



UPPSALA
UNIVERSITET

Register/publish in DiVA

– A guide to manual registration

Import references instead of registering manually

Import references from a database or journal homepage instead of registering details manually. Two common formats that can be used when you import references to DiVA are BibTeX and RIS. For instructions see the quick reference guide [Import references](#).

How to register a publication manually

1. **Search in DiVA** <http://uu.diva-portal.org/> to check if the publication has already been registered.
→ **Yes:** Edit the existing record if you want to add or change details (see the quick reference guide [Edit/delete \(staff\)](#)).
→ **No:** Register the publication following the instructions below
2. **Log onto DiVA** <http://uu.diva-portal.org/login> with your University account and password A. When you have logged in, select *Add publication/Upload files*.
3. **Select publication type:** For an explanation of the various publication types, see the [list of publication types in DiVA](#).

DiVA Search | DiVA Helpdesk | Help | Quick reference guides DiVA★

Logged in as majbe299 (domainAdmin) [Log out](#) [Language](#)

Add publication | 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*.

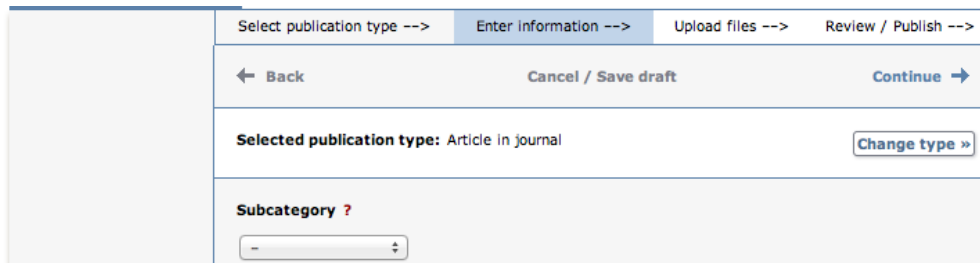
← Back Cancel Continue →

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*.

The following instructions apply for the example Article in journal. For fields that are specific for other types of publications, see the last page in this guide. Fields marked with red are required.

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



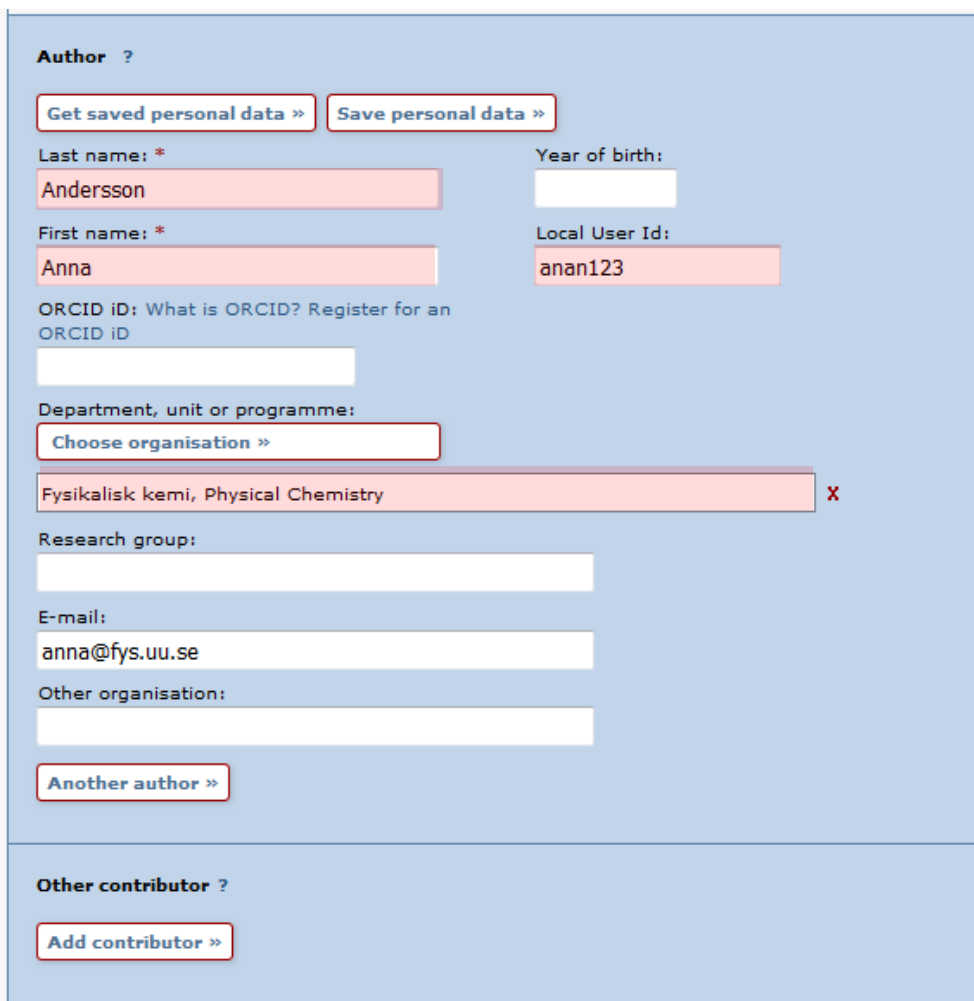
The screenshot shows a navigation bar with four tabs: 'Select publication type -->', 'Enter information -->', 'Upload files -->', and 'Review / Publish -->'. Below the navigation bar are three buttons: 'Back', 'Cancel / Save draft', and 'Continue'. The 'Selected publication type' is 'Article in journal' with a 'Change type >' button. The 'Subcategory ?' field is currently empty.

