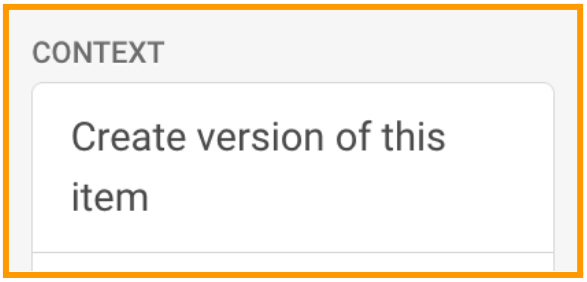
1. Log in to DOAB
2. Click *Submissions*



3. Under *Archived Submissions*, click on the record you wish to edit



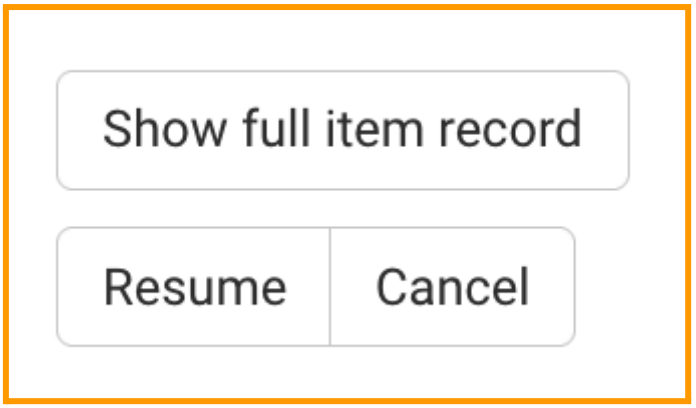
4. Click *Create version of this item*



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



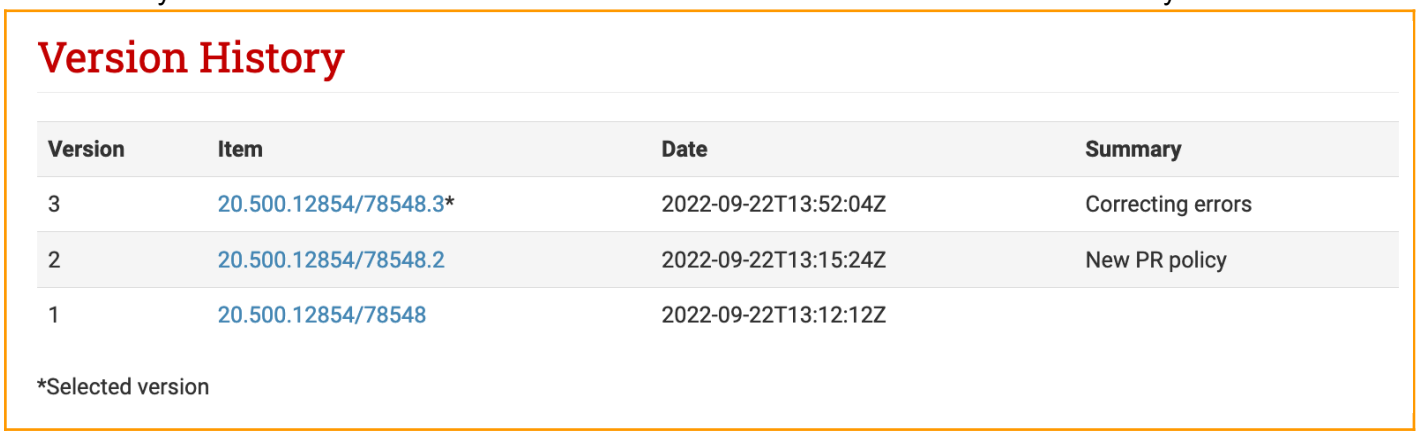
6. Click *Resume*



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



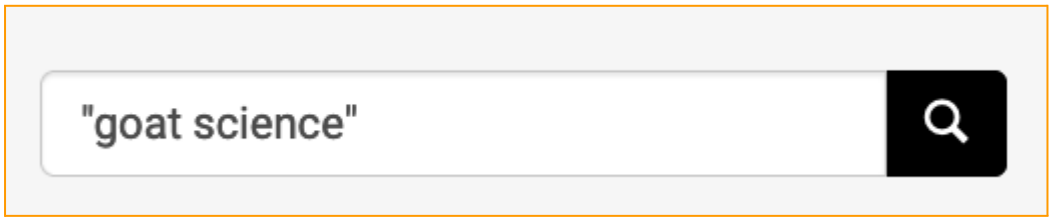
Version History

Version	Item	Date	Summary
3	20.500.12854/78548.3*	2022-09-22T13:52:04Z	Correcting errors
2	20.500.12854/78548.2	2022-09-22T13:15:24Z	New PR policy
1	20.500.12854/78548	2022-09-22T13:12:12Z	

