Open Opin vísindi ([https://opinvisindi.is/](https://opinvisindi.is/)) in your browser

Choose English
Add your ru email address and click Register

Fill in the blanks, choose language and password
After registration choose Háskólinn í Reykjavík for a new submission and Greinar – HR (articles)
If you had started the submission process but not finished – choose Submissions
Click on Submit a new item to this collection

If the DOI number or the WoS accession number is known enter it and the system will fetch the available metadata.

If neither is known leave the box open and click on Next.

Please note that in all cases metadata needs to be checked thoroughly.
Fyllið í reitina eins og við á
Citation should be entered as shown by publisher (how to cite) or according to the relevant citation standard.

Journal title is also entered in **Series**. In the latter box comes volume and issue, e.g. 11(2), then press **Add**.

Under **Identifiers** choose ISBN, ISBN, DOI. Enter number and press **ADD**. Pick as many items as you need. It is very important to enter DOI identifier.

If no DOI number is available you may add the publisher’s url.

Enter the name and number of a funder in **Grant Agreement** if the project was sponsored by the European Research fund. Behind `info:eu-repo/grantAgreement/EC/FP` enter name of funder and number with a / between.

Additional Access Rights Information may usually be obtained from the publisher e.g. Creative Commons Attribution 4.0 Licence.

Once all necessary boxes have been filled press **Next**.
Enter the affiliation of the authors (e.g. Reykjavik University)

Enter only affiliation with Icelandic universities

Enter appropriate School (e.g. School of Law (RU))

Department should be blank for RU

Adding Subject Keywords is optional. Library cataloguers add keywords and reserve the right to change keywords, added by authors, in accordance with the standardized subject index.

Enter Abstract as it appears in the work and press Add. You may add additional abstracts if necessary, e.g. in a different language.
Add **Sponsors** if any, **funding text** can often be found on the publisher's website.

**Pre-print** (unreviewed manuscript)
**Post-print** (peer-reviewed article)
**Publisher's version** (published peer-reviewed article)

Files should be in PDF format.

Make sure that the correct version of the article is uploaded. Some publishers only allow pre- or post print editions while others allow publisher’s version.

Embargo - publishers may not allow publishing in open access right away. Enter if necessary date of access. Embargo can last no longer than 2 years.
Please review all information carefully and correct if necessary.

Finally tick the accept the terms box and complete submission.

After completion the submission will be reviewed. When the submission has been approved you will receive a confirmation email and the article will appear in Opin Visindi and on Leitir.is.