

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](#)

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[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](#)

[Work with DOAB metadata](#)

[Export DOAB metadata](#)

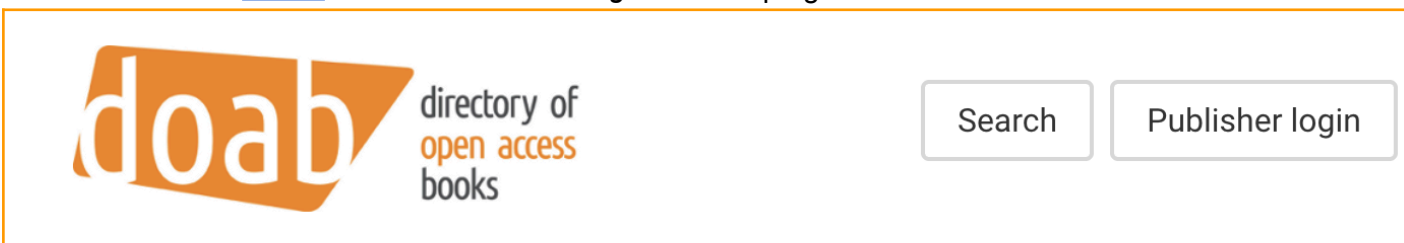
Directory of Open Access Books is a service of the DOAB Foundation. Please [contact us](#) if you have any feedback or questions.

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.



Check-in

Choose your academic/social account



Search...

ORCID

29 Mayis University

A'SHARQIYAH UNIVERSITY

A*STAR - Agency for Science, Technology and Research

A. T. Still University

AAF Virtual Home

aai.lab.maeen.sa

AAI@EduHr Single Sign-On Service

Aalborg University

or

ORCID

Bitbucket

D4SCIENCE
INFRASTRUCTURE

esi sso

EduHr LOG-IN

B2ACCESS

Facebook

GitHub

Google

eduTEAMS

ID OPEN
The Identity Provider Open

IGTF

LinkedIn

umbrella

WeChat

ria

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.

- 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

Request to join EGI User Community Inbox x

EGI Check-in Notifications <noreply@faai.grnet.gr>
to me ▾

14:21 (0 minutes ago)

You have requested to join the EGI User Community. As part of this process, you will be assigned a personal EGI Check-in ID which is needed to access EGI tools and services.

To confirm your request and to verify this email address belongs to you, click the link below and then sign in using the login credentials from your home identity provider.

https://aai-dev.egi.eu/registry/co_invites/reply/1734ffa32b1d6e2efe0eef06b0274431d52bcac4

If you didn't make this request or if you believe an unauthorised person is attempting to access EGI resources using your identity, you should ignore this message.

Thank you,
EGI AAI Support

4. And click to *Accept* the invitation to join EGI User Community



EGI User Community

Invitation to EGI User Community

Invitation for Yoann Moranville

Complete the sign-up form by entering all the required fields

Name*

Your full name

Given Name

Yoann

Family Name

Moranville

Email

Your current email address

Email

yoann.moranville@gmail.com

Organisation

Organisation

DARIAH OPERAS

5. EGI Check-in will ask for your permission to share the information displayed with DOAB - click Yes, *Continue* to proceed



Check-in

DOAB requires that the information below is transferred.

Surname	(Your surname)
Given name	(Your given name)
Display name	(Your display name)
Mail	(Your mail address)
Entitlement regarding the service	
Identity assurance profile	https://aai.egi.eu/LoA#Low
Unique, non-reassignable, persistent, pseudonymous user ID	(Your user ID)

Remember

YES, CONTINUE

NO, CANCEL

- 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.

Login failed

You tried to login to the Directory of Open Access Books, but unfortunately we did not recognize you as a publisher. If you are trying to login for the first time, please contact the DOAB administrators with the following information:

- Your name
- Email address
- Publisher name

In order to finish the authentication process, we will send you a link to join the OPERAS Virtual Organisation. This will enable us to add you as a publisher for DOAB. After the authentication process is completed, you will be able to add and update titles in the Directory of Open Access Books and maintain your publisher data.

If you are a publisher and want to join DOAB, please go to [this page](#), which explains the application process.

The login procedure is **for publishers only**. DOAB is free to use for everyone and you do not have to login to use DOAB or to download the metadata.

