Choose "Add new" and "research output"
From output types, choose "Article"
Choose publication type of the article, e.g., peer-reviewed scientific (A1 in Min Edu classification)

Note: you can change the template to e.g. a conference proceeding from top right
Add publication state and information

Note:
- Mandatory fields are marked with a red *
- If publication status other than "Published" is chosen, please remember to update the status when the output is formally published
- Round flags close to fields indicate the language in which the field should be filled
Add authors and affiliations

Note:
- Link to co-authors or create new external persons by using the “Add person” function. All authors previously created into the system will be listed in “Search”
- Create new external authors if necessary
- When reporting publications of the ongoing year, use the current organizational unit synchronized to persons from HR systems
- Managing organizational unit refers to the instance of editors handling this output in ACRIS and does not affect statistics
Choose a journal

Note:
- Mandatory fields are marked with a red *
Upload an accepted manuscript for open access

- Upload your accepted manuscript* here (3)
- Indicate the version (4)
- Set public access to closed (5)
- Library will verify publisher’s policy and open works accordingly
- Library sets an embargo if required
- See the open access section of the wiki for more information

*= note that some publishers allow open publishing of the final publisher’s PDF from the university’s repository. See ACRIS wiki for further details.
Also hybrid or gold OA articles with, e.g., a CC-license may be uploaded
Field of Science and other classifications

Note:
- The field of science, Statistics Finland field (1) is required by the Ministry of Education. Filling this field is mandatory for researchers.
- Adding other keywords to your submission is not mandatory, but increases the metadata quality and thus searchability of your information.
Links, events and relations

Note:
- The “Relations” section enables linking of the submission to other existing content of ACRIS
Choose one of the visibility options and registration status

Note:

“Status”

- ”Entry in progress” saves the submission if you wish to send it for validation later
- ”For validation” dispatches the submission to the library to be validated as official content in ACRIS
- Remember to press the blue save button