Register doctoral thesis (monograph)
Updated 2022-11-07
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Register/publish doctoral thesis (Comprehensive summary)

Both the summary (kappan) and articles included in your final version of your thesis should be registered within DiVA before the nailing day. Registration has three steps:

Step 1: Check if all materials included in your thesis have already been registered within DiVA

Search for the title of the material or your name in DiVA simple search. Check through the information to make sure that it is correct. If you need to change or add details to an existing post in DiVA, please contact the publishing support team via publiceringsstod@kau.se.

Step 2: Register those materials that are missing

Check the guide 'Import references' or 'Manual registration' available on KaU website
https://www.kau.se/en/library/researchers/publish/publish-karlstad-university/guides.
Please make sure that you choose proper publication type and status when your register a new material in DiVA
Keep in mind that you do not need to upload any files.

If it is an _article in journal_, the status could be:
1) Accepted (accepted for publication)
2) Epub ahead of print (published on a journal website but has not been assigned a volume or page number)
3) In press (under process)
4) Published (if the article has been published and assigned volume, page number or article ID, applies to electronic journals)
5) Submitted (manuscript has been sent to a publisher)

Choose manuscript (preprint) from the publication type drop-down list if the material is a manuscript that has still not been submitted to a journal.

Note: Keep in mind that you should NOT indicate the name of your target journals for your manuscripts regardless of whether it is submitted or not. It is also recommended to add the term 'manuscript' to the title when you register it in DiVA.

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Step 3: Register the summary of your thesis (kappan) and link all the existing materials in DiVA to it

First of all you need to log into DiVA portal via http://kau.diva-portal.org/login using your KaU ID and password.

Page 1: Select **Add publication/Upload files** and continue to the next page.

Page 2: Select publication type
Select *Doctoral thesis/Licentiate thesis, comprehensive summary* and click 'Continue'.

You can always save a registration as a draft to complete later on. Save these under My drafts.

Tips! Hold your cursor over the question mark to see the help text about each field
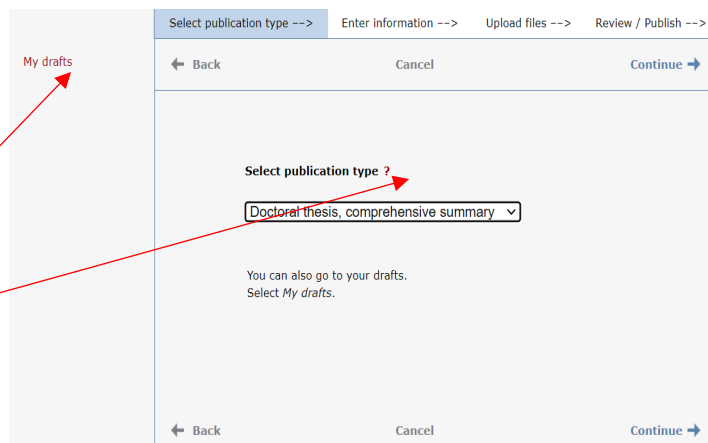
Page 3: Link your papers to your thesis
Find your articles by searching for author's name, title or other information. Select your articles then click 'Add'.
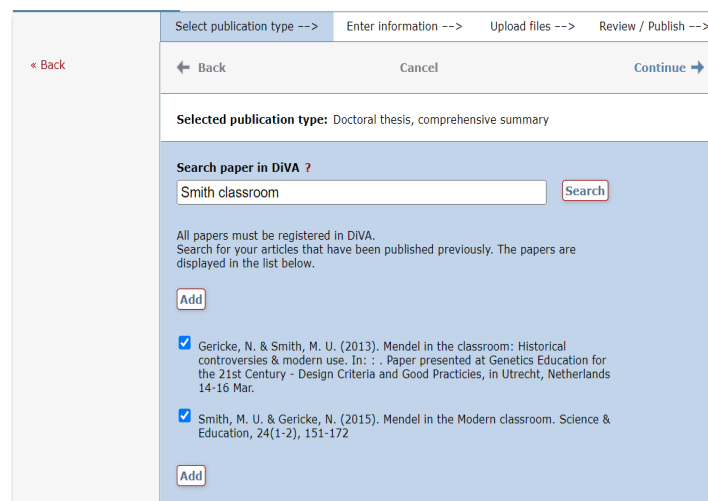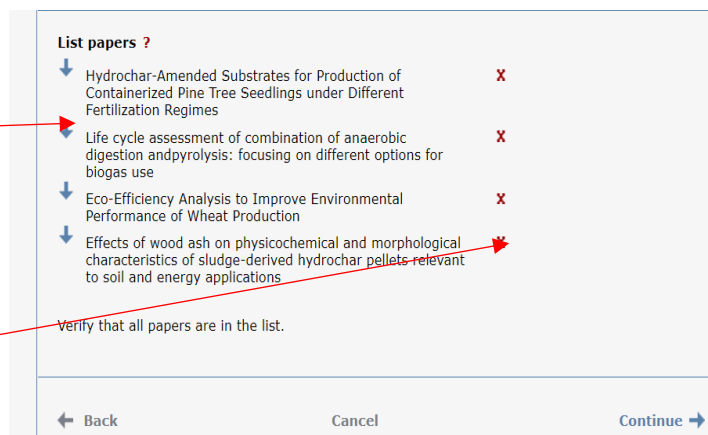
Articles that you have selected and added will form your List of papers. You can change the order of your papers using the arrows to the left.

