

Raw Data Library Guide for Assigning

Crossref DOIs to Theses

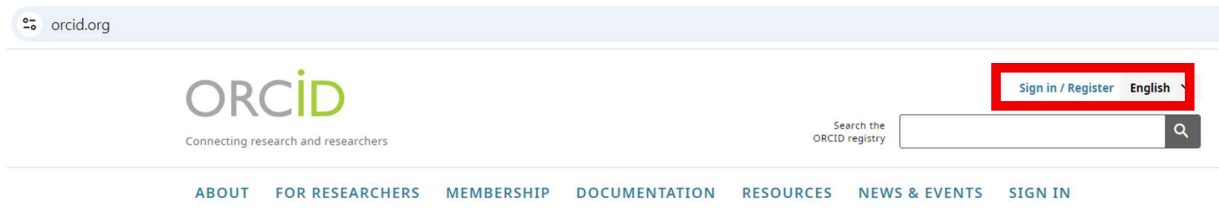
Purpose: This guide has been prepared to help you complete the process of assigning Crossref DOIs to master's and doctoral theses through the Raw Data Library platform step-by-step and without errors. Before following the steps below, please ensure that all thesis bibliographic information is finalized, **as no changes** to the metadata can be made after the DOI assignment is completed.

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1. CREATING ORCID ACCOUNT

- To create an ORCID account, visit <https://orcid.org/> and click the “Sign in/Register” button.



- **Why is it necessary?** ORCID provides a unique identifier for researchers; it is required for author matching, citations, and automatic integrations.
- **Points to note:**
 - It is important that your ORCID registration email address matches the one you will use on Raw Data Library and other academic platforms for automatic notifications and integrations.
 - **If your student email address is temporary,** it is important to add a secondary email address to your ORCID account.
 - **Before requesting a DOI, please enter your institutional information into your ORCID account (see 6.1).**

2. CREATING RAW DATA LIBRARY USER ACCOUNT

- To register for RDL, visit: <https://www.rawdatalibrary.net>
- After creating your account, complete your profile fully.
- **In the Researcher Links section,** enter your identifiers as *shown on the site format*: ORCID (mandatory), Scopus Author ID, ResearcherID (Publons), and Google Scholar user ID. These links ensure that your profile is correctly linked to international researcher’s records.

3. ENTERING THESIS INFORMATION

- After logging in to your RDL account, follow: **Add New Publication** → **Manual Add Publication** → **Thesis**.
- When entering the thesis title, capitalize **only the first letter** and keep the rest in lowercase. For example:

How to prepare and upload your own data: Guideline and an example for RDL users.

Mandatory and Recommended Fields:

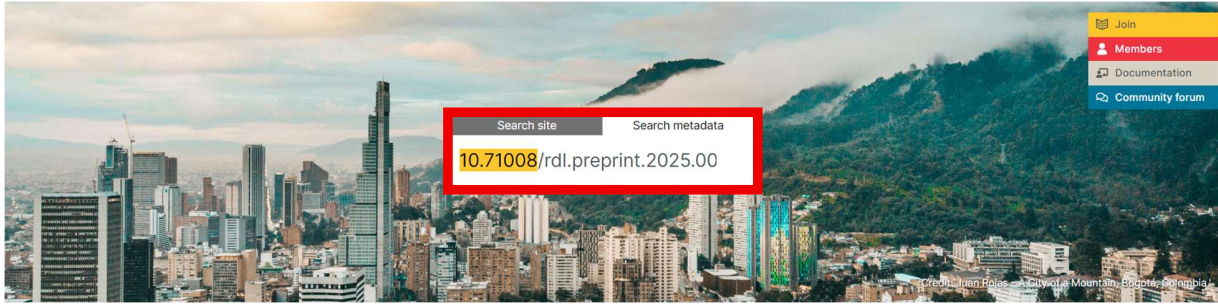
- Thesis Title
- Degree Type — (MSc / PhD / etc.)
- The institution where the thesis was completed — provide the university's full official name (do not use abbreviations).
- Institution/Department
- Thesis Defense/Submission Date — in **month/year** format.
- Language
- Number of Pages — in **1–100** format.
- Abstract
- Thesis PDF file —You can upload your thesis PDF file either as open access (Add only a public file) or as restricted access (Add only a private file). The access setting can be changed to open or closed afterward.
However, after DOI assignment, other information cannot be modified.

