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UNIVERSITET

## Register doctoral thesis (monograph) – register posting details in DiVA

All monograph theses must be electronically archived in DiVA after 1 January 2011. The decision about if and when the thesis is to be made freely available in DiVA lies with you, the doctoral student.

Read more: <https://mp.uu.se/c/permlink?p=1323423>

If you haven't published your thesis with the Thesis production division you will need to send your PDF-file to the Thesis production division.

### Remember

- You can save an incomplete registration as a draft and finish it later. Find your saved draft under *My drafts* in the left margin on the page *Add publication/Upload files*. The urn:nbn remains the same when the draft is published.
- It is possible to publish material in digital formats that is related to the thesis (e.g. measurement data) by consulting the Thesis production division.

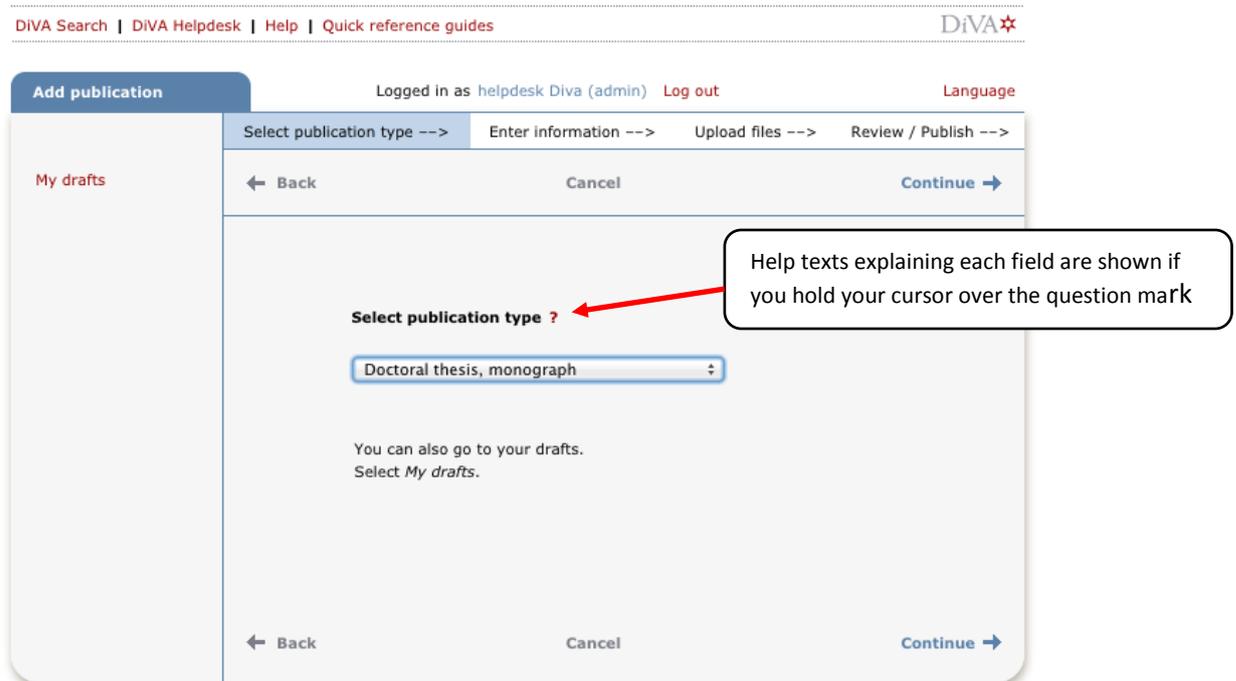
### How to register

1. **Log into DiVA** <http://uu.diva-portal.org/login> with your University account and password A and select *Add publication/Upload files*.

Don't have a University account? [Read more](#)

A screenshot of the DiVA user interface. At the top, there are links for 'DiVA Search', 'DiVA Helpdesk', 'Help', and 'Quick reference guides'. The user is logged in as 'helpdesk DiVA (admin)' and can 'Log out'. There is a 'Language' dropdown menu. The main content area has a 'My publications' section with the text 'The list includes publications with your user-id'. Below this are three main action buttons: 'Add publication / Upload files &gt;&gt;' (with subtext: 'Enter and publish your publications. It is possible to save a draft if you want to complete the record later.'), 'Edit / Delete record &gt;&gt;' (with subtext: 'Edit or delete records. Go to Add a publication/Upload files if you want to complete a draft record.'), and 'Import references &gt;&gt;' (with subtext: 'Import references from a file or a database.').

2. **Select publication type:** Select *Doctoral thesis, monograph* and click Continue.



Below you see which fields you need to fill in. All other fields can be left blank as the Thesis production division will add the information when preparing the thesis for print.

If you haven't published your thesis with the Thesis production division you must fill in all relevant fields yourself.

**3. Author:** Fill in your name, year of birth and Uppsala University user name.

Select publication type --> **Enter information -->** Upload files --> Review / Publish -->

← Back Cancel / Save draft Continue →

**Selected publication type:** Doctoral thesis, monograph Change type »

**Author ?**

Get saved personal data » 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:

X

Research group:

E-mail:

Other university:

Another author »

*User name is your user id that you use to log into DiVA.*

*You can delete a selected organisation by clicking X*

**4. Select organisation:** Click Choose organisation and search or browse for your department or section (TekNat: research programme). Do only select the lowest level in the hierarchy. If you select a section/programme, the name of your department will be registered automatically.

