



Register a doctoral/licentiate thesis in DiVA

If your thesis is a summary thesis, both the summary (kappan) and the articles/papers included in your thesis must be registered in DiVA. The registration process involves three stages:

1. First, check if all the included papers are already registered in DiVA.
2. Register any missing papers.
3. Register the summary (kappan) and link all the included papers to it.

If your thesis is a monograph, you can skip stage 1-2.

Stage 1. Controlling the included papers already registered in DiVA

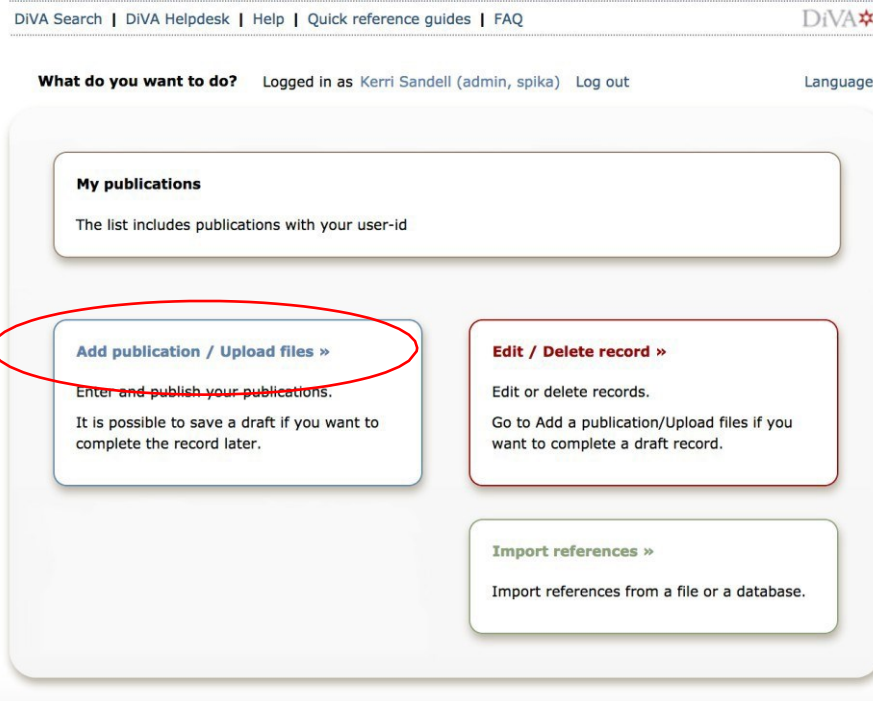
First of all, search for the title of the paper in DiVA. Check the information to make sure it is correct. If you need to change or add details, make the changes in the existing documentation. Log in to DiVA and choose Edit/Delete record. If you are not authorized to make changes yourself, contact the library.

Stage 2. Register a paper that is missing in DiVA

See reference guide "Register/publish in DiVA (Researchers)" which can be found [on our website](#). Choose the correct *publication type* and *status*.

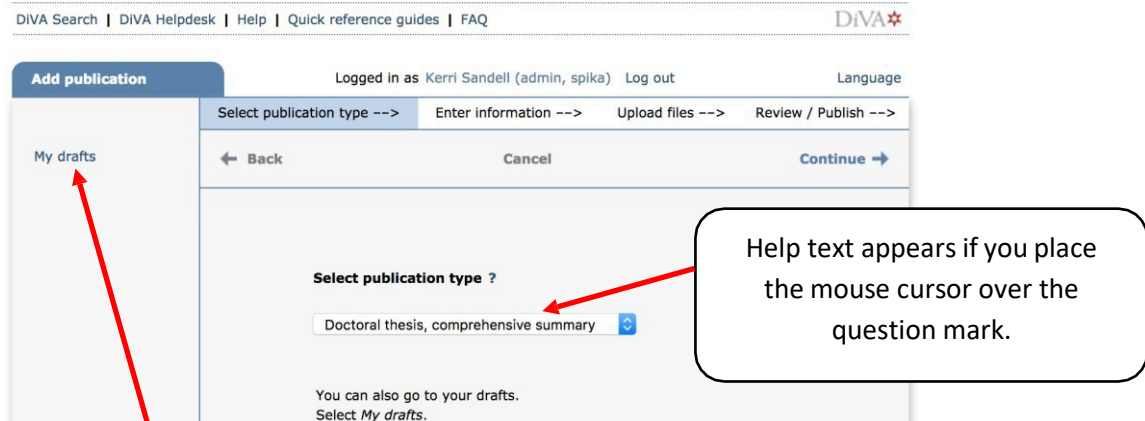
A paper included in a thesis is usually an **Article in a journal** or a **Conference paper**. If your paper is submitted for publication, choose **Manuscript (preprint)** – the record will be updated once the paper is published.

