



Parallel Publishing in DiVA

Many journals allow authors to make a version of their articles or manuscripts openly available in an open access or institutional repository, such as DiVA. This practice is known as parallel publishing or self-archiving.

Authors should check the journal's policy on embargo periods and other publishing requirements before making any version of their article openly available. An overview of the rights that publishers grant their authors in this regard is provided by [Jisc Open Policy Finder](#).

Step 1. Check the publisher's policy on parallel publishing

There are different approaches:

- Search the journal/publisher title in [Jisc Open Policy Finder](#) (A service provided by the UK-based organisation Jisc).
- Check out the publisher's or the journal's website (under the sections such as *Copyright or Information for authors*) or find related information on the publishing agreement you signed with the publisher.
- Contact the publisher and seek permission.

Step 2. Prepare the correct version of the publication

The publisher's policy determines which version is allowed for parallel publishing. There are three different choices:

Accepted version - The final author-created version that incorporates peer-review comments and is accepted for publication. The content of this version is identical with the publisher's version; However, publisher's logotype, formatting, layout, or pagination are missing. This version is also known as: Author's Accepted Manuscript (AAM), author's accepted version, final author version, post-print.

Submitted version – The version that has been submitted to a publisher for peer review. This version is also known as: Author's Original Manuscript (AOM), original manuscript, pre-print.

Published version – The publisher-created version, that has been peer-reviewed and undergone the production process, such as copy editing and typesetting. This version is also known as: final published version, version of record.

The most common practice is that publishers allow self-archiving (parallel publishing) of the accepted manuscript or the submitted author manuscript. However, some publishers also allow self-archiving of the publisher's final version.

The author version (Accepted version and Submitted version) that is self-archived in DiVA will be provided with a cover sheet containing information about the original publication.

Step 3. Fill in the information in the DiVA form

If the publication is already available in DiVA, you can add the PDF file to the existing record. If the publication is not in DiVA, it must be registered. You can do this either by entering the information manually or by importing it from sources such as ISI, EndNote, or PubMed (guides are available [here](#)).

Step 4. Upload the PDF file in DiVA

In the Upload Files step of the DiVA registration form, upload your PDF file. For journal articles and conference papers, you must indicate whether the file is an accepted, submitted, or published version. This selection is required to upload a file.

If the full-text file may not be made available until after a certain period (embargo), select "Make freely available later" and specify the date on which the file may become visible in DiVA. A librarian will review the file before it is made openly available in DiVA.

The screenshot shows the 'Upload files' step of the DiVA registration form. The form has a progress bar at the top with four steps: 'Select publication type -->', 'Enter information -->', 'Upload files -->' (current step), and 'Review / Publish -->'. Below the progress bar are navigation buttons: 'Back', 'Cancel / Save draft', and 'Continue'. A message states: 'You can choose to continue without uploading a file.' The main content area is titled 'Upload file/Self-archive ?' and includes a 'Title:' field. Below this is a section 'Self-archive' with explanatory text and a link to 'openpolicyfinder.jisc.ac.uk'. The next section is 'Which version should be made available in DiVA? *' with a link to 'read more (popup) >'. It contains three radio button options: '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', and 'Published version - the publisher-created version'. The following section is 'When should the file be made freely available? *' with three radio button options: 'Make freely available now (open access)' (selected), 'Make freely available later', and 'Only for archiving'. There is a 'Date:' field below these options. The next section is 'If the file should be hidden in the future, add when:' with a 'Date:' field and a calendar icon. Below this is the 'Type: *' section with two dropdown menus: the first is set to 'fulltext' and the second to 'pdf (application/pdf)'. There is a link 'Uppladdade filer ?' below the dropdowns. A list of uploaded files is shown, with the first file named 'fulltext' and a description 'Publicerad version. Filen ska göras tillgänglig nu.' To the right of the file list are icons for a document and a red 'X'. Below the file list is a checkbox labeled 'Jag godkänner publiceringsvillkoret >' which is checked. The final section is 'Kommentar till DiVA-administratör' with a text area and a note: 't.ex. särskilda villkor utöver det som anges i SHERPA/RoMEO'.

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:

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 Open policy finder openpolicyfinder.jisc.ac.uk

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:

If the file should be hidden in the future, add when:

Date:

Type: *

fulltext

pdf (application/pdf)

Uppladdade filer ?

fulltext
Publicerad version. Filen ska göras tillgänglig nu.

☒ Jag godkänner [publiceringsvillkoret >](#)

Kommentar till DiVA-administratör
t.ex. särskilda villkor utöver det som anges i SHERPA/RoMEO

Indicate the version of the publication

After you have uploaded the file, please read through and accept the publishing terms and conditions.