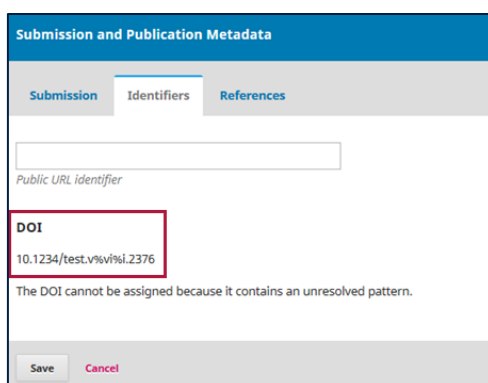


# Checking DOIs before publication in OJS

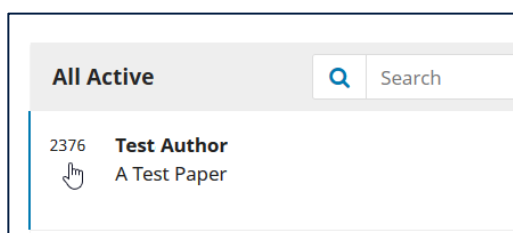
You will need to know the DOI of an article **before** you prepare the final full-text PDF and/or other galley(s). This is because the DOI **must be displayed** in all full-text versions of the article, according to the [revised Crossref guidelines](#). There are different ways to obtain the DOI of an article before the article is published. With options 3 and 4 below you will obtain the actual DOI, while options 1 and 2 show you how to construct it manually.

Note that the **correct format for the DOI is “https://doi.org/10.xxxx/xxxx”**. What you will see in OJS if you follow options 1, 2 or 3 is a DOI in the format “10.xxxx/xxxx”. When you add the DOI to the full-text galley(s), ensure it is preceded by “https://doi.org/” and it is an active link.

**Option 1:** To check the article DOI before you assign the article to an issue, go to the submission record, click the **Metadata** link, and then go to the **Identifiers** tab of the window that will open up. What you will see there is the **pattern of the DOI**. The pattern may include placeholders for the volume number (%v), issue number (%i) or year (%y). When you add the DOI to the full-text galley(s), replace the placeholders with the correct values for volume, issue or year.



**Option 2:** If you already know the structure of the DOI pattern, you can **construct the DOI** without having to open the Metadata window. The only thing you will need to look up in OJS is the OJS-generated **article code** that typically is part of the DOI suffix. You can see it on the **Submissions tab**, next to the article title. It is also in the URL of the submission record, and in the **Articles** report that you can export from the **Tools** module.



**Option 3:** It is also possible to check the DOI after the article has been assigned to an issue. One way to do this is to go to the submission record > Metadata link > **Identifiers** tab, as described above. What you will see there is the **actual DOI** of the article, not just a pattern with placeholders.

**Option 4:** Another way to check the DOI after you have assigned the article to an issue, is to **preview** the issue, and then go to each **article page**, where the assigned DOI will be displayed.