

# **Raw Data Library Guide for Assigning Crossref DOI to Theses**

**Purpose:** This guide has been prepared to help you complete the Crossref DOI assignment process for master's and doctoral theses through the Raw Data Library data base and to ensure that your thesis information is added to your ORCID record using its DOI. Once a DOI has been assigned, thesis metadata **cannot be modified**. Therefore, before submitting a DOI request, please carefully review all information and ensure its accuracy and completeness.

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## **DEFINITIONS**

**ORCID:** ORCID is an international researcher identifier and academic portfolio system. By linking your DOI-assigned theses, articles, and other scholarly works to your ORCID account, you can enhance your academic visibility and international recognition.

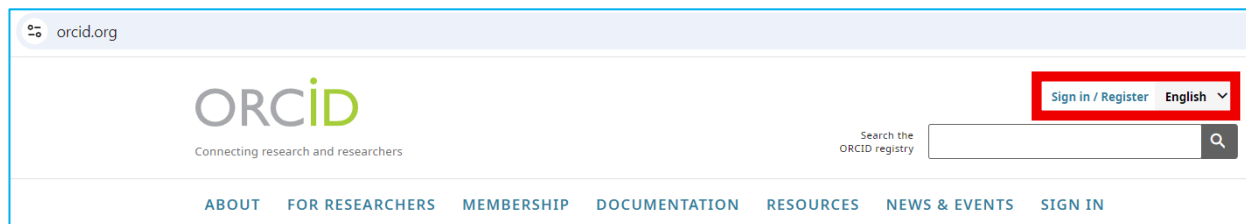
**DOI:** A DOI (Digital Object Identifier) is a unique and persistent international identifier assigned by Crossref to scholarly articles, books, datasets, theses, and other digital research outputs. Researchers can access your work through its DOI. Citations to your work can be tracked, monitored, and permanently recorded through the DOI system. In addition, future citations to your work can be followed across international scholarly databases via the DOI infrastructure, contributing to the measurement of your scientific impact.

**RDL THESIS DOI:** RDL Thesis DOI is a Crossref DOI service provider that offers DOI assignment services for master's and doctoral theses. Once assigned a DOI, theses gain a permanent digital identity, making them internationally accessible, discoverable, and citable.

**AUTHOR:** It is highly important for thesis authors to verify, using this guide, that their DOI-assigned theses have been successfully added to their ORCID records. Associating DOI-assigned theses with an ORCID researcher profile increases the international visibility of your work, strengthens your academic identity, and supports its citation potential. This guide has been prepared not only to help you confirm the transfer of your DOI-assigned thesis information to your ORCID account, but also to provide guidance on the effective use of ORCID, increasing academic visibility, *and enriching your researcher profile.*

# 1. CREATING ORCID ACCOUNT

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



- **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 you are creating your ORCID account using your **student email address and this email address is temporary**, it is strongly recommended that you add a second permanent email address to your ORCID account to ensure continued access in the future. You can add multiple email addresses to your ORCID account.
  - **Before submitting a DOI request, it is mandatory** to add your university/institution information to your ORCID account. For instructions on adding university/institution information to your ORCID profile, please refer to Section 9.1.

# 2. CREATING RAW DATA LIBRARY USER ACCOUNT

- To register with RDL, please visit <https://www.rawdatalibrary.net>.
- Create your account by selecting RDL Thesis <https://rawdatalibrary.net/tez>.
- After creating your RDL account, go to the Edit Profile section and enter your ORCID iD and other profile information.
- By registering with RDL Thesis, your accounts for RDL Network and RDL Hub will also be created automatically.
- Through the shared data architecture of the RDL Ecosystem, thesis information is entered only once and is simultaneously available across all databases.

### 3. ADDING A NEW THESIS

After logging in to your account at RDL Thesis <https://rawdatalibrary.net/tez>, click the **Add New Thesis** button and follow the steps below.

#### **Basic Info**

- **Thesis Type:** Enter the degree of your thesis (Master's / Doctorate / Post-doc)
- **Thesis Date:** Enter the thesis date in year/month/day format.
- **Main Language of the Thesis:** Select the institute-approved language of your thesis.
- **Pages:** Enter the page information of your thesis in 1–100 format.

#### **Content (Multilingual)**

- **Add a New Language:** Use the Add New Language option to enter your thesis title, abstract, and keywords in both Turkish and English.
- **Thesis Title:** Enter the thesis title in Turkish and English.

Write the first letter of the title **in uppercase and the remaining letters in lowercase**.

