

# Content Delivery Instructions for Third- Party Content Partners

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Content and Data Sourcing Team



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# Topics covered

- [Content Delivery Overview](#)
- [Tips for smooth content delivery](#)
- [Internet workflows](#) (including our IP ranges, for whitelisting)
- [sFTP e-Feed workflow](#)
- [Other options](#)
- [Content samples](#)

\* You will be asked to choose your content delivery method via a Web Form.

# Content Delivery Overview

We have introduced a Content Delivery workflow for our Content Partners.

We will send you a unique web form where you can choose your content delivery method. This form can be shared with your technical team to fill out.

Screen shot of the web form



## Content Delivery Process: Your Options

The next step in being indexed on Elsevier solutions is to provide us with content access. While we only display metadata, our indexing process requires full text access.

We have two methods that we recommend: Web Access or sFTP e-feed. We recommend you discuss the options with your delivery support team.

Generally, sFTP works well for content partners who can provide full-text XML (in addition to PDF files). Web access works well for content partners who do not have experience with sFTP feeds.

Please note that this form should be filled out for all titles even if your title is Open Access with a CC-BY licence.

## Ensuring smooth content access

You can find more resources about delivering content to Elsevier for indexing by visiting our [Content Delivery Instructions](#).

We strongly advise you to contact your Engagement Manager if anything changes with your title. This may include your title's website, publication schedule, ISSN or your preferred content access delivery method. Replace this text with content of your own.

To read how Elsevier uses, collects and shares personal data, please read the [Elsevier Privacy Policy](#).

For security purposes this form is for one-time use only.  
Pressing save will submit your details.

Content Delivery

Web Access

Web Access

No Credentials

Please enter your name and email so we can contact you if further information is required

Name

First Name

Last Name

Email

you@example.com

Save

This will be sent to you by your Publishing Relations Manager.

# Tips for smooth content delivery

The biggest tip is to inform your Publishing Relations Manager about any changes

## This may include changes to:

- The journal website or URL
  - The journal title
  - The publication schedule
  - Content delivery methods
  - Your contact details
  - The ISSN (If you are updating the ISSN number, please ensure you update [ISSN Portal](#) as well. We use this to verify ISSN changes. )
- If the title is transferred to another publisher or ceases production, please notify your Publishing Relations Manager.
  - Please ensure our web access does not expire
  - If there is a change in format, for example a DTD version update, please notify your Publishing Relations Manager or write to [cds-sc@elsevier.com](mailto:cds-sc@elsevier.com)

*If you have questions, you can check our [content partner FAQs](#) or reach out to your Publishing Relations Manager directly.*

# Internet Workflows

# Internet workflows

## Web Access content delivery options

***Credentials Required (User Name/Password) Access to your title:*** This is the most common method.

***Whitelisting our IP Ranges:*** This means that our crawlers are allowed to access your content.

***For Open Access Titles:*** If your website allows access to HTML & PDFs without restrictions, you may not have to do anything.

*Minimum requirements:* Your table of contents (TOC) and PDFs of all your articles must be available on your website. The TOC can be in HTML only.

# Credentials (User Name/Password) Delivery

How to do it:

- 1) Please choose “Web Access” as your Content Delivery choice.
- 2) Choose “Credentials Required” in the Web Access field. Your Publishing Relations Manager will reach out about a week after we receive the form with next steps to get the credentials.
- 3) Create user credentials for your title for Elsevier to use. Please use [cds-sc@elsevier.com](mailto:cds-sc@elsevier.com) to create the credentials.
- 4) Update your Publishing Relations Manager or write to [cds-sc@elsevier.com](mailto:cds-sc@elsevier.com) if anything changes such as URL, publication title or ISSN

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*\*This is the most common delivery method\**

# IP recognition

This method allows our crawlers to access your website and collect the PDFs we need.

How to do it:

- 1) Please choose “Web Access” as your Content Delivery choice.
- 2) Chose “IP Recognition” on the Content Delivery webform.
- 3) Let your webmaster or technical contact know you need to whitelist the following IP ranges of our processing teams.
- 4) Confirm with your Publishing Relations Manager when this has been done
- 5) Update your Publishing Relations Manager if anything changes such as URL, publication title or ISSN

*You can find our current list  
of [IP ranges here](#):*



# Open Access titles

With Open Access Titles, you may **not** have to do anything

How to do it:

- 1) Please choose “Web Access” as your Content Delivery choice.
- 2) Choose “No Credentials” in the Web Access field.
- 3) To ensure delivery runs smoothly, you may want to check with your IT department to see if you have download restrictions on your website. If you do, please whitelist our IP ranges.
- 4) Update your Publishing Relations Manager if anything changes such as URL, publication title or ISSN

*You can find our current list  
of [IP ranges here](#):*

# sFTP e-feed Workflow

# sFTP e-feed workflow

*Requirements:* Your content should be available as full text XML and PDFs. We recommend XML is [JATS](#) format, but we can process other formats of XML. If you are not sure if you meet this requirement, please check with your technical delivery person.

How to do it:

- 1) Ensure you meet the requirements
- 2) Choose “sFTP upload” in the Content Delivery form.
- 3) Your Publishing Relations Manager will be in touch after you have filled out the content delivery webform

# Ensuring your sFTP e-feed runs smoothly

With an sFTP/e-feed, there are a few simple things you can do to ensure your content is easy process.

- Use a directory structure that clearly indicates to which article any meta data or supplementary files belong.
- If you have a journal that publishes on an article-by-article basis, please share your content as soon as it is published and if applicable, include the issue number.
- For peer-reviewed content, we always need the version of record of the article (the final, published version). You may also include Articles in Press (sometimes called eFirst/Ahead of Print), as long as these are uploaded to a dedicated folder within your e-feed.

# Other Content Delivery Methods

# Other options

If you do not have full-text PDFs on your website and you cannot provide full text XML, please reach out to your Publishing Relations Manager to discuss the best options for you.

# Other Resources

Do you have questions not answered here? Please reach out to your Publishing Relations Manager at [cds-sc@elsevier.com](mailto:cds-sc@elsevier.com)

You can also check our Scopus [Content Partner FAQs](#).

# Content Samples

- For some types of content delivery, your Publishing Relations Manager will ask for content samples so we can ensure we can process them. This is completely separate from the samples you may have been asked for in the evaluation process.

In this case, we are concerned with technical specifications of your file. These sample files will not affect your indexing status.



# Thank you!



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