



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://bth.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** <https://bth.diva-portal.org/dream/login.jsf> 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.

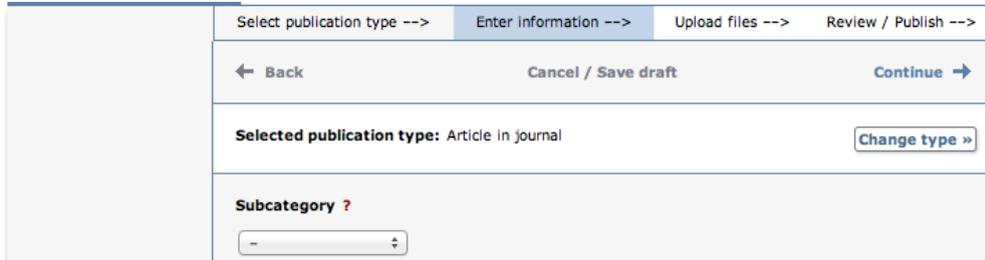
← Back Cancel Continue →

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*.

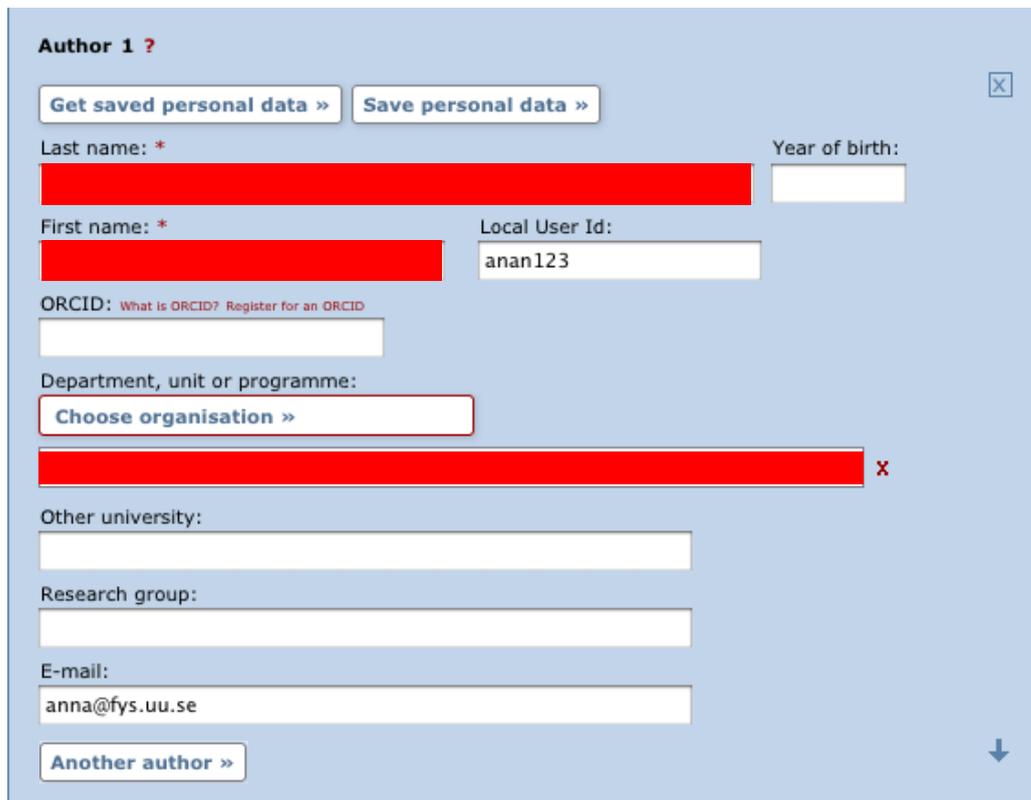
The following instructions apply for the example Article in journal. For fields that are specific for other types of publications, see the last page in this guide. Fields marked with red are required.

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



5. **Author:** Fill in all author names. If there are several authors, use the button *Another author*. Give full first name for all BTH authors.
The field *Local User Id* is not in use. If you have an ORCID-id enter it in the field *ORCID*

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.

6. **Choose organisation:** Select the organisational affiliation (i.e. department or section) for all BTH 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. It is also possible to use this free text field if while at BTH you were also affiliated with another organisation when you wrote the article.

