GUIDE TO REGISTERING A PUBLICATION IN CRISTIN

1. Access the CRISTin system via: [http://www.cristin.no/as/WebObjects/cristin.woa/3?la=en](http://www.cristin.no/as/WebObjects/cristin.woa/3?la=en)

2. Press “Log in”

3. Select your institution. Enter your username and password. Click “Log in”.

![CRISTin System](image)
4. For Feide-institutions this image (see the Norwegian example below) will appear, informing users that personal data are sent from their HR-system to CRIStin. This picture will only appear on your very first log in.

![Cristin Image](image)

By clicking "Yes" you accept that personal data can be exchanged between Feide and Cristin. If you are unsure whether you should press "Yes", you can find more information here.

5. You are now on your research profile page. Click on "Register results".

![Cristin Research Profile](image)

6. Select the main category of your publication, e.g. “Journal Publication”.

![Registration of research results](image)
7. Select the subcategory of your publication, e.g. “Academic article”.

8. Register the author(s) of the publication by selecting “add author”.

9. If you are the author you may select your name from the shortcut list – “choose from quick reference” – or by searching by name. Enter a surname and click “Search for a person”.

10. If you get more than one hit on an author’s name: always select the name that has a (P)-entry. The (P) classification means that a person is accurately identified in the CRIStin system.
11. For every additional co-author you select “add author”, then repeat steps 9 and 10.

12. To add or edit an institutional address that an author is associated with on the publication; click on the house illustration.

13. Search for the address.

14. If the author is associated with a different institution on the publication than in the Cristin-database, delete the incorrect address (add the correct address first).

By “institution” we refer to a university/ university college, health clinic or research facility.

If you are unable to find the correct institution, you may register the author on his/her country.
15. If you know the publication meets the requirements of the Vancouver regulations for co-authorship, check the top right box. If you are unsure, leave the box un-checked.

Select the language of publication, enter the title, and click “Continue”.

16. Select “published” or “in press”. Search for the journal by entering a keyword (e.g. part of the title or the ISSN-number) and click “Search”. Select the correct journal from the list.

17. Registering the year of publication is mandatory. The rest of the information – volume, number (no), page number and DOI number – is optional, but highly recommended (especially the DOI-number).
19. You will receive a message confirming that your registration has been successfully recorded in the database (see the Norwegian example below)

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**Thank you for registering!**