

Handbook for AEUP Members

Navigating ScienceOpen and the BookMetaHub



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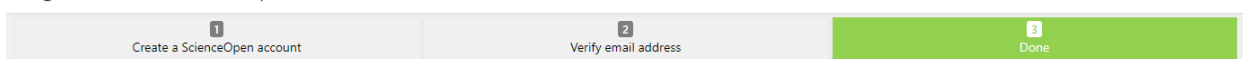
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As a first step to make full use of all editorial and content-related functions you need to set up accounts on both the [ScienceOpen](#) platform, giving you editorial control over a ScienceOpen collection and access to usage reports on the platform, and the [BookMetaHub](#), giving you editorial control over content-related tasks such as record upload from Crossref or ONIX and subsequent enhancement or record creation from scratch.

Register on ScienceOpen

Register on ScienceOpen in a few simple steps. Fill in your data, verify your e-mail address and you are good to go! - [Registration – ScienceOpen](#)

Register for a ScienceOpen account

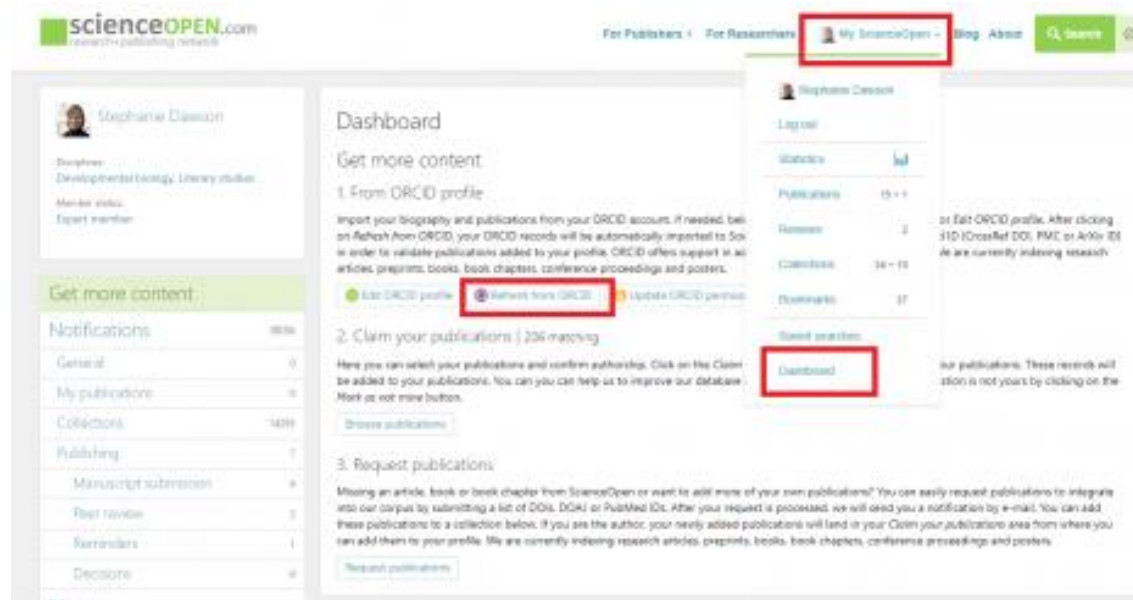


Link your ORCID to the ScienceOpen Account

- **Link your ORCID account**

ORCID has become a core part of the scholarly infrastructure, with many journals requiring an ORCID profile prior to article submission. Registration takes only 30 seconds.

- **Refresh your profile from ORCID**



With this step you can pull in your personal data from ORCID, integrate it into our platform, and automatically fill out your profile.

