

University of Oulu

Entering publication information into the "Oulun yliopisto tutkii" database (SoleCRIS)

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Who save their own publications?

All publications by the staff of the University of Oulu will be submitted to the Oulu University Research database. The author of each publication must be connected to the University of Oulu. The author has either received a salary from the University in order to create the publication, or the University has otherwise made it possible for the publication to be made by e.g. providing facilities.

Publications submitted to the Oulu University Research database

Information on the following types of publications will be submitted to the database:

Articles in

- Scientific journals
- Other journals/magazines
- Compilations
- Conference proceedings
- Textbooks
- Professional handbooks and guidebooks
- Newspapers
- Interviews (written by the researcher himself/herself), anniversary articles and obituaries; causeries, essays; publications related to the person's own recreational activities or other activities not related to their employment (which are not included in the KOTA statistics) can be recorded as well.
- Published abstracts (not included in the KOTA statistics) can be submitted as well.

Monographs

- Scientific monographs
- Other monographs
 - Popular scientific monographs
 - Research and development reports
 - Textbooks
 - Professional handbooks or guidebooks
 - Dictionaries
 - Translations
- Edited publications that include the researcher's own text

Theses (submitted by the Library)

In addition to this, information on the following merits will be submitted as well:

- Patents
- ICT software
- Audiovisual material
- Public artistic and design activities

Publications do not include:

- Publications in press / manuscripts accepted for publications (submitted for publication, in press, forthcoming, online early).
Publications that are published both online and traditionally are submitted only after the printed version has been published as well.
- Posters and presentations that have not been published as articles or abstracts in conference proceedings (will be submitted as expert tasks under scientific presentations)
- Unpublished reports
- Unpublished teaching handouts
- Unpublished handouts distributed only for a small group
- Unpublished presentations or abstracts distributed only to the participants of a meeting
- New editions of monographs or compilations (essentially revised editions will be submitted)
- Interviews (by someone else), radio or tv interviews (submitted as expert tasks under impact on society, expert interview)
- Study guides, general guidebooks
- Unpublished electronic material
 - Discussion forum material
 - E-mails
 - Home pages, blogs
- Lecture notes or other Powerpoint presentations
- Annual reports
- Notifications and instructions published on the department web site

Publication submission process

The author or one of the authors of the publication submits the information of the publication to the systems and adds the other authors from the University of Oulu to the publication information.

The information of articles and monographs will be verified at the Library. For this reason the person submitting the information will, after submitting the data, send the publication or copies of [certain pages](#) to the library for verification. The inspectors will ask for further information when necessary. The Library makes any necessary corrections to the submitted data, after which the publication information will be approved. The Library will mainly not correct typing errors. After the Library has approved the data, the person submitting the information cannot edit the information any more.

Quick instructions - adding publication information

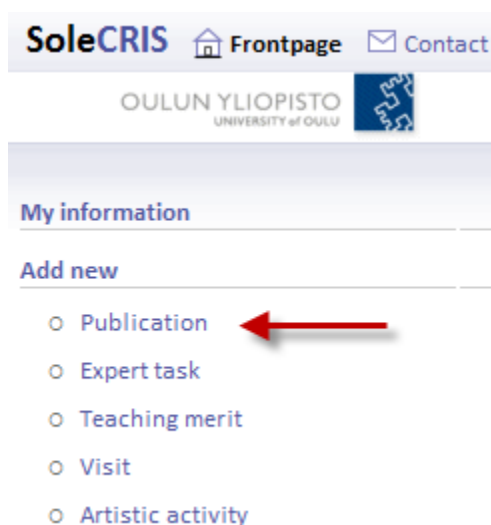
A compilation is only submitted to the system once, but it must be linked to every internal author (from the University of Oulu) and their departments.

If you are going to submit a compilation, first check whether one of the other authors has already submitted it. You can search for publications by selecting Search and Publication from the main menu.

If you have not been added as an internal author of a compilation whose author (one of the authors) you are, please contact the Library (oy.tutkii@oulu.fi).

