# Uploading full-text in new Cristin (self-archiving)

Cristin's two versions

Cristin exists in two different versions – one old and one new. Before you start, please make sure that you use the version described in these instructions (new Cristin). You can verify this by checking the URL, which should be as follows: https://app.cristin.no/.

Moreover, new Cristin has the following logo:
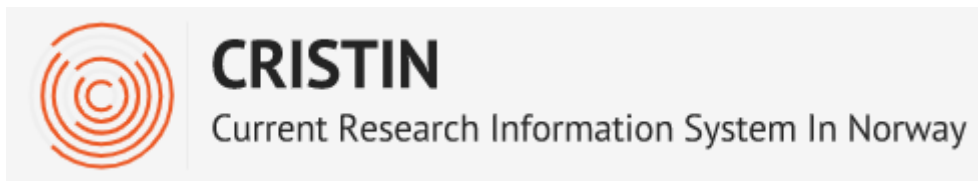
If this is not correct, please return to our website and find the instructions for old Cristin!

Uploading full-text documents when registering scientific publications in Cristin

You must have a username and password and be logged in to be able to upload a full-text document via Cristin. Your publication must be registered before you can upload a full-text document.

When you log in you will see the following page; click on **My results** below the **Results** icon.
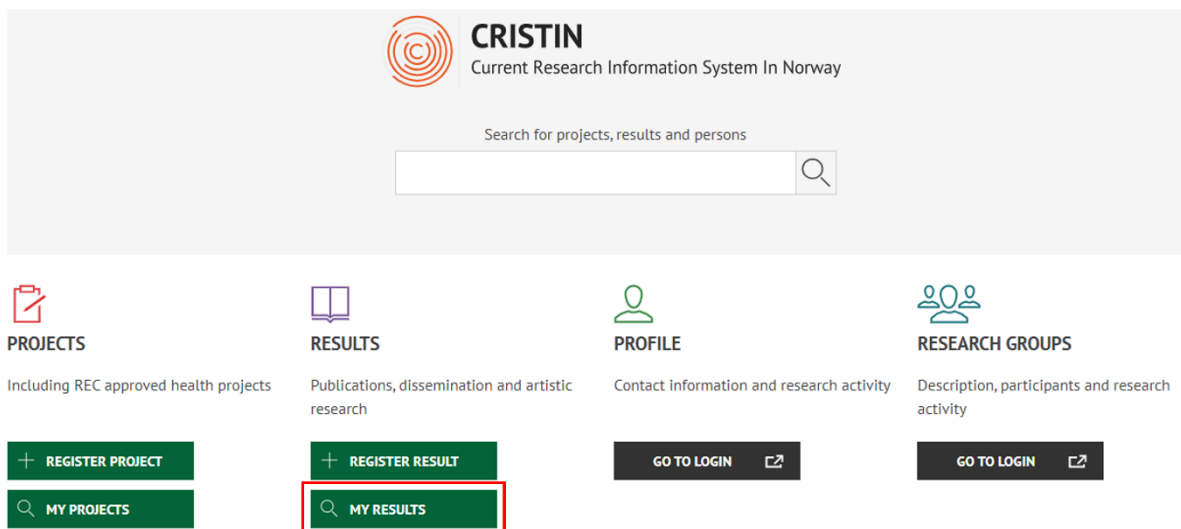
Then find the publication in question, and click on the title of the publication to arrive at its separate page. When you are on the publication's page, you can change between read and edit mode on the upper right hand side. Make sure that you are in **edit mode** before proceeding. Select **'Submit full-text document'** to continue.

A new window for uploading of full-text documents to Nord University's institutional repository will open. Here you can find information on the uploading process, responsibility for copyright clearance and article versions.

- At Nord University, the University Library is responsible for checking the publisher's self-archiving policy, e.g. determining which version of an article can be made available in the institutional archive.

- You must specify which version of the article you are uploading - submitted manuscript before peer review (preprint), the AAM - Author's Accepted Manuscript (postprint) or VoR - Version of Record (published version).
- Often, the accepted manuscript version after peer review can be uploaded (for articles that are published closed / non-open access), alternatively, the published version (for open access articles with open / Creative Commons licence).
- If you are unsure about which version to upload you can upload several versions separately, e.g. first the AAM/postprint and then the VoR / publisher's PDF, and let the University Library determine which version may be made available.

Tick the boxes that apply in your case and click '**Continue**'. Please note that you cannot continue until you have specified which version you are uploading.

Locate the file and upload it

Click '**Velg fil**' (Choose file) and find the publication in question. Then click '**Upload**'.