Abbreviations may be written in uppercase letters. **Examples:**

*Raw Data Library guide for assigning Crossref DOIs to master's and doctoral theses.*

*Raw Data Library: Guide for assigning Crossref DOIs to master's and doctoral theses.*

- **Abstract:** Enter your thesis abstract in both Turkish and English.
- **Keywords:** Enter the keywords of your thesis in both Turkish and English.

#### **Institution Info**

- **University:** Enter the full name of the university where the thesis was completed. Do not use abbreviations.
- **Institute/Faculty/Department Information:** Enter the institute, faculty, and department information.

#### **PDF Upload**

- **Thesis PDF File:** Upload the PDF file of your thesis.

## 4. REQUEST DOI AND ACCESS SETTINGS

- Before requesting a DOI, you may choose one of the following access options for your thesis PDF file: Open Access, Restricted Access, or Embargoed Access. The selected access status can be changed later if needed.
- After reviewing your thesis information, click **Submit Thesis** to submit your DOI request.
- Your DOI request will be reviewed by the RDL team, and the DOI assignment process will be approved **within 48 hours**.
- After submitting your thesis DOI request, please regularly check your **RDL DOI notifications** and your email account for notifications from info@rawdatallibrary.net.
- For Gümüşhane University, the DOI format is: [10.71008/gumushane.thesis.2026.101](https://doi.org/10.71008/gumushane.thesis.2026.101).
- **Important:** After a DOI has been assigned, **the thesis metadata (such as the thesis title, abstract, and other bibliographic information) cannot be modified**. Requests for corrections can only be considered through the relevant contact forms and must be supported by a valid justification.
- Once a DOI has been assigned to your thesis, it will be indexed by Crossref, and ORCID will send you an email to authorize the addition of your thesis to your ORCID profile.

### DOI Certificate

- You can track the DOI process from the DOI Requests tab and download the DOI Certificate for your assigned thesis.

## 5. THESIS IMAGES

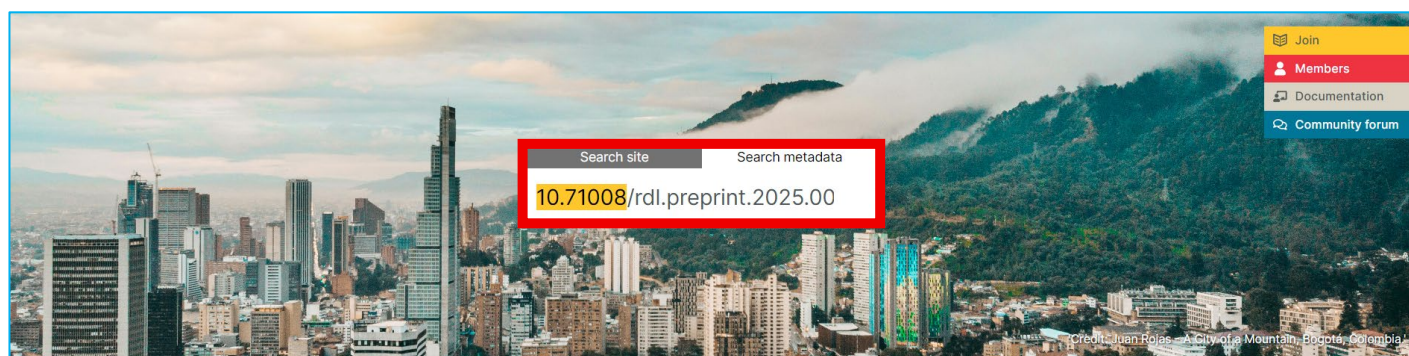
You may upload your thesis images after submitting your DOI request. RDL automatically detects images contained in the PDF file. However, when Word documents containing images **are converted directly to PDF**, some images may not be properly identified. To ensure more accurate image recognition, it is recommended that images be inserted into the PDF using PDF editing tools or uploaded manually to RDL by the author.

## 6. CHECK LIST

|                                                                                                                        |   |
|------------------------------------------------------------------------------------------------------------------------|---|
| I have an ORCID account                                                                                                | ✓ |
| My institutional information is added to my ORCID profile                                                              | ✓ |
| If my student email address is temporary, I have added a secondary email address in ORCID account                      | ✓ |
| I have completed my RDL registration                                                                                   | ✓ |
| I have entered my ORCID ID into RDL                                                                                    | ✓ |
| My RDL and ORCID email addresses match                                                                                 | ✓ |
| I have entered my institution and department information in RDL                                                        | ✓ |
| Thesis defense has been completed, and a DOI requested for the final version of my thesis.                             | ✓ |
| I have entered my thesis title in RDL with only the first letter capitalized and the rest in lowercase.                | ✓ |
| Thesis degree information (Undergraduate, Master, or Doctorate) correctly entered into the RDL system.                 | ✓ |
| I am aware that after DOI assignment, I will receive an approval email from ORCID to add my thesis to my ORCID account | ✓ |

## 7. CROSSREF THESIS DOI SEARCH

After DOI assignment, you can track the indexing status of your thesis by searching your DOI at <https://www.crossref.org>. Thesis metadata is typically registered in the Crossref system within approximately 24 hours.