Choose organisation ✕

Search ?

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

Faculty of Computing
└ Department of Creative Technologies

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

- Blekinge Institute of Technology
 - Faculty of Computing
 - Department of Communication Systems
 - Department of Computer Science and Engineering
 - Department of Creative Technologies
 - Department of Software Engineering
 - Department of Technology and Aesthetics
 - Faculty of Engineering
 - Faculty of Health Sciences
 - The Library

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. Choose either “Published” or “In Press” since we only accept published documents in the repository.

The image shows a web form for entering document metadata. It is divided into four main sections:

- Title ?**: Contains a "Main title: *" field (redacted), a "Subtitle:" field with the text "technology and applications", and a "Language: *" dropdown menu (redacted). Each text field has a rich text editor toolbar below it.
- Content type * ?**: A dropdown menu (redacted).
- Content category**: A checkbox labeled "Artistic work" which is currently unchecked.
- Status ?**: A dropdown menu (redacted).

8. Journal: Begin by entering the title 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 and pages. If the article has an article ID instead of page numbers fill in the article ID in the first page number field.

The screenshot shows a form with four sections:

- Part of journal ?**: A text input field with a red bar over it, and a red 'x' icon to its right.
- Other journal ?**: A text input field for 'Journal title (if the journal is not listed above):' and an 'ISSN:' input field, both with red bars over them.
- Conference ?**: A text input field for 'Conference:' with a red bar over it.
- Other information ?**: Fields for 'Year: *', 'Volume:', 'Number:', and 'Pages:', all with red bars over them.

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*. 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*.

The screenshot shows the 'Identifiers ?' section of the form with the following fields:

- 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 >>

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.

Choose national subject category

Search ?

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

software

└ Software Engineering

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
 - Computer and Information Science
 - Bioinformatics (Computational Biology)
 - Computer Engineering
 - Computer Science
 - Computer Vision and Robotics (Autonomous Systems)
 - Human Computer Interaction
 - Information Systems
 - Language Technology (Computational Linguistics)
 - Media and Communication Technology
 - Other Computer and Information Science
 - Software Engineering
 - Earth and Related Environmental Sciences
 - Mathematics
 - Other Natural Sciences
 - Physical Sciences
 - Social Sciences

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

The screenshot shows a form with three main sections: 'Keywords', 'Part of project', and 'Abstract'. Each section has a text input field, a language dropdown menu set to 'Engelska', and a button to add another entry. The 'Abstract' section includes a rich text editor with a toolbar and a word count of 212. Two callout boxes with red arrows point to the 'Keywords in another language' and 'Another abstract' buttons.

Click to allot 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 with an open access policy, select the funder from the list and enter the project number.

The screenshot shows a form with two main sections: 'Note' and 'Research funders and strategic development areas'. The 'Note' section has a rich text editor. The 'Research funders and strategic development areas' section has a dropdown menu, a 'Project number' input field, and a button to add 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 'Upload files' step in a multi-stage process. At the top, there are navigation tabs: 'Select publication type -->', 'Enter information -->', 'Upload files -->', and 'Review / Publish -->'. Below these are buttons for 'Back', 'Cancel / Save draft', and 'Continue →'. The main content area is titled 'You can choose to continue without uploading a file.' and contains the following sections:

- 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
 - Type: ***
 - A dropdown menu is set to 'fulltext'.
 - A text input field contains 'pdf (application/pdf)'. A callout box points to this field with the text 'Select fulltext and pdf'.
 - Give the file a name:** An empty text input field.
 - 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) Date:
 - Make freely available later
 - Only for archiving
- At the bottom, there is a 'Bläddra...' button, the text 'Ingen fil är vald.', and an 'Upload' button. A callout box points to the 'Upload' button with the text 'Click on "Browse" and select your file to upload it'.

Two callout boxes on the left provide additional instructions:

- The top callout box points to the 'Accepted version' radio button and contains the text: 'Select the version of the article you want to upload (Accepted, Submitted, Published). This option is only available for articles and conference papers..'
- The bottom callout box points to the 'Make freely available later' radio button and contains the text: '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.'

- 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.

- 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”.

	Select publication type -->	Enter information -->	Upload files -->	Review / Publish -->
« Edit information	← Back	Cancel / Save draft		Submit →
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.

