Upload metadata to DOAJ

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When your journal is indexed in DOAJ, you have the possibility to upload article metadata to DOAJ. This will make the individual articles searchable at DOAJ's website, which can increase the number of people finding them, and thereby potentially increasing the number of citations.

If you upload article metadata to DOAJ, you will be able to find all of your published papers when you go to your journal's profile page at the DOAJ website, besides information about the journal. All the articles will have a direct link to their page (the so-called "landing page") on your journal website.

This guide will explain how to upload the metadata to DOAJ using OJS, the system behind tidsskrift.dk.
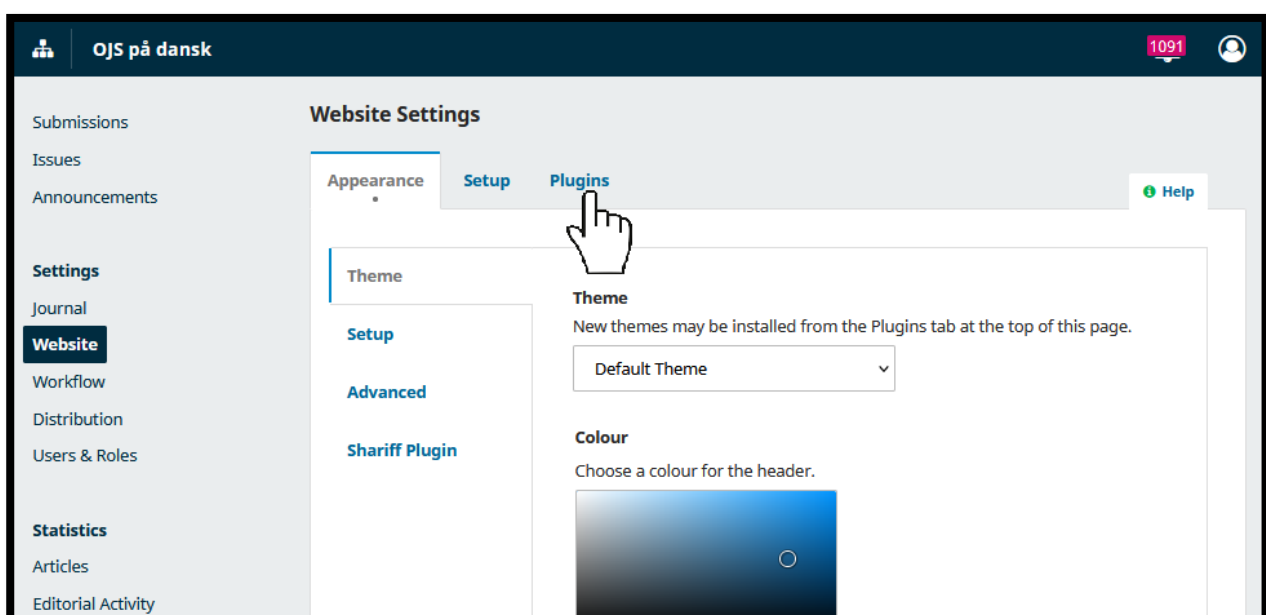
Find DOAJ API key
In order to export metadata to DOAJ, you will have to find the DOAJ API key of the journal. You can find this by visiting https://doaj.org/. Start by logging into your account. In the top menu you should now click "My Account", which will open a drop down-menu. From this, you click "Settings", which will lead you to a page, where you will see the API Key of your journal.

DOAJ plugin in OJS
OJS have a plugin, which can automatically export and upload article metadata to DOAJ. To find the plugin, first you need to log in with your user account on your journal website.

