

Publication of Digital Research Data II

Instructions concerning the long-term citability of digital resources

1 General

Edition Topoi offers researchers the possibility to publish academic papers and also research data as digital resources. The data presented in the new data format of *Citable* can be freely accessed and through the allocation of a Digital Object Identifier (DOI) can be resolved and easily cited in the long-term.

Before being included in the Collections the research data must undergo a review process in the course of which quality and long-term availability will be evaluated.

The datasets made accessible in the Edition Topoi Collections will, as far as possible, be published under an open content licence and can be used in line with the corresponding licence stipulations.

TOPOI COLLECTIONS
Citable

2 Procedure

2.1 Quality evaluation

The allocation of a DOI is contractually regulated and binding. Data submitted for publication is therefore subject to a scientific, legal and technical review process.

It is first necessary to assess which data, datasets or data formats have the scientific relevance to receive an individual DOI and whether they meet the legal requirements for online publication. In order that the data are correctly displayed the technical formats must also be adjusted and their long-term readability assured.

DETERMINING CREATORS
AND RIGHT HOLDERS

2.2 Digital Object Identifier (DOI)

Provided the digital resources fulfil the necessary criteria for inclusion in the Collections the individual data will be allocated DOIs.

Each DOI name consists of a specific series of alphanumerical characters and is divided in two parts: a prefix and a suffix. The prefix is permanently allocated to a specific institute and is separated from the suffix with a slash (/).

The Excellence Cluster Topoi has its own permanently valid DOI (Prefix: 10.17171).

TOPOI-DOI WITH
PREFIX 10.17171 / SUFFIX

| 2

2.3 Structure of the DOI

The suffix is assigned by Edition Topoi. It follows a stipulated order and takes the form of a series of numbers. The numbers are references that allow the DOI to be mapped to the individual product. The first number refers to the type of publication as follows:

TOPOI-DOI SUFFIX-STRUCTURE

— Reference number of publication types:

1 - Collections

2 - Bags

3 - Books

4 - Journals

5 - dEbooks (annotated)

The other numbers are assigned in line with the way in which the data are sorted within each type of publication. The following system is used for the **Collections and Bags**:

— Reference numbers of the research project in the order of their inclusion, followed by the reference numbers (sequential) of the individual resources in the order of their registration:

DOI-STRUCTURE COLL-
LECTIONS AND BAGS

Examples:

- 1 - Ancient Sundials (BSDP); 2 - Medieval Diagrams (MAPD); 3 - Babylonian Diaries (BDIA)

plus the reference numbers of the resources gives the following DOIs:

- 10.17171/1-1-1, 10.17171/1-1-2, 10.17171/1-1-3 3 etc. for the Collection 'Ancient Sundials',
- 10.17171/1-2-1, 10.17171/1-2-2, 10.17171/1-2-3 3 etc. for the Collection 'Medieval Diagrams' etc.
- 10.17171/2-1-1, 10.17171/2-1-2, 10.17171/2-1-3 etc. for the Bag 'Magnesia' etc.

For **Monographs** the following system applies:

Reference numbers of the book series followed by the volume number, and in the case of individually viewable articles followed by the article number (sequential).

DOI-STRUCTURE BOOKS

Examples:

- 1- Berlin Studies of the Ancient World (Serie)
- 29- Volume number
- 1- First section (introduction), 2- Second section (individual article) etc.

results in the following DOIs:

- 10.17171/2-1-29 for the monograph ‘Genealogie und Migrationsmythen im antiken Mittelmeerraum und auf der arabischen Halbinsel’ and
- 10.17171/2-1-29-1 for the first individual article from the same publication.

For **Journals** the following system applies:

Reference number of the series followed by the volume number and the sequential number of the individual article.

DOI-STRUCTURE JOURNALS

Examples:

- 1- eTopoi Journal for Ancient Studies; 2- eTopoi Journal for Ancient Studies Special Volume
- 1- Volume 1, 2- Volume 2 usw.
- 1- first article, 2- second article etc.

results in the following DOIs:

- 10.17171/3-1-1-1 for the article ‘Der Dialog zwischen Dialektik und Rhetorik’ in eTopoi, Volume 1, first article
- 10.17171/3-2-5-1 for the article ‘The Whole Story. Bridging the Gap between Landscape-archaeological Data from Drylands and Wetlands’ in eTopoi, Special Volume 5, first article

2.4 Versioning

It is possible that research data held in digital repositories may be revised. This changes the URL linked to the content of DOI. In order to ensure continued access to older versions that may have been cited in the past the DOI can, however, be supplemented with a number indicating the version concerned. This number is added to the original DOI using a colon and the abbreviation v1, v2, v3 etc. (for Version 1 etc.).

REVISIONS AND ADDITIONS

Example:

The material specifications pertaining to the sundial with the DOI 10.17171/1-1-1 were corrected. Directly available via the website www.edition-topoi.org, the URL for this sundial from this point on is then:

10.17171/1-1-1:v1

3 Metadata

The allocation of a DOI name for a digital resource presupposes the allocation of a URL and a corresponding metadata file.

