Register posting details/publish doctoral thesis – (comprehensive summary) in DiVA

Before posting you must register the papers that are included in your thesis (articles and manuscripts) and the comprehensive summary ("kappan") in DiVA. Registration consists of three steps:

1. Check which of the papers included in the thesis are already registered in DiVA
2. Register the papers that are missing
3. Register the summary ("kappan") and link your papers to it

Tip: You can save an incomplete registration as a draft and finish it later. Your saved draft is located under My drafts in the left margin on the page Add publication/Upload files. The urn:nb:nbn remains the same when the draft is published.

Step 1. Check which of the papers are already registered in DiVA
Search, for example, for the paper’s title in DiVA http://bth.diva-portal.org. Check if all the details are correct. If you need to edit or add details, edit the existing record (See the Quick reference guide http://www.bth.se/bib/web.nsf/sidor/instruktioner).

Step 2. Register the papers that are missing
Register the papers that are not already in DiVA. Use the Quick reference guide available at the library web pages (http://www.bth.se/bib/web.nsf/sidor/instruktions) but do not upload any files.
Select the correct publication type and status:
- Article in journal
  - Accepted
  - Epub ahead of print
  - In press
  - Published
  - Submitted
- Manuscript (preprint)
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1You can upload full texts of your papers later, after posting. Make sure that the publisher allows you to make your paper freely available in DiVA. For instructions see Quick reference guide Self-archive in DiVA.
Register posting details/publish doctoral thesis (comprehensive summary) (revised 2014-08-14)
http://diva.ub.uu.se/helpdesk

Step 3. Register the summary ("kappan") and link your papers to it
When all the papers that are included in the thesis are registered in DiVA, register the summary ("kappan") and link the papers to the summary.

1. **Log on** to DiVA [https://bth.diva-portal.org/login](https://bth.diva-portal.org/login) with your acronym and password and select *Add publication/Upload files* to register your posting details.
   If you don’t have a University account, read about how to get one [here](https).


Help texts explaining each field are shown if you hold your cursor over the question mark.
3. **Link papers:** Search for your papers using author name, title or other information. The search results are shown as a list. Use the check boxes to select your paper(s) and click *Add*.

The papers are added under *List papers*. You can change the order of your papers by using the arrows to the left or remove a paper by clicking the red *X* to the right.

When all your papers are on the list, click *Continue* to fill in details about your summary and public defence.
4. **Author:** Fill in your name, year of birth och your User id at Uppsala University.

![Image of author information form]

- **Local User id** is the user id which you use to log on to DIVA.
- Add your ORCID-id if you have one. Click on the link for more information about how to obtain an ORCID-id.

5. **Choose organisation:** Click on *Choose organisation* and search or browse for your department or section (TekNat: research programme). Select only the lowest one in the hierarchy. By doing this, the name of your department will be registered automatically.

![Image of organisation selection]

You can delete an organisation by clicking on the red X.

Add any other university or equivalent organisation you are affiliated with, if applicable.
6. **Title:** Fill in the title and subtitle (if appropriate) of your thesis and select language. Words in English titles should be capitalised, except for prepositions, articles and conjunctions. Avoid using a colon in the title; consider using a subtitle instead.

**Alternative title:** Complete this field if there is a title in a different language.

7. **Other information:** Fill in the year of publication and the number of pages. The Thesis Production division will adjust the number of pages if necessary.

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9. **Publisher**: Fill in place = Karlskrona or Karlshamn. Select the publisher by typing the beginning of the publisher’s name. Type: Blekinge Institute of Technology.

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12. **Keywords**: Add the keywords you wish to associate with your thesis and select language. Use a comma to separate the keywords. You can add keywords in other languages by clicking *Keywords in another language*. Note that only keywords in English are printed on your abstract page (posting).
13. **Abstract**: Type/paste the abstract of your thesis and select language. You can add additional abstracts by clicking on Another abstract. Note that an abstract in English is mandatory. It should not contain more than 500 words to ensure that it will fit on the abstract page (posting).

14. **Supervisor and opponent**: Fill in the supervisor’s and opponent’s name and institution or section/research programme. If the person is at another university fill in Other university. You can also enter the person’s title. Click Another supervisor or Another opponent if you have more than one supervisor/opponent.
15. **Public defence**: Select the date and time from the calendar to the right of the date field. Add language, address and location for the public defence.

**Degree**: Select the title of your degree.

When you have filled in all the details click **Continue**.

16. Please upload the latest version of the thesis. The Library staff will upload the final thesis file.

17. **Review information**: Check that all your details are correct. If you want to changessomething use the link **Edit information** to return to the form.

18. **Submit**: When the registration is complete click **Submit**. The Thesis Production division cannow see your information.

You can no longer see or edit your details after you have clicked **Submit**.

Contact the library if you need to change something.

When you have finished your posting at Carolina Rediviva the details about your thesis and public defence will be displayed under **Coming Theses** [http://bth.diva-portal.org/smash/coming.jsf] and in **DIVA Search** [http://bth.diva-portal.org]

When you have entered all the information a posting leaf will automatically be created. You can download it or print it out. If you prefer to let the printers print a posting leaf in the same format as your thesis – contact the printers.