4. REQUESTING DOI

- After entering and saving all thesis information on Raw Data Library, click the “**Request DOI**” button to submit your DOI request.
- To do this, follow: **Profile** → **Publications** → **Thesis** → **View Details** → **Request DOI**.
- The thesis information you submitted will be reviewed by the RDL team, and if there are no missing details, your DOI assignment will be approved within **48 hours**.
- Example DOI format: DOI: [10.71008/bayburt.thesis.2026.101](https://doi.org/10.71008/bayburt.thesis.2026.101).
- After requesting a DOI for your thesis, monitor your email for notifications from info@rawdatalibrary.net.
- Once a DOI is assigned to your thesis, it will initially be indexed in Crossref, and you will receive an automatic approval email from ORCID to add your thesis information to your ORCID profile.
- *Very important notice: Once a DOI has been assigned, the metadata of the corresponding thesis cannot be changed. Therefore, carefully review all fields before requesting a DOI.*
- Any request for changes after DOI assignment can only be processed via contact forms and with valid justification.
- Once your thesis is uploaded and published, you can provide it in different languages. To do this, follow: **Profile** → **Publications** → **Thesis** → **View Details** → **MULTILINGUAL PDF EDITOR**.
- Raw data related to your thesis can be uploaded through the system. DOIs can be also assigned for raw data files.

5. SEARCHING FOR CROSSREF DOI

- After DOI assignment, you can also enter your thesis DOI at <https://www.crossref.org> to track the indexing process of your thesis.



6. CHECK LIST

I have an ORCID account	<input checked="" type="checkbox"/>
My institutional information is added to my ORCID profile	<input checked="" type="checkbox"/>
If my student email address is temporary, I have added a secondary email address in ORCID	<input checked="" type="checkbox"/>
I have completed my RDL registration	<input checked="" type="checkbox"/>
I have entered my ORCID ID into RDL	<input checked="" type="checkbox"/>
My RDL and ORCID email addresses match	<input checked="" type="checkbox"/>
I have entered my institution and department information in RDL	<input checked="" type="checkbox"/>
The thesis defense has been completed, and a DOI request has been submitted for the final version of my thesis.	<input checked="" type="checkbox"/>
I have entered my thesis title in RDL with only the first letter capitalized and the rest in lowercase	<input checked="" type="checkbox"/>
My thesis degree information (Bachelor, Master, or Doctorate) has been correctly entered into the RDL system	<input checked="" type="checkbox"/>
I am aware that after DOI assignment, I will receive an approval email from ORCID to add my thesis to my ORCID record	<input checked="" type="checkbox"/>

7. USEFUL INFORMATION

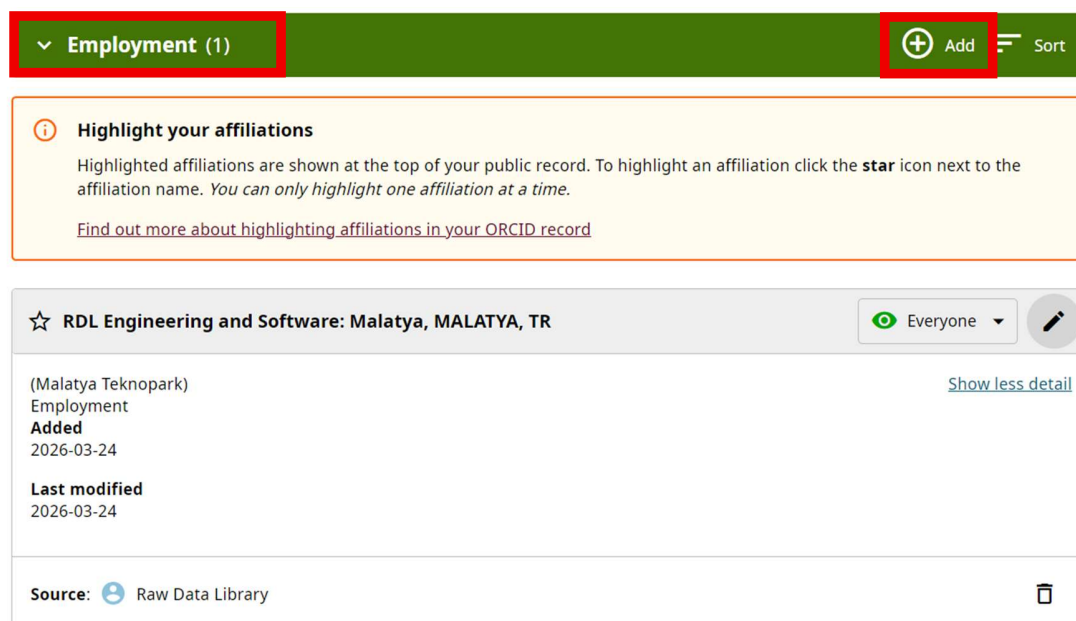
7.1 Adding institutional and academic affiliations to your ORCID account

