

# **DataCite: Getting Started**





**Account management** 

# **About Fabrica**



Fabrica is DataCite's web interface for DOI registration and account management.

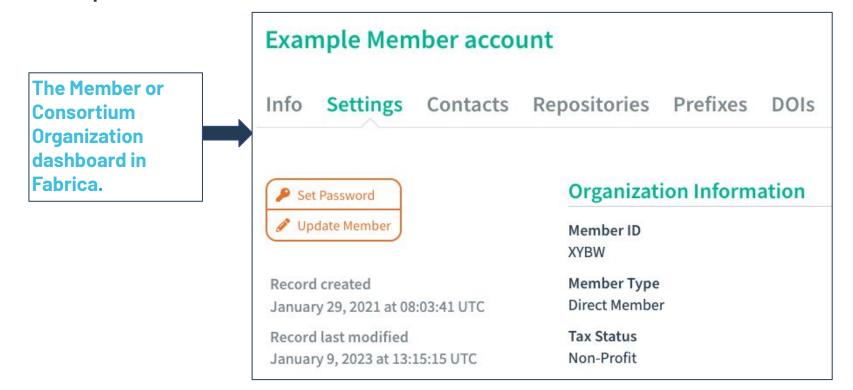
You can log in here: <a href="https://doi.datacite.org/">https://doi.datacite.org/</a>

You can reset the password here: <a href="https://doi.datacite.org/reset">https://doi.datacite.org/reset</a>

# **Direct Members/Consortium Organizations**



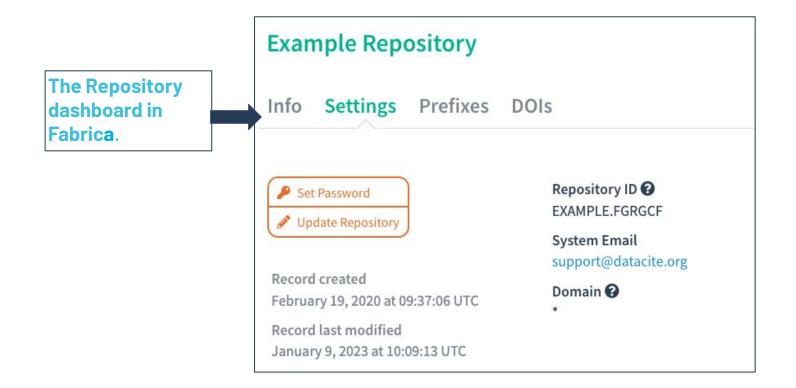
Log in with your Member or Consortium Organization account to manage Repository accounts and add/update contact information.



# Repositories



Log in with your repository account **create and manage DOIs and metadata.** 



# **Relevant Documentation**



#### **Fabrica documentation:**

1. The <u>Fabrica user guide</u> provides detailed descriptions of how to use the different features of the web interface.

2. The <u>Fabrica FAO</u> provides quick answers to frequently asked questions.

### **Test accounts**



The DataCite test environment is completely separate from the production environment. Use test like a sandbox for creating your first DOI or setting up an integration.

- DOI Fabrica (<a href="https://doi.test.datacite.org">https://doi.test.datacite.org</a>)
- REST API (<a href="https://api.test.datacite.org">https://api.test.datacite.org</a>)
- MDS API (<a href="https://mds.test.datacite.org">https://mds.test.datacite.org</a>)