Our ScienceOpen profile pages come with a huge array of details including:

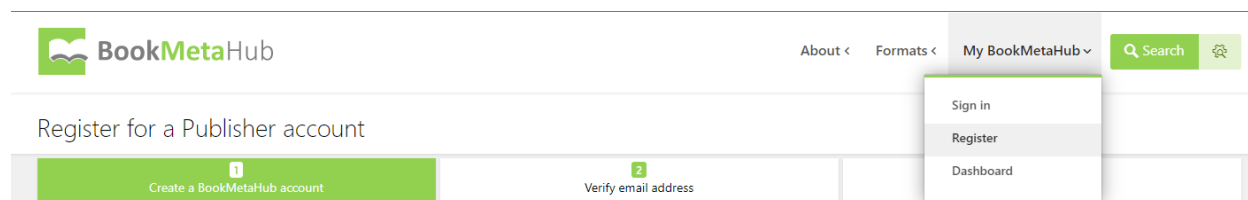
- Your full list of publications
- All your peer review activities on ScienceOpen
- Your biography, your work and education history all imported from ORCID
- Share your profile and check out your author-level metrics including
 - number of views and reads on your publications
 - Altmetric and citation score
 - How many researchers you follow or follow you back
 - All collections you have built or are following

If you have opted for your own supplemental University Press book collection, send us your new profile URL and we will set you up as editor on your own book collection on the ScienceOpen platform.

Don't forget to check out the [advanced search and discovery functions](#), too!

Register on BookMetaHub

Visit [BookMetaHub](#) and open the →*My BookMetaHub* dropdown menu to →[Register](#).



Content-related tasks via the BookMetaHub

BookMetaHub's interface allows publishers to easily enhance and enrich their metadata according to Best Practice recommendations, to standardize and make it compliant to digital environment requirements, and to increase interoperability for easy sharing and re-use on other platforms.

Setting up your designated Publisher Workspace

After successful registration, you need to create your designated publisher workspace which is a framework that provides you with editorial control over the content (i.e. the right to make changes on the metadata).

- To set up your workspace, open to dropdown menu and go to your →*Dashboard*
- On this page you follow the →*Create/join workspace* button
- Here you can either create a brand-new publisher workspace
- or request to join an existent workspace already set up by your colleagues

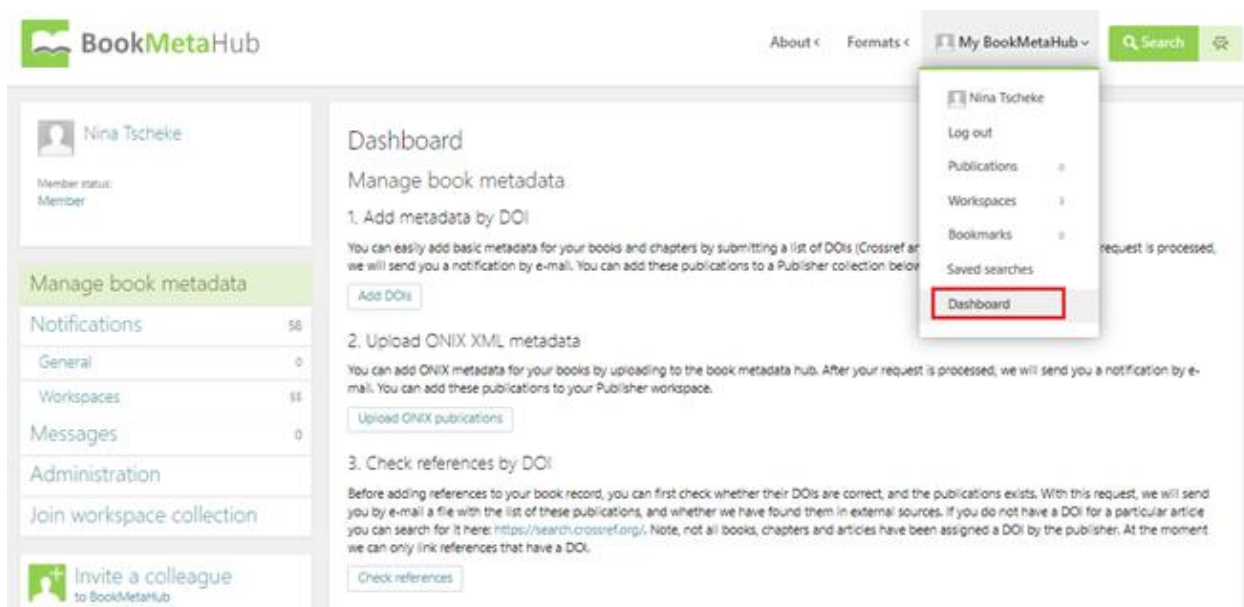
Import, Enhance, and Export your Book Metadata

How to work on your content within the framework of your designated publisher workspace:

Import records to BookMetaHub

The import of available metadata records is easy! In just a few steps you will be able to import and find all requested records that are valid in your workspace ready for enhancement or download.

