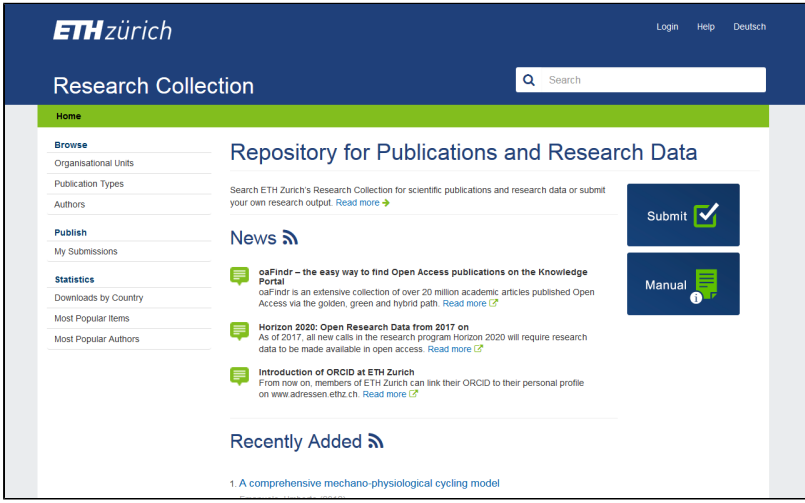
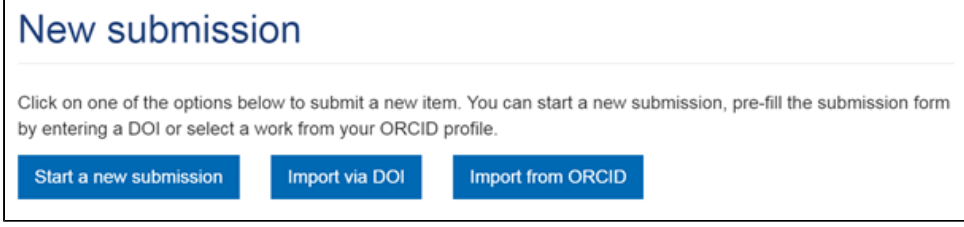
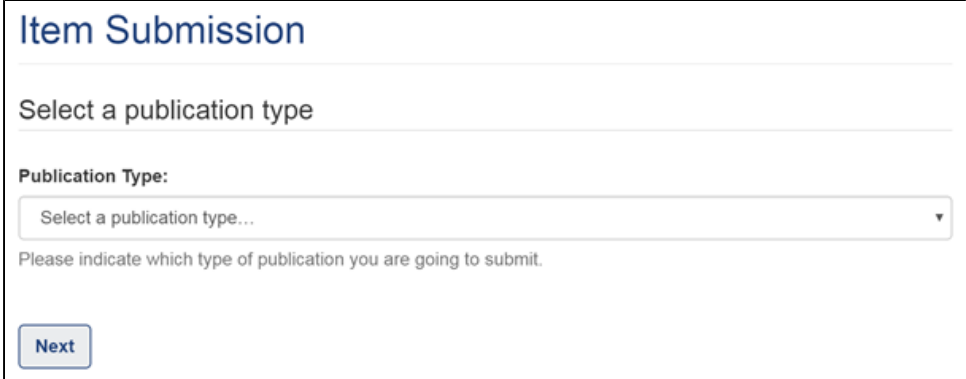


# Reserving a DOI

You might want to receive a DOI (Digital Object Identifier) for your publication or dataset before actually making it available via the Research Collection. Reserving a DOI in the Research Collection enables you to integrate the DOI into your written document or to cite the publication/dataset in a paper that is still in the publication process. Please proceed as follows.

<p><b>Step 1:</b> Reserve a DOI</p>	
<ul style="list-style-type: none"><li>• Click <b>Submit</b> on the Research Collection home page.</li><li>• If you weren't already logged in, you will need to <b>sign in</b> with your <b>nethz</b> account now.</li></ul>	
<ul style="list-style-type: none"><li>• Click the <b>Start a new submission</b> button.</li></ul>	
<ul style="list-style-type: none"><li>• Select the <b>publication type</b> from the dropdown.</li></ul>	

- In the **Describe step**, please fill in at least all mandatory fields.

## Item Submission

Describe Duplicate Check Upload Usage permission Enduser License Review Complete

### Describe Item

Author: \*

Last name  First name(s)

Choose a name from the lookup table for an easier submission.

Title: \*

Publication Date: \*

Year  Month  Day

Only year is mandatory.

- Scroll to the end of the page and activate the checkbox for the **DOI Preview** option.
- Click **Next**

DOI Preview:

Yes

I would like to pre-register a DOI for this item and will upload the fulltext / dataset later.

Internal Identifier:

- On the next page, check that your item does not already exist in the Research Collection.
- If that is not the case, click **Skip file upload**.

## Item Submission

Describe Duplicate Check Upload Usage permission Enduser License Review Complete

### Potential duplicates:

Title	Contributors	Issue Date
<a href="#">Agent-based modeling of complex social-ecological feedback loops to assess multi-dimensional trade-offs in dryland ecosystem services</a>	Miyasaka, Takafumi, Le, Quang B., Okuro, Toshiya, Zhao, Xueyong, Takeuchi, Kazuhiko	2017-04



- Review the submitted data.
- Click the **C**omplete submission button.