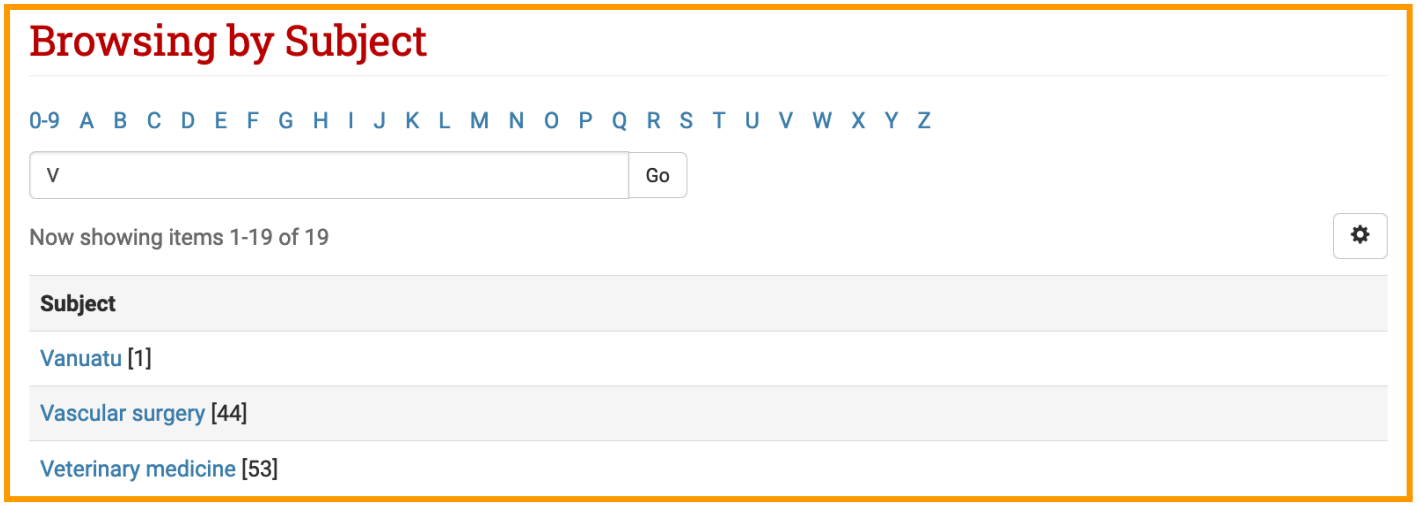
*Selected version

How to edit a record submitted by someone else in your publisher group

1. Log in to DOAB
2. Find the record you wish to edit – there are several ways:
   a. If you know the unique URL for the record, click it to go straight there, for example https://directory.doabooks.org/handle/20.500.12854/97324
   b. Search for a word or string ("phrase in quotes") and click on the relevant record



   c. Browse by Subjects, Publishers, Languages, or Collections and click on the relevant record



3. To the right of the record, click “Create version of this item”
4. Add a note to “Reason for creating new version”, and click *Version*



5. Make your changes to the record, and click *Submit*.

Making changes in bulk

Sometimes you may need to make changes to a large number of records at once (in bulk). We can help you by uploading your changes (so that you don’t need to edit one record at a time). For us to do this, we need you to send us your metadata (including the changes required) in the correct format.

To prepare your metadata file in the correct format, you have two options:

(a) Start with an export of all your metadata, and edit this to make the required changes

To do this, follow the instructions at Work with DOAB metadata to export the metadata for all your records. In this Excel file, overwrite each field to be updated with the new information.

(b) Start with our template file which you complete with the details of the records to be updated

To do this, download our metadata form from guidance for participating publishers. 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 these fields may be left blank.

Please note that there is a maximum limit of 20 creators (named authors, editors, and other contributors) for a work that is entered manually (there is no limit for titles sent to us in an ONIX file).