**Choose organisation** [X]

**Search ?**

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

Search

Faculty of Arts  
└ Centre for Gender Research

**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

- [-] Uppsala University
  - [-] Disciplinary Domain of Humanities and Social Sciences
    - [-] Faculty of Arts
      - └ Centre for Gender Research
      - └ Department of ALM
      - └ **Department of Archaeology and Ancient History**
      - └ Department of Art History

*Instructional film*

5. **Title:** Fill in the title and any subtitle of your thesis and select language. Words in English titles should be capitalized, except for prepositions, articles and conjunctions. Avoid using a colon in the title, consider adding a subtitle instead.

**Alternative title:** Fill in only if your thesis has an alternative title.

The screenshot shows the 'Title ?' section of a form. It includes a 'Main title: \*' field with the text 'Cold and Ultracold Molecules', a 'Subtitle:' field with the text 'Science, Technology and Applications', and a 'Language: \*' dropdown menu set to 'English'. Each text field has a rich text editor toolbar below it.

6. **Other information:** Fill in year of publication and number of pages. The Thesis production division will adjust the number of pages if necessary.
7. **Series:** Select the series that your thesis will be published in from the list. No. in series will be completed by the Thesis production division. If the series is not on the list, fill in the field below under Other series.

The screenshot shows the 'Other information ?' and 'Series ?' sections. The 'Other information ?' section has 'Year: \*' (2012) and 'Number of pages:' (234) fields. The 'Series ?' section has a 'Title of series/ISSN:' dropdown menu with 'Aun, ISSN 0284-1347' selected, and a 'No. in series:' field. Below this is the 'Other series ?' section with 'Title of series:', 'ISSN:', and 'No. in series:' fields.

- 8. Publisher:** Fill in place and select publisher. Start writing the publisher's name and select from the list that shows up. The selected publisher is displayed below the field and can be deleted by clicking **X**.

If your thesis is published in an [Acta series](#), the publisher is *Acta Universitatis Upsaliensis*. If your thesis is published in an institutional series enter the institution's name in the field Other publisher (e.g. *Department of Archaeology and Ancient History, Uppsala University*).

- 9. Identifiers:** If your thesis is published by the Thesis production division do not fill in anything. Otherwise, fill in ISBN.
- 10. National subject category:** Allocate one or more subject categories by clicking on Choose national subject category and then either search or browse the categories. A selected category can be removed by clicking **X**.

**Research subject:** Select your research discipline from the list.

- 11. Keywords:** Fill in your keywords and select language. Keywords must be separated by comma. You can add keywords in other languages by clicking Keywords in another language. Note that only keywords in English are printed on your abstract page.

- 12. Abstract:** Type or paste the abstract of your thesis and select language. You can add additional abstracts by clicking Another abstract. Note that an abstract in English is mandatory. It must not contain more than 350 words to ensure that it will fit on the abstract page.

**Abstract ?**

chemistry and few body physics, provide techniques for probing new states of quantum matter, allow for precision measurements of both fundamental and applied interest, and enable quantum simulations of condensed-matter phenomena. Ultracold molecules offer promising applications such as new platforms for quantum computing, precise control of molecular dynamics, nanolithography, and Bose-enhanced chemistry. The discussion is based on recent experimental and theoretical work and concludes with a summary of anticipated future directions and open questions in this rapidly expanding research field.

Path: p Words:138

Language:  
English

[Another abstract »](#)

Drag to enlarge the abstract field

- 13. Supervisor and opponent:** Fill in the supervisor's and opponent's name and institution or section/research programme. If the person is at another university click Other university and enter details. Click Another supervisor or Another opponent if you have more than one supervisor/opponent.

**Supervisor ?**

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

Last name: Bergström Academic title:

First name: Hanna Local User Id:

ORCID:

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

Fysikalisk kemi, Physical Chemistry x

E-mail:

Other university:

[Another supervisor »](#)

**Opponent ?**

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

Last name: Bergman Academic title:

First name: Anders ORCID:

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

E-mail:

Other university:  
Lunds University, Department of Physical Chemistry

[Another opponent »](#)

**14. Public defence:** Select date and time from the calendar to the right of the date field. Select language and add location and address.

**Degree:** Select the title of your degree.

**Public defence ?**

Date: 2014-11-17 09:15 Language: English

Room: Häggsalen, Ångströmlaboratoriet

Address: Lägerhyddsvägen 1

City: Uppsala

Granting institution: Uppsala University

External granting institution:

Degree: degree of Doctor of Philosophy [philosophy]

When you have filled in all details click *Continue*.

**15. Do not upload any files.** Continue directly by clicking Continue. The Thesis production division will upload the final thesis file

→ If you have not published your thesis with the Thesis production division and want to make it freely available in DiVA you will need to make an appointment with the Thesis production division in order to sign an agreement for full text publishing. If your thesis has been published by a commercial publisher, you will need to ensure that your publisher allows this

**16. Review:** Check that all your details are correct. If you want to change something use the link Edit information to return to the form.

Select publication type --> Enter information --> Upload files --> Review / Publish -->

< Edit information

← Back Cancel / Save draft Submit →

**Author:** Andersson, Anna (Uppsala University, Disciplinary Domain of Science and Technology, Chemistry, Department of Chemistry - Ångström, Physical Chemistry) \*1978 \*annan1234

**Title:** Cold and Ultracold Molecules : Science, Technology and Applications

**17. Submit:** When the registration is complete click Submit. The Thesis production division can now see your information.

You can no longer see or edit your details after you have clicked Submit. Contact the Thesis production division [avhandling@ub.uu.se](mailto:avhandling@ub.uu.se) if you need to change something afterwards.

When you have finished your posting at Carolina Rediviva the details about your thesis and public defence will be displayed under Coming Theses <http://uu.diva-portal.org/smash/coming.jsf> and in DiVA Search <http://uu.diva-portal.org/>.