



12 January 2024

DiVA Guidelines for Karlstad University

Introduction

This document is based on the Vice-Chancellor's Decision Rb 110/04, Rb 79/13, Rb 112/14, Rb 116/16, Rb 117/19 and Rb 43/20, as well as the current data delivery agreement between Karlstad University (Kau) and Swepub. The document is also in line with DiVA's [consortium-wide praxis](#), as well as SwePub's [national guidelines for describing research output](#) and [national guidelines for registration](#).

The DiVA guidelines are revised as needed, if new decisions or agreements are made that require changes.

This document describes general guidelines for registration, publication and quality control of postings in Kau-DiVA. Additional manuals and guides related to the management of DiVA postings are supplied by the University Library ([research publications](#)) and the University Archive ([student theses](#)).

DiVA is Karlstad University's publication database for registration and electronic publication of research publications written by researchers and lecturers, as well as theses/degree projects written by Kau students. Bibliographic information about the publication is registered in DiVA. If there are no copyright issues, the full text can also be published.

DiVA is the dominating system for publication data in Sweden, with approximately 50 attached member associations (higher education institutions, authorities engaged in research and research institutes). The system is owned by Uppsala University and the responsibility for the joint operational administration falls on Uppsala University Library. Systems development is performed centrally, for all members, but each organisation has ownership and responsibility for its database.

All members share a joint search tool: [DiVA Portal](#). Furthermore, each member has their own search interface for their organisation's publications (for Kau it's: <https://kau.diva-portal.org/smash/search.jsf?dswid=1397>).

DiVA is used internally at Kau for annual reports, statistics and bibliometric analyses of research output. DiVA also delivers data to external services such as SwePub, Uppsök, Libris, WorldCat and OpenAire. Publications and postings in DiVA are also displayed by Google and other search engines.

Registering posts in DiVA

Pursuant to Vice-Chancellor's Decision Rb 112/14, all research publications shall be registered in DiVA. In accordance with the criteria in Karlstad University's Information Management Plan (Rb 117/19), this also applies to theses/degree projects (independent projects) with passing grades (Rb 79/13). Students, researchers and university staff can register publications and upload full-text publications to DiVA by themselves.

Regarding research publications, all researchers are tasked with ensuring that their publications are registered in DiVA. Assistance regarding registering publications is provided by the University Library as well as other relevant staff such as administrators. Former employees, such as professors emeriti who are either paid or are formally affiliated with the University, can also register posts.

Students register their own theses/projects, which are then quality controlled by the respective subjects' administrators. The University Archive can provide assistance to students who want to register a post.

What can be registered in DiVA?

In order to get an overview of Kau publications, the bibliographic information for research publications produced by Kau researchers and staff must be registered in DiVA. You must be able to trace the registered information to the original publication. In order to increase the visibility of the research, full-text documents should also be published when registering the post (Rb 112/14). However, full-text documents may not be published if there are issues related to copyright, commercial interests, ethics or legislation that prevent publication.

Beyond the typical research publications (articles, book chapters, doctoral theses) it is also possible to register other material, such as artistic output, datasets, books, patents, reviews and newspaper and popular science articles. New editions of previous research publications can also be registered in DiVA.

Licentiate theses, doctoral theses and reports that are part of Karlstad University's series of reports called Karlstad University Studies shall be registered and published as full-text unless there are any copyright issues that prevent this (Rb 110/04).

It is also possible to register research publications from previous employments. In such cases, the previous employer shall be registered under affiliation, not Karlstad University.

For student theses/degree projects, the bibliographic information is registered in DiVA. If the student has approved the publication of the complete text in DiVA, it is published as full-text. If two students are listed as authors, both must approve the full-text publication. If no approval is given by the student, the full-text is instead archived in DiVA (Rb 116/16).

What should NOT be registered in DiVA?

The following material should not be registered in DiVA:

- Articles classified as manuscripts, unless they are part of a doctoral or licentiate thesis.
- Articles with status of “submitted”, “accepted”, “in press”, or “e-pub ahead of print” if there is no working permalink (such as DOI or URN).
- Material that can be regarded as work-related:
 - Presentations where the researcher has acted as chair or moderator.
 - Docent lectures
 - Notes in patient journals
 - Work material (such as internal reviews at Kau)
 - Teaching material (such as PowerPoints and study guides)

Quality assurance

It's the responsibility of the researcher to ensure that relevant publications are registered in DiVA. Registration in DiVA is based on the information given in the publication, for example concerning the listing order of authorship, affiliation and so forth. When necessary, the library staff performs supplementary registrations and reviews the bibliographic information in the posts for quality assurance purposes. Publications that are not traceable can be deleted, pursuant to Vice-Chancellor's Decision C2014/596).