Échec de la connexion

Vous avez essayé de vous connecter au Directory of Open Access Books (DOAB), mais nous ne vous avons malheureusement pas reconnu en tant qu'éditeur. Si vous essayez de vous connecter pour la première fois, veuillez contacter les administrateurs DOAB avec les informations suivantes:

- Votre nom
- Adresse e-mail
- Nom de l'éditeur

Afin de terminer le processus d'authentification, nous vous enverrons un lien pour rejoindre l'organisation virtuelle OPERAS. Cela nous permettra de vous ajouter en tant qu'éditeur pour le DOAB. Une fois le processus d'authentification terminé, vous pourrez ajouter et mettre à jour des titres dans le répertoire des livres Open Access, ainsi que vos données d'éditeur.

Si vous êtes un éditeur et souhaitez rejoindre le DOAB, veuillez vous rendre à [cette page](#), qui explique le processus de candidature.

La procédure de connexion est **réservée aux éditeurs**. Le DOAB est gratuit pour tout le monde et vous n'avez pas besoin de vous connecter pour utiliser DOAB ou pour télécharger les métadonnées.

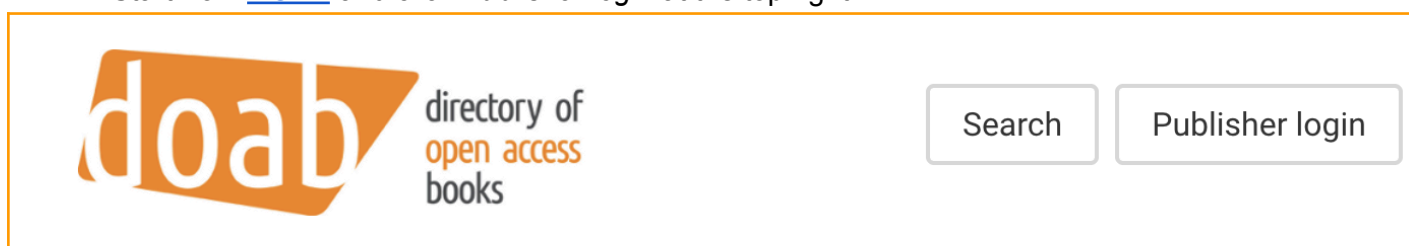
7. Please email Lotte van Aalten (l.vanaalten@oopen.org) with the following information so they can add you:
 - a. Name
 - b. Email address
 - c. Publisher name

- We will send you an email with a link to the OPERAS-VO enrolment procedure https://aai.eui.eu/registry/co_petitions/start/coef:73
- 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.

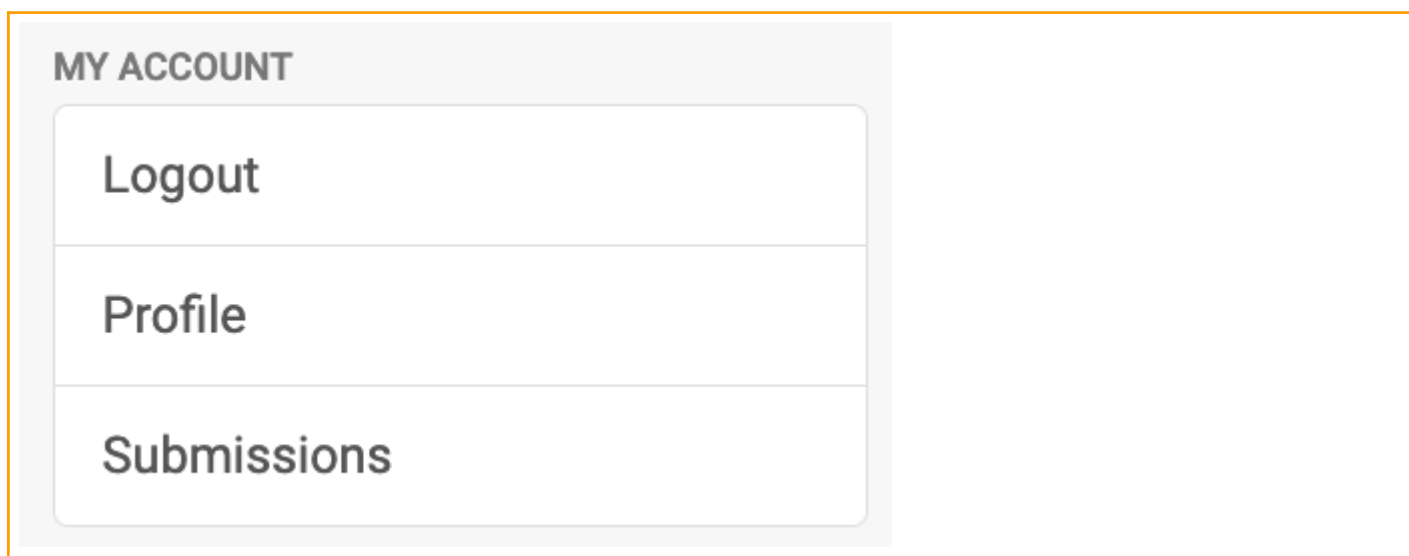
Add information about your organisation to DOAB

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.

