



# Register a conference paper

---

You need to

- Be logged in
- Have registered the conference proceeding first

## Menu path

*See the next page for a more detailed description*

- Research results/NVI
- Register result
- Select 'Part of book/report'
- Select sub-category 'Academic chapter/article/Conference paper'
- Register author
- Register title
- Register description of part, pages, and the NPI scientific field.
- Save

## Picture guide

► Please note that you have to register the conference proceeding before you can register the paper, since papers are linked to the proceeding in registration. See the guide “Register a conference proceeding”.

### **Register a conference paper**

Click on the main menu ‘Research results/NVI’ and sub-menu ‘Register results’. Select ‘Part of a book/report’ under main category.

<b>Category:</b> <sup>*</sup>	
Enter the type of work you want to register:	
<b>Main category</b>	<b>Sub-category</b>
Part of a book/report	<a href="#">Academic chapter/article/Conference paper</a>
	<a href="#">Chapter</a>
	<a href="#">Popular scientific chapter/article</a>
	<a href="#">Lexical import</a>
	<a href="#">Foreword</a>
	<a href="#">Introduction</a>
	<a href="#">Other</a>

Select the sub-category ‘Academic chapter/article/Conference paper’.

You will see this form:

<b>Reference to book/report:</b> <sup>*</sup>	
To register part of a book/report, you must first search for the title of the book/report	
Search for part of the title or ISBN of the book/report that you want to refer to.	
Part of the title	ISBN
<input type="text" value="Health*"/>	<input type="text"/>
<input type="button" value="Search"/>	

Look up the proceeding here. This links the paper to the proceeding. You may use the proceedings’ title or ISSN number as search parameters.

If you use the title search, it is best to type in parts of the title and then truncate with the asterisk (\*). E.g. when searching for «Nordic conference on integration of refugees in the work life» you may type in «Nordic conference\*» or «\*integration of refugees\*». Use unique words when searching to limit the number of search hits.

### Reference to book/report:<sup>\*</sup>

To register part of a book/report, you must first search for the title of the book/report

--- Select book/report (71 results) --- ▼

[New search](#) [Register the book/report \(in a new display\)](#)

If you choose to register the book/report (in a new display), you must remember to add the title of the book/report.

Select the correct proceeding title from the list.

► If you can't find the proceeding when searching, even if you've made sure the title is spelled correctly, it may not have been registered. See the guide "Register a conference proceeding".

Once you have linked the paper to the proceeding, continue to register information about the paper.

### Register authors

Add all the authors of the paper.

### Persons:<sup>\*</sup>

Enter the person who has produced the work:

-- Choose from quick reference -- ▼

or search for a person:

Surname:

First name:

[Cancel registration of person](#)

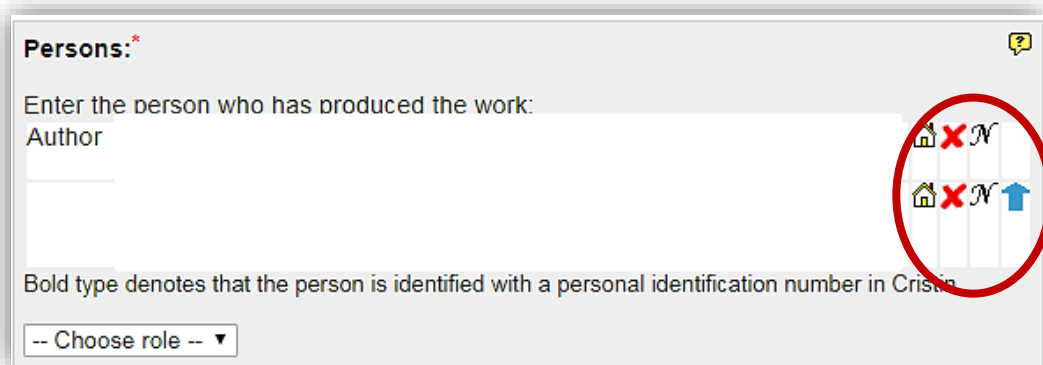
You can add individuals by searching for their names and selecting them from a list of names.



Employees of one of our member institutions are listed with a (P) and usually an institution acronym after their name. Remember to select this registration of the person in order to link the publication to their person profile.

If the person is not registered in Cristin, you will have the option to register their name as a free text name.

Once authors are registered, you will see this overview:



Edit here:

- Institutional address
  - Click on the house
  - Search for new institutional address or add more addresses
  - Remember to delete "unknown" after adding the correct address
- Delete a wrongfully registered person
  - Click on the red X
- Change the name of a registered person
  - Click on 'N'
  - Note: this does not change the person who is registered on the publication. To change a wrongfully registered person, click on 'Add author' and search for the right person to add them to the publication. Remember to delete the wrongfully registered person.
- The order of the registered persons
  - Click on the blue arrow

Once all persons are registered, click 'Continue'.

## Register title

Choose the language of the publication and enter the title.

**Original language:**\*

English ▼ [Show expanded language list](#)

**Title of work/result:**\*

Cristin

Click 'Continue'. This form will appear:

**Part of a book/report:**

Description of part:\*  (Chapter number, foreword, etc.)

Pages: From:  To:  or Total number of pages:

DOI:

NPI Scientific Field:\* -- Choose scientific area -- ▼ [See more information](#)

Information tagged with a red asterisk (\*) is compulsory. Feel free to enter more information to make it easier for others to look up your paper online.

Click 'Save'.

In registration view, you will see a reference to the proceeding/book. You may go to book view to see the other registered papers of the proceeding.