HOW TO UPLOAD METADATA IN DOAJ

"Journal owners" is a link that allows journal owners to upload the article metadata either one by one or file by file. It is password protected so the program can recognize which journal the articles belong to. When a journal is added to DOAJ, a password is generated and it will be working immediately.

To provide us with article level information please follow these steps:

1. Visit the DOAJ site [http://www.doaj.org](http://www.doaj.org/)

2. use the link "For journal owners"

3. login using your user name and password:

    user name:  10682341 password: BTHtYm

4. You have two options:

    a) add articles one by one filling in a form

    b) The new file upload feature which allows you to add many records in one go. The files must conform with DOAJ XML Schema specification.  Read more about this at:

<http://www.doaj.org/doaj?func=loadTempl&templ=070507>

Repeat step 4 for all of your articles/files.

This tool allows you to list and edit or delete articles already added into the system. Please see following information about “DOAJ content” and metadata:

**Benefits of supplying DOAJ with metadata:**

\* Journals with the content in PDF format will be included in long term preservation project.

\* Our statistics show more than 6 millions successful requests a month for DOAJ site from all over the world.

\* Many web crawlers are fetching the content of DOAJ to be a part of their search engines.

\* DOAJ is OAI compliant.

\* Once the article is available in DOAJ, it becomes automatically OAI harvestable.

\* Many aggregators and database providers are regularly harvesting DOAJ content in order to include it to their commercial databases.

All that leads to increased visibility and usage of OA journals.

As from 20090401 journals which provide DOAJ with metadata at article level will be long term preserved at e-Depot, National Library, Hauge, Netherlands ([www.kb.nl/e-Depot](http://www.kb.nl/e-Depot)). At the moment only content in **PDF** format is getting archived. Please read more here: <http://www.doaj.org/doaj?func=loadTempl&templ=090401>.

SPARC Europe and DOAJ have entered an agreement about introducing a certification scheme for Open Access journals, the SPARC Europe Seal for Open Access Journals.   
To receive the "Seal" the journal has to choose the CC-BY license (Creative Commons license) and provide DOAJ with metadata on article level.   
For more information see:  
<http://www.doaj.org/doaj?func=loadTempl&templ=faq#getseal>

Don't hesitate to contact us if you have any questions!