5. **Author:** Fill in all author names. If there are several authors, use the button *Another author*. Give full first name for all Uppsala University authors. Fill in your username at UU (CAS-id) in the *Local User ID* field. Usernames serve as unique person IDs in DiVA and are used for displaying publication lists on profile pages and departmental web sites. Adding an ORCID id is optional.

Tip: Save personal details and reuse them when you register other publications.

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

Tip: You can add contributors who helped with the work but are not authors.



The 'Author ?' form contains the following fields and buttons:

- Buttons: 'Get saved personal data >>' and 'Save personal data >>'
- Last name: * (Required, highlighted in red) - Value: Andersson
- Year of birth: (Required, highlighted in red)
- First name: * (Required, highlighted in red) - Value: Anna
- Local User Id: (Required, highlighted in red) - Value: anan123
- ORCID ID: What is ORCID? Register for an ORCID ID
- Department, unit or programme: (Required, highlighted in red) - Value: Fysikalisk kemi, Physical Chemistry
- Research group:
- E-mail: - Value: anna@fys.uu.se
- Other organisation:
- Buttons: 'Another author >>' and 'Add contributor >>'

- 6. Choose organisation:** Select the organisational affiliation i.e. department or section (TekNat: research programme) for all Uppsala University authors. Click on “Choose organization” and search for a name or browse to the lowest level in the hierarchy. Select the organisation 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”. It is also possible to use this free text field if while at Uppsala University you were also affiliated with another organisation when you wrote the article.

[Instructional film](#)

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.

Title ?
Main title: *
<input type="text" value="Cold molecules"/>
<i>I</i> \times_2 \times^2 Ω HTML
Subtitle:
<input type="text" value="technology and applications"/>
<i>I</i> \times_2 \times^2 Ω HTML
Language: *
<input type="text" value="Engelska"/>
Content type * ?
<input checked="" type="radio"/> Referead <input type="radio"/> Other academic <input type="radio"/> Other (popular science, discussion, etc.)
Content category
<input type="checkbox"/> Artistic work
Status ?
<input type="text" value="Published"/>

8. Journal: Begin by entering the title or the ISSN of the journal in *Part of journal* and select from the list displayed. The journal selected 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, article id and pages.