- →Log into *BookMetaHub* and open the →*My BookMetaHub* drop down menu to access the →*Dashboard*



On the dashboard there are two import formats supported from which you can choose. **In case you have both DOIs and ONIX files**, query the available Crossref data first and update with the ONIX record files as a second step:

- **Add metadata by DOI**
 - You can easily add basic metadata for your books and chapters by submitting a list of DOIs (Crossref and DataCite book records accepted)
 - **Simply paste a list of DOIs** into the request box **or upload an excel sheet** to query all available metadata for your DOIs
 - →**Select your publisher workspace as target for the import**
 - After your request is processed, we will send you a notification by e-mail
- **Upload ONIX XML metadata**
 - Alternatively, you can upload ONIX XMLs via the Dashboard
 - Supported ONIX formats are 3.0 and 2.1. Please note that the readout for ONIX 3.0 might lead to better results for your metadata. This is due to the fact that the latter format is

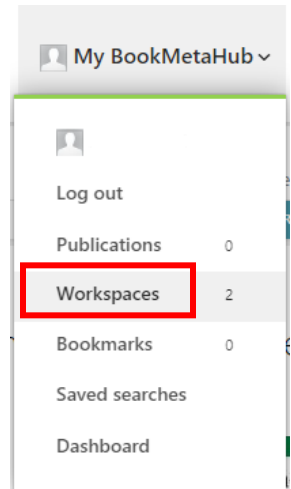
more standardized, which in return leads to a higher chance for a richer set of imported data.

- → **Select your publisher workspace as target for the import**
- After your request is processed, we will send you a notification by e-mail

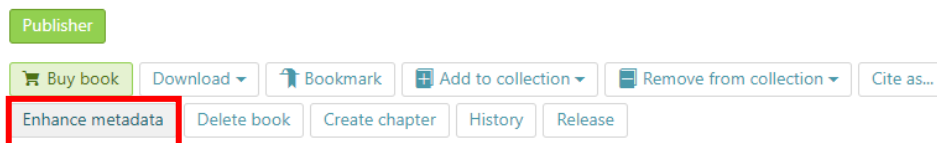
Enhance records on BookMetaHub

Once a record is loaded into the workspace, you can proceed to enrich the metadata:

- Log into → *BookMetaHub* and go to the → *My BookMetaHub* drop down menu to access the → *Workspaces*
- Search for the record you want to enhance in your workspace and click on the title to → open the record page
- Under the record header, click the → *Enhance metadata* button to open the enhancement interface



Read this book at



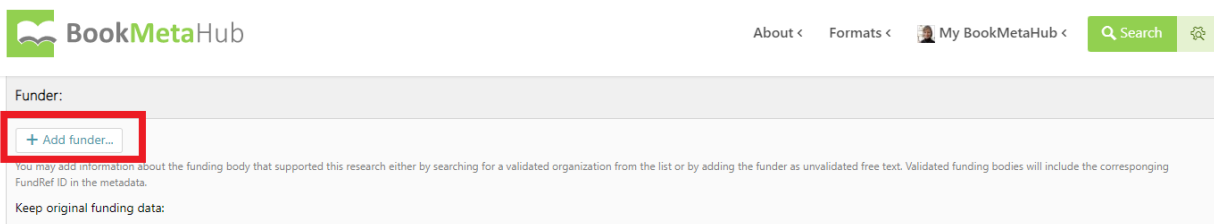
Here you can **add/edit titles and subtitles** and translations, cover image, contributors (+ORCID) and affiliations (+ROR IDs), abstracts and translations, copyright statements, keywords and disciplines, license type, funding data (+FundRef IDs), data statement, and much more.

Add Funder ID and ROR IDs

Funding details – upgrade with FundRef IDs*

Implemented on the BookMetaHub is the Crossref Funder Registry, an open registry of grant-giving organization names and identifiers

- Via a simple form field, type in and easily match funder details to include **FundRef IDs and controlled funder vocabulary** as part of your metadata deposits
 - Add Award or Grant Numbers



ScienceOpen's integration allows publishers and funders to quickly track the visibility of their outputs on the internet. The integration with the Funder Registry for all BookMetaHub users speeds up the metadata distribution process and improves discoverability for funders.

