



Register/publish in DiVA

What to register in DiVA

For guidance on what should and should not be registered in DiVA, see the [DiVA guidelines for Karlstad University](#).

How to register a publication manually

To avoid duplicates, first check that the publication is not already registered in DiVA. You can use your KAU ID as search term in <http://kau.diva-portal.org/>.

➔ **Yes, all publications are registered:** Great! You are done but you are always welcome to contact the library publishing support team via publiceringsstod@kau.se if you want to add or change details in the existing records.

➔ **No, some publications are missing:** Please check whether you can find the missing publication(s), by searching using parts of the publication title.

- **Yes:** The post lacks your KAU ID. Contact publiceringsstod@kau.se and we update the post for you.
- **No:** Register the publication manually following the instructions below or import them from databases such as Web of Science – see guidelines for import on [guides for publishing in DiVA](#).

The following instructions apply for the example '*Article in journal*'. For fields that are specific to other types of publications, see the last page in this guide. Obligatory fields are marked with (*).

1. **Log into DiVA** <http://kau.diva-portal.org/login> using your KaU ID and password. When you have logged in, select [Add publication/Upload files](#).

2. Select publication type

DiVA Search | DiVA Helpdesk | Help | Quick reference guides

DiVA

Add publication

Logged in as majbe299 (domainAdmin) Log out Language

Select publication type --> Enter information --> Upload files --> Review / Publish -->

My drafts

Back Cancel Continue

Select publication type ?

Article in journal

You can also go to your drafts.
Select My drafts.

Back Cancel Continue

Help texts explaining each field are shown if you hold your cursor over the question mark

You can save an incomplete registration as a draft by clicking on *Cancel/Save draft* and selecting *Save a draft*. You can find it later under *My drafts*.

3. Select Subcategory: Specify a subcategory if the article is an Editorial, Letter, Meeting abstract or News item.

Select publication type --> Enter information --> Upload files --> Review / Publish -->

Back Cancel / Save draft Continue

Selected publication type: Article in journal Change type »

Subcategory ?

-

4. Input support via DOI using Crossref metadata: You can use this function to retrieve metadata from Crossref by entering the DOI of the article under “Get information with DOI-number” and the select “Fetch”.

The Crossref metadata retrieved for the publication is displayed in a popup box, together with field that can be completed manually. Available metadata may differ between publications. Review the imported information and make any necessary additions or corrections before proceeding.

- 5. Author and affiliation:** Fill in all names for authors. If there are several authors, use the button “*Another author*”. Give full names for all Karlstad University authors. For authors at Karlstad University, you can connect Authority Records for each author by clicking on ‘Connect authority record’ and then choose the right affiliation. The selected author’s affiliation must correspond to the organization stated on the publication. Fill in KAU-ID in the field ‘*Local User Id*’. Local User Id serves as a unique person ID in DiVA and is used for displaying publication lists on KAU researcher profile pages and departmental websites. Adding an ORCID (Open Researcher and Contributor ID) is highly recommended. For instructions on how to register for an ORCID please visit our guides available [here](#). For question or support in this matter please contact publiceringsstod@kau.se.

Author ? [X]

[Choose different authority record »](#)

Authority record:
Smith, John; 1965; kau-johnsmit; 0000-0000-1234-5678; authority-person:12345

[Get saved personal data »](#) [Save personal data »](#)

Last name: *
Smith

Year of birth:
1965

First name: *
John

Local User Id:
johnsmit

ORCID: What is ORCID? Register for an ORCID
0000-0000-1234-5678

Department, unit or programme:
[Choose organisation »](#)

Universitetsbiblioteket, University Library

Research group:

E-mail:
John.smith@kau.se

Other organisation:

[Another author »](#)

Other contributor ?

[Add contributor »](#)

The field *Local User Id* is used to connect DiVA-records to publication lists on KAU researcher profiles.

Add more authors by clicking on Another author

You can change the author order by using the arrows in the lower right corner. Visible when there two authors or more.