Part of journal ?			
Write one or several words from the journal title and choose from the list: *			
<input type="text"/>			
Journal of Chemical Thermodynamics, ISSN 0021-9614, EISSN 1096-3626 X			
Other journal ?			
Journal title (if the journal is not listed above):			
<input type="text"/>			
ISSN:			
<input type="text"/>			
Conference ?			
Conference:			
2nd International Conference on Thermodynamics (ICT), Berlin, 8-9 September 2011			
Other information ?			
Year: *	Volume:	Number:	Article Id:
2011	6	3	45
Pages:			
56	-	59	

9. **Identifiers:** Fill in the DOI number of the article. ([What is a DOI?](#)) 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*. You can also fill in other IDs, such as ISI, ScopusID and PubMedID. 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-299812

Local ID:

Archive number:

DOI:
 Free full-text

ISI:

ScopusID:

PubMedID:

URL:

URL label:
 Free full-text

Libris ID:

10. National subject category: *National subject category* is used in the national finding tool [SwePub](#). If it is difficult to specify choose one of the general categories. You can find more detailed *subject categories* with the +. If you want to register a National subject category for your publication on a detailed level you can use [a service](#) developed by Linköping University Library.

Research subject: *Research subject* is a list of research subjects at Uppsala University. It is mainly used for doctoral theses.

<p>National subject category ?</p> <p>-</p> <p>Biophysical chemistry, Biofysikalisk kemi (151202) X</p>
<p>Research subject ?</p> <p>-</p> <p>Physical Chemistry X</p>

✕
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 ☐ and ☐

- ☐ 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

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

The screenshot shows three sections of the DiVA submission form:

- Keywords ?**: A text input field containing "sodium acetate, sodium butyrate, standard partial molar volume". Below it is a "Language:" dropdown menu set to "Engelska" and a button labeled "Keywords in another language »". A callout box points to this button with the text: "Click to allot keywords in several languages."
- Part of project ?**: A text input field and a button labeled "Another project »".
- Abstract ?**: A rich text editor with a toolbar (bold, italic, subscript, superscript, bulleted list, numbered list, paragraph, link, unlink, image, table, link, unlink, undo, redo) and a dropdown menu set to "Paragraph". The text area contains a paragraph of text: "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 $T < 10\text{-}5\text{ K}$), the probability of reflection is $R_{\text{simple}} = 1 - kb$, where k is the momentum of the atom and Path: p ". The word count is "Words: 212". Below the text area is a "Language:" dropdown menu set to "Engelska" and a button labeled "Another abstract »". A callout box points to this button with the text: "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 with an open access policy, select the funder from the list and enter the project number.

The screenshot shows two sections of the DiVA submission form:

- Note ?**: A rich text editor with a toolbar (bold, italic, subscript, superscript, link, unlink, image) and a text area.
- Research funders and strategic development areas ?**: A dropdown menu, a "Project number:" text input field, and a button labeled "Another funder »".

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

Before you upload an article or other publication that has been published by a publishing house, you must check that the publisher allows you to make the publication freely available on the Internet.

Read more about [copyright for full text publishing](#). 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*.

The screenshot shows the 'Add publication' form in DiVA, specifically the 'Upload files' step. The user is logged in as Petre Thorsson. The form has a progress bar at the top with steps: 'Select publication type -->', 'Enter information -->', 'Upload files -->', 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 contains the following sections:

- 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:** [Empty text box]
- Type: ***
 - fulltext (dropdown)
 - pdf (application/pdf) (dropdown)
- Give the file a name (optional):** [Empty text box]
- Print file
- Digitized
- Specify conditions to be included on the cover page:** [Empty text area]
- Specify version (above) before you can upload a file.**
 - Bläddra... Ingen fil är vald.
 - 0 % (progress bar)

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 "Bläddra" 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 a form for accepting publishing conditions. It includes a section for 'Uploaded files' with a file named 'fulltext' and a checkbox for 'I accept the publishing conditions'. Below this is a text area for a 'Message to the DiVA administrator'. Annotations with red arrows point to the checkbox, the message text area, and a file icon.

Tick to accept the publishing conditions.

Add a message if you have paid for open access.

Click here if you need to edit the file information.

- 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' step of the DiVA process. It includes navigation buttons for 'Back', 'Cancel / Save draft', and 'Submit'. Below these are the publication 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 check 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: see separate instructions in the quick reference guides for [monographs](#) or [comprehensive summaries](#)

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

Student thesis: see separate instructions in the [quick reference guide for students](#)