The 2011 version-2 ( in English) of : ' Cristin for Dummies'.

Comments and improvements welcome!

===================( 0) When shall I register my paper in Cristin ? )=============

Since the deadline for registration of a new publishing channel is 31.12.2011 on level 1 Has passes now, the actual deadline for registration of your papers/results is 31. January.2012

**Register your result/ paper before 01.01.2012.**

We assume you have :

a) Papers in journals,
b) Conference papers ,

and you might need to:
c) Register a journal or publisher to Level 1 (that was not known to the system)
d) Find all the registrations for you.::

=============( 1) Log on to Cristin )====================
Go to (choose English):

https://www.cristin.no/as/WebObjects/cristin.woa/5/wa/default?la=en

Choose :log in | Log on
Then choose 'University of Oslo' as institution

Then press Log in (left of 'Feide',) again choose 'University of Oslo' as institution
and using your ordinary login-name and password.

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First find out what type of number your contribution has:
ISSN - is a journal / or a series
ISBN - is a book (and often in our case, probably a conference proceeding)

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Press: Research results/NVI | Register result
You then choose in the left menu: 'Main category' :

========( a) to register a journal paper) =====================

Press: 'Journal publication' | 'Academic article' | [Add author]
Cristin will then suggest from a drop down menu your name – choose one
of them. This is important so Ifi gets money from the affiliation from you to
your research group and Ifi, and you get an approved paper in the system.

The rest is straight forward filling in at least all fields with a red star on them.

========( b ) to register a conference paper) =====================

The main point here is that FIRST you have to register the conference
proceeding (or CD/DVD) and THEN your paper as a chapter in that book –
more details below:

The main ERROR we do is to register a contribution at a conference as conference speeches.
Then you get no approved registration and Ifi and your research group get no money. What you
should do is to register FIRST proceedings as a book | scientific anthology,
THEN you enter your contribution as a part of that book or as a chapter.

3) Select: Research Results/NVI | Register result | Book |
Academic anthology

4) Select the editor as a person who has produced work (NOT yourself).
Enter the names of editor (s) and do not worry about that they are not

inside in the system (press create new person). Follow the [continue]  button
for registration of the proceeding. Important is  to search for publishers (e.g. type Tapir and so
the  system finds: Tapir Akademiske forlag - which you then select from the
drop-down menu, and that is an approved publisher ). Remember to register the  ISBN number
(also the dashes- like: 978-82-519-2843-4).

5) You are then finished with the registration of the  proceeding. You then have   and take a new
 round of registering  your  conference paper itself:

6) Select : Research Results | Register result | part of the
book / report |  Academic chapter /article

7) Now you can register your paper (for example, set it as Article No.
xx, and also register the page numbers from and to. If it is  a CD/DVD, only write chapter
without specifying the page numbers).  Also register an ISSN number if you have one.

8) The system then answers that all is saved, but it might take a day or two before it  is
 found again in search of approved results in Cristin on  Level 1 or 2 (see below)

==========( c)  to register a new Level 1  before 2012: )============================


Nominations for a journal to a level 1 publication or a publisher to a level 1
 publisher ,  you can do yourself (choose English version) on :

http://dbh.nsd.uib.no/kanaler/forslag.do

This can be done after you have first registered a paper in that journal
or a proceeding from the  publisher  you here nominate to level 1 in  Cristin.

 ==========( d) Finding out what is registered in Cristin )======================

To find out about what is approved of  your papers  at level 1
or 2 in Cristin (remember it's a up to two days delay from registration to a visible registration):

1) Go to Cristin: http://www.cristin.no/as/WebObjects/cristin.woa
2) Select the log (the usual username and password)
3) Select: Research Results Ether | Search in Results
4) Select 'Advanced Search' button (top right), and fill in your name
5) Select the Category, eg Journal Article, then Level 2, which
Publication Channel press 'Search' button at the top
right. You will now get out your 'approved' level 1 or 2 signups.
6) Repeat the same search but then so Reporting (DBH)-field
is
blank and press 'Search'. You will then get out all the registrations.


============  Good luck. ==========================================



- Arne Maus. Eli Berge and  Anne Cathrine Modal