1 Logging into ORCID

1. Go to the ORCID website
2. Click Sign in
3. Enter your ORCID ID and password

2 Adding Institution Information (Employment / Education)

1. On your profile page, click the “Add” button
2. From the menu, choose:
 - o **Employment** → your current university/institution
 - o **Education and Qualifications** → your PhD / Master’s institutions
3. When typing the institution name, the system will automatically list available institutions
4. Select the correct institution and add the relevant dates
5. Click Save



▼ **Employment (1)** + Add ≡ Sort

Highlight your affiliations
Highlighted affiliations are shown at the top of your public record. To highlight an affiliation click the **star** icon next to the affiliation name. *You can only highlight one affiliation at a time.*
[Find out more about highlighting affiliations in your ORCID record](#)

☆ **RDL Engineering and Software: Malatya, MALATYA, TR** 👁 Everyone ✎

(Malatya Teknopark) Show less detail
Employment
Added
2026-03-24
Last modified
2026-03-24

Source: 🌐 Raw Data Library 🗑

3 Academic IDs and Researcher Profiles (Websites)

You can link your Raw Data Library, Google Scholar, Scopus Author ID, Web of Science ResearcherID, and other researcher IDs to your ORCID profile.

To add them:

1. Go to the **Websites & Social Links** section on your ORCID profile
2. Click **Add website**
3. Enter the relevant ID/profile link and **save**

The image shows a screenshot of an ORCID profile editor. On the left, there are sections for 'Emails & domains' and 'Websites & social links'. A red arrow points to the 'RAW DATA LIBRARY' link in the 'Websites & social links' section. On the right, the 'Biography' section is highlighted with a yellow box. The biography text reads: 'RDL - Academic Digital Infrastructure. RDL is a next-generation academic digital infrastructure platform, recognized among the most advanced systems globally. It is specifically...'. A yellow box contains the text: 'Entering your biography helps search engines like Google and other academic databases index your ORCID profile. Including your name and institutional affiliation in your biography also contributes to your academic visibility and recognition.'

Linking Scopus to ORCID

1. Click the “**ORCID**” option in your Scopus account
2. The system will redirect you to the **ORCID login page**
3. Log in to your **ORCID account**
4. Click “**Authorize Scopus**” to grant permission

As a result of this process, your publications will appear in the Works section of your ORCID profile:

- New publications are automatically suggested
- They can be added to ORCID with a single click
- Most DOI information is verified via Crossref


Advantages


- Publications are visible in a single central location
- Easy integration with university systems
- Academic identity verification
- Synchronization of DOI and citation data



Scopus

 Search Sources SciVal   

This author profile is generated by Scopus 

 0000-0002-7289-3384 

847


Citations by 663 documents

26

Documents

15

h-index

 Set alert

 Save to list

 Edit profile

 More

Documents (26)

Impact

Cited by (663)

Preprints (0)

Co-authors (27)

Topics (3)

Awarded grants (0)