## 8. ADDING AND VERIFYING DOI-ASSIGNED THESES IN YOUR ORCID RESEARCHER PROFILE

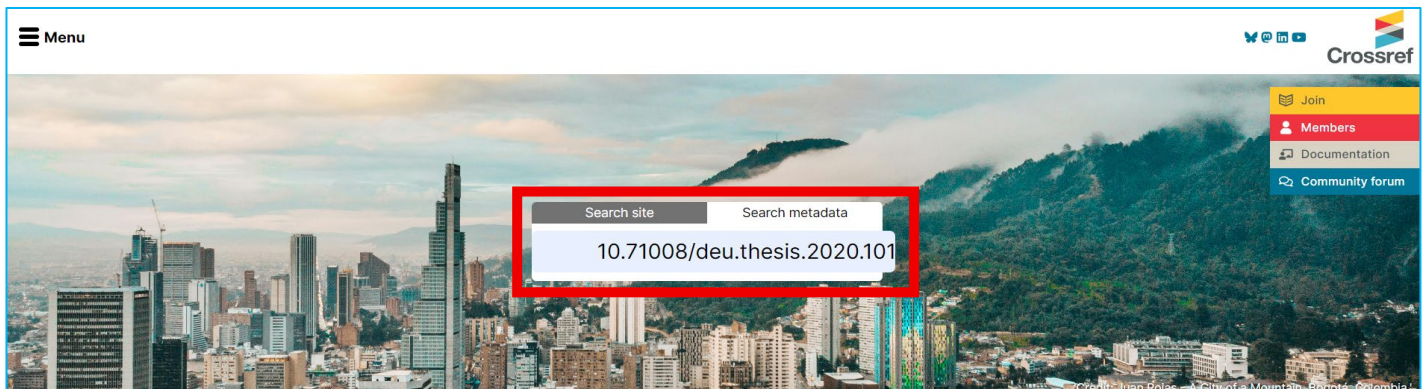
After DOI assignment, your thesis information is typically added to your ORCID profile automatically within 7 days. However, automatic synchronization may fail if:

1. You do not approve ("Confirm") the authorization email sent by ORCID.
2. An incorrect email address is registered in either ORCID or RDL.

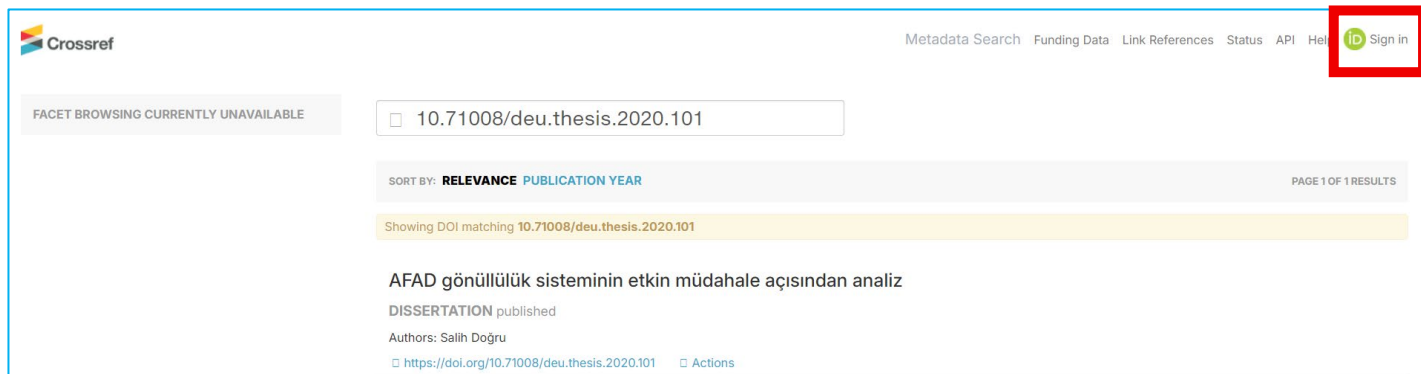
In such cases, you can manually add your thesis to your ORCID profile using its DOI. *Please note that manual addition can only be performed after your thesis has been indexed by Crossref.*

### 8.1 Simplified method for adding thesis DOI information to an ORCID profile

- Visit Crossref at <https://www.crossref.org>.
- Enter the DOI assigned to your thesis by RDL (starting with “10.”) into the Crossref search box and press Enter.
- Verify that your thesis information has been successfully indexed in Crossref.