- Start from [DOAB](#) and click *Publisher login* at the top right



- Click *Submissions*



- Click *start a new submission*

Submissions & Workflow tasks

Submissions

You may [start a new submission](#).

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

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.

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.

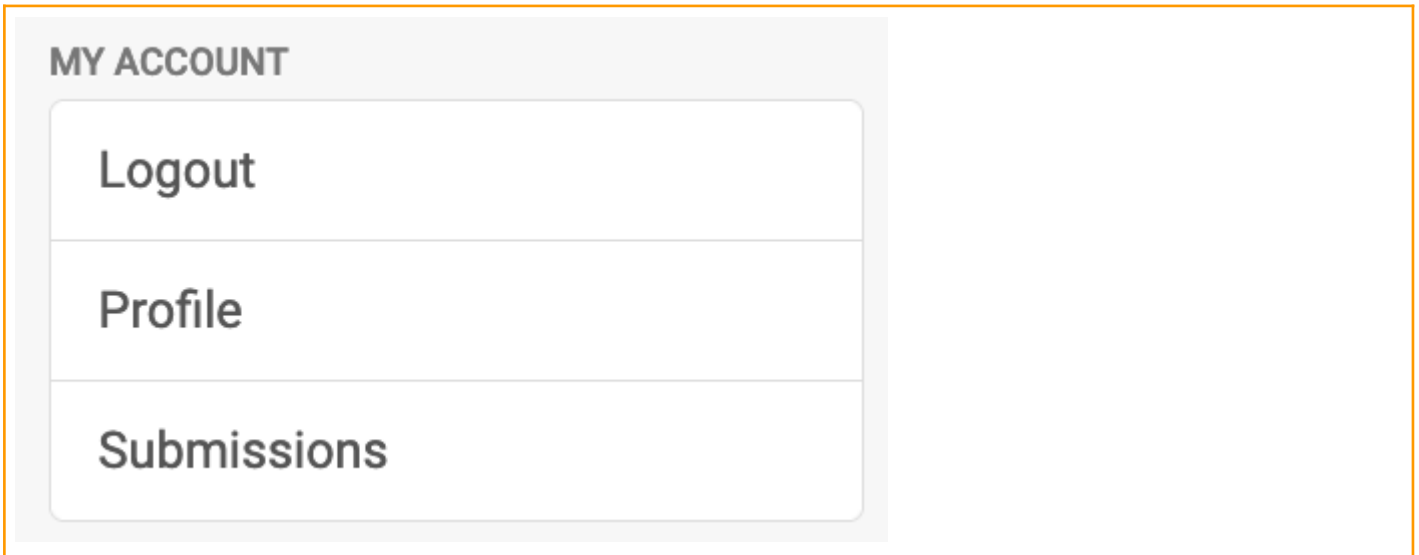
A key concept to bear in mind when creating your records in DOAB is that you are describing your work(s) and providing a link to where your content is hosted, but at no point do you upload the full-text. If you are looking for a trusted platform to host your content, please learn more about the [DOAB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

How to add a record

1. Start from [DOAB](#) and click *Publisher login* at the top right



2. Click *Submissions*



3. Click *start a new submission*

 [DOAB Home](#) / Submissions

Submissions & Workflow tasks

Submissions

You may [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*

Item submission

Select a collection

Collection:

Select the collection you wish to submit an item to.

✓ Select a collection...

Book chapters > Imported or submitted locally

Books > Imported or submitted locally

Peer Reviews > Peer Reviews

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).

Describe Item

DOI:
If the book already has a DOI, enter it here (format: 10.<prefix>/<suffix>)

Authors:
Enter the names of the authors of this book.

Last name, e.g. Smith **First name(s) + "Jr", e.g. Donald Jr**

- a. To add one or more subject classification codes, click *Subject Categories* and select from the list. You may also download a list of Thema classification codes from [our documentation page](#).

