



Checklist for PhD students – printing and electronic publishing of your doctoral/licentiate thesis (ver.260928)

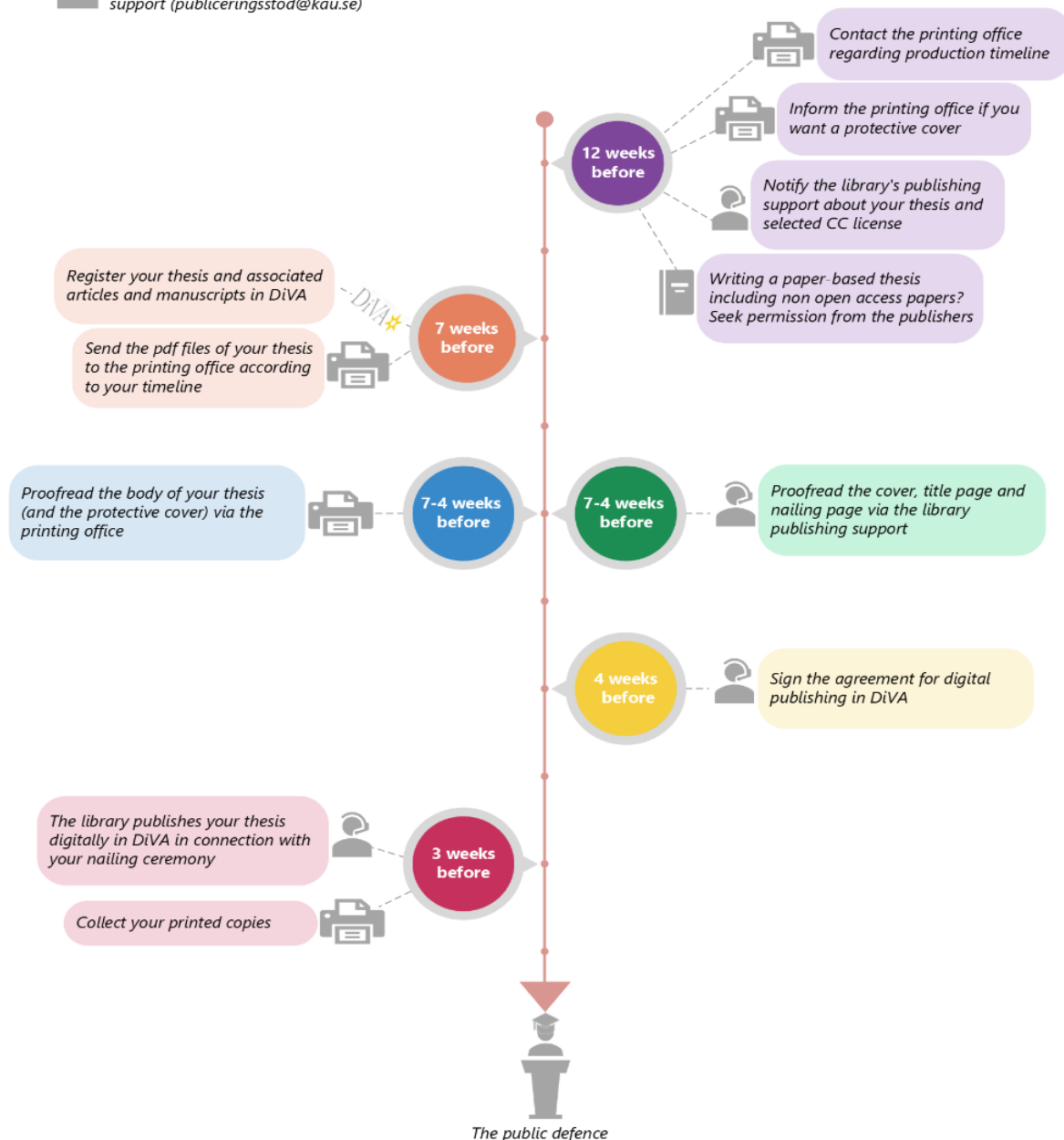
The timeline below provides an overview of the key stages in the thesis publication process. Detailed instructions for each step are provided in the sections that follow.



