

## **HOW TO INSERT PUBLICATIONS IN IRIS**

Access IRIS in the Online Services

### **SCOPUS PUBLICATIONS (quite easy)**

In IRIS, select: “Submit a new record”, "Search for identifier", then use the DOI or the Scopus ID of the record and you are done.

The Scopus ID can be retrieved at <https://www.scopus.com/home.uri>, logging in, searching by your name/surname and then exporting data in CSV format: the last entry of a line (EID) is the SCOPUS id. You may also access Scopus through the online services of POLIMI.

### **NON-SCOPUS PUBLICATIONS**

In IRIS, select “Submit a new record” and follow the procedure

**NOTE on classification:** international journal or conference papers are usually classified as RV1 and CV1 respectively, but:

o if a journal is not in Scopus nor in Web of Science, use RV2

o if you can't provide an ISBN or ISSN code for the conference proceedings (and the paper is shorter than 3 pp – 6000 characters), use CV2.

Generally speaking, do include the DOI/URL of your paper

### **PAPER UPLOAD**

Indications are given in IRIS about admissible uploads.

For any doubts, you can write to [openaccess@polimi.it](mailto:openaccess@polimi.it)