Send us your file

Once your file is complete, please send it at oacontact@operas.atlassian.net, and we 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 soon.

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:

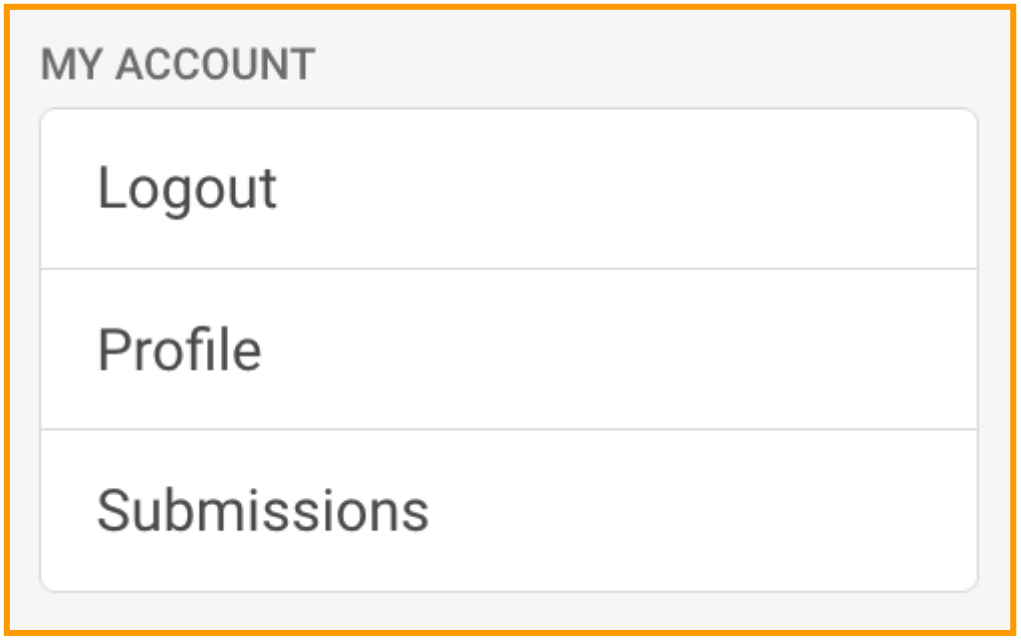
- Committee on Publication Ethics (COPE)
- Open Access Scholarly Publishing Association (OASPA)

Create a peer review record in DOAB

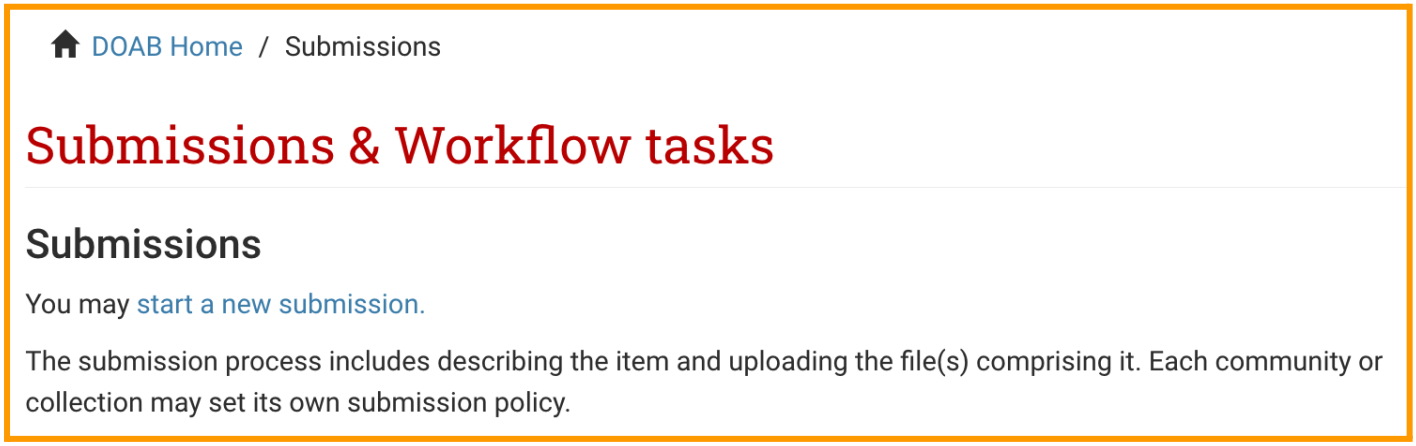
When you create your DOAB user account, we connect your profile with a named publisher so that you can make edits to that publisher's records. To create new peer review submissions, you therefore need to have permissions for the relevant publisher. This mapping between users, publishers, and peer review 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.

