



## Register/publish in DiVA - A guide to manual registration

Every researcher at BTH must make sure that their publications are registered in DiVA and that they are correctly registered.

Staff at the library imports publications from Web of Science and Scopus. Publications not covered by these databases must be registered by the authors themselves.

### How to register a publication manually

1. [Search in DiVA](#) - to check if the publication has already been registered.
  - If the publication is already registered, edit the existing record if you want to add or change details. Log on to DiVA and select **Edit / Delete record**
  - If the publication is not yet registered, follow the instructions below.
2. [Log onto DiVA](#) with your BTH account and password.  
When you have logged in, select **Add publication / Upload files** »
3. [Select publication type](#):

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*.

Help texts explaining each field are shown **if you hold your cursor over** the question mark

← Back Cancel Continue →

You can save an incomplete registration as a draft by clicking *Cancel/Save* 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 'Select publication type -->', 'Enter information -->', 'Upload files -->', and 'Review / Publish -->'. Below this are buttons for 'Back', 'Cancel / Save draft', and 'Continue'. The 'Selected publication type' is 'Article in journal' with a 'Change type >' button. The 'Subcategory ?' field is a dropdown menu currently showing a hyphen.

5. **Author and affiliation:** Fill in all names for authors at BTH and preferably all other authors. For authors at BTH you can search for and connect to Authority Records. They contain information about the author's affiliation at BTH. Fill in name, and local user id at BTH and click on *Connect authority record*. Contact the library if you can't find an Authority Record for a BTH author.

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

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

The 'Author' form includes several sections: 'Connect authority record >', 'Get saved personal data >' and 'Save personal data >', 'Last name: \*', 'Year of birth:', 'Year of death:', 'First name: \*', 'Local User Id:', 'ORCID: What is ORCID? Register for an ORCID', 'Department, unit or programme: Choose organisation >', 'Research group:', 'E-mail:', 'Other organisation:', and 'Another author >'. A red arrow points from the 'Another author >' button to a text box that says 'Add more authors by clicking on Another author.'

6. The organisational affiliation for an author should be the same as was stated in the publication. Information about department or section for BTH authors is usually added when an authority record is selected. If information about affiliation needs to be corrected click on “Choose organization” and search for a name of the unit, or browse to the lowest level in the hierarchy. Confirm by “Update authority record”. It is also possible to use the free text field *Other organisation* 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 Engineering  
└ Department of Spatial Planning

Blekinge Institute of Technology  
└ Department of Spatial Planning and Civil Engineering (Closed down 1998-12-31)

Blekinge Institute of Technology  
└ Department of Spatial Planning (Closed down 2004-12-31)

**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.

Blekinge Institute of Technology  
└ Education Development Unit

Faculty of Computing  
└ Department of Computer Science  
└ Department of Software Engineering

7. **Title:** Enter the title of the article and any subtitle and select the language.  
**Content type:** Select the content type of your work.  
**Status:** Select the status of your work. "Published" is preselected.

**Title ?**

Main title: \*

Cold molecules

*I*  $\times_2$   $\times^2$   $\Omega$  | | HTML |

Subtitle:

technology and applications

*I*  $\times_2$   $\times^2$   $\Omega$  | | HTML |

Language: \*

Engelska ▼

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**Content type \* ?**

Refereed  Other academic  Other (popular science, discussion, etc.)

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**Content category**

Artistic work

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**Status ?**

Published ▼

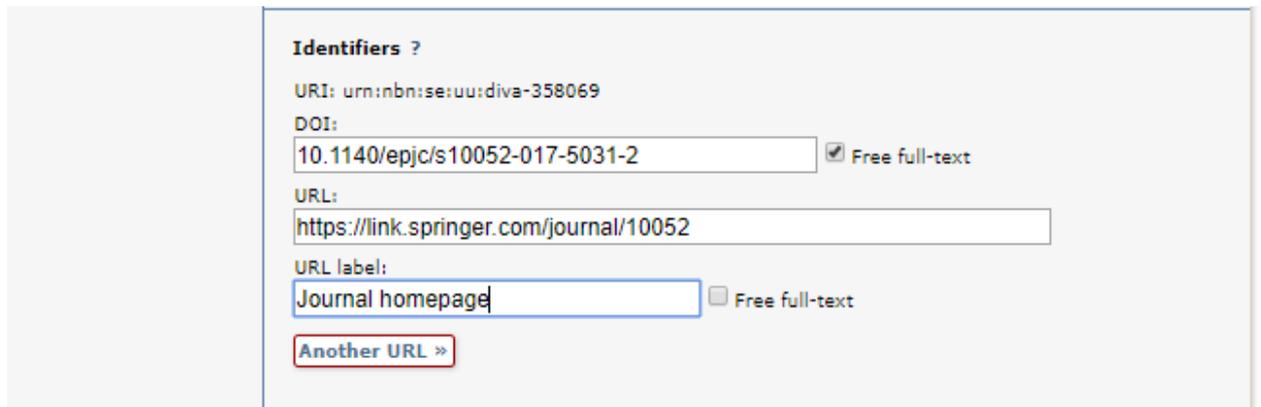
8. **Journal:** Begin by entering the title or the ISSN of the journal in *Part of journal* and select from the list displayed. The journal selected is then displayed under the box. If the journal is not on the list, fill in all the details under *Other journal*.