# **Relevant Documentation**

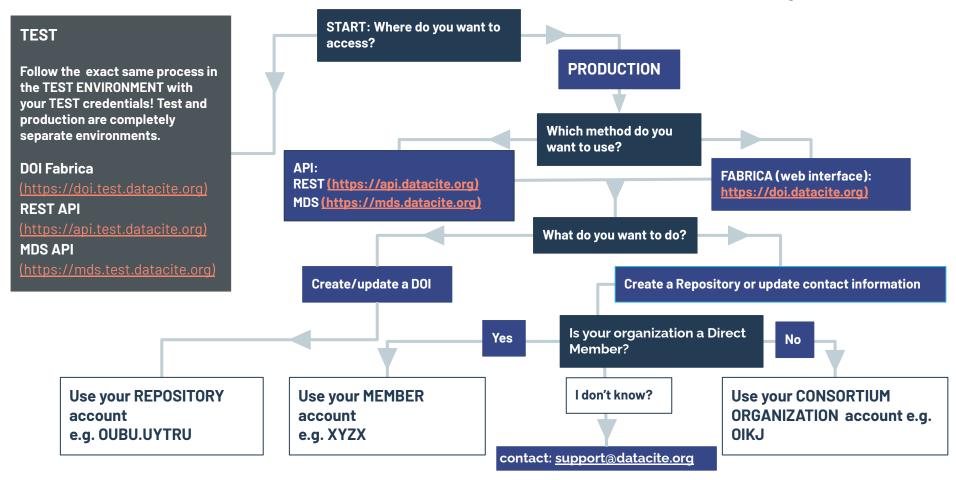


#### **Test environment documentation:**

- 1. The testing quide includes information about the test site and how to access.
- 2. The test FAO highlights the main differences between test and production.

### Access: Which account should I use?





# DOI Registration

# **DOI** Registration



#### There are 3 ways to register a DOI:

- 1. The Fabrica web interface provides two options for registering DOIs. The easiest option for non technical people is the <u>form for DOI creation</u>. There is also the <u>file upload option</u> which accepts metadata files in XML and other formats.
- 2. The APIs are for developers looking to build an integration and for anyone who wants to retrieve metadata. New users should use the REST API. A detailed guide for <u>using the REST API</u> is available as well as the <u>API reference</u>.
- 3. Some organizations choose to register DOIs with a registered <u>integration from a DataCite Service</u> <u>Provider</u>.

# **DOI Basics**



#### **Prefixes**

A DOI prefix always starts with '10.' and continues with a number (e.g. '10.1234' or '10.20865'). The DOI prefix is used as a namespace so that DOIs are globally unique. Each Repository account must have a prefix to register DOIs.

10.5438/9te8-5h68

#### **Suffixes**

The easiest and recommended option is to use **a randomly generated suffix**. If you choose not to use this option, remember:

- 1. The DOI suffix must be unique within each prefix. The optimum length of a DOI suffix is 6–10 characters.
- 2. Only use a-z, 0-9 and in a DOI suffix. Other characters might have special meaning or will be escaped. DOI suffixes are not case sensitive.
- 3. Avoid human-readable information in a DOI suffix because any meaning may change over time. Further advice on DOI suffixes.

You can generate a random suffix in both Fabrica and the API and your DOI will look something like this:

### **Best Practice**



#### **Versioning**

DOI metadata can be updated. This includes the content underlying the DOI, e.g correcting small errors like typos or adding a new file. This means small changes don't always require a new DOI. Individual stewards need to determine which are major vs. minor versions.

#### **Data Citation**

Data Citation means references to data, in the same way researchers routinely provide a bibliographic reference to other scholarly resources. Data are often shared, but they are not often cited the same way as journal articles or other publications. Repositories can participate by including information about publications that cite the data in DOI metadata.

# Metadata

# **The Metadata Schema**



Everything you need to know about DataCite's metadata schema can be found here:

https://schema.datacite.org/

The detailed guide includes definitions and descriptions of every metadata property plus lots of examples. It is updated and maintained by the Metadata Working Group.

# FAQs & Resources

# **Frequently asked Questions**



Below is a list of questions commonly asked by DataCite users:

- o I can't see the create DOI option? Check which account you're using (only Repository accounts can create DOIs).
- There's a problem with Fabrica cache? Try a browser refresh.
- Which contact receives the password reset? The <u>system email contact</u>.
- Can I delete or change a DOI created by accident? <u>Deletion is not possible</u> once the DOI is in registered in findable state.
- Why is my URL not accepted when registering a DOI? Check your Repository account <u>domain filter</u> <u>settings</u>.
- Why am I getting a 403 or unauthorized message from an integration? There is a <u>problem with the</u> <u>prefix/ID or password</u>.
- How can I activate the ORCID auto-update? Enable the <u>ORCID auto-update</u> in DataCite profiles.

Please refer to the **knowledge base on the support site** for answers to more FAQs.

# **Important Resources**



The **DataCite Blog:** <a href="https://blog.datacite.org/">https://blog.datacite.org/</a>

The **DataCite Twitter:** <a href="https://twitter.com/datacite">https://twitter.com/datacite</a>

The PID Forum: <a href="https://www.pidforum.org/">https://www.pidforum.org/</a>



CONNECTING RESEARCH, IDENTIFYING KNOWLEDGE



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