



Register/publish in DiVA

– A guide to manual registration

Import references from e.g. Web of Science, Scopus, Endnote instead of registering manually

See guidelines on www.kau.se/en/library/publish/guides

How to register a publication manually

- 1. Search in DiVA** <http://kau.diva-portal.org/> to check if all your publications are registered. Use your KAU ID as search term.
 - ➔ **Yes:** Great. You are done but you are always welcome to contact publiceringsstod@kau.se or your subject librarian if you want to add or change details in the existing record.
 - ➔ **No:** Please check whether you can find the missing publication, when searching for it using parts of its title.
 - YES:** The post lacks your KAU ID. Contact publiceringsstod@kau.se or your subject librarian who can add it to the existing record.
 - NO:** Register the publication manually following the instructions below or import them easily from databases such as Web of Science – see guidelines for import on the libraries guides page.
- 2. Log onto DiVA** <http://kau.diva-portal.org/login> with your University account and KAU ID. When you have logged in, select *Add publication/Upload files*.

3. Select publication type:

You can save an incomplete registration as a draft by clicking on *Cancel/Save draft* and selecting *Save a draft*. You can find it later under *My drafts*.

The following instructions apply for the example Article in journal. For fields that are specific for other types of publications, see the last page in this guide. Fields marked with red are required.

4. Subcategory: Specify a subcategory if the article is an Editorial, Letter, Meeting abstract or News item.

5. Author: Fill in all author names. If there are several authors, use the button *Another author*. Give full first name for all Karlstad University authors.

Fill in your username at KAU (KAU-ID) in the *Username* field. Usernames serve as unique person IDs in DiVA and are used for displaying publication lists on profile pages and departmental web sites. Adding an ORCID id is optional but recommended. Contact publiceringsstod@kau.se if you want to know more.

Tip: Save personal details and reuse them when you register other publications.

Very important field to fill in: Local User ID! It is your KAU ID.

Tip: You can change the author order by using the arrows in the lower right corner.

Author 1 ? ✕

[Get saved personal data >>](#) [Save personal data >>](#)

Last name: * Year of birth:

First name: * Local User Id:

ORCID: What is ORCID? Register for an ORCID

Department, unit or programme:
[Choose organisation >>](#)

✕

Other university:

Research group:

E-mail:

[Another author >>](#) ➔ ↓

- 6. Choose organisation:** Select the organisational affiliation i.e. department or section for all Karlstad University authors. Click on “Choose organization” and search for a name or browse to the lowest level in the hierarchy. Select the organisation that corresponds to the affiliation present in the article. If you want to register a publication that you wrote when you were working at another university enter the details in the free text field labelled “Other university”. Write University and Country. It is also possible to use this free text field if while at Karlstad University you were also affiliated with another organisation when you wrote the article.

Choose organisation

Search ?
Search for department, unit or programme. The superior department will be set automatically.

gender

Faculty of Arts
└ Centre for Gender Research

Browse ?
Navigate in the list by clicking on plus and minus. Choose department, unit or programme by clicking on the name. The superior department will be set automatically.

Show departments that are closed down

- UU
 - Uppsala University
 - Disciplinary Domain of Humanities and Social Sciences
 - Faculty of Arts
 - Centre for Gender Research
 - Department of ALM

- 7. Title:** Enter the title and any subtitle and select the language of the title.
Content type: Select the content type of your work.
Status: Select the status of your work. “Published” is preselected. Unpublished material shall not be registered.

Title ?

Main title: *
Cold molecules

Subtitle:
technology and applications

Language: *
Engelska

Content type * ?

Refereed Other academic Other (popular science, discussion, etc.)

Content category

Artistic work

Status ?

Published

8. Journal: Begin by entering the title of the journal in *Part of journal* and select from the list displayed. The journal selected is then displayed under the box. If the journal is not on the list, fill in all the details under *Other journal*.

Conference: If the article originates from a conference fill in name, place and date.

Other information: Fill out the year, volume, number and pages. If the article has an article ID instead of page numbers fill in the article ID in the first page number field.

Part of journal ?				
Write one or several words from the journal title and choose from the list: *				
Journal of Chemical Thermodynamics, ISSN 0021-9614, EISSN 1096-3626				
Other journal ?				
Journal title (if the journal is not listed above):				
ISSN:				
Conference ?				
Conference:				
2nd International Conference on Thermodynamics (ICT), Berlin, September 8-9, 2011				
Other information ?				
Year: *	Volume:	Number:	Pages:	
2012	2	4	34	- 38

9. Identifiers: Fill in the DOI number of the article. ([What is a DOI?](#)) When the record is published in DiVA the DOI number will link to the publication. If the DOI number links to free full text, tick the box *Free full-text*. If you fill in a link in the *URL* field, the link will be displayed automatically with the text *External link* when the record is published. If you want a different text, enter it in the field *URL label*.