**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.

<b>Part of journal ?</b>			
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			
<b>Other journal ?</b>			
Journal title (if the journal is not listed above):			
<input type="text"/>			
ISSN:			
<input type="text"/>			
<b>Conference ?</b>			
Conference:			
<input type="text" value="2nd International Conference on Thermodynamics (ICT), Berlin, 8-9 September 2011"/>			
<b>Other information ?</b>			
Year: *	Volume:	Number:	Article Id:
<input type="text" value="2011"/>	<input type="text" value="6"/>	<input type="text" value="3"/>	<input type="text" value="45"/>
Pages:			
<input type="text" value="56"/>	-	<input type="text" value="59"/>	

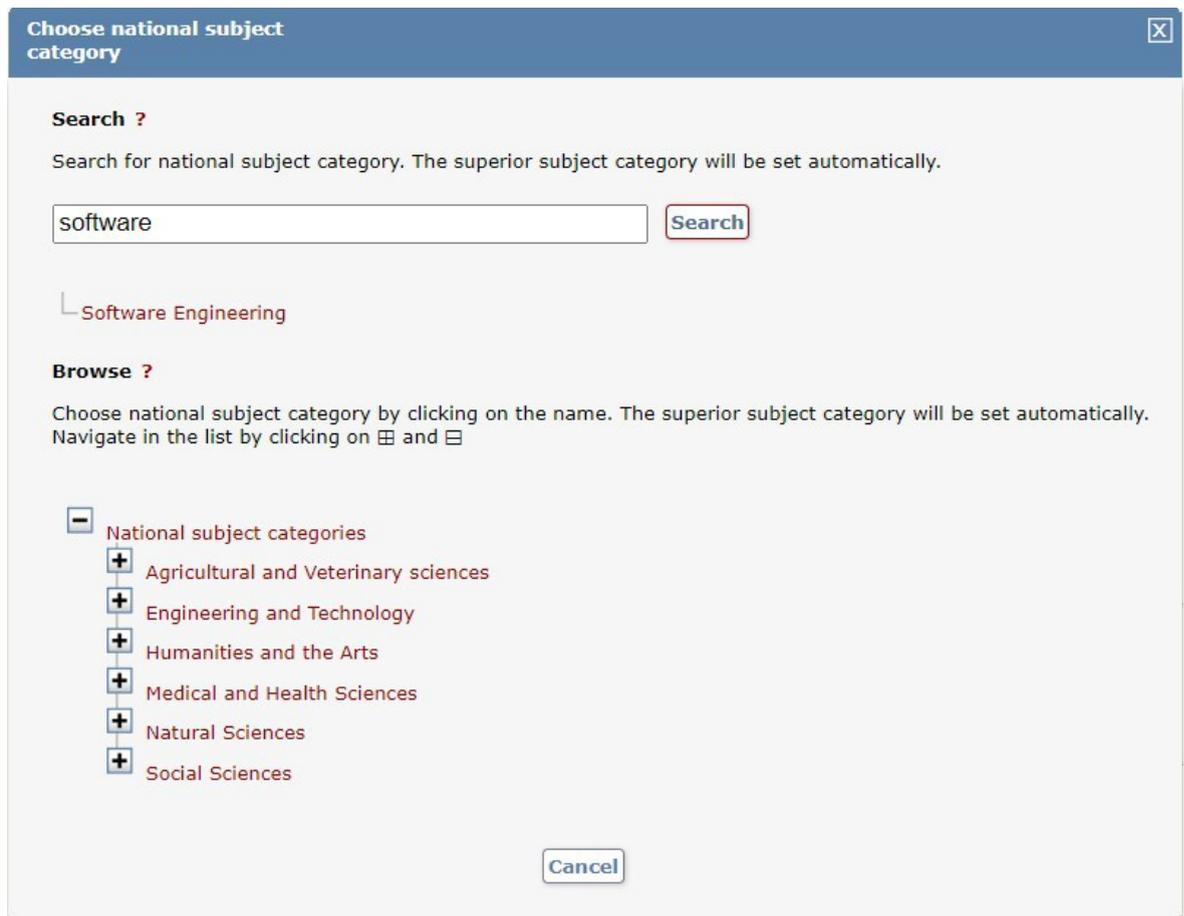
9. **Identifiers:** Fill in the DOI number of the article. When the record is published in DiVA the DOI number will link to the article. If the DOI number links to free full-text, tick the box *Free full-text*. If there is no DOI you can fill in a link in the *URL* field, the link will be displayed automatically with the text *External link* when the record is published. In the field *URL label* you can add a descriptive text that will be linked with the address in the *URL* field. If the URL leads to a free full-text, tick the box *Free full-text*.