- After confirming that your thesis information is indexed in Crossref, sign in to your ORCID account using the ORCID login option available on the same page.



Crossref

Metadata Search Funding Data Link References Status API Help **id Sign in**

FACET BROWSING CURRENTLY UNAVAILABLE

SORT BY: **RELEVANCE** PUBLICATION YEAR

PAGE 1 OF 1 RESULTS

Showing DOI matching 10.71008/deu.thesis.2020.101

AFAD gönüllülük sisteminin etkin müdahale açısından analiz

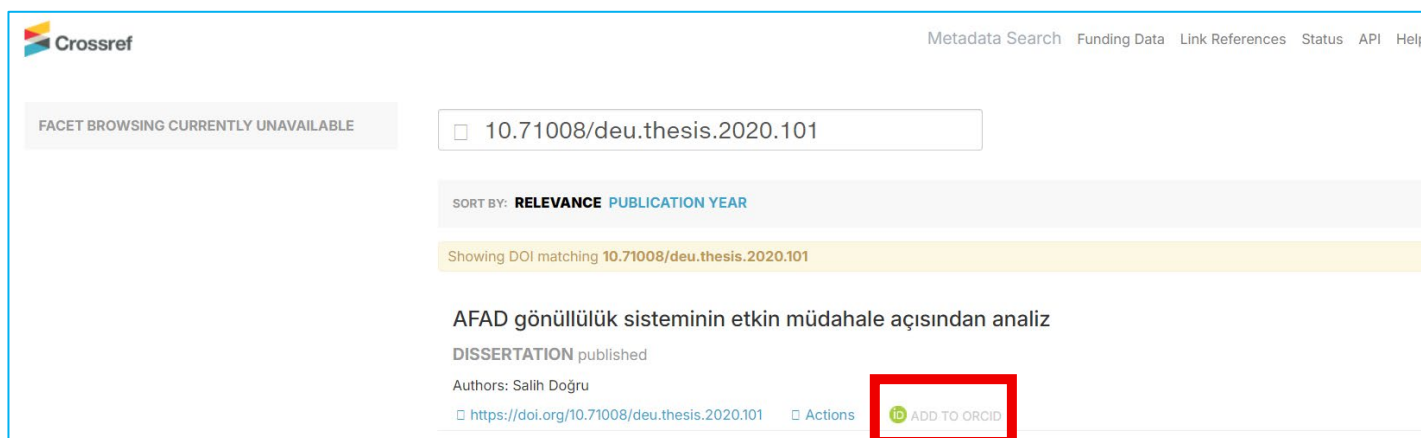
DISSERTATION published

Authors: Salih Doğru

<https://doi.org/10.71008/deu.thesis.2020.101> Actions

**id ADD TO ORCID**

- After signing in to your ORCID account, click the "Add to ORCID" button to add the relevant thesis to your ORCID researcher profile.



Crossref

Metadata Search Funding Data Link References Status API Help

FACET BROWSING CURRENTLY UNAVAILABLE

SORT BY: **RELEVANCE** PUBLICATION YEAR

Showing DOI matching 10.71008/deu.thesis.2020.101

AFAD gönüllülük sisteminin etkin müdahale açısından analiz

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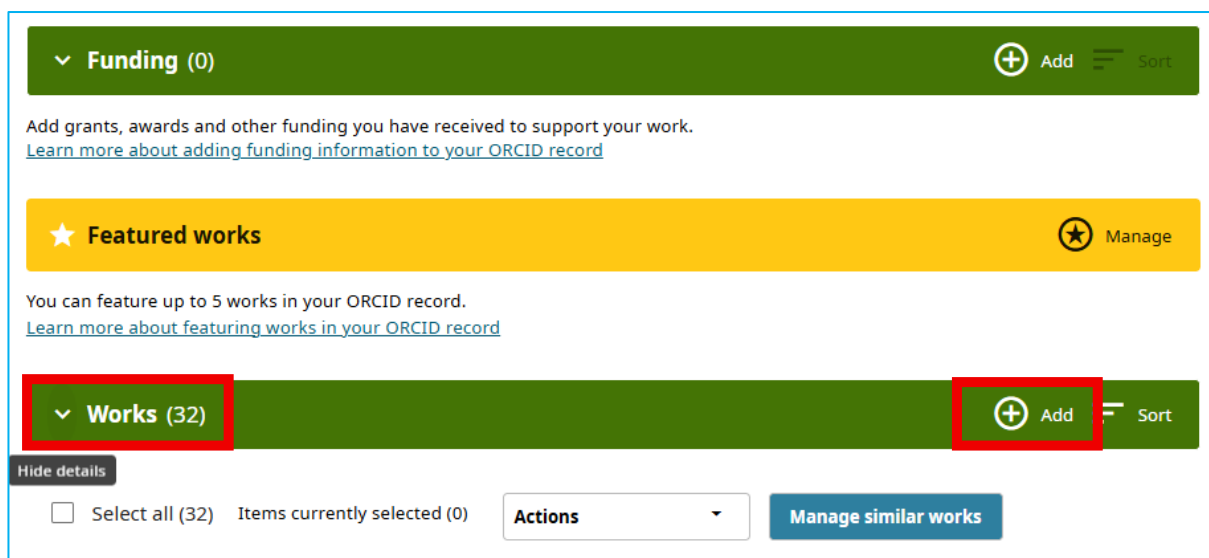
<https://doi.org/10.71008/deu.thesis.2020.101> Actions