Stage 3. Register your monograph or summary (kappan) and link your included papers



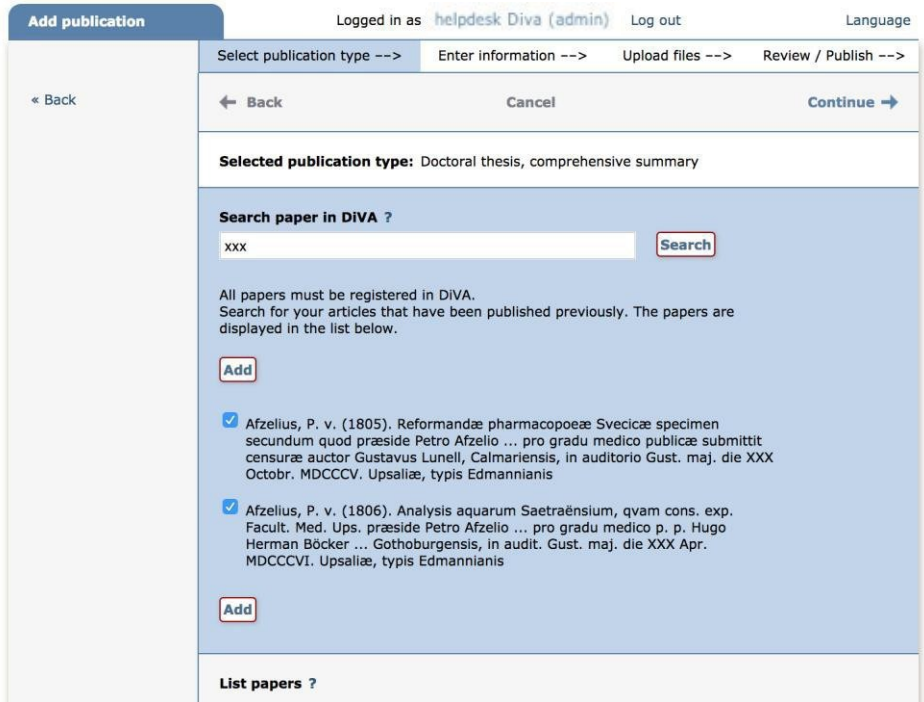
1. Log in to DiVA using the BTH login and your password and choose *Add publication/Upload files*.

2. **Choose publication type:** Choose *Doctoral/licentiate thesis* and *comprehensive summary/monograph* and click Continue.



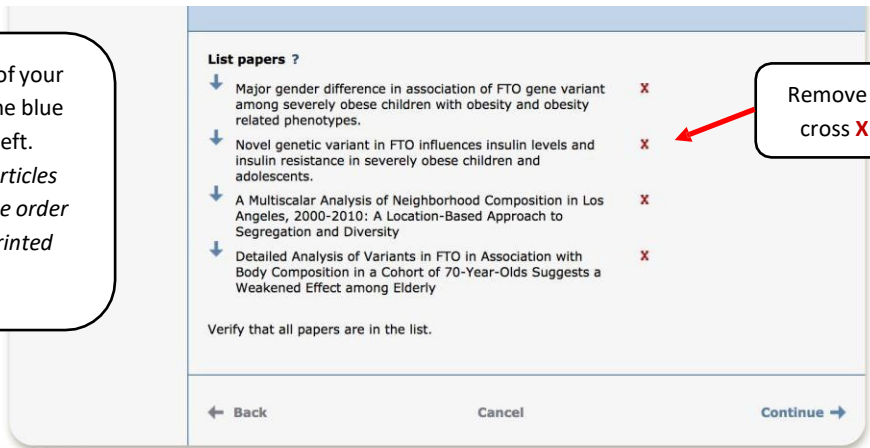
You can save a registration which you have started working on as a draft to complete later. It will be saved under *My drafts*.

3. Link papers to your summary (summary theses only): Locate your papers by searching for author's name, title, urn:nbn identity or other information. Mark your articles, then click *Add*.



Articles added here form your *List of papers*. You can change the order 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 in your printed thesis.



Remove an article by clicking on the red cross X placed on the right 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 and public defence.

The fields you need to fill in are shown below.

4. Author: Fill in your name, and Local User Id (your BTH acronym). If you have an authority record in DiVA, click on "Connect authority record".

The screenshot shows a web form titled "Author ?" with the following fields and callouts:

- Connect authority record »**: A button at the top.
- Get saved personal data »** and **Save personal data »**: Two buttons below the first.
- Last name: ***: Input field containing "Andersson". Callout: "If you have an ORCID-id you should fill this in."
- Year of birth:**: Input field containing "1981".
- First name: ***: Input field containing "Anna".
- Local User Id:**: Input field containing "annan123". Callout: "Local User Id is the acronym you use at BTH"
- ORCID: What is ORCID? Register for an ORCID**: Input field containing "0000-004-9319-7502".
- Department, unit or programme:** Input field containing "Fysikalisk kemi, Physical Chemistry". Callout: "If you make a mistake you can remove the chosen organisation by clicking on X"
- Choose organisation »**: A button below the department field.
- Research group:**: An empty input field. Callout: "You have the option to choose another institution/organisation which you are affiliated to in the space 'Other organisation'."
- E-mail:**: An empty input field.