Identifiers ?	
URI:	urn:nbn:se:uu:diva-203066
DiVA-ID:	
DOI:	10.1100/192 <input checked="" type="checkbox"/> Free full-text
URL:	http://www.journals.elsevier.com/the-journal-of-chemical-thermo
URL label:	Journal homepage <input type="checkbox"/> Free full-text
Another URL >>	

Add other identifiers such as ISI ID, Pubmed ID if possible!

10. National subject category: *National subject category* is used in the national finding tool [SwePub](#).

Use preferentially subjects that are furthest down in the hierarchy.

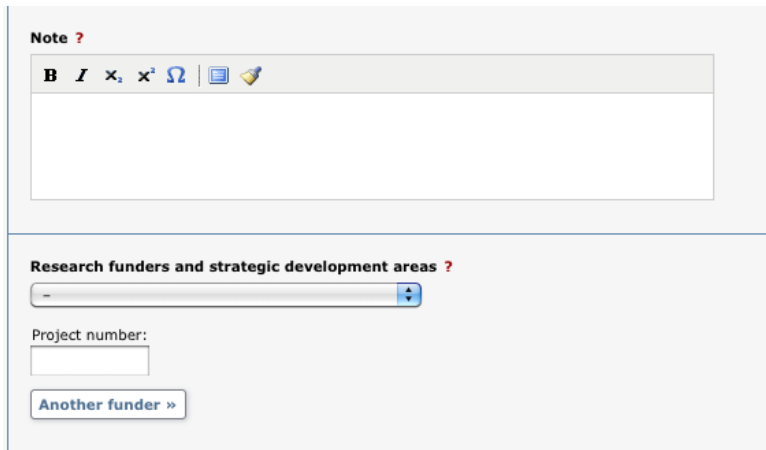
Research subject: *Research subject* is a list of research subjects at Karlstad University.

The screenshot shows two sections of a form. The first section, titled "National subject category ?", has a dropdown menu with "-" selected and a text input field containing "Biophysical chemistry, Biofysikalisk kemi (151202)" with a red "X" icon to its right. The second section, titled "Research subject ?", has a dropdown menu with "-" selected and a text input field containing "Physical Chemistry" with a red "X" icon to its right.

11. Keywords and Abstract: Allocating keywords and abstract, helps others find your publication.

The screenshot shows three sections of a form. The first section, titled "Keywords ?", has a text input field containing "sodium acetate, sodium butyrate, standard partial molar volume", a "Language:" dropdown menu with "Engelska" selected, and a button labeled "Keywords in another language >>". A callout box on the left says "Click to allot keywords in several languages." with a red arrow pointing to the button. The second section, titled "Part of project ?", has an empty text input field and a button labeled "Another project >>". The third section, titled "Abstract ?", has a rich text editor with a toolbar (bold, italic, subscript, superscript, bulleted list, numbered list, paragraph, link, unlink, image, table, formula, HTML, undo, redo) and a text area containing the text: "We investigate the interaction of ultracold antihydrogen with a conducting surface, focusing on the phenomenon of quantum reflection. We calc. the reflection probability as a function of incident atom energy. We find that, for ground-state H atoms (with $T < 10-5$ K), the probability of reflection is $R_{\text{timeq},1-kb}$, where k is the momentum of the atom and". Below the text area is a "Path: p" field and a "Words: 212" counter. A "Language:" dropdown menu with "Engelska" selected and a button labeled "Another abstract >>" are also present. A callout box on the left says "Click to add abstracts (summaries) in several languages." with a red arrow pointing to the button.

- 12. Research funder:** If the publication is a part of a research project that is supported by a research funder (especially if it is one with an open access policy) select the funder from the list and enter the project number.



The screenshot shows a web form with two main sections. The top section is titled "Note ?" and contains a rich text editor with a toolbar featuring icons for bold (B), italic (I), subscript (x₂), superscript (x²), link (Ω), and other editing tools. Below the toolbar is a large empty text area. The bottom section is titled "Research funders and strategic development areas ?" and contains a dropdown menu with a minus sign and a blue arrow icon. Below the dropdown is a text input field labeled "Project number:". At the bottom of this section is a button labeled "Another funder »".