**id ADD TO ORCID**

## 8.2 Manual entry of thesis DOI information into the ORCID account

Once your thesis has been indexed by Crossref, it can be added to your ORCID researcher profile by the author using its DOI. To do so:

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



▼ Funding (0) **+** Add Sort

Add grants, awards and other funding you have received to support your work.  
[Learn more about adding funding information to your ORCID record](#)

★ Featured works **★** Manage

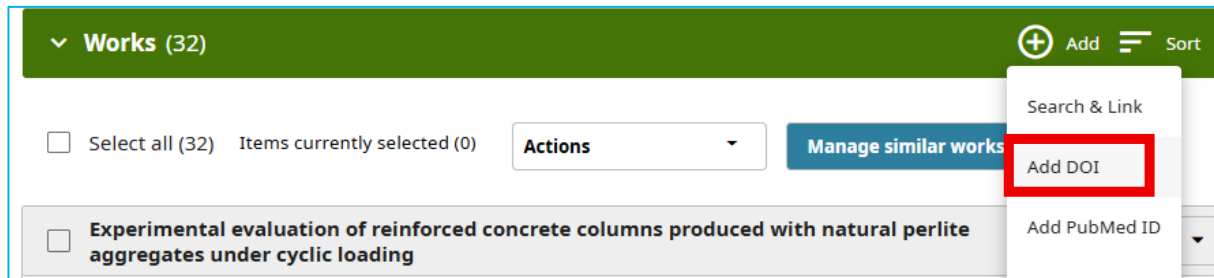
You can feature up to 5 works in your ORCID record.  
[Learn more about featuring works in your ORCID record](#)

