

DOI Submission Process

DOI Submission Options

There are four options for submitting DOIs: assigning, reserving, registering, and deleting reserved DOIs.

1. Assign: Data provider can submit DOIs to ESDIS for review with few data product properties to establish assignment of DOI for the products. Purpose will be to select an appropriate DOI model that meets all the needs of the data provider and review associated requirements and guidelines as outlined in the ESDIS DOI registration process including data products properties as listed in Table 1. This information will be only visible from the ESDIS wiki website.
2. Reserve: Data provider can submit DOIs to ESDIS with few data product properties to reserve DOI for the products after the assignment review has been completed. Purpose will be to reserve the DOI with ESDIS to ensure unique identifier. This information will be only visible from the ESDIS wiki website. This step may only have a DOI assigned to a product but does not have to have a landing page ready.
3. Register: Data Provider can request ESDIS to register DOIs with Datacite when data provider is ready and all of the mandatory data product properties as listed in Table 1 have been provided to ESDIS this including a landing page. At this point the DOIs will be accessible by the general public and need to have associated landing pages.
4. Deletion: Data providers have the option to send a request to ESDIS for deletion of a reserved DOI. The DOI must be reserved and the user submitting the deletion should belong to the same datacenter as the DOI being submitted. To delete, submit the DOI with the same data - but set the DOI Type to DELETE and ready flag to NO.

Information on Reserved DOIs can be viewed at: <https://doiserver.eosdis.nasa.gov/ords/f?p=100:13>

DOI Submission Form

The ESDIS project requires information be provided for each product being assigned a DOI. Data Providers can submit DOI requests in [XLSX form](#), Text (tab-delimited), and [XML form](#), which will be sent to the data provider to be filled out and uploaded online. Detailed information can be found in the [DOI Training Presentation](#)

The form requests the following information.

Metadata	Description
Datacite Required:	
Resource Type	Type of the Digital Object, Dataset for Data, Text for Documents
DOI Name (including prefix as 10.5067)	DOI Name is based on the defined syntax starting with 10.5067 Identifier can be structured or opaque Leave DOI Name blank if the Opaque ID is to be generated by ESDIS Case insensitive (converted to all upper case)
Product Title	Title of the Product (MetadataLangName)
Creator	Person(s)/Agency that has developed/processed the data User should submit data in the order of preferred author list and/or organization name: lastname1,firstname1;lastname2,firstname2;organizationname
Distributor	Name of the agency that is distributing the data DAAC Name that is distributing the data, which should start with NASA. A valid list is available on Agetc.
Year	Year the data (will be) made available to public Future distribution year will be allowed only for reserving DOIs Year should be either the current year or earlier for DOI registration
Product URL	Landing Page URL
ESDIS Process Required	
Special Reference	Data Center preferred reference if any (shortname of the data product)
Program/Mission Name	Name of the Program/Mission for reference, such as MeaSURES, AQUA
Project/Instrument Name	Name of the Project/Instrument for reference
DOI Information Provider Name	Name of the Data Center (Agency) that provided the DOI information
DOI First Name	First Name of the Person Submitting the DOI Information
DOI Last Name	Last Name of the Person Submitting the DOI Information
DOI Email Address	Email Address of the Person Submitting the DOI Information
Landing Page (LP) Responsible Agency	Name of the DAAC/organization maintaining the landing page
LP First Name	First Name of the Person Responsible for Landing Page
LP Last Name	Last Name of the Person Responsible for Landing Page
LP Email Address	Email Address of the Person Responsible for Landing Page
Type of DOI (NEW or UPDATE or DELETE)	New for providing DOI information first time or Update for revising already provided information or DELETE for deleting a reserved DOI
Ready for Registration With Datacite (YES or NO)	Specifies if the Submitter is ready for registering the identifier with Datacite. This requires complete metadata and landing page ready: Yes for Ready to Registration, No for Not ready to Register

- **Creator Naming Convention:** If the creator is a person(s), their names should be in the format Last, First M. or Last, First. Organizations must be spelled out completely and contain no commas. Example: Apple, Inc. should be Apple Inc.

To include multiple creators:

XLSX: Using the format from above, separate creators by using a delimiter ' ; ' or ' | ' .
For example, 'Last, First M. ; Organization 1 ; Last, First M. ; Last, First M.'

XML: Enclose each creator into their own tag:

```
<creator>Last, First M.</creator>
<creator>Organization 1</creator>
<creator>Last, First M.</creator>
<creator>Last, First M.</creator>
```

- [DOI Background Information](#)
- [ESDIS DOI Process](#)
- [DOI Submission Process](#)
- [DOI Landing Page](#)
- [Contact Information](#)
- [ESDIS DOIs Status and Listing](#)
- [DOI Documents](#)
- [ESDSWG Recommendations](#)
- [Reference Links](#)
- [Meeting Minutes](#)
- [***Draft Copy of ESDIS DOIs Status and Listing***](#)
- [Strategy Subgroup for DOI Assignment](#)
- [File lists](#)

- **File Naming Convention:** Data providers submitting files should refrain from using any special characters within their file name prior to submission. Underscores (_) and backslashes (/) are allowed and encouraged instead of other special characters. Please be aware, should the system detect the use of a special character that is not an underscore or backslash, it will replace the characters with an underscore before reviewing the file.

Please upload forms using the following link: https://doiserver.eosdis.nasa.gov/doi-bin/doi_upload.pl