How to register a book

Procedure:

- To register a book, choose “Research results/NVI” in the menu on the left, and then “Book”.
- Choose the appropriate sub category:

  ![Sub-category]

- Choose the role of the persons you wish to register. Note: if you choose to register an editor, you may not also register an author in the same registration. If the editor has written a chapter in an anthology, this will have to be registered separately (see page 1).

- Register the original language and the title (see above for the procedure).

- Register the publishing company. Type the name of the publisher and click on “Search”. Use the asterisk * to truncate apostrophes and the &-symbol. Choose the correct publisher from the result list (drop down menu).

  ![Publication status]

- If you don’t find the publisher when searching, you may register it manually. Click the button labelled “Register publisher manually”.
  - Note: if the publisher is considered to be scientific, and you register it manually rather than selecting it from the drop down list, the publication will not be registered as scientific, and you will not get publication points for it. Contact the super user at your institution if you need help finding the correct publisher.
• Register year of publication, ISBN, whether the publication is a revision, and the total number of pages.

![Image of registration form]

• If the book is part of a series, this must be registered. This is often indicated in the book with an ISSN-number or the name of the series.

![Image of series registration form]

• When all the information is correctly registered, click on “Save”. You will then see the finished registration. If you spot an error – click on “Edit” and correct it.