Now, chose "Website" in the left side menu. Next, you chose the 3rd tab in the top, "Plugins" (see screenshot below).
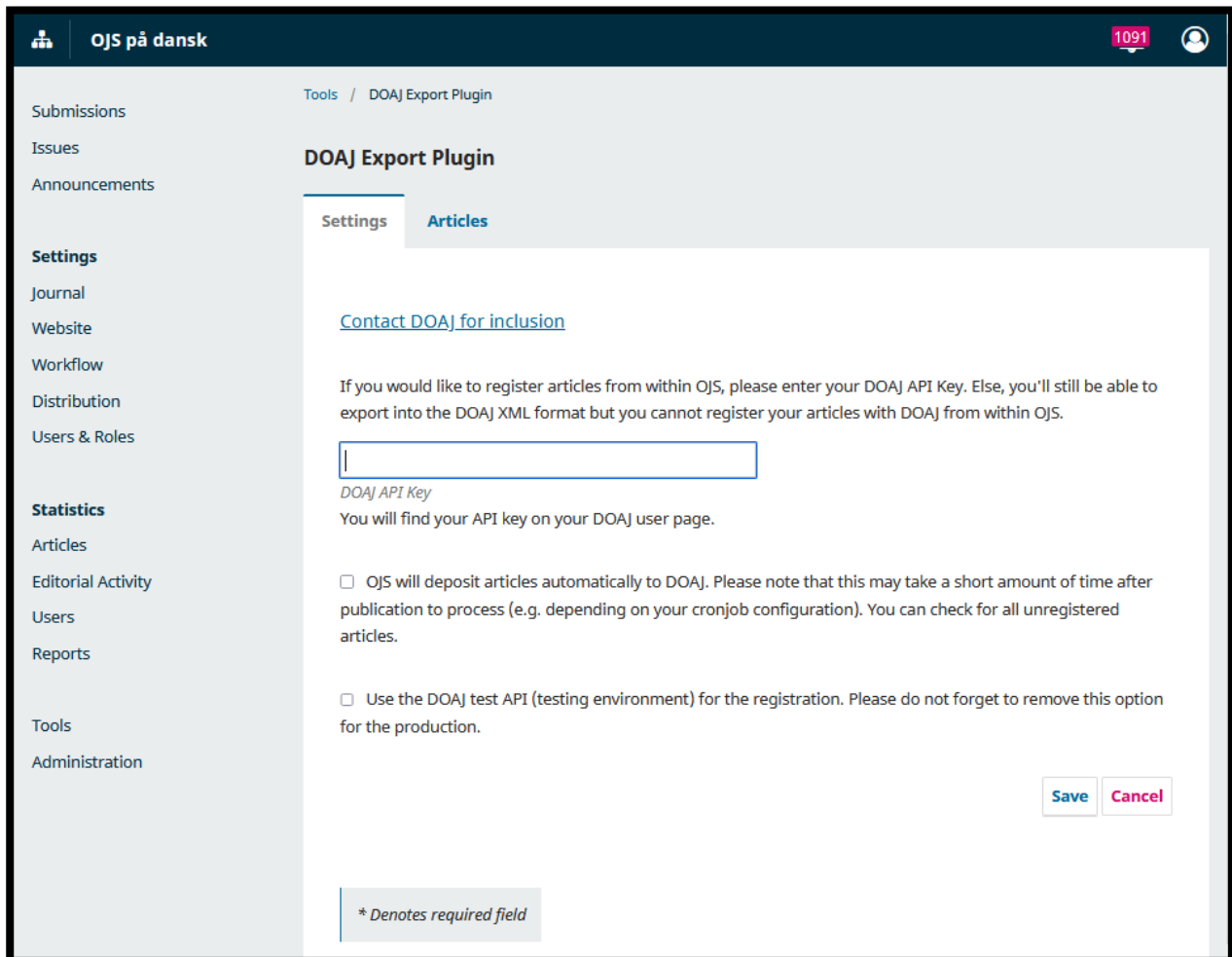
Here you will find all the available plugins. Scroll down until you reach the group of plugins entitled "Import/export plugins (7)". Here you will see the "DOAJ Export Plugin" (see screenshot below), which is activated by default for journals at tidsskrift.dk. If you click the small, blue triangle left of the plugin name, you will see a few options below the plugin name. Click "Import/Export Data".

TIDSSKRIFT.DK

You will now see the page below.

