

Reserve a DOI

If you are publishing a paper and need to separately deposit the underlying datasets (or figures), you can use figshare to reserve a DOI in advance to provide to the publisher.

Step-by-step guide

1. After **logging in** to smithsonian.figshare.com with your network username and password, click on the + **create a new item** link on the **My Data** tab
2. Add your files (optional). You can add your files any time *before* publishing.
3. Fill out the metadata form as completely as you can - see [Describe your data \(add metadata\)](#)
 - a. unless otherwise specified by the publisher, title your dataset with **Dataset: title of the paper**
 - b. if you need to use placeholder metadata, remember to update it *before* you publish! Edits to authors, title, or description will trigger a [new 'version'](#) in figshare.
4. On the right-hand side of the metadata form, under **Item actions**, click the link for **Manage Identifiers**
Select the radio button next to **Reserve DOI** then click the red **Reserve** button

Manage identifiers



Here, you can manage persistent identifiers (PIDs) for your item. A PID is a link that will always lead to the research output, regardless of a domain change.

[Find out more about persistent identifiers.](#)

The options below are available based on your institutional settings.

☐ Preexisting

☒ Reserve DOI

Generate an identifier

Reserve

Note: This DOI becomes active when the item is published. Once active, the DOI cannot be disabled anymore.

Close

- a. your DOI will appear in the text box. After closing the pop-up box, the reserved DOI will display under the **Manage Identifiers** link.
5. Your item will **automatically save** after reserving the DOI.

⚠ the DOI only becomes active (is a resolvable link) once the item is published

If you need to provide access to your unpublished dataset, see: [Restrict access to data - Figshare for Institutions - SI Collaboration WIKI](#)

Once your paper has published, update any placeholder metadata fields in figshare *before* making your dataset publicly available. Publish by checking the box next to **Publish** at the bottom of the metadata form, and then **Save Changes**.

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