▼ Works (32) **+** Add Sort

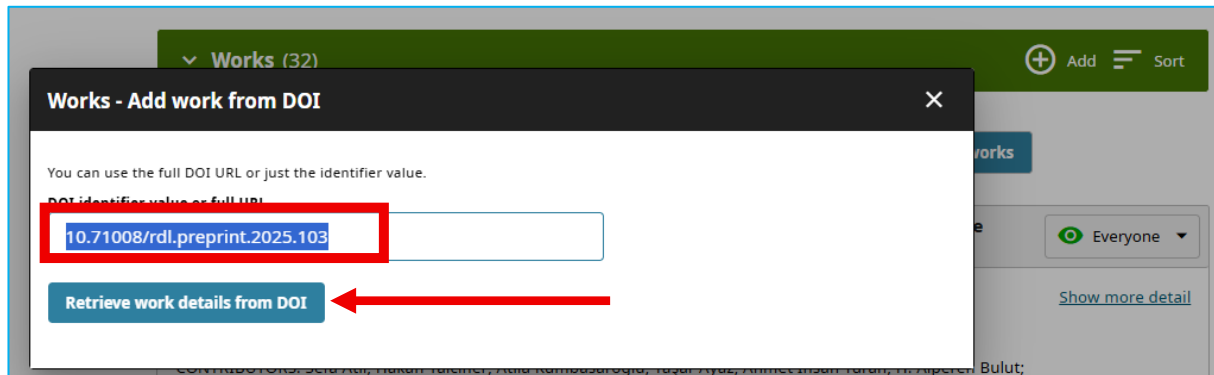
Hide details

☐ Select all (32) Items currently selected (0) Actions Manage similar works

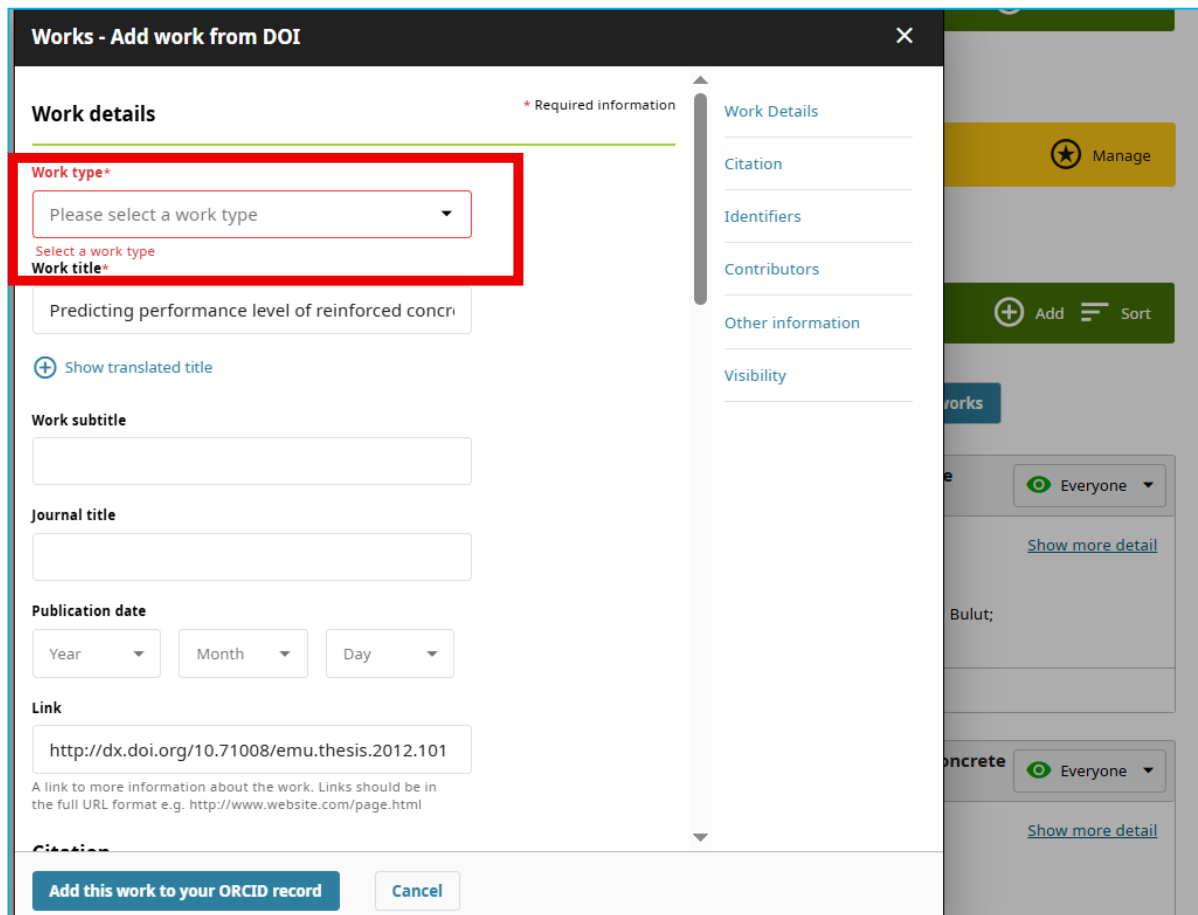
## 2. Select the “Add DOI” option



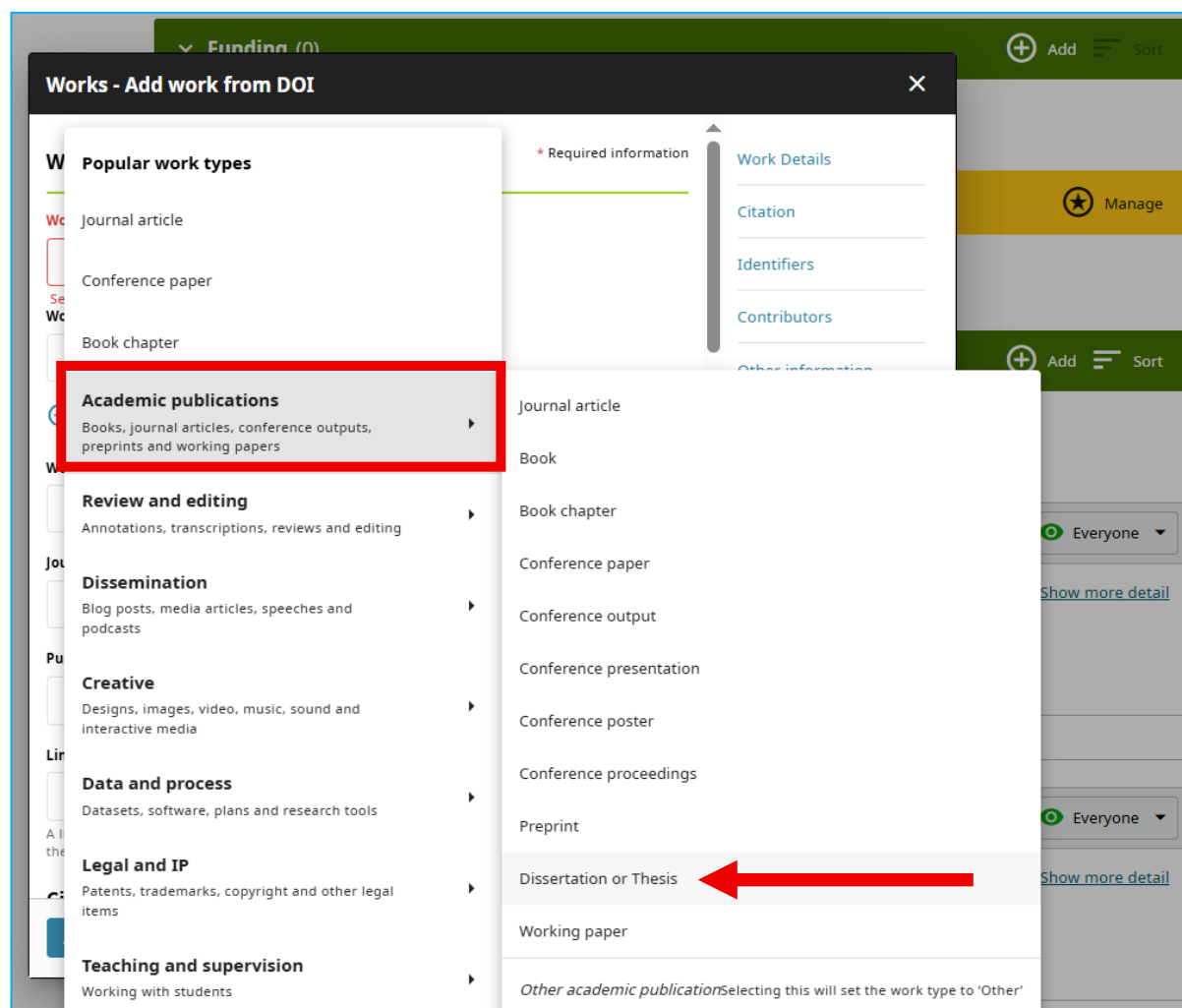
## 3. Enter your thesis DOI number



## 4. Click on the “Work type” section



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