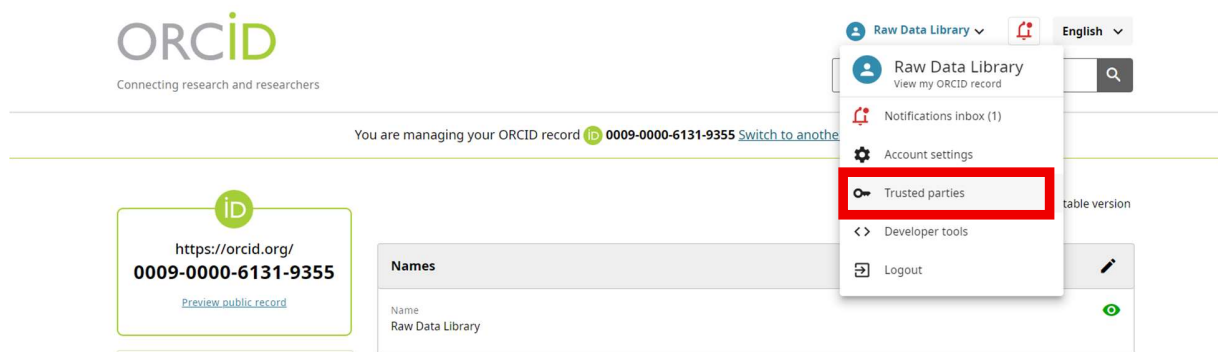
Beta

7.2 Adding trusted parties to your ORCID account

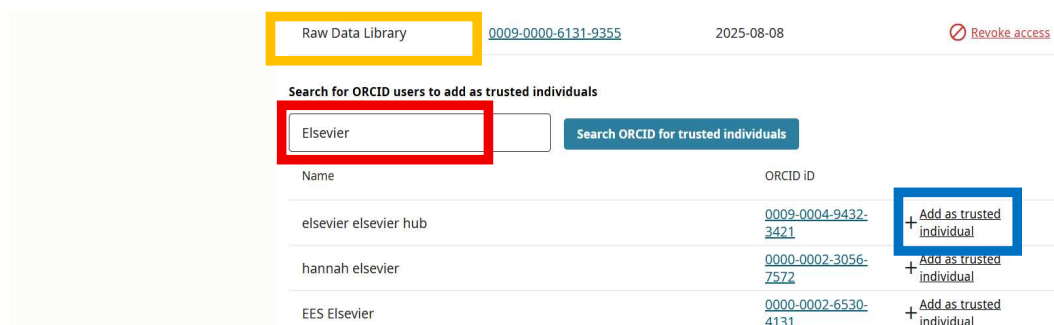
Adding **Trusted Parties** to your ORCID account allows specific organizations to add or update data on your profile. This is typically used by universities, publishers, or DOI providers (such as systems working through Crossref).

Steps to Add Trusted Parties in ORCID

- 1** Log in to your ORCID account: <https://ORCID.org/signin>
- 2** Go to the **Account Settings** section on your profile page
- 3** Locate **Trusted Parties, Trusted Organizations, or Trusted Individuals**
- 4** Click **Add Trusted Organization or Grant Access**



- 5** Approve the link or permission request sent by the organization to grant them access.



8. CONTACT / SUPPORT

If you encounter any issues during the DOI assignment process, please contact the **Raw Data Library platform support team** via: info@rawdatalibrary.net

9. AFTER DOI ASSIGNMENT

After the DOI is assigned, your thesis information is automatically uploaded to your ORCID user profile. However:

1. If you do not respond to the confirmation email sent by ORCID,
2. If you enter an incorrect email address in ORCID or RDL, you may experience issues with the automatic upload of your thesis information to your ORCID account.

In this case, you can add your thesis to your ORCID account using its DOI number. The manual addition process can only be performed after your thesis has been indexed in Crossref.

