How to import a publication from Scopus to LUCRIS

1. Enter LUCRIS (https://lucris.lub.lu.se/) and click the green Add new button.

2. In the upcoming window, choose Research output – Import from online source – Scopus.

3. Type some words from the title in the field “Title, Abstracts, Keywords...” and your last name in the Author names field. This should be sufficient to retrieve the article. Click Search.
4. When the article (or a list of articles) comes up make sure it is the right one. Click Import.

5. The article is being imported and an author list is displayed. Make sure that you can find yourself among the authors and that your name has been mapped to your LU profile. If that is not the case, you can correct the author mapping via the arrow in the right column next to your name. **There has to be a black silhouette next to your name**, see screen dump below. If the silhouette is white the mapping has not worked and needs to be corrected. In the next step, click Import and review.

6. A window with the article metadata is opened. At the very top, you see the field Peer-reviewed/Not peer-reviewed, make sure that the right option is checked.
7. Find yourself in the author list and check if the correct affiliation for the article in question is shown. If you e.g. were affiliated with an institution outside LU, add that organization by clicking on Edit next to your name.

8. In the field “Publication managed by” your LU organization should be chosen. This is regardless which affiliation is mentioned in the article. This field is merely for administrative purposes and steers which persons can edit the LUCRIS record that you have created.

9. At the bottom, choose the status “For validation” and click Save.

The article will then be picked up and validated by a librarian. This might take a few days. After that it will be visible in your publication list in the research portal.