## 9. USEFUL INFORMATION

### 9.1 Adding institutional and academic affiliations to 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:
  - **Employment** → your current university/institution
  - **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)  
Employment  
**Added**  
2026-03-24  
**Last modified**  
2026-03-24  
[Show less detail](#)

Source: Raw Data Library

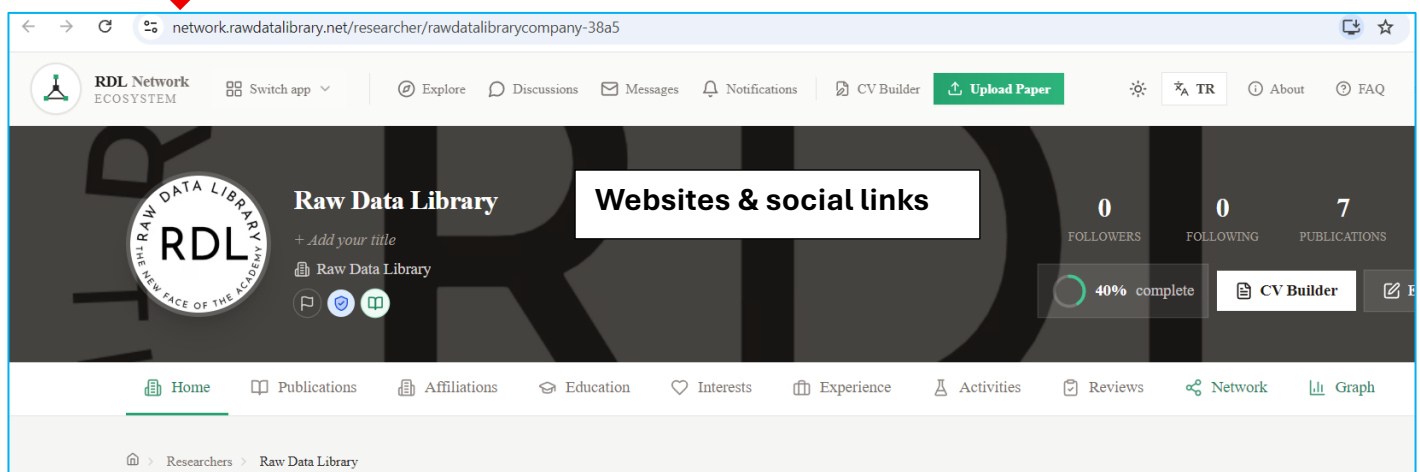
### 3 Academic IDs and Researcher Profiles (Websites)