Choose an organisation: If you have connected an authority record in DiVA 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 department you belong to. Only choose the **lowest level** listed in the hierarchy, when choosing department. In this way the details will automatically follow.

Choose organisation ✕

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

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
 - Education Development Unit
 - Faculty of Computing
 - Department of Computer Science
 - Department of Software Engineering
 - Department of Technology and Aesthetics
 - Faculty of Engineering
 - Management Team
 - The Library

5. Title: Fill in the title of the thesis with subtitle (if any) and language. 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.

Title ?

Main title: *

Molecules in Motion

HTML | Tc

Subtitle:

Science, Technology and Applications

HTML | Tc

Language: *

English

6. Other information: Fill in the publishing year and number of pages in the book.

7. Series: Choose the series which your thesis will be published within from the list. Staff at the Library will add the serial number.

Other information ?

Year: * Number of pages:

The serial number and ISBN number will be added later by the library

Series ?

Title of series/ISSN:

-
- Blekinge Institute of Technology Best practice
- Blekinge Institute of Technology Dissertation Series, 1650-2159 (Closed down 2005-07-31)
- Blekinge Institute of Technology Doctoral Dissertation Series, 1653-2090
- Blekinge Institute of Technology Licentiate Dissertation Series, 1650-2140
- Blekinge Institute of Technology Research report, 1103-1581
- Högskolepedagogiska projektarbeten

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

Publisher

Place: ?

Publisher * : ?

X

9. Identifiers: The Library will fill in the ISBN number if you have not yet received it.

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.

National subject category * ?

Choose national subject category >>

Biofysik; Biophysics (10603) x

Kemi; Chemical Sciences (104) x

Research subject ?

-

Biochemical Pharmacology x

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*.

Keywords ?

Sodium acetate, Sodium butyrate, Standard partial molar volume, Conductivity

Language:

English

Keywords in another language >>

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.

Abstract ?

Paragraph

ma sunt quia simusaeum as pores in et testis am anbus dolorepra eatonis ea simustu simet, corit lique reptatus a ventibu sdaessim vellatur aborest iantur modit et, officillabo. As eumquiaecus mo delluptature as et laborum veribus id milibus si blabo. Mus molesci pistibus volorpor andelis ad est, sinvel id utectasi quosae pariaspe vent quiducilla conest qui debitio tempores ex etur?Cil molorem veliti adioreperio maionseque prat rehenis pro quibusciet explaborrum aligentium ut verum dolorem dolupta tionsequae corem ium sequia deliquis abori dolum id qui cum liqui sunt.

Path: p Words:133

Language:

English

Another abstract >>

Pull the corner of the abstract field to increase its size.

13. Supervisor and opponent (external reviewer): Fill in the name and department that your supervisor and opponent belong to. If the person belongs to another academy, fill in the field *Other organisation*. If you wish to fill in more supervisors/opponents, then click on *Another supervisor* or *Another opponent* to add more names.

Supervisor ?

[Connect authority record »](#)

[Get saved personal data »](#) [Save personal data »](#)

Last name: Academic title:

First name: Local User Id:

ORCID:

Department, unit or programme: [Choose organisation »](#)

E-mail:

Other organisation:

[Another supervisor »](#)

Opponent ?

[Connect authority record »](#)

[Get saved personal data »](#) [Save personal data »](#)

Last name: Academic title:

First name: ORCID:

University, department: [Choose organisation »](#)

E-mail:



Other organisation:

14. Public defence: Choose the date and time for the public defence in the small calendar placed under 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.

Make sure that the date and time of your public defence is correct.


Public defence ?

Date:  Language: 

Room:


Address:

City:

Granting institution: 

External granting institution:

[Choose your degree](#)

Degree: 

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

15. Don't add the thesis file. It will be uploaded by the library staff when they have received the final version from the printer.

16. Review information: If you need to make any corrections you can press *Back*.

Select publication type -->	Enter information -->	Upload files -->	Review / Publish -->
← Back	Cancel / Save draft	Submit →	
Author:	Andersson, Anna (Uppsala University, Disciplinary Domain of Science and Technology, Chemistry, Department of Chemistry - Ångström, Physical Chemistry)		
Title:	Molecules in motion: Science, Technology and applications		
Publication type:	Doctoral thesis, comprehensive summary,		
Language:	English		
Place:	Uppsala		
Publisher:	Acta Universitatis Upsaliensis		
Pages:	87		
Year of publ.:	2018		
URI:	urn:nbn:se:uu:diva-367114		
Permanent link:	http://urn.kb.se/resolve?urn=urn:nbn:se:uu:diva-367114		
Public defence:	2018-04-27, Höggsalen, Ångströmlaboratoriet, Lagerhyddsvägen 1, Uppsala, 10:15 (English), Uppsala University		

17. Submit:

If you are not yet ready to submit the information you can press *Save draft*. The record will be saved under *My drafts* which you can find under *Add publication*.

Once all your details are correct you can press *Submit*. Now the library staff will see your information and add ISBN and serial number before making the record public.

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 updates to your registration.