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 galleys. 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/xxxxx”. What you will see in OJS if you follow options 1, 2 or 3 is a DOI in the format “10.xxxx/xxxxx”. 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 galleys, 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.