- 6. Choose organization:** Select the organizational affiliation i.e. department or section for all Karlstad University authors. Click on “Choose organization” and search for a name or browse to the lowest level in the hierarchy. Select the organization that corresponds to the affiliation present in the article. If you want to register a publication that you wrote when you were working at another university enter the details in the free text field labelled “Other university”. Write University and Country. It is also possible to use this free text field if while at Karlstad University you were also affiliated with another organization when you wrote the article.

Choose organisation

Search ?

Search for department, unit or programme. The superior department will be set automatically.

gender

Faculty of Arts

- Centre for Gender Research

Browse ?

Navigate in the list by clicking on plus and minus. Choose department, unit or programme by clicking on the name. The superior department will be set automatically.

Show departments that are closed down

- UU
 - Uppsala University
 - Disciplinary Domain of Humanities and Social Sciences
 - Faculty of Arts
 - Centre for Gender Research
 - Department of ALM

7. **Title:** Enter the title and any subtitle and select the language of the title.

Content type: Select the content type of your work.

Status: Select the status of your work. "Published" is preselected. Unpublished material shall not be registered.

Title ?

Main title: *

Cold molecules

Subtitle:

technology and applications

Language: *

Engelska

Content type * ?

☒ Refereed ☐ Other academic ☐ Other (popular science, discussion, etc.)

Content category

☐ Artistic work

Status ?

Published

8. Journal: Begin by entering the title of the journal in *Part of journal* and select from the list displayed. The selected journal is then displayed under the box. If the journal is not on the list, fill in all the details under *Other journal*.

Conference: If the article originates from a conference fill in name, place and date.

Other information: Fill out the year, volume, number and pages. If the article has an article ID instead of page numbers fill in the article ID in the first page number field.

Part of journal ?
Write one or several words from the journal title and choose from the list: *

Journal of Chemical Thermodynamics, ISSN 0021-9614, EISSN 1096-3626

Other journal ?
Journal title (if the journal is not listed above):
ISSN:

Conference ?
Conference:
2nd International Conference on Thermodynamics (ICT), Berlin, September 8-9, 2011

Other information ?
Year: * Volume: Number: Pages:
2012 2 4 34 - 38

9. Identifiers: Fill in the DOI number of the article. When the record is published in DiVA the DOI number will link to the publication. If the DOI number links to free full text, tick the box *Free full-text*. If you fill in a link in the *URL* field, the link will be displayed automatically with the text *External link* when the record is published. If you want a different text, enter it in the field *URL label*.

Identifiers ?
URI: urn:nbn:se:uu:diva-203066
DiVA-ID:
DOI: 10.1100/192 ☒ Free full-text
URL: <http://www.journals.elsevier.com/the-journal-of-chemical-thermo>
URL label: Journal homepage ☐ Free full-text
[Another URL >>](#)

Add other identifiers such as ISI ID, Pubmed ID if possible!

10. National subject category: *National subject category* is used in the national finding tool [SwePub](#). Use preferentially subjects that are furthest down in the hierarchy.
Research subject: *Research subject* is a list of research subjects at Karlstad University.

The image shows a web interface for selecting a national subject category. At the top, there is a section titled "National subject category * ?" with two buttons: "Suggestion for national subject category" and "Choose national subject category »". Below this is a large modal window titled "Choose national subject category". The modal has a "Search ?" section with a text input and a "Search" button. Below that is a "Browse ?" section with instructions: "Choose national subject category by clicking on the name. The superior subject category will be set automatically. Navigate in the list by clicking on [minus] and [plus]". The main part of the modal is a tree view of "National subject categories". The tree is expanded to show "Chemical Sciences" under "Natural Sciences". The "Chemical Sciences" branch includes: Analytical Chemistry, Inorganic Chemistry, Materials Chemistry, Organic Chemistry, Other Chemistry Topics, Physical Chemistry, Polymer Chemistry, and Theoretical Chemistry. Other visible categories include Agricultural Sciences, Engineering and Technology, Humanities, Medical and Health Sciences, Biological Sciences, Computer and Information Science, Earth and Related Environmental Sciences, Mathematics, Other Natural Sciences, Physical Sciences, and Social Sciences. A "Cancel" button is at the bottom right of the modal. In the background, a text editor is visible with a toolbar and a "Words:0" counter.