9.1 Manual entry of thesis DOI information into the ORCID account

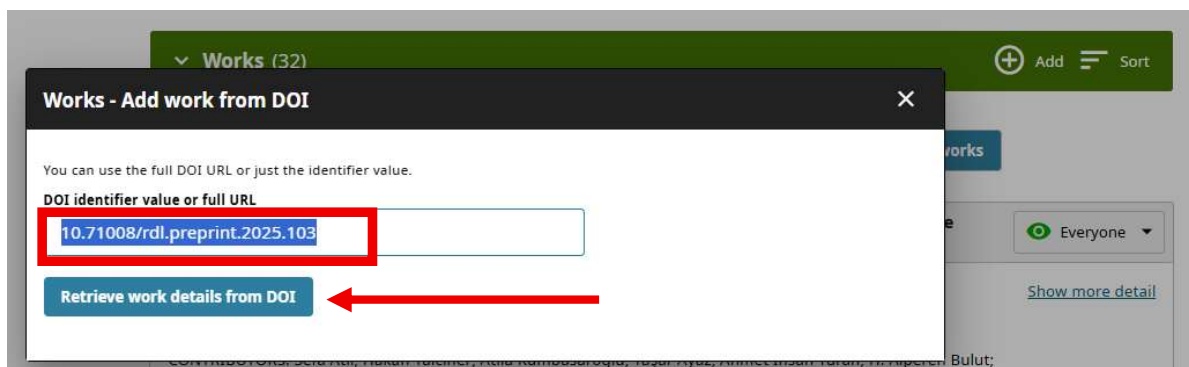
1. In your ORCID account, go to the Works tab and click the Add button.

The screenshot displays the ORCID account interface. At the top, there is a green header bar for 'Funding (0)' with an 'Add' button (a plus sign in a circle) and a 'Sort' button (three horizontal lines). Below this is a yellow header bar for 'Featured works' with a 'Manage' button (a star in a circle). The main section is a green header bar for 'Works (32)', which is highlighted with a red box. To its right is another 'Add' button (a plus sign in a circle) and a 'Sort' button (three horizontal lines), also highlighted with a red box. Below the 'Works' header, there is a 'Hide details' button, a checkbox for 'Select all (32)' with 'Items currently selected (0)' next to it, an 'Actions' dropdown menu, and a blue 'Manage similar works' button.

2. Select the “Add DOI” option



3. Enter your thesis DOI number



4. Click on the “Work type” section

Works - Add work from DOI

Work details * Required information

Work type*
Please select a work type
Select a work type

Predicting performance level of reinforced concre

[+ Show translated title](#)

Work subtitle

Journal title

Publication date
Year Month Day

Link

A link to more information about the work. Links should be in the full URL format e.g. http://www.website.com/page.html

Citation

[Add this work to your ORCID record](#) [Cancel](#)

Work Details
Citation
Identifiers
Contributors
Other information
Visibility

[Manage](#)

[+ Add](#) [Sort](#)

[Everyone](#)

