Register posting details/publish doctoral thesis
– (comprehensive summary) in DiVA
(This guide can also be used for licentiate theses)

Both the summary (kappan) and articles which are to be included in your final production shall be registered within DiVA. Registering takes three stages:

1. Control firstly all inclusive material which is already registered within DiVA.
2. Register all work which is missing.
3. Register the summary (kappan) and link all the inclusive material to it.

Stage 1. Controlling the inclusive material which is already registered in DiVA
First of all, search for the title of the material in DiVA. Check through the information to make sure that it is correct. If you need to change or add other details, change this in the existing documentation. Log in to DiVA portal and choose Edit / Delete record.

Stage 2. Registering material that is missing
See reference guide “Register/publish in DIVA (Researchers)” which can be found on our website
Choose the correct type of publishing format and status:

- **Article in journal**
  - Accepted (accepted for publication)
  - Epub ahead of print (published on a journal website, but lacks information regarding volume and page number.)
  - In press (under process)
  - Published (the article has been published)
  - Submitted (manuscript has been sent to a publisher)

- **Manuscript (preprint)**
  - If the manuscript has not yet been sent to a publisher
Stage 3. Registering your summary (kappan) and link your inclusive material to it

1. **Log in to DiVA** using the BTH login and your password and choose *Add publication/Upload files*.

2. **Choose publication type**: Choose *Doctoral thesis, comprehensive summary* (or *Licentiate thesis, comprehensive summary*) and click continue.

You can always save a registration which you have started working on as a draft to complete later on. Save under *My drafts*. Helptext explaining the area you are within appears if you place the mouse cursor over the question mark.
3. **Link papers to your summary:** Locate your articles by searching for author’s name, title, urn:nbn identity or other information. Mark your articles then click on *Add*.

Articles added here form your *List of papers*. You can change the order in which your articles are placed in the list by using the arrows to the left, as well as removing articles by clicking on the red cross to the right of each article.

Change the order of your articles by using the blue arrows on the left. *Remember that articles must be in the same order here as they are in your printed thesis*.

Remove an article by clicking on the red cross X placed on the right hand side.

Once you have added all the articles to the list you can click on *Continue* in order to fill in the details about your thesis summary and public defence.
4. **Author**: Fill in your name, and Local User Id. If you already have an authority record in DiVA, click on ”Connect authority record”.

**Choose an organisation**: If you already have an authority record in DiVA then the information regarding the organisation you belong to will be added automatically. To add your organisation details manually, click *choose organisation* and seek or scroll your way to the institution or department you belong to. Only choose the **lowest level** listed in the hierarchy, when choosing department/programme. In this way the institution details will automatically follow along.
5. **Title:** Fill in the title of the thesis with subtitle (if any) and 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:** If the thesis also has its title in another language then this can be placed in the alternative title section.
6. **Other information:** Here you fill in the publishing year and number of pages in the book. Library staff will fix the number of pages if it is changed later during publication.

7. **Series:** Choose the series which your thesis shall be published within from the list. Staff at the Library will be responsible for adding the number.

8. **The publisher:** Fill in the place = Karlskrona or Karlshamn and name of the publisher. When you start filling in the first few letters under *Publisher* a list will appear where you can choose the full name of your publisher.

9. **Identifiers:** The Library will fill in the ISBN number.

10. **National subject category:** Choose one or more subject categories by clicking on *Choose national subject category.* A branch structure will appear which you can use to search for your specific category.

**Research subject:** Choose the subject you are defending within from the list.
11. **Keywords:** Fill in your keywords separated by a comma and choose language. If you want to add keywords in several languages then this option is also available, click Keywords in another language. Please note that only the keywords in English will be printed on thespikblad.

12. **Abstract:** Write or paste in the abstract and choose language. If you want to place an abstract in another language, click *Another abstract*. Please note that only the abstract written in English is obligatory. The abstract should only contain a maximum of 460 words in order to fit into the notification (spikblad.)
**Supervisor and opponent:** Fill in the name and institution or department/programme that your supervisor and opponent belong to. If the person belongs to another academy, fill this in within the field *Other organisation*. If you wish to fill in more supervisors/opponents, then click on *Another supervisor* or *Another opponent* depending on which you need to add more names to.
13. **Public defence:** Choose the date and time for the public defence in the small calendar placed underneath the Date box. Choose which language the public defence is to be held in and fill in details about the room, address and city where the public defence is to be held.

**Degree:** Choose the name of your degree.

When you have filled in all the details click Continue (marked in blue in the upper right corner).

14. Please upload the latest version of the thesis. The Library staff will upload the final thesis file.
15. **Review information:** If you need to make any corrections you can press *back*.

![Review Information Form](image)

16. **Submit:** Once all your details are correct you can press submit. Now the library staff can see your information.

*AS SOON AS YOU HAVE PRESSED SUBMIT YOU WON’T BE ABLE TO MAKE ANY CHANGES YOURSELF. CONTACT THE LIBRARY IF YOU NEED TO MAKE ANY FURTHER CHANGES TO YOUR REGISTRATION.*