

Register/publish doctoral thesis (monograph)

First of all you need to log into DiVA portal via <u>http://kau.diva-portal.org/login</u> 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, monograph 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

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Upload files -->

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Select publication type --> Enter information -->

Selected publication type: Doctoral thesis, monograph

Page 3: 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, click 'Choose organisation' and in order to 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.

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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.

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.

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**.

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.

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

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

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).

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.

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^{*} Only for doctoral thesis, does not apply to the licentiate thesis

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

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

Public defence ?
Date: Language:
2022-12-15 13:00 English Y
Room:
Lagerlöfsalen, 1A 305
Address:
Karlstads universitet
City:
Karlstad
Granting institution:
Karlstad University
External granting institution:
Degree:
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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.

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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 <u>publiceringsstod@kau.se</u> if you need to make any changes afterwards.