National subject category * ?

Suggestion for national subject category

Choose national subject category »

Choose national subject category

Search ?

Search for national subject category. The superior subject category will be set automatically.

Search

Browse ?

Choose national subject category by clicking on the name. The superior subject category will be set automatically. Navigate in the list by clicking on [minus] and [plus]

- National subject categories
 - + Agricultural Sciences
 - + Engineering and Technology
 - + Humanities
 - + Medical and Health Sciences
 - Natural Sciences
 - + Biological Sciences
 - Chemical Sciences
 - Analytical Chemistry
 - Inorganic Chemistry
 - Materials Chemistry
 - Organic Chemistry
 - Other Chemistry Topics
 - Physical Chemistry
 - Polymer Chemistry
 - Theoretical Chemistry
 - + Computer and Information Science
 - + Earth and Related Environmental Sciences
 - + Mathematics
 - Other Natural Sciences
 - + Physical Sciences
 - + Social Sciences

Cancel

Words:0

National subject category ?

-

Biophysical chemistry, Biofysikalisk kemi (151202) X

Research subject ?

-

Physical Chemistry X

11. Keywords and Abstract: Allocating keywords and abstract helps others find your publication.

Keywords ?

sodium acetate, sodium butyrate, standard partial molar volume

Language: Engelska

[Keywords in another language »](#)

Part of project ?

[Another project »](#)

Abstract ?

B I x₂ x² | Paragraph |  HTML

We investigate the interaction of ultracold antihydrogen with a conducting surface, focusing on the phenomenon of quantum reflection. We calc. the reflection probability as a function of incident atom energy. We find that, for ground-state H atoms (with $T < 10^{-5}$ K), the probability of reflection is $R_{\text{simple}} \sim 1 - kb$, where k is the momentum of the atom and Path: p Words: 212

Language: Engelska

[Another abstract »](#)

Click to add keywords in several languages.

Click to add abstracts (summaries) in several languages.

12. Research funder: If the publication is a part of a research project that is supported by a research funder (especially if it is one with an open access policy) select the funder from the list and enter the project number.



The screenshot shows a web interface titled "Choose research funders and strategic development areas". It features a search section with the heading "Search ?" and the instruction "Search for research funders and strategic development." Below this is a text input field and a "Search" button. Underneath the search bar is a row of letters: . A B C D E F G H I J K L M N P R S T U V W X Å Ö. Below the letters, there is a list of search results: "ELLIIT - The Linköping-Lund Initiative on IT and Mobile Communications", "EU, Europeiska forskningsrådet", "EU, FP7, Sjunde ramprogrammet", and "EU, Horisont 2020".

13. Upload files: If you don't want to upload a file but merely register details about the publication click on *Continue*.

Check your copyright before you upload files. Upload your publication as a **PDF file**. There are no special requirements in DiVA if you only want to archive your publication. Select the option *Only for archiving* (see below)

Select publication type --> Enter information --> **Upload files -->** Review / Publish -->

← Back Cancel / Save draft Continue →

You can choose to continue without uploading a file.

Upload file/Self-archive ?

Title:
Cold molecules

Self-archive
Most academic journals/publishers allow that you self-archive a copy of your article in an open archive - open access. Check the publisher's policy in SHERPA/RoMEO www.sherpa.ac.uk/romeo

Which version should be made available in DiVA? *
Are you unsure about which version you can make available - [read more \(popup\) »](#)

☐ Accepted version - the author-created version that incorporates referee comments and is accepted for publication

☐ Submitted version - the early author's version that has been submitted to the journal/publisher

☐ Published version - the publisher-created version

When should the file be made freely available? *

☒ Make freely available now (open access)

☐ Make freely available later

☐ Only for archiving

Date:

Until when should the file be made freely available? *

Date:

Type: *

fulltext

pdf (application/pdf)

Give the file a name (optional):

Specify version (above) before you can upload a file.