Themas: *
Select a Thema code (as fine-grained as possible)

[Subject Categories](#)

- 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

Peerreview:
Lookup peer review information

- 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).

Peer Review ✕

Search for a peer review:

Peer Review	<h3>Select a peer review in the list</h3>
Slartibartfast	
Double-anonymised	
Single-anonymised	

- 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.

Upload File(s)

File: *

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

No file selected.

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 that you previously submitted

1. Start from [DOAB](#) and click *Publisher login* at the top right



2. Click *Submissions*

MY ACCOUNT

Logout

Profile

Submissions

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

CONTEXT

Create version of this item

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

Reason for creating new version:

5. Click *Resume*

Show full item record

Resume

Cancel

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

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. Start from [DOAB](#) and click *Publisher login* at the top right



Search

Publisher login

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

"goat science"



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

Browsing by Subject

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Now showing items 1-19 of 19



Subject

[Vanuatu](#) [1]

[Vascular surgery](#) [44]

[Veterinary medicine](#) [53]

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*

Create new version of item: 20.500.12854/97324

Reason for creating new 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). 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. 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).

Once your file is complete, please send it to Ronald Snijder (r.snijder@oopen.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:

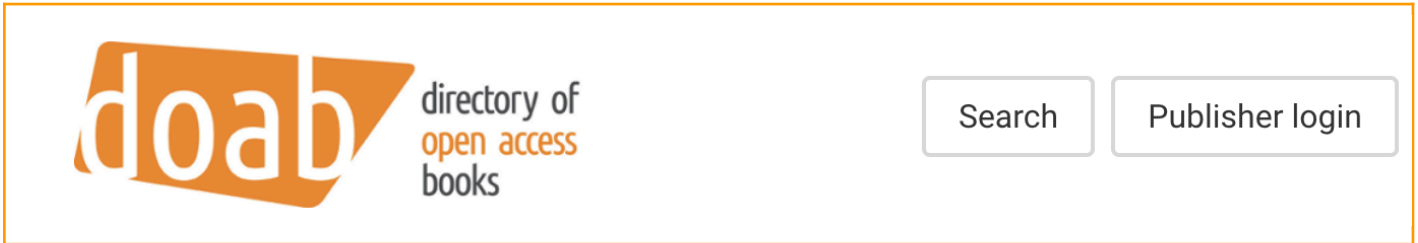
- [Committee on Publication Ethics \(COPE\)](#)
- [Open Access Scholarly Publishing Association \(OASPA\)](#)

Create a peer review record in DOAB

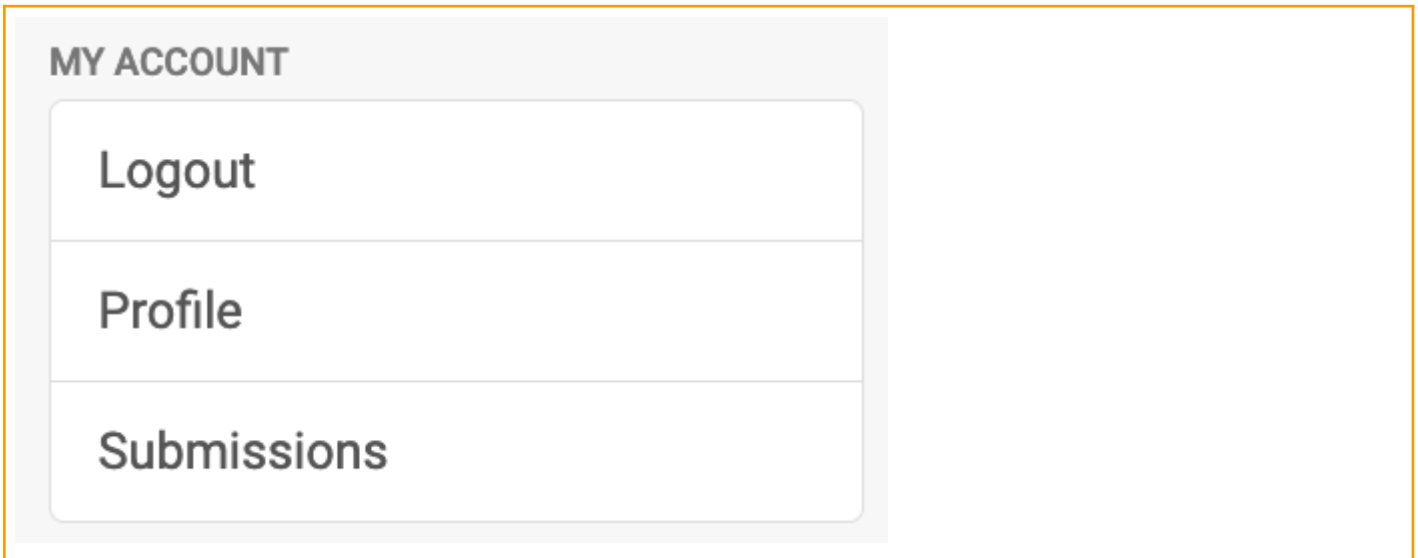
When you log in to DOAB via EGI Check-in, we connect your profile with a named publisher so that you can make edits to that publisher's records. To create new peer review submissions, you therefore need to have permissions for the relevant publisher. This mapping between users, publishers, and peer review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