- 13. Upload files:** If you don't want to upload a file but merely register details about the publication click on *Continue*.

Check your copyright before you upload files,. Read more about [copyright for full text publishing](#).

Upload your publication as a **PDF file**. There are no special requirements in DiVA if you only want to archive your publication. Select the option *Only for archiving* (see below)

Select publication type --> Enter information --> **Upload files -->** Review / Publish -->

← Back Cancel / Save draft Continue →

You can choose to continue without uploading a file.

Upload file/Self-archive ?

Title: Cold molecules

Self-archive
Most academic journals/publishers allow that you self-archive a copy of your article in an open archive - open access. Check the publisher's policy in SHERPA/RoMEO www.sherpa.ac.uk/romeo

Type: *
 pdf (application/pdf) ← Select *fulltext* and *pdf*

Give the file a name:

Which version should be made available in DiVA? *
 Are you unsure about which version you can make available - [read more \(popup\) »](#)

- Accepted version - the author-created version that incorporates referee comments and is accepted for publication
- Submitted version - the early author's version that has been submitted to the journal/publisher
- Published version - the publisher-created version

When should the file be made freely available? *

- Make freely available now (open access) Date:
- Make freely available later
- Only for archiving

Ingen fil är vald. ← Click on "Browse" and select your file to upload it

Callouts:
 - Check what you are allowed to do with your published material.
 - Select the version of the article you want to upload (Accepted, Submitted, Published). This option is only available for articles and conference papers..
 - If you want to publish the full text file with a certain delay (embargo), select "Make freely available later" and choose a date in the Edit box. Your full text file will be displayed in DiVA from that date.

14. Accept the publishing conditions: Read through and accept the publishing conditions. If you have chosen to archive your publication, you will not need to accept the publishing conditions.

Uploaded files ?

↓ fulltext
Accepted version. The file should be made available now..

I accept the publishing conditions »

Message to the DiVA administrator
e.g. special conditions in addition to what is specified in SHERPA/RoMEO

Callouts:
 - Tick to accept the publishing conditions.
 - Add a message if you have paid for open access.
 - Click here if you need to edit the file information.

- 15. Review/Publish:** Check the details you have filled in. If you want to change something, used the link “Edit information” or click on “Back” to return to the form and make the necessary changes. When you are satisfied, click on “Submit”.

« Edit information	Select publication type -->	Enter information -->	Upload files -->	Review / Publish -->
	← Back	Cancel / Save draft		Submit →
	Author:	Andersson, Anna		
Title:	Cold molecules			
Publication type:	Article in journal (Refereed)			
Language:	English			
Status:	published			
In:	Advances in Chemical Physics (ISSN 0065-2385)			
Year of publ.:	2011			

Records that do *not* contain an uploaded full text file or other attachment will be immediately visible in DiVA and will be checked by a librarian retroactively. If a full text file or other attachment has been uploaded with the record, it will not be visible right away. A librarian will check the file(s) before they are published in DiVA. There are special routines for doctoral and licentiate theses and for student papers. These are never published immediately but always checked first by a librarian or an administrator before being published.

Fields that are specific for other types of publication

Fields with red asterisks (*) are required fields, in addition to those mentioned in the above example.

Book: edition, number of pages, series (select from the list or give details under Other series), no. in series, *ISBN. For books also name the *publisher.

Chapter in book: *part of book, edition, *pages, series (select from the list or give details under Other series), no. in series, *ISBN. For chapters in books also name the *publisher.

Collection (editor): *editor (fill this in in the same way as the author), edition, number of pages, series (select from the list or give details under Other series), no. in series, *ISBN

Conference paper: *part of proceedings, *pages, series (select from the list or give details under Other series), no. in series, *ISBN. If the paper has not been published in a conference proceedings, give details of the conference, place and date in the field *Conference*.

Conference proceedings (editor): *editor (fill this in in the same way as the author), number of pages, series (select from the list or give details under Other series), no. in series, *ISBN

Doctoral thesis: papers (if comprehensive summary), number of pages, series (select from the list or give details under Other series), no. in series, supervisor, opponent, presentation

Licentiate thesis: papers (if comprehensive summary), number of pages, series (select from the list or give details under Other series), no. in series, supervisor, opponent, presentation

Manuscript (preprint): ISRN. Year not applicable for manuscripts.

Patent: *country or patent organisation, *patent number, *date of approval

Report: alternative title (e.g. title in another language), number of pages, series (select from the list or give details under Other series), no. in series, ISBN, ISRN