

CMIP7 Citation Service

Usage Guide for Reviewers

Contents

- Requesting Reviewer Access
- Editing Citation Records (UI)
- Minting DOIs (UI)
- Editing Citation Records (API)
- Minting DOIs (API)

Requesting Reviewer Access

Prompt to sign in and request access through one of:

- Navigate to any citation record that already exists and locate the 'Edit record' button at the bottom of the General Information Tab
- Click 'Add Citation' along the top bar.
- Click on the Reviewer sign in button.

You will be prompted to log in via your github account. This is purely to collect usernames and authenticate for editing purposes.

The screenshot displays the CEDA Archive interface. At the top, a dark blue navigation bar contains the CEDA Archive logo, a list of menu items (Citations, Parties, Institutions, Funding, Add Citation), and a user profile icon labeled 'abc123'. The 'Add Citation' link is circled in red. Below the navigation bar, the main content area shows an 'Unpublished' record titled 'cmip7.aerchemmip.cccma.cnrm_esm2_1e.esm-scen7-h-aob (v1)'. A tabbed interface is present with 'General Information & Facets' selected. The 'General Information' section contains a table with the following data:

Name	cmip7.aerchemmip.cccma.cnrm_esm2_1e.esm-scen7-h-aob
Abstract	This is a test record, created by Daniel Westwood at CEDA
DRS URL	https://google.com
Rights	Example section relating to Rights
License	License for this dataset

Below this is the 'CMIP7 Facets' section, which contains another table:

Activity	aerchemmip
Experiment	
Institution	cccma
MIP Era	cmip7
Source	cnrm_esm2_1e

At the bottom of the 'General Information' tab, there are three buttons: 'Edit Record' (circled in red), 'Create New Record', and 'Delete Record'.

Requesting Reviewer Access

Prompt to sign in and request access through one of:

- Navigate to any citation record that already exists and locate the 'Edit record' button at the bottom of the General Information Tab
- Click 'Add Citation' along the top bar.
- Click on the Reviewer sign in button.

You will be prompted to log in via your github account. This is purely to collect usernames and authenticate for editing purposes.



Sign in to **GitHub**
to continue to **cmip7-citation-service**

Username or email address

Password [Forgot password?](#)

Sign in

Requesting Reviewer Access

You will then be prompted to request reviewer access.

If this does not happen automatically, navigate directly to cmip7-citations.ceda.ac.uk/reviewer-request/

Tick the box(es) for the specific institutions you need access to review, and click continue to submit the request.

If an institution you require is not present in this list it may not have any existing records – you will need to press continue with access requested for any existing institutions, and then create new records that correspond to institutions not listed. These will automatically be given as permissions to your user.

Request Reviewer permission

Requesting Reviewer Privileges for user **abc123**

This will grant access to the following pages:

- Create citation records
- Edit/Delete existing records for specific institutions

Your Current Permissions:

- **edit_cccma** (Edit citations belonging to Institution: cccma)
- **edit_cccmb** (Edit citations belonging to Institution: cccmb)
- **edit_hij** (Edit citations belonging to Institution: hij)

Apply to Review Records for Specific Institutions:

- **Edit cccma** ☒
- **Edit cccmb** ☒
- **Edit hij** ☒
- **Edit klmno** ☐

Continue

Editing Citation Records (UI)

- Once reviewer access is granted, you will be able to click 'Edit record' on a citation record to bring up this view.
- General information is auto-generated from EMD/CV info and should only be edited in limited cases.

Edit Citation Record

General Information

Title *	cmip7.aerchemmip.cccma.cnrm_esm2_1e.esm-scen7-h-aob
Abstract	This is a test record, created by Daniel Westwood at CEDA
DRS URL	https://google.com
DOI URL	DOI URL for the CMIP7 dataset

CMIP7 Facets

MIP Era (Validated against CVs)	cmip7
Activity (Validated against CVs)	aerchemmip
Institution (Validated against CVs)	cccma
Source	cnrm_esm2_1e
Experiment	CMIP7 Experiment Facet
Domain	CMIP7 Domain Facet

Editing Citation Records (UI)

- The DRS URL should **NOT** be manually added unless it does not conform to the template using Metagrid and the CMIP7/CORDEX facets.
- The DOI URL should be entered if it already exists, otherwise a DOI may be minted using this service.

Edit Citation Record

General Information

Title *	cmip7.aerchemmip.cccma.cnrm_esm2_1e.esm-scen7-h-aob
Abstract	This is a test record, created by Daniel Westwood at CEDA
DRS URL	https://google.com
DOI URL	DOI URL for the CMIP7 dataset

CMIP7 Facets

MIP Era (Validated against CVs)	cmip7
Activity (Validated against CVs)	aerchemmip
Institution (Validated against CVs)	cccma
Source	cnrm_esm2_1e
Experiment	CMIP7 Experiment Facet
Domain	CMIP7 Domain Facet

Editing Citation Records (UI)

- Licensing/Rights information should only be adjusted for datasets where the auto-generated content is flawed or inaccurate.

Licensing and Fair Use

Rights	Example section relating to Rights
License	License for this dataset

Contacts

Editing Citation Records (UI)

If the person already exists as part of another citation record, you are only required to enter their full name information (including middle names) to match to the existing record.