## Item Submission

Describe Duplicate Check Upload Usage permission Enduser License Review Complete

### Review Submission

#### Describe Item

Author: Dobler-Müller, Marianne   
 Title: Introduction to Sociology  
 Publication Date: 2017  
 Organisational Unit: 00007 - Departemente, direkt:02045 - Departement Geistes-, Sozial- und Staatswissenschaften / Department of Humanities, Social and Political Sciences   
 ETH Publication: Yes  
 DOI Preview: Yes

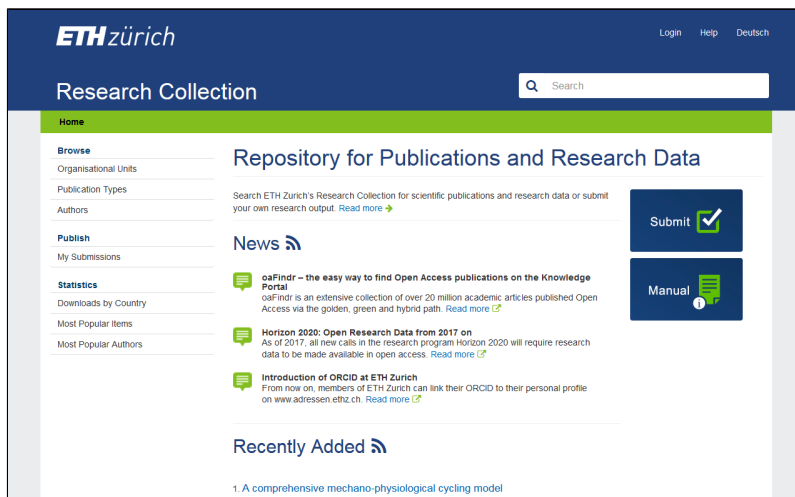
Correct one of these

- You will receive an automatically generated **confirmation mail**.
- The email contains the **DOI** that was reserved for your item.

A DOI was generated and reserved for this item: 10.3929/ethz-b-000163780

## Step 2: Upload File(s)

- When your text or data are ready to be uploaded, **login** to the Research Collection with your **netzh** account.



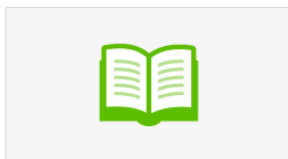
The screenshot shows the ETH Zürich Research Collection website. The header includes the ETH Zürich logo and navigation links for 'Login', 'Help', and 'Deutsch'. A search bar is present. The main navigation menu on the left includes 'Home', 'Browse' (with sub-links for Organisational Units, Publication Types, and Authors), 'Publish' (with a link for My Submissions), and 'Statistics' (with sub-links for Downloads by Country, Most Popular Items, and Most Popular Authors). The main content area is titled 'Repository for Publications and Research Data' and features a search bar, a 'Submit' button with a checkmark, and a 'Manual' button with a document icon. There are also news snippets and a 'Recently Added' section at the bottom.

- Open the **confirmation mail** that contains your DOI and follow the link to your item in the Research Collection.

Your submission has been successfully imported: <http://hdl.handle.net/20.500.11850/163780>

- Click on the **Edit icon** and choose the option **Upload Fulltext /Dataset**

## Introduction to Sociology



### External links

[Full text via SFX](#)

Add Organisational Code  
Suggest Edit  
Upload Fulltext/Dataset

### Organisational unit

02045 - Departement Geistes-, Sozial- und Staatswissenschaften / Department of Humanities, Social and Political Sciences

### Author

Dobler-Müller, Marianne

### More

[Show all metadata](#)

Date

- In the next step, please write **"Complete DOI reservation"** when asked why you are creating a new version of this item.

## Create new version of item: 20.500.11850/42511

Reason for creating a new version (optional):

Complete [DOI](#) reservation

New Version

Cancel

- Click **New version**.

- In the next step click the **Edit** button.

## Item Submission

Edit Cancel

- Upload the file(s) you would like to make available and choose the **access permissions**.

## Item Submission

Upload
Usage permission
Enduser License
Complete

### Upload File(s)

**File:**  
 Keine Datei ausgewählt.  
 Click the Browse button and select the file from your computer.

**Display label (for research data only):**

If you leave this field blank, the complete original file name will be displayed to users in the download section. If you want to have a more descriptive tag displayed in the download section, add it here.

**File access**

Open access  
 Embargoed access

- Grant the ETH Library **permission** to use your work.

## Item Submission

Upload
Usage permission
Enduser License
Complete

### Usage permission

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  - 1.2. He/she also declares that no third-party rights are infringed by the use granted under section 2.

- If you wish, you can now additionally grant an **end user license** (cf. [Creative Commons Licenses and Licensing Software](#)).
- Click the **Complete submission** button.

## Item Submission

Upload
Usage permission
Enduser License
Complete

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- Your submission is now complete .

Although the message displayed says so, **you will not receive another confirmation mail** at this stage, because your item has already been imported during the original submission process.

- Your file (s) will be made available according to the chosen access rights once the internal review process is finished.

## Submission complete

Your submission has been successfully imported. A confirmation has been sent to your email address which includes the DOI that has been reserved for this item.

Please note that the submission is currently under review and that full texts and other uploaded digital objects will not be visible to external users until approved by Research Collection staff.

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