



Import references to DiVA

Before you import: Check what's already registered!

1. **Search in DiVA** <http://kau.diva-portal.org/> to check if all your publications are registered. Use your KAU ID as search term.

→ **All publications are there:** 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.

→ **Publications are missing:** Check whether you can find the missing publications by searching with parts of the publication title.

Yes: This means the post lacks your KAU ID. Contact publiceringsstod@kau.se who can add it to the existing record.

No: Continue reading and import them easily from databases such as Web of Science. If you cannot access the information from anywhere, you can register the publication manually. See our guidelines on how to register manually [here](#).

How to import

1. Search for the publication in a database where it is indexed (e.g. PubMed, Web of Science, Scopus, Libris) or a reference management program (e.g. EndNote) and save the results as a file on your computer. Follow the instructions for import publications:

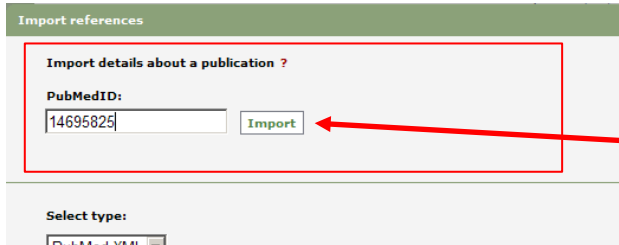
Alternatives for importing

(click on a heading to go to the section)

- A. [Import a single reference from PubMed](#)
- B. [Import a file with several references from PubMed](#)
- C. [Import a file with several references from Web of Science \(ISI\)](#)
- D. [Import a file with several references from reference management program](#)
- E. [Import a file with several references from many other DiVA databases \(e.g. other universities or organizations\)](#)
- F. [Import a file with several references from many other databases \(e.g. Scopus, Libris...\)](#)

A. Import a single reference from PubMed

Fill in the publication's PubMed ID (PMID) and click *Import*.



You will find the PMID for your publication in PubMed:

J Med Chem. 2004 Jan 1;47(1):110-22.
PMID: 14695825 [PubMed - indexed for MEDLINE]
[Related Articles](#)

Click: [Continue](#) to read about the following steps.

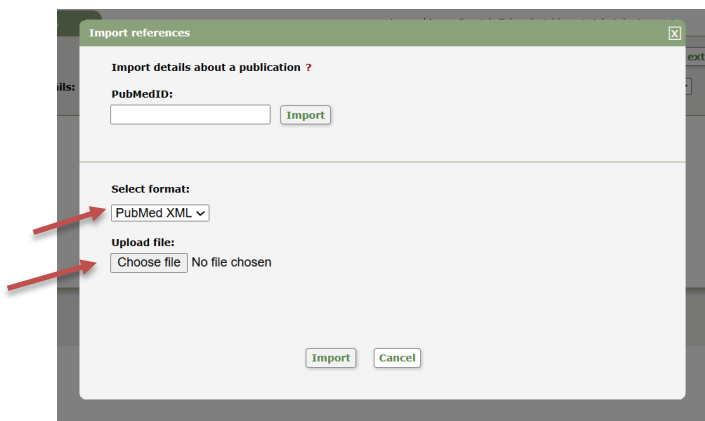
B. Import a file with several references from PubMed

Do a search in PubMed and mark the records in the list that you want to import. Select *File* and *XML*

under *Send to* and save the file on your computer.