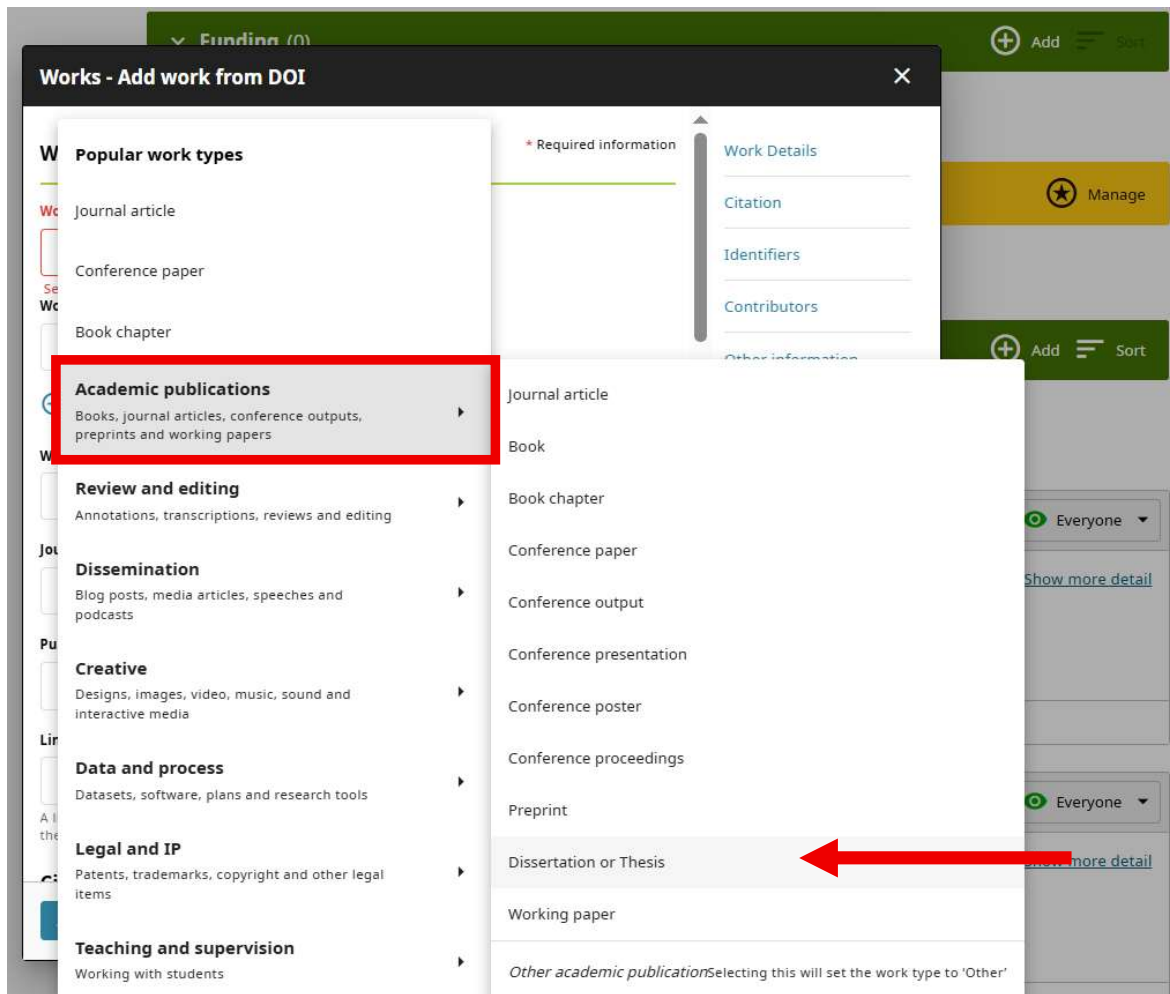
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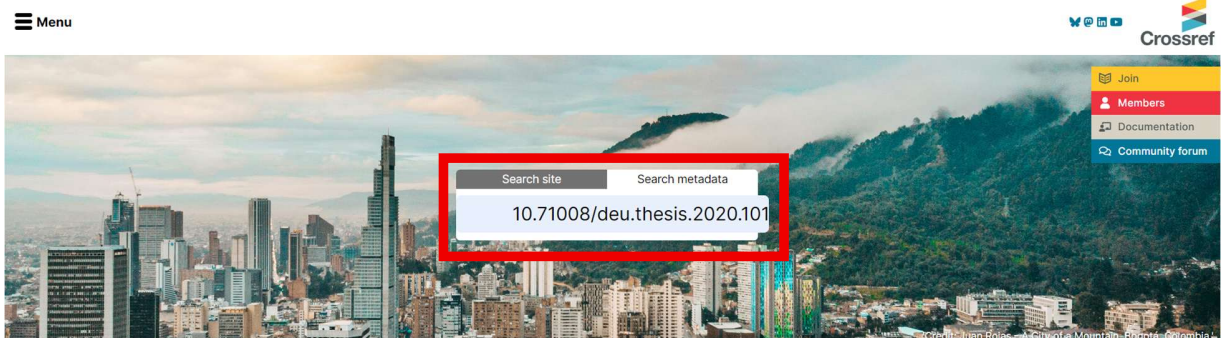
[Show more detail](#)

5. Click on “Academic publications” and select “Dissertation or Thesis.”



9.2 Adding thesis DOI information by the researcher via a quick method

- Go to the Crossref website at <https://www.crossref.org>
- Enter the DOI number assigned to your thesis by RDL (starting with 10) and press Enter



- On the same page that opens, sign in to your ORCID account.



- After signing in to your ORCID account on the same screen, click the “ADD TO ORCID” button to add the relevant thesis to your ORCID account.