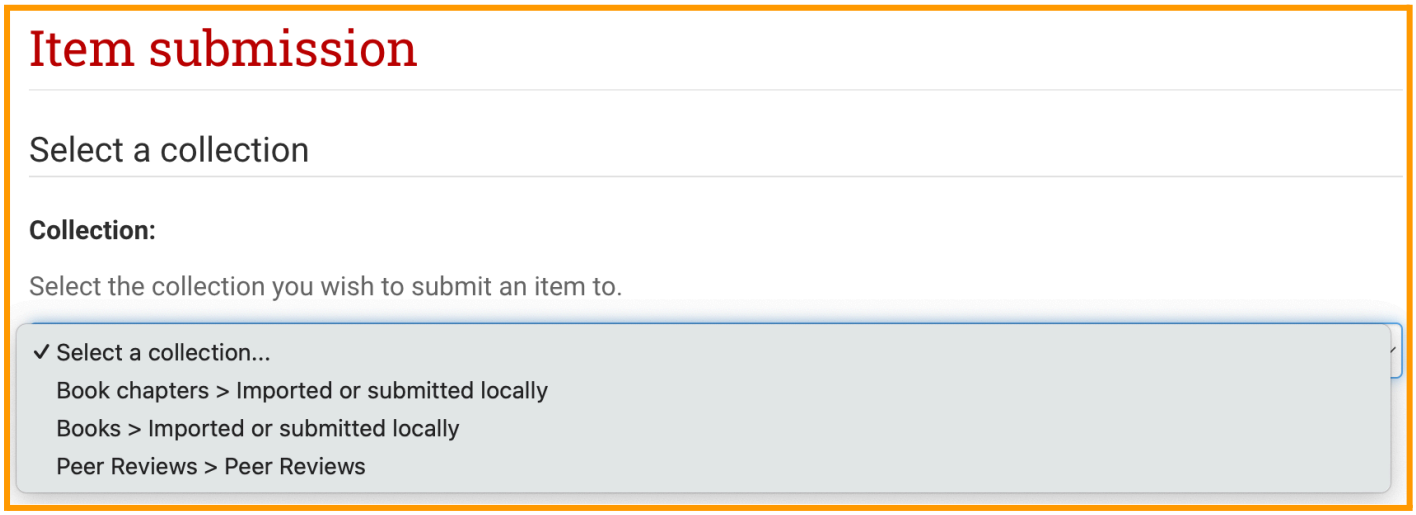
1. Log in to DOAB
2. Click *Submissions*



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)



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 email 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.

Which PRISM records exist for my publisher account?

PRISM records don't appear under *Submissions* as would be the case for records for books or chapters.

To link a PRISM record and a work, please follow the steps Attach a peer review record to a work, and you will see your active PRISM record(s) when you click on the *Peerreview Lookup* option.

If you'd like to see the details of PRISM records associated with your publisher account, please follow the instructions "Work with DOAB metadata" (in the same Guide) - and in addition to these steps, you can look at the fields that begin "peerreview." (such as peerreview.id, peerreview.publish.responsibility, peerreview.title etc) to see the peer review details of each PRISM 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 **oapenhelp@operas.atlassian.net** with the relevant information and we will upload it for you - learn more about bulk updates.