The printing office (tryckeriet@kau.se)



The library publishing support (publiceringsstod@kau.se)



Approximately 12 weeks before the public defense

- Consider whether you want to have a protective cover for your thesis. Protective covers can be personalized (e.g. you can add photos) but note that a protective cover applies an additional cost. For more information on protective covers, please contact the printing office (tryckeriet@kau.se).
- Contact the printing office and inform them that you want to print your thesis (and a protective cover, if you want one). You will then receive information about the process and a schedule (i.e. the date you have to leave the thesis at the printing office and when the correction process will be finalized). This is to make sure your thesis will be printed on time.
- Contact the publishing support at the library (publiceringsstod@kau.se) to inform that your thesis is underway, and what CC-license you have chosen for your thesis (see more information here: <https://www.kau.se/en/library/researchers/publish/publish-karlstad-university/publish-reports-dissertations-and#licensing>)
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- If your thesis includes published journal articles or conference papers (so-called comprehensive summary), you may need to seek permission from the publishers to be granted rights to include the articles in your thesis. Contact the publishing support at the library should you have any questions regarding this procedure.

7 weeks (at the latest) before the defense

- Fill in DiVA form: <https://kau.diva-portal.org/dream/login.jsf>. Add necessary information about your thesis, but do not upload any files. In case the thesis includes articles, it is called a comprehensive summary; otherwise, it is a monograph. Try to be as accurate as possible when you enter your information since it will be used for the cover layout of your thesis. More details on the registration in DiVA can be found here: <https://www.kau.se/en/library/researchers/publish/publish-karlstad-university/guides>.
- If your thesis is a comprehensive summary, all the articles have to be registered in DiVA separately. Manuscripts should also be registered as 'manuscript'. It is recommended to add the term 'manuscript' to the title when you register it in DiVA. Only fields with asterisk need to be filled in and please keep in mind that you should NOT indicate the name of your target journals for your manuscripts.
- Please make sure that you register both an abstract and a back cover text:
 - The back cover text, which is a short summary of your work, should not exceed 1300 characters including spaces.
 - The abstract, which will be printed out on spikbladet, should be max 2000 characters including spaces.
 - Both abstract and back cover text have to be registered in DiVA by clicking on 'another abstract'.
 - Add a note in DiVA if your thesis is result of a collaboration with another university or a company. If this is the case then the logo of the respective university or company can be added to the title page of the thesis.
- There is no need to upload any files. We will receive the final version of your thesis from the printing office.

- Once you have registered everything and clicked the publish button the information is sent to us and we will add ISBN, DOI and serial number and forward everything to the printing office. Once you have published your thesis you can no longer change anything in DiVA on your own but you can always contact us if something has gone wrong:
publiceringsstod@kau.se
- Leave your dissertation as a pdf in A4 format at the printing office. The proof process begins and the collaboration is primarily between you and the printing office, but publishing support at the library is responsible for proofreading the cover and “spikblad” of your thesis.
- If you are writing a compilation thesis that includes unpublished manuscripts, we recommend attaching a copyright notice to these manuscripts, for example:

Copyright notice: This is an unpublished manuscript. For rights and permissions, contact the author.

When submitting the thesis PDF to the printer, please specify the wording you would like to use for the copyright notice and indicate which manuscript(s) it should apply to.

3 weeks (at the latest) before the defense

- Your thesis is now printed and is available for you at the printing office. The printing office will send five copies to us and one copy to your faculty administrator.
- We will provide you with a publishing agreement that you need to sign and submit to us before nailing your thesis. The agreement gives us the right to publish the digital version of your thesis in DiVA (for comprehensive summary theses we will only publish the summary, for copyright reasons).
- In accordance with established routines at your department, the printed version of your thesis will be nailed. Publishing support will publish the thesis in DiVA and send an email to the Communication Department and other universities to inform them about your thesis.