First name *	Middle names	Last name *	Orcid	Email	Primary	Remove
Daniel		Westwood			☒	X
David		Westwood	0009-0007-1866-5843	daniel.westwood@stfc.ac	☐	X
Jesse		Alexander	0009-0006-2877-3197		☐	X
					☐	X

- Any number of contacts may be added. If they are present in other records their information will be connected inside the service.
- One author must be selected as 'Primary', all other authors will be listed as Contacts

Editing Citation Records (UI)

- Any number of additional affiliated institutions/funder information may be added here.
- Note this interface cannot be used to edit institution or funding stream level information if they already exist, although affiliations can still be 'removed' by clicking the red X

Affiliated Institutions

If the institution already exists as part of another citation record, you are only required to enter the institution name to match to existing records.

Note: This interface cannot be used to edit acronym or country fields for existing institutions.

Name *	Acronym	Country	Remove
Canadian Centre for Clim	CCCMA	Canada	
York University	YU	Canada	
+ Add Institution			

Funding Streams

If the funding stream already exists as part of another citation record, you are only required to enter the name to match to existing records.

Note: This interface cannot be used to edit the affiliation of existing funding streams.

Name *	Affiliation	Remove
UKRI sect 3	York University	
+ Add Funder		

Editing Citation Records (UI)

- References may be added using this interface as well. Ensure both the Title and DOI match exactly with the content in the `Cite As` field, otherwise the linking may not render correctly in the UI.
- Possible Reference relations are listed in the dropdown.

References

If the DOI is used as part of another citation record, you are only required to enter the DOI field.

Please ensure the DOI and Title are the same as presented in the 'Cite As' field. Note the DOI field of an existing reference to this record cannot be altered.

Example: (Cite As) Title of a reference paper, document or otherwise and the date it was published (2026). Last name, A.; Last name, B.; Last name, C.; Last name, D.; example.doi.org/abc123

Reference 1 Remove

Title *	Reference Title
DOI *	Reference DOI
Cite As	Reference Citation in full
Relation	is_cited_by

[+ Add Reference](#)

Editing Citation Records (UI)

Replicate Citation Records

If you wish to apply the above data to multiple citation records, tick the box below to replicate data, and enter the titles of records where this information applies.

☒ Replicate Info

Replications

Enter here the titles of other citation records to be created/updated with the above content. These changes will be applied to the latest version in all cases.

Record Title	Remove
Title of Replica Citation record	
+ Add Record ID	

- To replicate all recorded information to other citation records, simply tick the box to `Replicate Info` and provide the Titles of other records to be replicated. This will also allow multiple DOIs to be minted for multiple records simultaneously.

Minting DOIs (UI)

- If all information in the citation record is now accurate and ready for a DOI to be minted. Check the `Publish on Save` tickbox before pressing `Update version`.
- This will trigger the minting process. If successful, the citation record will present with `Published` next to the title, and a `Cite As` link will appear in the general information.

Update version 1

☐ Publish on Save

Minting DOIs (UI)

Example of a Record where the DOI has been successfully minted.

Published cmip7.aerchemmip.cccmb.cnrm_esm2_1e.esm-scen7-h-aob (v15)

[General Information & Facets](#) [Responsible Parties](#) [Funding Streams](#) [Institutions](#) [References](#)

General Information

Name	cmip7.aerchemmip.cccmb.cnrm_esm2_1e.esm-scen7-h-aob
Abstract	This is a test record, created by Daniel Westwood at CEDA
DRS URL	
Cite As	cmip7.aerchemmip.cccmb.cnrm_esm2_1e.esm-scen7-h-aob (2026). Westwood, Daniel; Westwood, David; Alexander, Jesse. https://doi.org/10.1234/cmip7.aerchemmip.cccmb.cnrm_esm2_1e.esm-scen7-h-aob_v15
Rights	Example section relating to Rights
License	License for this dataset

Editing Citation Records (API)

- The Citation Service API allows the creation of all affiliated records (parties, institutions etc.) directly from the citation, so there's no need to input information separately.
- See the example Citation record template in this repository for details on what to include.
- The mandatory fields are:
 - title OR CMIP7/CORDEX facets
 - Primary author information (full name)

Editing Citation Records (API)

- You must request an API project token to use the API services to upload content to the citation service.
- The python code snippet below is an example of how to upload content to the citation service to create/update records:

Create Records

```
with httpx.Client(verify=False) as client:
    print(
        client.post(f'{SITE_URL}/api/citations/',
                    json=citation,
                    headers={'Authorization': f'Token {temp_token}'},
        )
    )
```

Update Records

```
with httpx.Client(verify=False) as client:
    print(
        client.put(f'{SITE_URL}/api/citations/{citation["title"]}',
                   json=citation,
                   headers={'Authorization': f'Token {temp_token}'},
        )
    )
```

Editing Citation Records (API)

Note: Ensure that you know if the record exists or not when creating a record. If a record with a matching title already exists, creation will increment the version number and add a new version.

If you accidentally add a new version, please delete the specific version required, by specifying the ID as below:

```
with httpx.Client(verify=False) as client:
    print(
        client.delete(f'{SITE_URL}/api/citation/{citation["title"]}_{citation["version"]}',
                      headers={'Authorization': f'Token {temp_token}'},
        )
    )
```

Minting DOIs (API)

To mint a DOI on creating/updating a record via the API, simply add the field `publish\_on\_save: True` to your JSON content to be uploaded. Review the response.content object to verify if DOI minting was successful – specifically check for any `warnings` in the response JSON.

If a problem occurs please contact support@ceda.ac.uk

```
with httpx.Client(verify=False) as client:
    print(
        client.delete(f'{SITE_URL}/api/citation/{citation["title"]}_{citation["version"]}',
            headers={'Authorization': f'Token {temp_token}'},
        )
    )
```