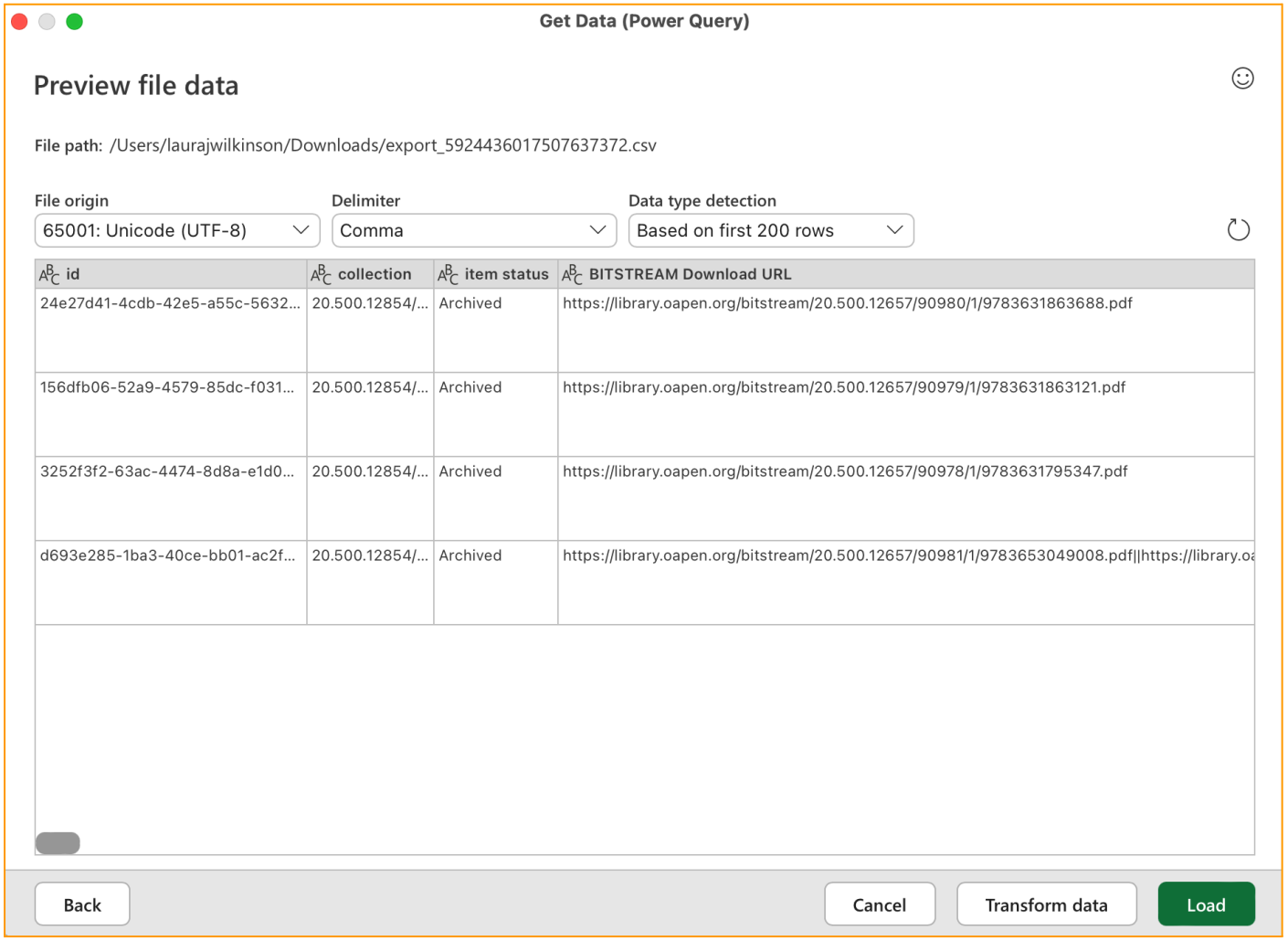
Work with DOAB metadata

It's often useful to be able to access the metadata for all your records in DOAB. You can use it in many ways, for example:

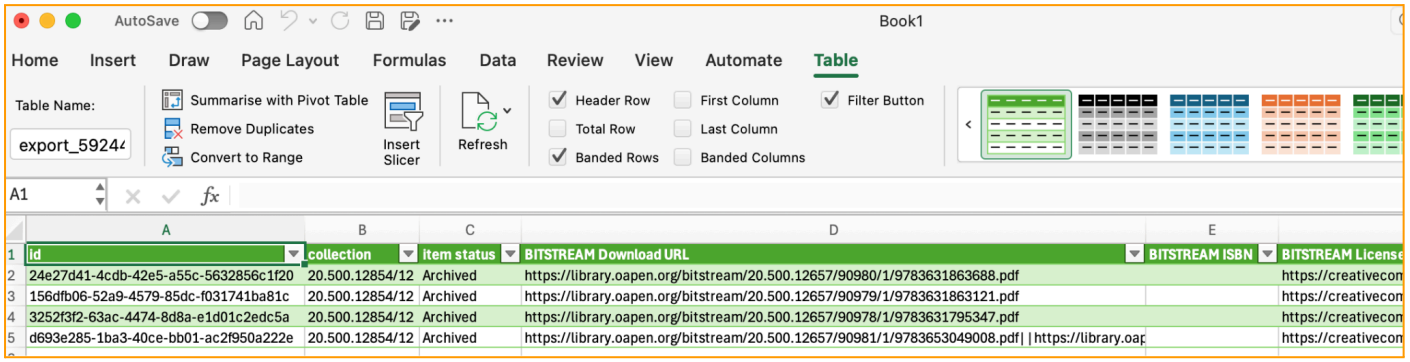
- Compare a list of your titles in DOAB with your own publishing records to make sure no works are missing
- Examine the metadata for each work and identify any gaps or corrections to be made you can do this yourself – see Add and edit records in DOAB
- Modify the export for a bulk update.