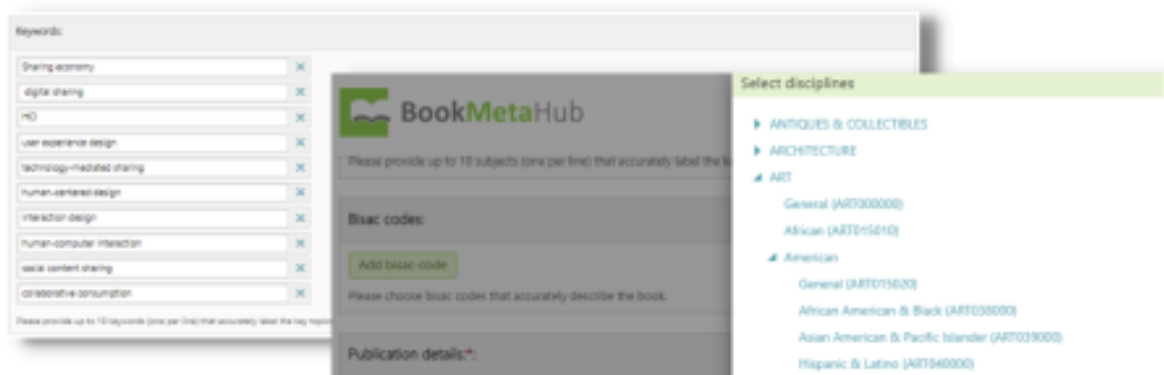
Institution/Affiliation – upgrade with ROR IDs*

The Research Organization Registry (ROR), a global, community-led registry of open persistent identifiers for research organizations is also implemented on the BookMetaHub

- Via a simple form field, type in and easily match **ROR IDs to institutions and affiliations**
 - Add more insight to the context around a publication

Don't forget to:

- **Enrich (or create) data** according to indexing requirements and best practice recommendations in digital environments
- **Add persistent identifiers** wherever possible!
- **Add multilingual translations for titles + abstracts** to open up content to new audiences in support of a truly global research community
- **Add more context data** such as keywords, subject categories, affiliations, additional ISBNs and formats



Add/Remove Titles from your workspace

Simply go to the book title and click on the →**Add to Collection** or →**Remove from Collection** button

Read this book at

Publisher

[Buy book](#)
[Download](#)
[Bookmark](#)
➕ Add to collection
➖ Remove from collection
[Cite as...](#)

[Enhance metadata](#)
[Delete book](#)
[Create chapter](#)
[History](#)
[Release](#)

Export records from BookMetaHub

For quick resharing of your updated or newly created books content we offer a variety of options that allow for easy data export in formats most suitable for digital environments:

- For **direct export to your Publisher collection on the ScienceOpen platform**, simply push the →*Release* button on the record page and let us know there are new books ready for aggregation

On each record page you will also find a →*Download* button that returns record-level output in two distinct formats:

- **Crossref XMLs**
 - Easy update single records to make sure **publicly available data** is as rich and current as can be
- **BITS XMLs**
 - media independent **default XML format for interchange, archiving**, and format-conversion of book and chapter-level metadata
- **Batch-export**
 - via our [BookMetaHub open API](#)

Export record to Thoth for additional enhancement

Easily connect your BookMetaHub workspace with a Thoth account to make valid records in a variety of additional output formats such as ONIX, JSON, KBART, and more!

- **Create an account on Thoth**
 - Send us your imprint ID
 - We will connect your workspace with your Thoth account in the background
 - After setup, there is a new →*Export to Thoth* button
 - After successful export, click the →*Edit in Thoth* button
 - →Land on the new record page on Thoth populated already with essential data and continue on the Thoth platform with further format-specific enhancement

Via a variety of different interfaces, you can add missing publication details about the book, chapters, and publication formats, enrich the publisher/imprint details or update the contributors.

The interface and integration of Thoth's platform with our BookMetaHub provides easy access to new channels for book publishers for greater discovery, visibility, and metadata interoperability!

Check out our video on how to enrich your BookMetaHub records even further and export in a variety of additional formats due to our Thoth integration [here](#).