Begin submitting the publication information to the database by selecting the suitable submission form according to the type of the publication. Below is a step-by-step description of adding publication data:

1. Log in to the system.
2. Select **Add new publication** from the main menu.



3. Select the category and subcategory of the publication.



4. Click on **Add new**. This opens a submission form.

Article/Scientific journal

[Show help text.](#)

Category	Article
Sub-category	Scientific journal
Type	<input type="radio"/> Journal article-refereed, Original research <input type="radio"/> Review article, Literature review, Systematic review <input type="radio"/> Editorial <input type="radio"/> Book review <input type="radio"/> Discussion papers <input type="radio"/> Comment
Authors	
Number of authors	
First internal author	<input type="text"/>
First author's department	No department information
Other internal authors	
Other departments	
Name of article	
Name of journal	
Year of publication and registration	2011 and 2011
Volume or number of issue	
Pages	Number of journal <input type="text"/>
Refereed	Article number <input type="text"/>
ISSN	
Language of publication	
Country of publication	Finland
International joint publication	
Impact factor	
EVO publication	
Open Access	
DOI identification	
URL of web publication	
Discipline	
Descriptor	
Subscription site	
Additional information	

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[Save basic information](#)

[Expert tasks](#)

[Modification history](#)

5. Fill in the information of the publication. Fields highlighted in **red** are mandatory. More information on the different fields can be found in the [Field descriptions section](#) of these instructions. The first internal author is the first author mentioned in the publication that is a member of the University of Oulu staff. The system automatically suggests the author associated with the user ID as the first internal author. You can change the first internal author by clicking on the magnifying glass. You can also change the department of the first internal author.

Category	Article
Sub-category	Scientific journal
Type	<input type="radio"/> Journal article-refereed, Original research <input type="radio"/> Review article, Literature review, Systematic review <input type="radio"/> Editorial <input type="radio"/> Book review <input type="radio"/> Discussion papers <input type="radio"/> Comment
Authors	
Number of authors	<input type="text"/>
First internal author	<input type="text" value="Ei tekijätietoa"/>
First author's department	No department information
Other internal authors	
Other departments	
Name of article	
Name of journal	
Year of publication and registration	2011 and 2011
Volume or number of issue	<input type="text"/>
	Number of journal <input type="text"/>

List all authors who took part in creating the publication in the Authors field.

Add here the first internal author (i.e. author from the University of Oulu) and his/her department.

If the publication has other authors from the University of Oulu, add each of them to this record from here.

6. Add other authors from the University of Oulu in the field Internal experts, if the publication in question is a compilation. The first author will not be added again. You can also add an expert task to the publication by selecting Expert tasks at the bottom of the page. Below is a series of pictures of the different steps:

Number of authors	<input type="text"/>
First internal author	<input type="text" value="Testihenkilö Tero"/>
First author's department	Library
Other internal authors	
Other departments	
Name of article	
Name of journal	<input type="text"/>

Publication	2011
Expert	<input type="text"/>
Organisation	Administration and Leadership

Save Back without saving

If you wish to change the first author, click on the magnifying glass.

Begin adding other authors by clicking on the arrow.

Go to expert search.

Select expert: Executing search

Field	Value
Last name	<input type="text"/>
Firstname	<input type="text"/>
Unit name	<input type="text"/>
Official position	<input type="text"/>
Teaching domain	<input type="text"/>
Also fetch ended	<input type="checkbox"/>

Only enter the last name when searching by name. You can conduct a search using other information as well.

If you cannot find the expert, select "yes" here. The system will also show employments that have already ended.

[Execute search](#) [Return previous search terms](#) [Back to relation form](#)

[Fetch all](#) [Enter search terms](#) [Back to relation form](#)

1

Choose	Name
<input type="checkbox"/>	Ei tekijätietoa
<input type="checkbox"/>	Meikäläinen Matti

Select the expert.

1

Publication 2011

[Expert](#) [Meikäläinen Matti](#)

[Organisation](#)

[Save](#) [Back without saving](#)

Check that the organisational information is correct. Finally, save.