The URL is allocated by the editorial department of Edition Topoi Collections when the resource is included in the Edition Topoi Collections, the metadata must be produced by the research group concerned.

A metadata template is available. For reasons of clarity, the metadata schema on which the Collections are based is divided into five categories and includes the following specifications:

MINIMUM REQUIREMENTS
(MANDATORY FIELDS) FOR
METADATA:

_IDENTIFIER (DOI)
_TITLE
_CREATOR
_PUBLISHER
_PUBLICATION YEAR

4

General Information	
DOI (Identifier):	<i>Assigned by Edition Topoi</i>
Title	A name or title by which a resource is known
Creator:	The main researchers involved in producing the data, or the authors of the publication, in priority order. Institutional or personal name
Publisher:	The name of the entity that holds, archives, publishes prints, distributes, releases, issues, or produces the resource, here: edition topoi
Publication Year:	The year when the data was or will be made publicly accessible. YYYY
Subtitle:	Additional information to 'Title'
Description:	Additional information to the digital resource, free text
Technical characteristics:	
Collection:	Name of the Repository to which the resource belongs
Contributor Name:	The name of the contributor of the resource, i.e. the photographer of an image
Contributor Type:	The type of contributor of the resource, i.e. DataCollector, or ProjectLeader etc.
Resource Type	A description of the resource, single term preferred, i.e. Image, or Model
Format	File extension of the digital resource, i.e. jpg, or ply
Tools	Name of the tools to visualize the resource on the website, i.e. Digilib, or PDF-Viewer
Size	Size of the file in KB or MB

Date (Update)	The date of the last update to the resource, when the resource is being added to
Specific attributes	
Origin / Holder object	Name of a Museum or Archive
Inventory Number	Can be the Inventory Number of the origin or digital resource, or both
Holder digital source	Name of the owner of the digital resource, i.e. name of the research institution
Alternate Identifier	Free text, can be another name of the resource or another digital identifier, i.e. URN
Related Identifier	Free text, identifiers of related resources, i.e. DOI-Names of other fragments to that resource
Language source/object	If the object shown in the resource has a language, i.e. akkadian
Geolocation/region	Spatial region or named place where the data was gathered or about which the data is focused
Conditions for use	
Rights	Name of the Creative Commons license used for the resource
Further legal restrictions or comments	Free text
Annotations	
Subjects	The subject scheme according to which the subject of the research data repository described, for values see DFG list www.dfg.de/en/dfg_profile/statutory_bodies/review_boards/subject_areas/
Version	1
Further Information	Free text

The metadata schema for the Edition Topoi Collections is based on the guidelines of the DataCite consortium that registers the DOIs. See:

http://schema.datacite.org/meta/kernel-3/doc/DataCite-MetadataKernel_v3.1.pdf

The following information is required in all cases:

Identifier (DOI), Title, Creator, Publisher, Publication Year.

All other fields should be completed as far as possible in order to comply with the standards for open access publications and to maximise visibility with search machines. The information in the fields 'Title' and 'Subtitle' is used to form the title for the individual resource on the website <http://repository.edition-topoi.org>.

It is also possible to add further fields for each project.

4 Application and use of DOIs

The simple structure of the DOI names renders them very suitable for use in **citations**. In order to distinguish them from other Persistent Identifiers (location-independent identifiers for digital objects) the abbreviation ‘doi’ should be placed in front of the DOI name.

CITATION METHOD AND
INTEROPERABILITY

| 6

Within the Edition Topoi Collections the DOI names are displayed in the form **doi:1017171/xyz**; this can be copied and used as a citation. The corresponding Citable is forwarded with the DOI Resolver for the further use of the research data; it can be displayed using the button ‘Citable Link’ and then copied.

In order to access the referenced objects the DOI name can be submitted and resolved on the website www.doi.org. To use the DOI name as a persistent link, it should be preceded by the DOI Resolver „<https://dx.doi.org/>“; the prefix ‘doi:’ is then omitted.

Example: <http://dx.doi.org/10.17171/1-1-1234>

The DOI Resolver can also be placed in a hyperlink:

- `doi:10.17171/1-1-1234`

With the help of the website <http://crosscite.org/citeproc/> or the [DOI Resolver Plugins für Google Chrome](#) the citation of the referenced object can be automatically adjusted via the DOI. These services offer over 500 different citation formats in over 45 languages.

In the future an important factor will be the **interoperability** of the DOIs. This includes citability and long-term archiving but also functions for searching/filtering the metadata of all the DOIs allocated and their direct, native integration in external software packages that are used for the further analysis of individual DOIs or groups of DOIs.

5 Long-term archiving

To ensure the long-term accessibility and citability of the research data, implementation is carried out in cooperation with the Working Group Electronic Publishing of the University Library of the Humboldt-Universität zu Berlin. The contract partner of the Humboldt-Universität zu Berlin for the registration of the DOIs with the not-for-profit organisation DataCite is the German National Library of Science and Technology (TIB).

PERSISTENCY

Kontakt: collections@topoi.org