Export DOAB metadata

1. Start from the DOAB metadata
2. Click on "CSV – comma delimited text file" to download it
3. Open a spreadsheet program such as Excel and import the CSV file (in Excel: Data > Get Data (Power Query)... > Text/CSV, choose the .csv file you just downloaded)
4. Check that the delimiter is "comma"



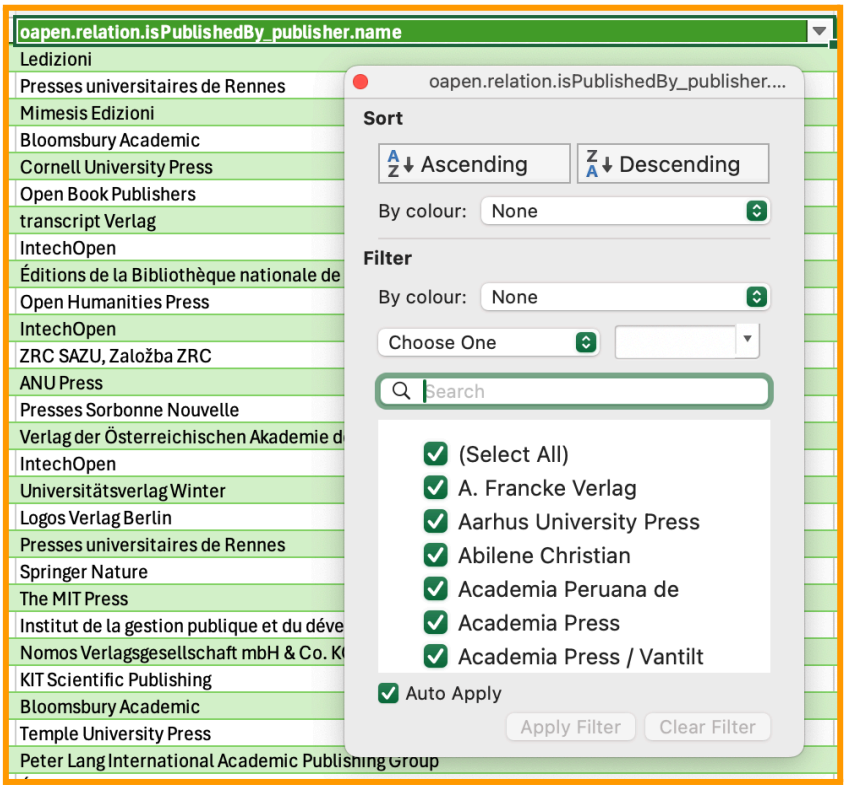
5. Excel will then load the data in columns:



You will then be able to easily work with the data in the spreadsheet.

Filter the DOAB metadata to see only your publisher's metadata

Look for the column "oapen.relation.isPublishedBy_publisher.name" and filter it by your publisher's name to see only your records.



How to find unique identifiers for all of your publisher records

To find unique identifiers for all of your records, use item IDs, "oapen.relation.isbn" (primary ISBNs); or "dc.identifier.uri" (handles).

How to find the details of all PRISM records associated with your publisher account

Start by filtering the DOAB metadata to see only your publisher's metadata. To find the details of all PRISM records associated with your publisher account, look at the fields that begin "peerreview." (such as peerreview.id, peerreview.publish.responsibility, peerreview.title etc) to see the peer review details of each PRISM record.