First internal author

First author's department

[Other internal authors](#)

[Other departments](#)

Name of article


Name of journal

The added person and organisation are visible on the form. If there are several authors to add, repeat this procedure until they are all visible on the form.

7. When you have added everything, click on **Save basic information**.
8. This opens the information page of that publication. You can check that the information was saved correctly. You can edit the information again when necessary by clicking on the **Move to edit page** button.

Adding publication information - Testihenkilö Tero; Meikäläinen Matti 2011

Category	Article
Sub-category	Scientific journal
Type	Comment
Authors	Testihenkilö Tero; Meikäläinen Matti
Number of authors	2
First internal author	Testihenkilö Tero
First author's department	Library
<input type="checkbox"/> Other internal authors	Meikäläinen Matti / Library
Name of article	Adding publication information
Name of journal	Exemplar
Year of publication and registration	2011 and 2011
Volume or number of issue	1
Pages	1-2
Refereed	No
Direct link	Direct link
Language of publication	English
Country of publication	Finland
International joint publication	No
Open Access	No
Discipline	Others/Others

 [Move to edit page](#)

You can return to edit the record from here.

Publication types

The principal publication categories in the database are articles, monographs and theses. Under “Publication” there are also forms for submitting records on patents, audiovisual materials and ICT software. [Publication categories, subcategories and types as a table.](#)

Select a suitable subcategory for the article. According to the definition of a scientific publication ([Ministry of Education. Publication Type Classification. Manual 2010](#)) all scientific publications must meet the following four criteria:

1. The publication must provide new information.

2. The publication must be in a format that allows the results to be verified and/or utilised in subsequent research.
3. The publication and its bibliographical data must be written in a language and must have a publication channel that enables it to be used by all interested researchers.
4. The publication channel of the publication must utilise a review procedure.

Article: Scientific journal

Use this form to submit an article published in a scientific journal. Scientific journals use the so-called referee procedure. Articles accepted for publication (submitted for publication, in press, forthcoming, online early) will not be submitted before they are published. If the journal is published both online and on paper, the data of the article will be submitted after the printed version has been published as well. (Then you will know the issue number of the journal and the page numbers of the article as well).

Information on e-books and articles published in e-journals will be submitted with the same forms as similar printed publications.

Article: Other journal/magazine

Use this form to submit the information on articles in other journals/magazines, e.g. popular magazines or vocational magazines.

Article: Compilation

Use this form to submit the information of articles published in compilations (others than conference or meeting procedures or textbooks). Compilations are edited books.

NOTE! If the author of the so-called introduction is also the editor of the actual work, the introduction will not be submitted as a separate article. An edited book will be submitted with the form: Monograph: Edited publication including own text.

Article: Conference proceedings

Use this form to submit the information of an article published in printed or electronic scientific/vocational conference proceedings.

If you have given a presentation in a conference but it has not been published in conference proceedings, the presentation will not be submitted as a publication. Presentations are submitted under expert tasks. If a conference presentation has been published in a scientific journal, it will be submitted as an article in a scientific journal.

Use this form also to submit published conference abstracts, including ones published online. Select Abstract as the publication type.

Article: Vocational, textbook

Use this form to submit an article that has been published in a handbook, guidebook, information system or textbook.

Article: Newspaper

Use this form to submit a newspaper article. A newspaper is a periodical published at agreed-upon, frequent intervals, at least once a week, and it deals with current events and discusses general topics.

Monograph: Scientific monograph

Use this form to submit the information of a scientific monograph. A scientific monograph is a scientific work written entirely by one author or one group of authors. Usually it is published by a scientific publisher. Scientific publishers include, e.g., scientific commercial publishers, scientific societies, higher education institutions and state research institutes. This form cannot be used for submitting doctoral dissertations or other academic theses.

New editions of previously published works will not be submitted. If the contents have been altered radically, the new edition will be submitted.

Monograph: Other monograph

Use this form to submit the information of a vocational handbook or guidebook, a published development or research report, a textbook, dictionary or a popular scientific monograph.

