

VOL Journals QuickGuide

Journal DOI Requirements

What are DOIs, and why are they important?

A **Digital Object Identifier (DOI)** is a string of numbers, letters and symbols used to permanently identify an article or document, link to it on the web, and help readers easily locate documents from your citation.

How do I get DOIs for my VOL Journal articles?

VOL Journals provides a free DOI minting service (see process below). Follow these steps to mint DOIs for your VOL Journal articles:

1. **After posting your new articles/issue**, email trace@utk.edu to let VOL Journals know you are ready to have DOIs minted.
2. **VOL Journals will mint your DOIs.** Please anticipate 7-10 business days for the process to be completed. A VOL Journals representative will email you the list of DOIs.
3. **Edit your article PDFs** to reflect the DOIs provided by VOL Journals. DOIs should be displayed in all three areas (see next section).
4. **Repost your article PDFs.** Use the **Revise Submission** feature to repost your updated PDFs. Click **update ir_journal** to make the updates live.

Where should article DOIs be displayed?

CrossRef Best Practices recommend that DOIs always be displayed in three places:

1. **On the TRACE article landing page.** Once you receive DOIs from VOL Journals, use the *Revise Submission* function within the *Manage Submissions* section to add the DOI (see VOL Journal Editor FAQ for detailed steps).
2. **With the article citation.** This automatically populates when you enter DOI information in the *Revise Submission* form.
3. **On the article PDF.** Once minted, copy editors should add the DOI on the first page, or another significant page(s) of the article. It is common to list the DOI below the author information,

Displaying DOIs in these three areas is of utmost importance to following CrossRef best practices. VOL Journals reserves the right to adjust, pull, and/or request revisions for any articles that do not follow these standards.

Additional Information / DOI Best Practices

How should DOIs be displayed?

CrossRef best practices indicate that DOIs should...

- always be displayed as a full URL link in the form <https://doi.org/10.xxxx/xxxxx>
- not be preceded by doi: or DOI:
- not use *dx* in the domain name part of DOI links
- include HTTPS (rather than HTTP)

Where else are article DOIs commonly displayed?

While not mandatory, VOL Journals also recommends that Crossref DOIs also be displayed/distributed in these contexts:

- ✓ Tables of contents
- ✓ Abstracts
- ✓ Full-text HTML and PDF articles, and other scholarly documents
- ✓ Citation downloads to reference management systems
- ✓ Metadata feeds to third parties
- ✓ “How to Cite This” instructions
- ✓ Social network links
- ✓ Anywhere users are directed to a permanent, stable, or persistent link to the content.

Should journal authors be required to include DOIs on Works Cited?

Yes! CrossRef requests that DOIs should be included with every **entry on a Works Cited** page. Where at all possible, encourage authors to include DOIs with each entry in their works cited section. As an editor following best practices in academic publishing, you should consider including this requirement in the Author Guidelines of your journal site.

Where can I go to learn more about displaying journal DOIs?

For more information, see [this CrossRef Guide on DOI Display Guidelines](#).