- Remember to stay consistent with the order of articles here and as they are in your printed thesis

In case that you made a mistake in choosing your papers, you can always delete it by clicking on the red cross.

When you have added all your papers to the list, click 'Continue' to fill in the details about your thesis summary and public defense.

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Page 4: Information about your thesis

Fill in your first name, last name, year of birth. Enter your KaU ID in field 'Local User Id'. If you already have an authority record in DiVA, click on 'Connect authority record'.

If you already have an authority record in DiVA then the information regarding your organisation will be added automatically. Otherwise you click 'Choose organisation' and search/browse for your department. By clicking on the cross ✚ next to the *Karlstad University*, a drop-down menu will appear so you can choose your department from the list.

In case that you made a mistake in choosing your department, you can always delete that by clicking on the red cross.

Author ?

Connect authority record » | Create authority record »
Get saved personal data » | Save personal data »

Last name: * Smith
Year of birth: 1989
Year of death:

First name: * John
Local User Id: jsmith123

ORCiD: What is ORCiD? Register for an ORCiD

Department, unit or programme:
Choose organisation »

Institutionen för miljö- och livsvetenskaper (from 2013), Department of Environmental and Life Sciences (from 2013)   X

Research group:

E-mail: john.smith@kau.se

Other organisation:

Another author »

Fill in the title and subtitle of your thesis and select language. Words in English titles should be capitalized, except for prepositions, articles and conjunctions.

Title ?

Main title: *
Sustainable Production of Pine Tree Seedlings

Subtitle:
Biochar-amended Substrates

Language: *
English

Fill in year of publication and number of pages. The publishing support team will adjust the number of pages if necessary.
Choose the series that your thesis will be published in from the drop-down list. It is usually Karlstad University Studies.
Leave the 'No. in series' empty as it will be completed by the publishing support team.

Other information ?

Year: * 2022
Number of pages: 289

Series ?

Title of series/ISSN:
-
Karlstad University Studies, ISSN 1403-8099   X

No. in series:
Get next number

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Choose *Karlstads universitet* as the publisher of your thesis. As you start writing, a drop-down list shows up so you can select *Karlstads universitet* from the list. The selected publisher is displayed below the field and can be deleted by clicking on **X**.

Publisher

Place: ?
Karlstad

Publisher * : ?

Karlstads universitet   **x**

Leave the ISBN field empty, as the publishing support team will add ISBN for both printed and electronic version of your thesis. No other fields needed to be filed in.

Identifiers ?

URI: urn:nbn:se:kau:diva-92376

ISBN:
[ ] **Get ISBN** | Print ▾

Another ISBN »

Local ID:

Archive number:

DOI:
[ ] Free full-text

URL:

URL label:
[ ] Free full-text

Another URL »

Select one or more subject categories by clicking on Choose national subject category and then either search or browse the categories.

National subject category * ?

Suggestion for national subject category

Choose national subject category »

Skogsvetenskap; Forest Science (40104)   **X**

Markvetenskap; Soil Science (40106)   **X**

Select your research discipline, the subject in which you are doing your dissertation, from the list.

Research subject ?

- ▾

Environmental Science   **X**

Part of other project ?

Another other project »

Fill in your keywords and select language. Use comma to separate the Keywords. You can add keywords in other languages by clicking Keywords in another language. Note that only keywords in English are printed on your abstract page (spikblad).

Keywords ?

containerized production systems, heavy metals, biochar pellet, quality index

Language:
English ▾

Keywords in another language »

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Type or paste the abstract of your thesis, which will be printed out on spikbladet[*]. This should be max 2000 characters including spaces. You can add additional abstracts, e.g. the back cover text (1300 characters including spaces) by clicking 'Another abstract'. Select the language of the abstracts.

Fill in the supervisor's and opponent's name, academic title and institution or section/research programme. In case that the person is at another university use the field 'Other university' to enter details. Click 'Another supervisor' or 'Another opponent' if you have more than one supervisor/opponent.

Select date and time of your thesis defense from the calendar. Fill in language, location, address, city as well as the title of your degree.

Make sure that the date and time of your public defense are correct.

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[*] Only for doctoral thesis, does not apply to the licentiate thesis

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Click 'Continue' when you have filled in all the details.

Page 4: (Do not) Upload any files

Continue directly by clicking Continue. The publishing support team will upload the final thesis files.

Page 5: Review and submit

Check that all your details are correct. If you want to change something, use the link 'Edit information' to return to the form.

If all the information is correct, click Submit. You will then receive a message '*Thank you for your registration'*. The information that a new thesis has been submitted is then sent to the publishing support team who will add the series number and ISBN and forward the information to the printing office.

Please keep in mind that as soon as you click 'Submit', you can no longer see or edit your details. Therefore, you need to contact the publishing support publiceringsstod@kau.se if you need to make any changes afterwards.