New editions of previously published works will not be submitted. If the contents have been altered radically, the new edition will be submitted.

Monograph: Edited publication including own text

Use this form to submit an edited publication that includes your own text (foreword, summary). An edited publication that does not include any of your own text will be submitted as an expert task. The articles/chapters of the book will be submitted separately with the Article/Compilation, Conference proceedings or Vocational, textbook material forms.

NOTE! A so-called introductory chapter, foreword or epilogue of an edited book will not be submitted separately as articles in a compilation.

Academic thesis

The Library submits any theses accepted at the University of Oulu.

Patent

Use this form to submit the information of a granted patent.

ICT software

Use this form to record your participation in the making of ICT software or program published either commercially or as open source software.

Audiovisual material Radio and television programme / Other recording

Use these forms to submit the information of a radio or television programme or other recording you have created or helped to create.

Verification of the publication information in the Library

Instructions on sending copies

Send copies of the publications submitted to the database to the Library using the address: OYK /
Julkaisutietojen tarkastus

(Mailing address: OYK / Julkaisutietojen tarkastus, Oulu University Library, P.O. Box 7500, FIN-90014
University of Oulu).

Include the name and department of the sender.

The main principle is that a copy of the entire publication submitted to the database, or certain pages from it, will always be sent to the Library. Copies can be sent as soon as the publication has been submitted. If the publication has a permanent URL that has been recorded in the URL of web publication field of the submission form, you do not have to send a separate copy. See the following sections for more information.

Journal article

Send copies that show the names and departments of the authors, the title of the article, the title of the journal, ISSN number, volume or issue, publication year and the first and last page number of the article (the pages on which the article is). If all this information is on the first page of the article, a copy of that page will suffice.

You must underline all authors belonging to the University of Oulu staff.

If copies are not yet available, you must not submit the publication, because only published publications whose page numbers are known or that already have a final place in the journal are accepted to the database (not 'submitted for publication', not 'forthcoming', no 'manuscript', not 'in press', not 'online early', not 'epub ahead of print', not 'online first' nor abstract submission forms).

You do not have to send a copy if you have submitted a permanent web address for the publication and the article is publicly available on the Internet or it has been published in a journal included in the e-journal collection in the Library.

Article in a compilation/conference proceedings or a chapter in a textbook

Send a copy of 1) the first and last page of the article (that mention the title of the article, authors and first and last page number of the article), 2) the title page of the book (showing the title and editors of the book, possible conference title, publisher, place of publication, possible series title and issue number), and 3) the other side of the title page (showing publication year and ISBN) and the pages that show the affiliations (departments) of the authors. If the article is refereed, also take a copy of 4) foreword or other page that gives evidence of this.

You must underline all authors of the article/chapter belonging to the University of Oulu staff.

Alternatively, you can send the entire book to be seen. Let the Library know whether you wish to have it back. You can use the [accompaniment form](#).

All publications do not have a uniform page numbering; e.g., the articles in some conference proceedings are simply gathered together. You must always make a note of this in the copies and mark out how many pages long the article is.

You do not have to send the book/copy, if you have submitted its permanent web address and it is publicly available on the Internet or it is included in the [e-collections](#) of the Library.

Monograph

Send copies of the title page of the book (both sides) that show the title of the book, authors/editors, the authors' affiliations (departments), publisher, place of publication, publication year, ISBN and possible series title and number. If you send a copy, write on it how many pages the book has.

You must underline all authors belonging to the University of Oulu staff.

Alternatively, you can send the entire book to be seen. Let the Library know whether you wish to have it back. You can use the [accompaniment form](#).

You do not have to send a copy of the work or the entire book, if the book has been catalogued in the [Oula database](#) of the Library (mention this in the Additional information field) or it is publicly available on the Internet and you have submitted its permanent web address.

Instructions by Ministry of Education and Culture

[Publication data collection instructions for researchers 2015](#)

[Publication Data Collection Manual for Universities 2014](#)

Publication Type Classification

See Publication data collection instructions for researchers 2015, pages 6-10.

Disciplines

[Discipline classification in English](#)