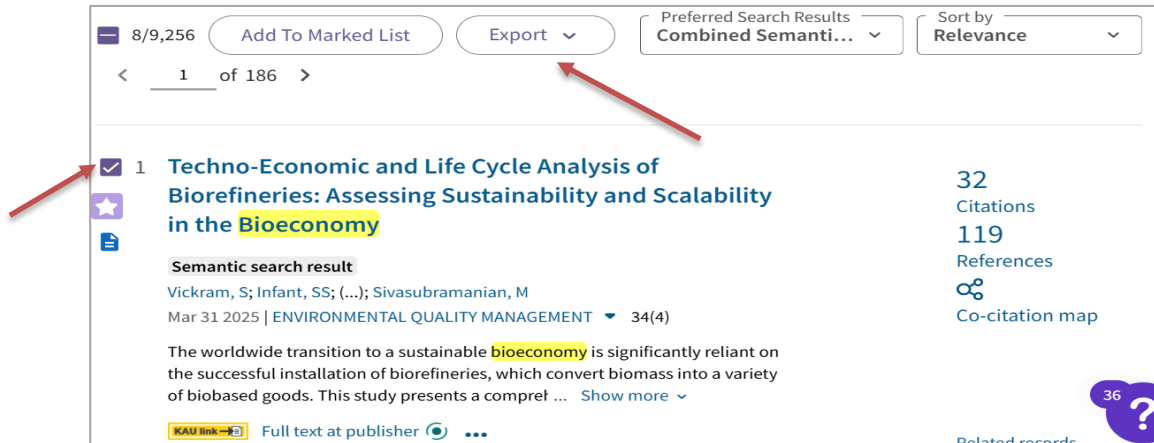
To import the file into DiVA select *PubMed XML* under *Select format*. Click *Choose file* to locate the right file on your computer and upload it to DiVA. The file is named *pubmed_result.txt* unless you gave it another name. Then click *Import*.



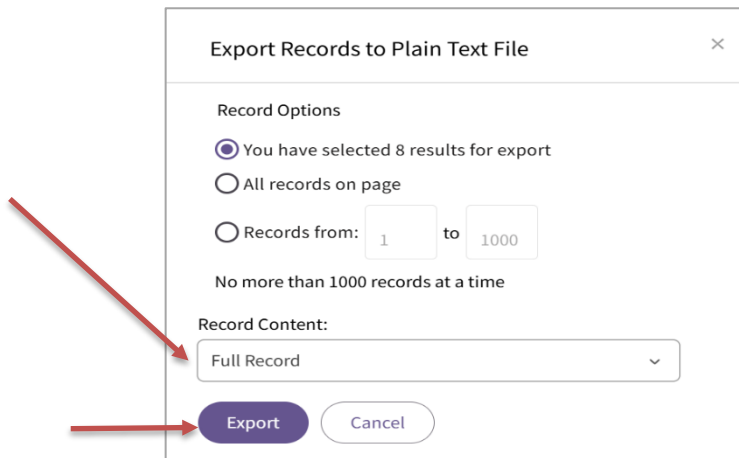
Click: [Continue](#) to learn what to do next.

C. Import a file with several references from Web of Science (ISI)

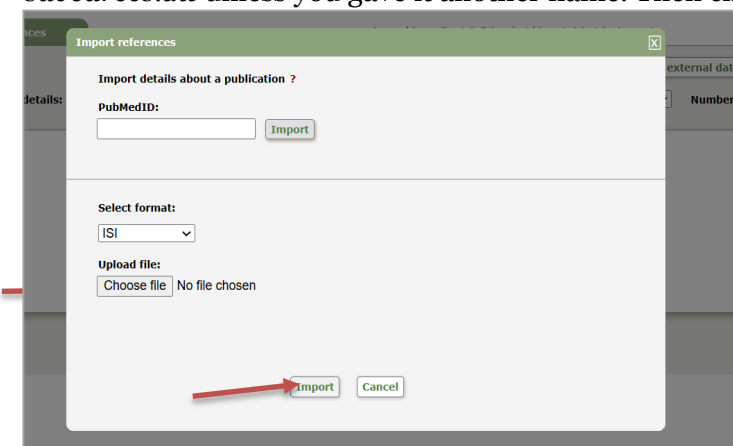
Do a search in [ISI Web of Science](#) and mark the records in the list that you want to import. Click on the **Export** button above the hit list. Select the format **Plain text file**. You will then see the box “Export Records to Plain Text File”. Here you select Full record and then click on Export.



You will then see the box “Export Records to Plain Text File”. Here you select **Full Record** and then click on **Export**.