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 screenshot shows the ORCID profile editor interface. On the left, the 'Websites & social links' section is highlighted with a red box. It lists 'RAW DATA LIBRARY', 'IG', 'Website', and 'Google Scholar'. A red arrow points from this box to the Raw Data Library website screenshot below. The main content area shows the 'Biography' section with a text box containing the message: 'Adding a biography to your ORCID profile may help increase its visibility in Google and other academic search engines. Including your name and institutional affiliation in your biography can contribute to your academic recognition and visibility.'



## 4 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

This author profile is generated by Scopus

Search Sources SciVal ?

0000-0002-7289-3384

847 Citations by 663 documents 26 Documents 15 h-index

Set alert Save to list Edit profile More

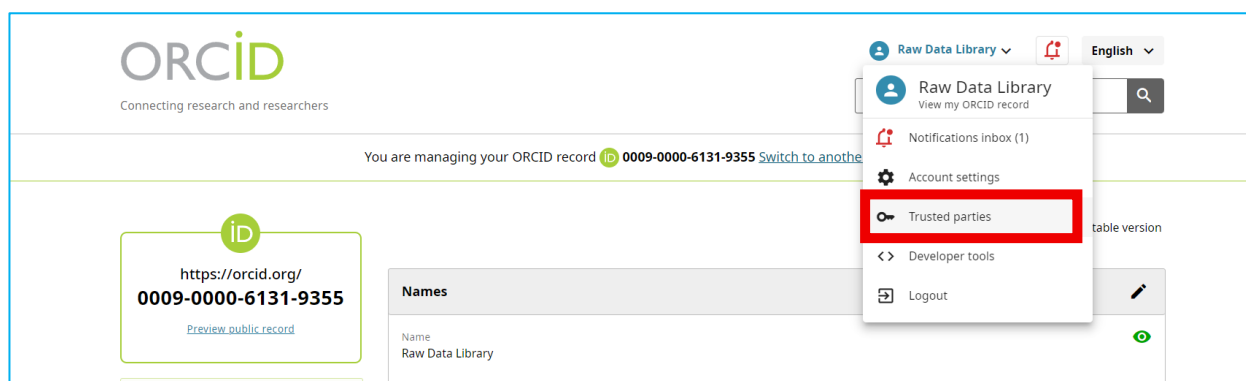
Documents (26) Impact Cited by (663) Preprints (0) Co-authors (27) Topics (3) Awarded grants (0) Beta

## 9.2 Adding trusted parties to your ORCID account

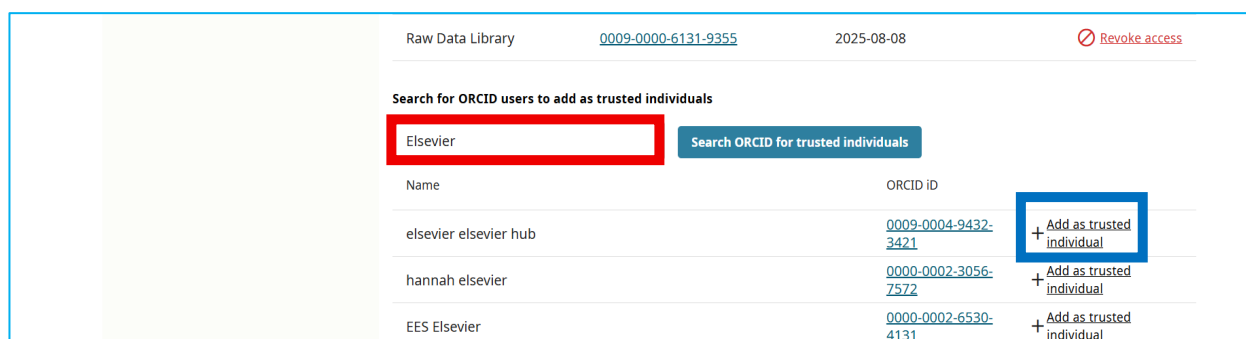
Adding **Trusted Parties** to your ORCID account allows specific organizations to add or update data on your profile. This is typically used by universities, publishers, or DOI providers (such as systems working through Crossref).

### 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.



## 10. CONTACT / SUPPORT

If you encounter any issues during the DOI assignment process, please contact the Raw Data Library support team via: [info@rawdatallibrary.net](mailto:info@rawdatallibrary.net)