Publication type Conference paper

1. Subcategory

Subcategory is a field that is required to fill in. The field is checked by librarians and will be changed if it doesn’t correspond to the publication/manifestation.

2. Author

Enter your Local User Id.

ORCID is an international, unique researcher-id. ORCiDs contain 16 numbers: 0000-0002-1825-0097.

Affiliation should only be filled in for authors who are affiliated with Stockholm University.
Department should be the same as the one in the publication. If an author is affiliated with both SU and one or more organisations other than SU in the publication, these organisations should also be filled in. Use the field “Other organisation” and use the following format: Organisation, Country

Collaborating organisations such as KTH or KI should not be entered in the field “Other organisation”. However, if the collaborating organisation is an written down independently among the affiliations, it should be entered into the “Other organisation”-field.

If there are more than one external organisation, separate them using a semicolon, for example: Uppsala University, Sweden; University of Helsinki, Finland

“Research group” should not be entered.

“Other contributor” should only be used when a contributor is not an author.

“Number of authors” should be entered when less than the total number of authors has been entered in the “Author”-fields.
3. Organisation
You can find your institution by searching for it, or by clicking the name in the list. Parent organisations are automatically included.

Please note that some departments may be closed down! Older departments can be found by searching, or by clicking “Show departments that are closed down”.

4. **Title**

The title of the article should be entered as it is written in the publication. If the title is separated in a main title and a subtitle, a colon will be automatically generated.

If the main title and subtitle are separated by punctuation other than a colon, for example a dash, the entire title should be entered in the “Main title”-field.

If there is an alternative title, for example a translated title, enter it in the subtitle field in square brackets.

5. **Content type**

Content type is a required field for the researcher. The field will be checked by librarians and changed if it is obviously wrong.
6. Part of proceedings

The title of the conference proceedings should be written as it is in the publication. If the title is separated in a main title and a subtitle, a colon will be automatically generated.

If the main title and subtitle are separated by punctuation other than a colon, for example a dash, the entire title should be entered in the “Main title”-field.

Sometimes there is no proceedings book, for example with oral presentations, in those cases leave this field empty.

The editors should be entered according to the order they appear in the publication separated by semicolons.

Information about the conference should be entered according to the following format: **Name of the conference, city, country, date, year**

For example: 14th Conference on Global Environment, Dublin, Ireland, May 12-18, 2016

If the title of the conference paper is in Swedish and the conference was held in Sweden, information about the conference should be entered in Swedish.

Conference papers that have been published in journals should be registered as publication type “Article in journal”. The information about the conference should then be entered in the “Conference”-field.
7. Other information

Note that there can be some delay with the year of publication. If a conference took place in 2015 the year of publication can very well be 2016.

The “Volume”-field refers to the specific proceeding, which may have been published in multiple parts. Not to be confused with the “No. in series”-field.

8. Series

The list consists of series published by Stockholm University. External series are entered manually in the “Other series”-field.

EISSN should only be used when you are certain that it is associated with a digital version of the series.

The series number refers to the order of the proceeding in the series in question.
9. Utgivare

Publisher should primarily be chosen from the list.

Place may be filled in if the information is available in the publication, otherwise skip it.

If the publisher does not appear in the list, enter it manually in the “Other publisher”-field.

10. Identifiers

ISBN:
There are three alternatives for the ISBN: “Undefined”, “Print”, “Electronic”.

The main rule is that you should only choose the alternative “Electronic” if you are certain that the ISBN belongs to a digital version, otherwise choose “Undefined” or “Print”.
DOI:
Note that the DOI should be associated with the conference paper, not the proceedings! The librarians checking the entry will add DOI-numbers if the field is empty. The prefix http://doi.org/ will be omitted and just the numbers will remain. If the DOI-link is repeated in the URL-field it will be removed.

URL:
URL should be used carefully. It should only be entered if the chapter is published and available freely online. The URL should point towards the chapter, like the DOI, however it may also point to the proceedings if there is no separate link to the conference paper. In the “URL label”-field enter Fri fullext alternatively Free full text if the chapter is in English, and check the “Free full-text”-box.

11. National subject category

National subject category should be entered at the 3-number level at a minimum:

For Medical and Health Sciences and Arts it should be entered at the 5-number level:
12. Research subject

The list of research subjects is a local list of the subjects which are researched at Stockholm University. It is optional for the researcher to choose a subject from this list and it will not be checked by the librarians.

13. Keywords

The keywords should be the same as in the publication.

The keywords should be separated by commas.

If the researcher enters their own keywords, these will be checked by the librarians.
14. Abstract

The abstract should be the same as in the publication.

If an abstract is entered, it will be checked by a librarian.