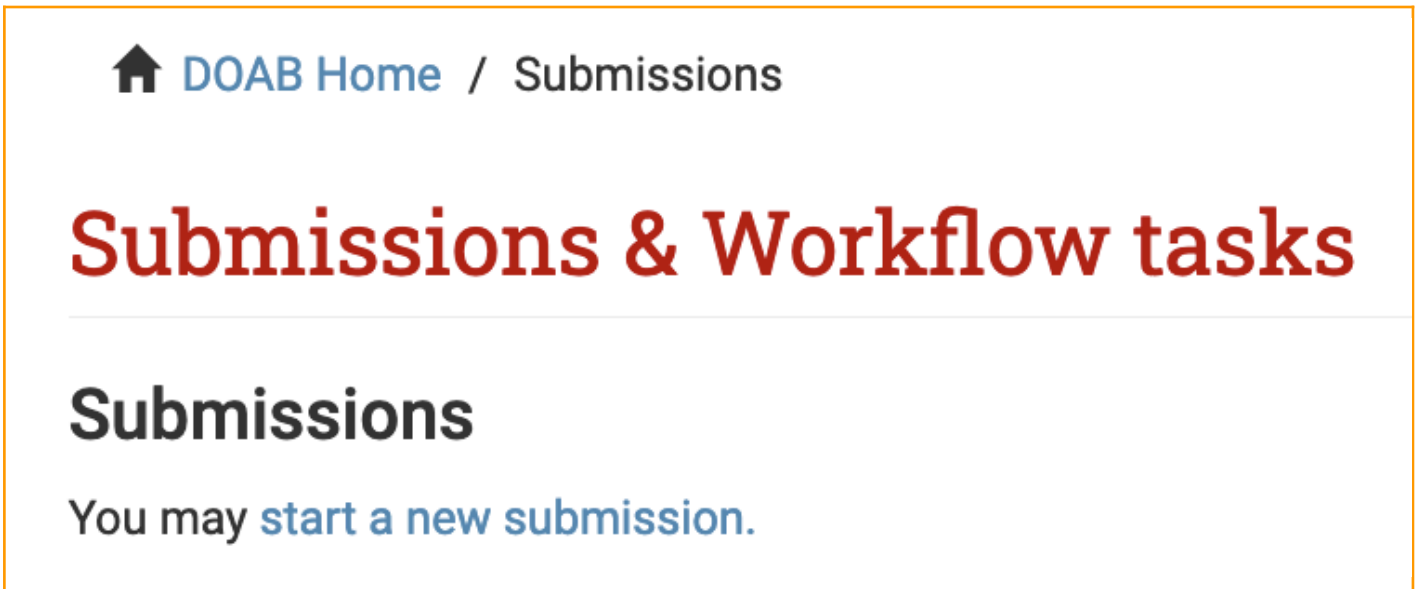
1. Start from [DOAB](#) and click *Publisher login* at the top right



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.

✓ Select a collection...

Book chapters > Imported or submitted locally

Books > Imported or submitted locally

Peer Reviews > Peer Reviews

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@oopen.org 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 page](#)
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. Filter the DOAB metadata to see just your publisher: look for the column "oopen.relation.isPublishedBy_publisher.name" and filter it by your publisher's name to see only your records
5. Good to know: to find unique identifiers for all of your records, use item IDs, "oopen.relation.isbn" (primary ISBNs); or "dc.identifier.uri" (handles).