Choose "Add content" and "Research output"

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<tbody>
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<td>Activity</td>
<td>Press/Media</td>
<td>Prize</td>
<td>Award</td>
<td>Project</td>
<td>Impact</td>
<td>Dataset</td>
<td>Facility/Equipment</td>
<td>Curriculum Vitae</td>
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</tbody>
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1. Click "Add content"
2. Select "Research output"
From output types, choose "Contribution to journal" and then "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 status 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.
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)
- Support staff will verify publisher's policy and open works accordingly
- Support staff sets and 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.
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 support staff to be validated as official content in ACRIS

- Remember to press the blue **Save** button