Full-text documents that are uploaded at registration are reviewed by library staff to ensure that there are no copyright infringements.

The weight of research output varies depending on to the value it has for the research community and society in general. For example, a doctoral thesis carries more weight than a review published in a newspaper. There are also considerable differences in how systematised and well defined the research output is, depending on the type of publication. Considering this, it is not reasonable to review all kinds of publications the same way. Consequently, quality assurance comprises three levels of review. The quality requirements for review level 1 are the most extensive, and usually require quicker handling and more work compared to posts classified as level 2 and 3.

The three review levels and the types of publications associated with each level are described below.

Review level 1:

Posts classified as level 1 are used as basis for analyses of research output and are prioritised for review. The Library verifies registered information and adds any other available information.

This level of review is applied on the following kinds of publications:

- Peer reviewed articles and research overviews in research journals
- Doctoral theses, licentiate theses and reports published by Kau

- Manuscripts that are part of a licentiate or doctoral thesis
- Books or book chapters which are published and indexed¹
- Published and indexed conference contributions¹
- Published and peer reviewed artistic output

Review level 2:

Posts classified as level 2 are normally not used as basis for analyses of research output and are less prioritised than posts classified as level 1. The Library verifies registered information and adds any other available information.

This level of review is applied on the following kinds of publications:

- Article review (in a research journal)
- Books or book chapters which are published but not indexed¹
- Preprints with identifier (such as DOI)
- Dataset
- Patent
- Proceedings (editorship)
- Anthologies/compilations (editorship)

Review level 3:

Posts on this level are not systematically reviewed by the Library. However, obvious errors can be corrected.

This level of review is applied on the following kinds of publications:

- Conference contributions that are not published or indexed¹
- Artistic output that is not published or peer reviewed
- Reports (not published by Kau)
- Newspaper articles (such as opinion pieces or reviews)
- Other material not peer reviewed (such as web sites or blogs)

Changes to registered posts

Reviewed posts in DiVA are locked and cannot be edited by researchers and students (Rb 112/14). Any changes to the posts can only be made by library staff or, for student theses/degree projects, archive staff or administrators.

Withdrawn publications are not deleted from DiVA. Instead, these are marked with the text ÅTERTAGEN/RETRACTED in front of the title, and with additional in the comment field.

¹ Indexed means that the DiVA post's publishing channel (journal, publisher, publishing series) has been reviewed and registered in a recognised index. Examples of such indexes are Web of Science, Scopus, [Svenska listan](#) and Register over vitenskaplige publiceringskanaler (norska listan).

Student theses/degree projects without a passing grade shall be registered in DiVA for archive purposes but the texts shall not be published for public access.

Changes to full-text documents

For published student theses/degree projects, doctoral theses and licentiate theses with passing grades, no changes can be made to the full-text documents, nor can it be replaced by a new file. Instead, an errata list can be uploaded to the post. In special cases, if the text contains serious errors that affect the conclusions and findings of the thesis/project, a new version can be published together with the old one. It must be clearly stated which version is the original and which one is revised.

An already published full-text document is removed if it infringes on copyright protection. It can also be removed due to plagiarism or confidentiality issues.

In case of suspected plagiarism or other research misconduct, the following procedures for handling deviations from good research practice are followed (Rb 43/20, reg.no C2020/68).

Procedures for if doctoral/licentiate theses are withdrawn, postponed or failed

Doctoral thesis withdrawn/postponed before it is made publicly available

- If the doctoral thesis will be defended publicly at a later date, the date of the public defence is deleted from the post. The post itself remains in DiVA, although not publicly available.
- If the public defence is never conducted even at a later date, the DiVA post is removed.
- Preferably, assigned serial numbers and ISBN for withdrawn doctoral theses should be reused.

Doctoral thesis withdrawn/postponed after it is made publicly available

- If the doctoral thesis will be defended publicly at a later date, the date of the public defence is deleted from the post. The post itself remains in DiVA, publicly visible.
- If the doctoral thesis will not undergo any changes, the documents can remain publicly visible. If the doctoral thesis will undergo changes in order to be published later, all documents in the DiVA post are removed.
- If the public defence is never conducted even at a later date, the DiVA post is removed.

Doctoral thesis not passing the public defence

- Doctoral theses not receiving a passing grade shall remain registered in DiVA for preservation, but the post is depublished and marked with ÅTERTAGEN/RETRACTED in front of the title, and with added information in the comment field.