



# Checklist for PhD students – printing and electronic publishing of your thesis/licentiate (ver.220915)

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## *Approximately 12 weeks before the public defense*

- Consider whether you want to have a protective cover for your thesis. Protective covers can be personalized (e.g. you can add photos) but note that a protective cover applies an additional cost. For more information on protective covers, please contact the printing service.
- Contact the printing service and inform them that you want to print your thesis (and a protective cover, if you want one). You will then receive information about the process and a schedule (i.e. the date you have to leave the thesis at the printing office and when the correction process will be finalized). This is to make sure your thesis will be printed on time.
- Contact the publishing support at the library and inform them that your thesis is underway.
- If your thesis/licentiate includes article(s) (so-called comprehensive summary), in order to include your article(s) in your thesis/licentiate, you may need to seek permission from the publisher(s) where you have already published your article(s).

## *7 weeks (at the latest) before the defense*

- Fill in DiVA form: <https://kau.diva-portal.org/dream/login.jsf> . In case the thesis includes article(s), it is called a comprehensive summary; otherwise, it is a monograph. Try to be as accurate as possible when you enter your information since it will be used for the cover layout of your thesis. More details on how you can register your thesis in DiVA can be found here: <https://www.kau.se/en/library/researchers/publish/publish-karlstad-university/guides>.
- If your thesis is a comprehensive summary, all the articles have to be registered in DiVA separately. Manuscripts should also be registered as 'manuscript'. It is recommended to add the term 'manuscript' to the title when you register it in DiVA. Only fields with asterisk need to be filled in and please keep in mind that you should NOT indicate the name of your target journals for your manuscripts.

- Please make sure that you fill in both of your abstracts:
  - The cover text, which is a short summary of your work. This should not exceed 1300 characters including spaces.
  - The abstract, which will be printed out on spikbladet. This should be max 2000 characters including spaces)
  - Both abstract and cover text have to be registered in DiVA by clicking on ‘another abstract’.
  - Add a note in DiVA if your thesis is result of a collaboration with another university or a company. If this is the case then the logo of the respective university or company can be added to the title page of the thesis.
- There is no need to upload any files. We will receive the final version of your thesis from the printers.
- Once you have registered everything and clicked the publish button the information is sent to us and we will add ISBN and serial number and forward everything to the printers. Once you have published your thesis you can no longer change anything in DiVA on your own but you can always contact us if something has gone wrong: [publiceringsstod@kau.se](mailto:publiceringsstod@kau.se)

### *6 weeks before the defense*

- Leave your dissertation as a pdf in A4 format at the printing office. The proof process begins and the collaboration is primarily between you and the printing office, but publishing support at the library is responsible for proofreading the cover and “spikblad” of your thesis.

### *3 weeks (at the latest) before the defense*

- Your thesis/licentiate needs to be finalized and printed 3 weeks, at the latest, before your defense. The printing office will then send 5 copies to us and one copy to your faculty administrator. We will give the faculty administrator a receipt confirming that we have received our copies. We will also provide you with a publishing agreement that you need to sign and submit to us before nailing your thesis. The agreement gives us the right to e-publish your thesis in DiVA. Please note that we do not publish articles in comprehensive summaries due to copyright restrictions but only the summaries per se.
- Once the faculty administrator has received the receipt, the registrations process is completed and you can make your thesis official. Publishing support will publish your thesis in DiVA and send an email to the Communication Department, and other universities to inform them about your thesis.