Registering your comprehensive summary in DiVA – register posting details 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 simple search. 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 (for information on how to do this see reference guide Quick reference guide for researchers/employees)

Stage 2. Registering material that is missing
See reference guide “Import references” or “Register manually” which can be found on our website http://www.ub.uu.se/publish/diva-en/quick-reference-guides-diva/ Choose the correct type of publishing format and status:

- **Magazine articles**
  - Accepted (accepted for publication)
  - Epub ahead of print (published on a magazines website, but lacks information regarding volym 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 still not been sent to a publisher
Stage 3. Registering your summary (kappan)

1. **Log in** to DIVA [http://uu.diva-portal.org/login](http://uu.diva-portal.org/login) using the University login and your password A and choose *Add publication/Upload files*.

   Are you missing login information to your university account? [read more]

   ![DIVA Search](image1)

   ![DIVA Helpdesk](image2)

   ![DIVA Help](image3)

   ![DIVA FAQ](image4)

   ![DIVA Search](image5)

   ![DIVA Helpdesk](image6)

   ![DIVA Help](image7)

   ![DIVA FAQ](image8)

   ![DIVA Search](image9)

   ![DIVA Helpdesk](image10)

   ![DIVA Help](image11)

   ![DIVA FAQ](image12)


   ![Add publication / Upload files](image13)

   ![Edit / Delete record](image14)

   ![Import references](image15)

   ![Save these under My drafts](image16)

   ![Help text](image17)

You can always save a registration which you have started working on as a draft to complete later on. Save these under *My drafts*. 

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Uppsala University (revised 2019-05-20)  
http://diva.ub.uu.se/helpdesk
3. **Link papers to your summary:** Locate your articles by searching for authors name, title, urn:nbn identity or other information. Mark your articles then click on *Add*.

Articles can be added here to 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.

Once you have added all the articles to the list, then you can click on *Continue* in order to fill in the details about your thesis summary and public defence.
Below you can see which areas need to be filled in if you intend to publish your thesis through Thesis Production. The other areas can be left empty as Thesis Production will complement these once their work on your thesis has started. Authors working at Uppsala University can connect to authority records which contain information regarding their position within UU. Fill in your name, department and user ID att UU – then click on Connect authority record.

4. **Author**: Fill in your name, date of birth 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, then click choose organisation and seek or scroll your way to the institution or department (TekNat: research programme) 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 (see image and link to film on the following page).
5. **Title:** Fill in the title of the thesis with eventual sub title and language.

   **Alternative title:** If the thesis also has its title in another language then this can be placed in the alternative title section.

6. **Remaining information:** Here you fill in the publishing year and number of pages in the book. Thesis Production 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 (*Digital Comprehensive Summaries*...). Thesis Production will be responsible for adding the series number at a later date.
8. **The publisher**: Fill in the place and name of the publisher. When you start filling in the first few letters under *Publisher* a list will appear giving you the ability to choose the full name of your publisher from. (for example: Acta Universitatis Upsaliensis)

9. **Identifiers**: Thesis Production will fill in the ISBN number later on in the production.

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 the spikblade.

| 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, then click *Another abstract*. Please note that only the abstract written in English is obligatory. The abstract should only contain a maximum of 400 words in order to fit into the notification (spikblade).

**Path:**

**Language:** English

**Another abstract**

Pull the corner of the abstract field to increase its size.
13. **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.
14. **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.

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

15. Make sure that all information is correct. Once you are happy you can continue filling in more information by pressing on *Continue* (marked in blue in the higher right corner). **Don’t upload any files!** Thesis production will take care of this later on in the process.

Attn. Don’t upload any files!
16. **Corrections**: If you need to make any corrections you can press *back*.

As soon as you have pressed *Submit* you won’t be able to make any changes yourself. Contact Thesis production avhandling@ub.uu.se if you need to make any further changes to your registration.

17. **Submit**: Once all your details are correct you can press submit.

Information about posting: [www.ub.uu.se/publish/thesis-support](http://www.ub.uu.se/publish/thesis-support)