Go to [DiVA login](#). To import the file into DiVA select *ISI* under *Select format*. Click *Choose file* in order to locate the right file on your computer and upload it into DiVA. The file is called *savedrecs.txt* unless you gave it another name. Then click *Import*.



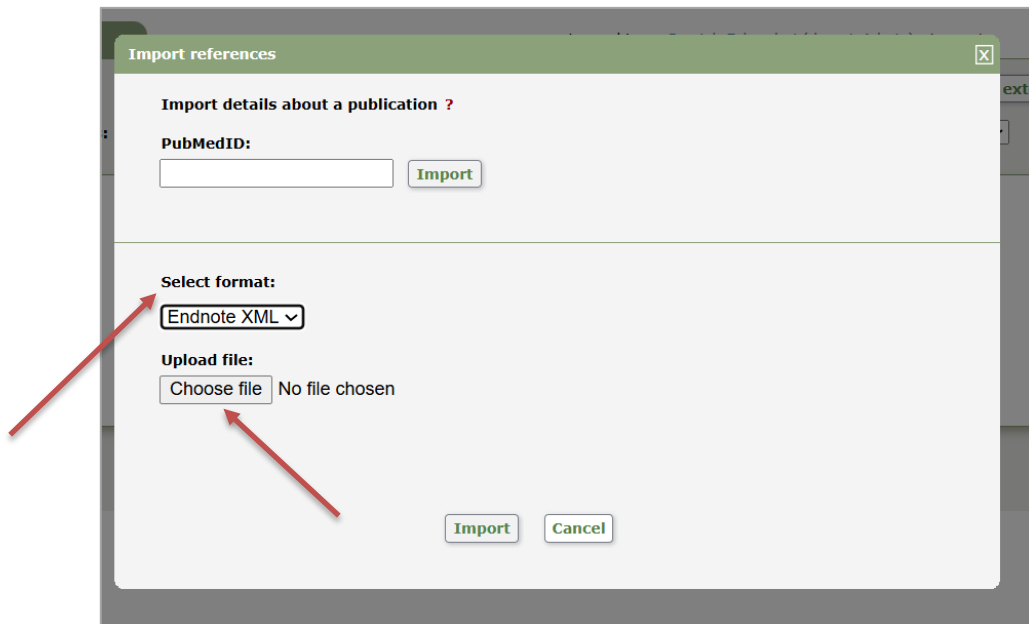
Click: [Continue](#) to learn what to do next.

D. Import a file with several references from a reference management program

Open the reference management program and mark the references that you want to export. Then use the options in the program to export references. When prompted to choose a format the following formats will work when importing to DiVA: EndNote XML, BibTeX, BibLaTeX or RIS.

If asked about encoding format, choose *Unicode (UTF-8)*. Save the file on your computer.

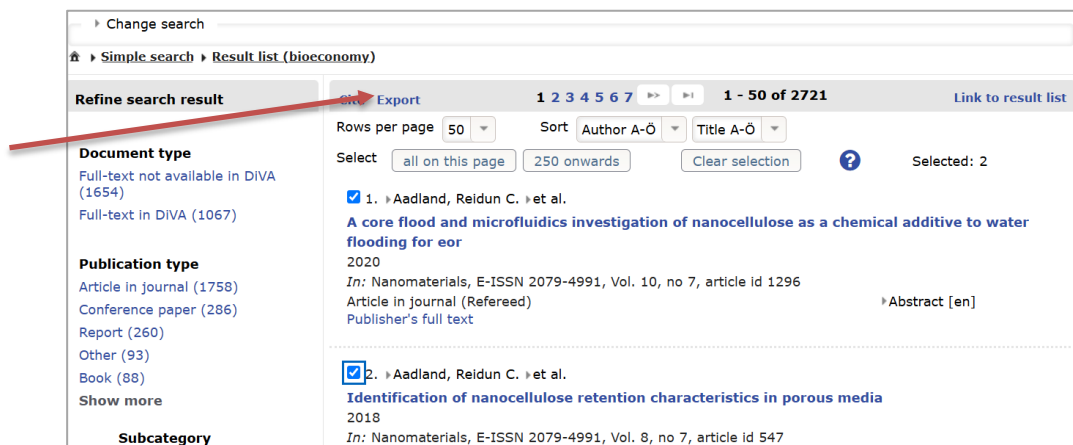
In DiVA you can import the references by selecting the same format that was chosen when exporting from the reference management program. Click on *Choose file* to select the file on your computer. Then click *Import*.



