

## Registering doctoral theses in (old) Cristin

Register correct main category and sub-category

- [Logg into Cristin](#)
- Click on the main menu «Research results/NVI» and sub-menu «Register result». Choose «Report/thesis» as main category.
- Choose the correct sub-category: «Doctoral dissertation».

**Category:**\*

Enter the type of work you want to register:

Main category	Sub-category
Report/thesis	<a href="#">Report</a> <a href="#">Compendium</a> <a href="#">Doctoral dissertation</a> <a href="#">Licentiate dissertation</a> <a href="#">Magister thesis</a> <a href="#">Masters thesis</a> <a href="#">Thesis at a second degree level</a> <a href="#">Medical Student Research Thesis</a>

Register author and supervisors

- There are two options:
  1. Choose the right person from quick reference
  2. Search for a person's name and choose from a list of results
- Employees of Cristin member institutions (including Nord University) will find a (P) and the name of their institution behind their name. Remember to choose this entry of the person, to link the thesis to the profile of the person.
- If the person is not registered, you may register the person as unknown.

**Category:**\*

Report/thesis -

**Persons:**\*

Enter the person who has produced the work:

or search for a person:

Surname:

First name:

## Option 1

**Category:\***  
Report/thesis -

**Persons:\***  
Enter the person who has produced the work:

or search for a person:

Surname:   
First name:

## Option 2

**Persons:\***  
Enter the person who has produced the work:

or search for a person:

- When the author/supervisors have been registered, the following information can be changed:
  - The institutional address
    - Click on the house icon on the far right hand side
    - Search for a new institutional address or add more addresses
    - Remember to delete «unknown» once you have added the correct address
  - Delete any person that has been registered incorrectly
    - Click on the red cross icon
  - Change the name on a registered person
    - Click on the «N» icon
    - Please note: This does not change the person itself. To change incorrectly registered author/supervisor, click on «Add author» and search for the correct person. Remember to delete the incorrectly registered person
  - The order of the persons
    - Click on the blue arrow appearing next to the «N» icon to move a person up/down
  - When everyone is registered, click «Continue».

**Persons:**  
 Enter the person who has produced the work:  
 Author **Kobberstad, Johanne Hansen**  
 Administrasjon, Nord University  
 Bold type denotes that the person is identified with a personal identification number in Cristin.  
 Continue -- Choose role --

Good research practice

Please confirm that all the co-authors comply with the Vancouver rules on co-authorship and add any reference number for research data (data package).

Register title

- Choose the language of your thesis and type the title of the thesis.
- Click «Continue».

**Original language:**  
 English Show expanded language list  
**Title of work/result:**  
 [type the title of your thesis here]  
 Continue

Register more metadata about the thesis

- In the new window, the first field is “Publishing company”. Do not enter anything here, but click «Register publisher manually».

**Publication status:**  
 Published/Presented  In press

**Publication status:**  
 Publishing company: A search for publishing companies only gives results for companies registered with NSD. The list from NSD contains both publishers regarded as academic and publishers not regarded as academic. For other publishing companies and publishers, select “Register publisher manually”.  
 Register publisher manually Search for publishing company  
 To nominate academic publishing channels, see [NSD's website](#)

Location:   
 Year of publication:   
 ISBN:   
 Revised:  No  Yes (Is the work a revision of a previous edition?)  
 Total number of pages:   
 NPI Scientific Field: -- Choose scientific area -- See [more information](#)

If the book/report is part of a series, please indicate this here:  
 Title:   
 ISSN:   
 Search

**Publication status:**\* Published/Presented  In press**Publication status:**

Publisher:\*  [Register publishing company manually.](#)  
To nominate academic publishing channels, see [NSD's website](#)

Location:

Year of publication:\*

ISBN:

Is a publishing company:\*  No  Yes (The publisher is involved primarily in publishing activity)

Revised:\*  No  Yes (Is the work a revision of a previous edition?)

Total number of pages:\*

NPI Scientific Field:  See [more information](#)

If the book/report is part of a series, please indicate this here:

Title:

ISSN:

- Fill in publisher (Nord University), location, year of publication, ISBN (you will find the ISBN in the printed version of your thesis), total number of pages. Choose “no” for “is a publishing company” and “Revised”.
- Click «Save».
- You will then get a confirmation that your thesis has been successfully saved in the database. Please look through all the information and check that it is correct. For any changes, click «edit».
- Your thesis is now registered in Cristin.