Choose "Add content" and "Research output"
From output types, choose "Chapter in Book/Report/Conference proceedings" and then "Conference contribution"
Choose publication type of the article, e.g., peer-reviewed scientific (A4 in Min Edu classification)

Note: you can change the template to e.g. a chapter 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
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.
Add publication and series information

Note:
- Mandatory fields are marked with a red *
- Remember to add ISBN or ISSN number
Upload an accepted manuscript for open access

1. Electronic version(s), and related files and links
   - Electronic version(s) of this work
     - Add electronic version (file, DOI, or link)...

2. Other links
   - Add other link...

3. Upload an electronic version
   - Drag file or browse your computer.

4. Document version
   - Accepted author manuscript
   - Peer reviewed version

5. Public access to file
   - Closed
   - Support staff will verify publisher’s policy and open works accordingly
   - Support staff sets an embargo if required

- Upload your accepted manuscript* here (3)
- Indicate the version (4)
- Set public access to closed (5)
- Support staff will verify publisher’s policy and open works accordingly
- Support staff sets an embargo if required
- See Aalto.fi (manuscript service) for more information

* note that some publishers allow open publishing of the final publisher’s PDF from the university’s repository. 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 and Culture. 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.
Add event (= conference)

Note:
- All conferences previously created into the system will be listed in **Search**
- Link to a conference or create a new event using the **Create new** function
- Mandatory fields are marked with a red *
Note:
- The **Relations** section enables linking of the submission to other existing content of ACRIS

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**Relations**

- **Bibliographical note**
  - An optional field that can be used to enter notes about specific conditions or anything else that might be relevant to point out, regarding this submission.

- **Relations**
  - **Research Output**
  - **Activities**
  - **Clippings**
  - **Equipment**
  - **Projects**
  - **Datasets**
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