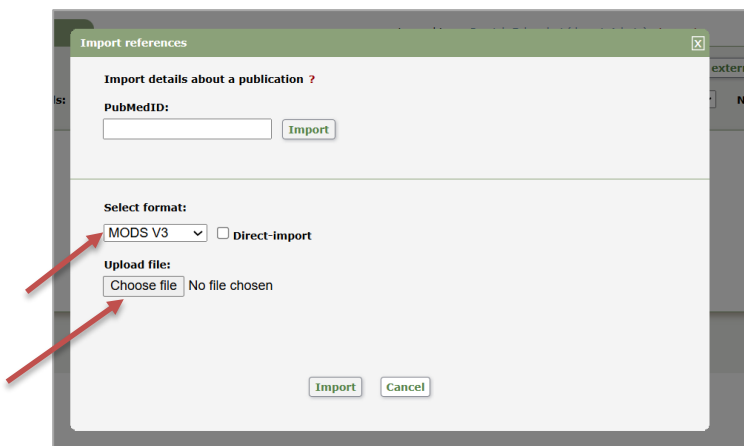
E. Import a file with several references from other DiVA databases (e.g. from other universities or organizations)

Search for your publications at [diva-portal](#). Select the appropriate number of *Hits per page* so that all your publications are visible on one page. Select the references that you wish to import. *Mark all* if all of the references are relevant or choose specific ones by ticking the boxes.

Click on **Export** and select the format **MODS** from the drop-down list. Save the file to your computer. It will be saved on your computer in *.xml* format by default.



Log on to KAU's DiVA and select **Import References**. Click on *Import from external databases*. Select format **MODS V3** from the drop-down list and click *Choose file* to locate the right file on your computer. Upload the file and click *Import*.



Click: [Continue](#) to learn what to do next.

F. Import a file with several references from many other databases (e.g. Scopus, Libris...)

You can import references from many other databases and reference management programmes into DiVA by importing them into one of the formats BibTex, BibLatex, RIS, Endnote Referer or MODS. BibTex is a common reference format which is offered by many databases.

Make sure that you select the correct reference format under *Select format* when you upload your file to DiVA.

After import

The reference or references that you have imported are displayed under *List imported details*.

Import references

Logged in as divahelp (admin) Log out Language

← Back Import from external databases »

List imported details: ? Sort: Date No. of records: 20

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Jansson, O / Mortality Trends in Subjects With and Without Diabetes During 33 Years of Follow-up / 2010 / Artikel i tidskrift / 2010-05-07 x

Craddock, Nick / Genome-wide association study of CNVs in 16,000 cases of eight common diseases and 3,000 shared controls / 2010 / Artikel i tidskrift / 2010-05-07 x

Hagberg, E / Vascular endothelial growth factor B controls endothelial fatty acid uptake / 2010 / Artikel i tidskrift / 2010-05-07 (Duplicate. A record with the same identifier was already registered in DiVA when this record was imported.) x

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← Back

remove a reference from the list if it is a duplicate

→ “Duplicate...” means that there already is a publication with the same DOI, ISI-id or PubMed-id in DiVA. Click on the reference if you want to edit the existing details that have been registered.

2. Click on each reference to open it and to add lacking data. This includes things like correct **affiliation, full names for all authors and KAU ID for KAU authors**. Check also if there is any other information that is missing, e.g. research subject, keywords, etc.
3. Continue to the step *Review/Publish* and click *Submit* to publish the reference in DiVA. References are visible immediately in DiVA, whereas full text files and/or other attachments are blocked until a librarian has verified your copyright before they are published in DiVA.

References that you have imported to DiVA but have not yet been edited and/or submitted will appear under *List imported details* the next time you log in.