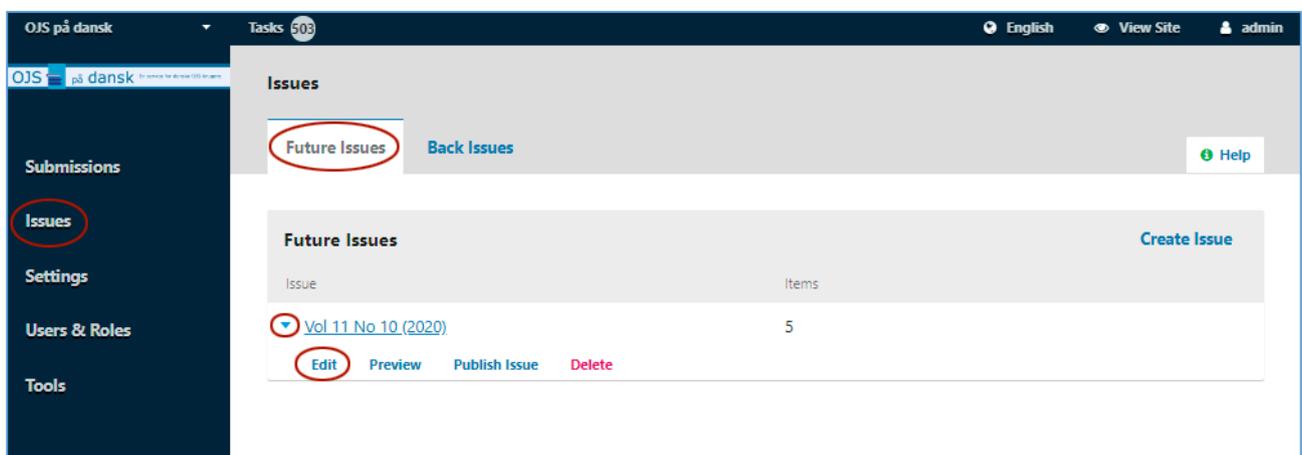


# Adding DOI after using the QuickSubmit Plugin

If you use the Quick Submit Plugin, it is important that you actively add the article's DOI. This does not happen automatically as is the case when using the program's own editorial workflow.

## How to add DOI

After using the QuickSubmit Plugin go to 'Issues' > 'Future Issues'. Click on the blue triangle next to the issue where your article is placed and then select the link 'Edit'.



Then click again on the blue triangle - now next to the relevant article - and select the link 'Submission'



This brings up the article's production page with access to the metadata. Click on the link 'Metadata'

The screenshot shows the OJS production page for the article "How to publish XML files containing images in OJS 3" by Niels Erik Frederiksen. The page is in the "Production" stage, as indicated by the active tab. The "Metadata" link in the top navigation bar is circled in red. The page features a sidebar with navigation options: Submissions, Issues, Settings, Users & Roles, and Tools. The main content area includes sections for "Production Ready Files" (with "No Files" listed), "Production Discussions" (with "No Items" listed), and "Participants" (with "No Items" listed). A "Schedule For Publication" button is visible in the top right corner.

In the metadata window, select 'Identifier'

The screenshot shows the "Indsendelses- og publikationsmetadata" (Submission and Publication Metadata) window. The "Identifiers" tab is selected and circled in red. The window contains several form fields: "Section" (set to "Guides"), "Submission Language" (set to "English"), "Prefix" (empty), "Title" (set to "How to publish XML files containing images in OJS 3"), and "Subtitle" (empty). The "Title" field has a green globe icon, indicating it is a required field. The "Section" field has a dropdown arrow. The "Prefix" field has a globe icon. The "Subtitle" field has a globe icon. The window also includes a close button (X) in the top right corner.

Here you can see a preview of the article's DOI. To add this DOI to the article, click the Save button.

The screenshot shows a web form titled "Indsendelses- og publikationsmetadata" with a blue header and a close button (X) in the top right. Below the header are three tabs: "Submission", "Identifiers", and "References", with "Identifiers" selected. A "Help" button is in the top right. The form contains a text input field for "Public URL identifier". Below it, the "DOI" is displayed as "10.7146/ojssb.v11i10.121192". A red oval highlights the text: "What you see is a preview of the DOI. Select the checkbox and save the form to assign the DOI." Below this text is a checked checkbox labeled "Assign the DOI to this article". At the bottom, a "Save" button is circled in red, next to a "Cancel" button.

Now the DOI is added and the article can be published.

The screenshot shows the same web form as above, but now the "DOI" is "10.7146/ojssb.v11i10.121192" and a red oval highlights the text: "The DOI is assigned to this article." Below this text is a pink "Clear DOI" button. At the bottom, the "Save" and "Cancel" buttons are visible.