The screenshot shows a form titled "Identifiers ?" with the following fields and options:

- URI: urn:nbn:se:uu:diva-358069
- DOI: 10.1140/epjc/s10052-017-5031-2  Free full-text
- URL: https://link.springer.com/journal/10052
- 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 the subject, choose one of the general categories.



The screenshot shows a dialog box titled "Choose national subject category" with the following content:

**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 and Veterinary sciences
  - Engineering and Technology
  - Humanities and the Arts
  - Medical and Health Sciences
  - Natural Sciences
  - Social Sciences

**Research subject:** Non obligatory field.

**Research subject ?**

- 11. Projects:** It is possible to connect publications to projects that are registered in DiVA. You can also specify other projects in the free text field *Part of other project*.

**Choose project**

**Search ?**  
Search for project.

Click on one of the links to choose project.

- / ARCIG5-M / project:2
- / RESPOND: Multilevel Governance of Mass Migration in Europe and Beyond / project:7
- 2013-6136\_VR / SWE-2010-24 The Informal Realities of Peacebuilding - Military Networks and Former Mid-Level Commanders in Post-War Liberia / project:6
- 2008-1059\_VR / Transnational Strategies in Higher Education and Professional Fields, The Cases of Law, Science, and Art (EDUCULT -08) / project:5

- 12. Keywords and Abstract:** Adding keywords and abstract will help others to find your publication.

**Keywords ?**

Language: Engelska

[Keywords in another language >>](#)

**Part of project ?**

[Another project >>](#)

**Abstract ?**

**B** *I*  $\times_2$   $\times^2$  Paragraph HTML

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  $T < 10^{-5}$  K), the probability of reflection is  $R_{\text{simple}} \sim 1 - kb$ , where  $k$  is the momentum of the atom and

Path:  $p$  Words: 212

Language: Engelska

[Another abstract >>](#)

Click to add keywords in several languages.

Click to add abstracts (summaries) in several languages.

- 13. Research funder:** If the publication is a part of a research project that is supported by a research funder, search or select the funder from the list and enter the projectnumber.

**Choose research funders and strategic development areas**

**Search ?**  
Search for research funders and strategic development.

. A B C D E F G H I J K L M N P R S T U V W X Å Ö

ELLIIT - The Linköping-Lund Initiative on IT and Mobile Communications  
EU, Europeiska forskningsrådet  
EU, FP7, Sjunde ramprogrammet  
EU, Horisont 2020

**14. 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 via DiVA. Read more about [copyright and publishing](#). There are no special requirements in DiVA if you only want to archive your publication. If so, select the option *Only for archiving*. Upload your publication as a PDF-file.

You can choose to continue without uploading a file.

**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](http://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:

**If the file should be hidden in the future, add when:**

Date:

**Type: \***

fulltext

pdf (application/pdf)

**Give the file a name (optional):**

Print file

Digitized

**Specify conditions to be included on the cover page:**

Bläddra...

0 %

Upload file from URL if the file is larger than 1 GB (Max 16 GB)

**Upload**

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

- 15. 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.

Tick to accept the publishing conditions.

Add information that could be relevant to the DiVA administrator, i.e. a permission from the publisher to make your work publicly available in DiVA

Click here if you need to edit the file information.

**Uploaded files ?**

↓ fulltext  
Published version The file should be made available now.

I accept the publishing conditions »

**Message to the DiVA administrator**  
e.g. special conditions in addition to what is specified in SHERPA/RoMEO

- 16. 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 all information is correct, click on *Submit*.

Select publication type -->	Enter information -->	Upload files -->	Review / Publish -->
« Edit information	← Back	Cancel / Save draft	Submit →
<b>Author:</b>	Andersson, Anna		
<b>Title:</b>	Cold molecules		
<b>Publication type:</b>	Article in journal (Refereed)		
<b>Language:</b>	English		
<b>Status:</b>	published		
<b>In:</b>	Advances in Chemical Physics (ISSN 0065-2385)		
<b>Year of publ.:</b>	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 publications

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. Also name the \*publisher.

**Conference paper:** \*subcategory, part of proceedings (if the paper has been published), \*conference, 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. Also name the \*publisher.

**Doctoral thesis:** see separate instructions at the BTH web page

**Licentiate thesis:** see separate instructions at the BTH web page

**Manuscript (preprint):** ISRN. *Year* is 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 at the BTH web page