DOAJ Export Plugin

Tools / DOAJ Export Plugin

DOAJ Export Plugin

Settings   **Articles**

Contact DOAJ for inclusion

If you would like to register articles from within OJS, please enter your DOAJ API Key. Else, you'll still be able to export into the DOAJ XML format but you cannot register your articles with DOAJ from within OJS.
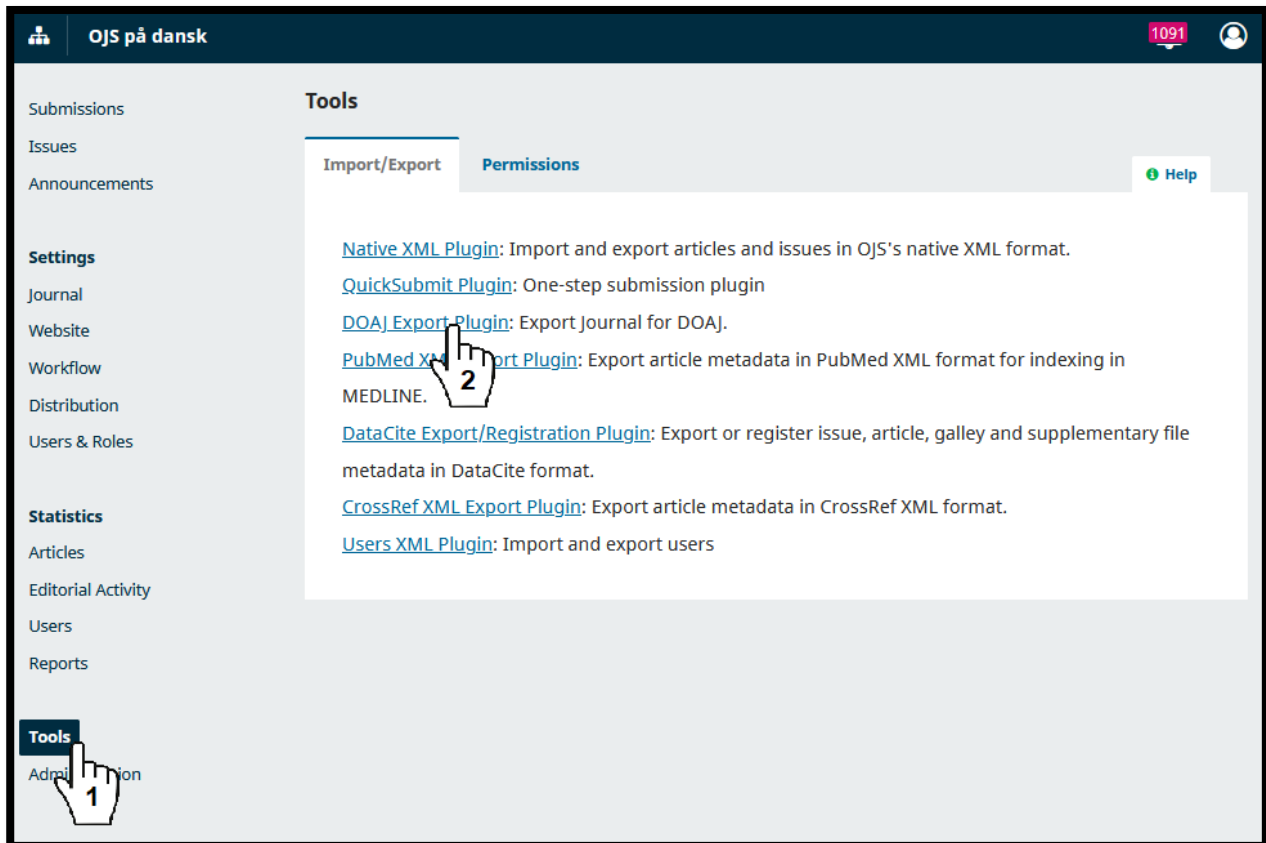
DOAJ API Key
You will find your API key on your DOAJ user page.

☐ OJS will deposit articles automatically to DOAJ. Please note that this may take a short amount of time after publication to process (e.g. depending on your cronjob configuration). You can check for all unregistered articles.

☐ Use the DOAJ test API (testing environment) for the registration. Please do not forget to remove this option for the production.

Save   Cancel

* Denotes required field

Another way to access this page is to choose "Tools" in the left side menu (see screenshot below) and then choose "DOAJ Export plugin" which is the third from the top in the list of tools.

Export data to DOAJ

To export metadata on published articles to DOAJ, you should start by going into the "DOAJ Export Plugin" as described in the section above.

Here, you need to type in the DOAJ API key of the journal in the designated text box (see screenshot below).

Next, you click the little box next to "OJS will deposit articles automatically to DOAJ. …", and a tick will appear. Click "Save" in the bottom.

Metadata about articles published by this journal in the future will now automatically be exported and uploaded to DOAJ. Metadata about articles previously published by this journal need to be exported manually. To see the status of metadata export of each article and to export metadata, you click the "Articles" tab in the top (see 1 in screenshot below).

You will here see a list of all the published articles from this journal. Please be aware that there may be more than one page of articles.

Click the small box left of the article (2 in the screenshot above), which metadata you wish to export to DOAJ, so a small tick will appear. When you have chosen all the articles, you scroll down to the bottom of the page and click the button "Register" (3 in the screenshot above). It may be a little while before anything happens, so be patient. You will then receive a notification in the top right of the screen that the articles have been registered, and the status of the articles in the right most column will change from "Not Deposited" to "Registered".

All previously published articles need to be registered this way when you first begin exporting metadata to DOAJ, but all articles that are published from now on, will automatically be exported. We recommend you check this when you publish a new issue, by entering the DOAJ Export Plugin and check that the newly published articles are in fact marked as "Registered" in the status column.

If you need help with any of this, the team behind tidsskrift.dk are happy to help. Just send an e-mail to tidsskrift.dk@kb.dk.