No file chosen

0 %

Upload file from URL if the file is larger than 1 GB (Max 16 GB)

← Back Cancel / Save draft Continue →

Select the version of the article you want to upload (Accepted, Submitted, Published). This option is only available for articles and conference papers

If you want to publish the full text file with a certain delay (embargo), select "Make freely available later" and choose a date in the Edit box. Your full text file will be displayed in DiVA from that date.

Select fulltext and pdf

Click on "Choose file" and select your file to upload it

14. Accept the publishing conditions: Read through and accept the publishing conditions. If you have chosen to archive your publication, you will not need to accept the publishing conditions.

The screenshot shows the 'Upload files ?' section of the DiVA interface. It includes a list of uploaded files, a checkbox for accepting publishing conditions, a text area for a message to the administrator, and a button to edit file information. Red arrows and callout boxes provide instructions:

- Tick to accept the publishing conditions.** Points to the checkbox labeled 'I accept the publishing conditions »'.
- Add a message if you have paid for open access.** Points to the text area containing 'Paid open access.'
- Click here if you need to edit the file information.** Points to the edit icon (document with a pencil) next to the 'fulltext' file entry.

15. Review/Publish: Check the details you have filled in. If you want to change something, used the link “Edit information” or click on “Back” to return to the form and make the necessary changes. When you are satisfied, click on “Submit”.

The screenshot shows the 'Review / Publish' screen in DiVA. It features a navigation bar with links: « Edit information, Select publication type -->, Enter information -->, Upload files -->, and Review / Publish -->. Below the navigation bar are buttons: « Back, Cancel / Save draft, and Submit →. The main content area displays the following details:

Author:	Andersson, Anna
Title:	Cold molecules
Publication type:	Article in journal (Refereed)
Language:	English
Status:	published
In:	Advances in Chemical Physics (ISSN 0065-2385)
Year of publ.:	2011

Records that do *not* contain an uploaded full text file or other attachment will be immediately visible in DiVA and will be checked by a librarian retroactively. If a full text file or other attachment has been uploaded with the record, it will not be visible right away. A librarian will review the file(s) before they are published in DiVA. There are special routines for doctoral and licentiate theses and for student papers. These are never published immediately but always checked first by a librarian or an administrator before being published.

Fields that are specific for other types of publication

Fields with red asterisks (*) are required fields, in addition to those mentioned in the above example.

Book: edition, number of pages, series (select from the list or give details under Other series), no. in series, *ISBN. For books also name the *publisher.

Chapter in book: *part of book, edition, *pages, series (select from the list or give details under Other series), no. in series, *ISBN. For chapters in books also name the *publisher.

Collection (editor): *editor (fill this in in the same way as the author), edition, number of pages, series (select from the list or give details under Other series), no. in series, *ISBN

Conference paper: *part of proceedings, *pages, series (select from the list or give details under Other series), no. in series, *ISBN. If the paper has not been published in a conference proceedings, give details of the conference, place and date in the field *Conference*.

Conference proceedings (editor): *editor (fill this in in the same way as the author), number of pages, series (select from the list or give details under Other series), no. in series, *ISBN

Doctoral thesis: papers (if comprehensive summary), number of pages, series (select from the list or give details under Other series), no. in series, supervisor, opponent, presentation

Licentiate thesis: papers (if comprehensive summary), number of pages, series (select from the list or give details under Other series), no. in series, supervisor, opponent, presentation

Manuscript (preprint): ISRN. Year not applicable for manuscripts.

Patent: *country or patent organisation, *patent number, *date of approval

Report: alternative title (e.g. title in another language), number of pages, series (select from the list or give details under Other series), no. in series, ISBN, ISRN