



UPPSALA  
UNIVERSITET

## Register/publish in DiVA

– A guide to manual registration

### Import references instead of registering manually

Import references from a database, a reference management program or a journal homepage instead of registering details manually. Two common formats that can be used when you import references to DiVA are BibTex and RIS.

For instructions see the quick reference guide *Import references*.

### How to register a publication manually

- 1. Search in DiVA** - <http://uu.diva-portal.org/> - 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 (see the quick reference guide *Edit/delete (staff)*).
  - ➔ If the publication is not yet registered, follow the instructions below.
- 2. Log onto DiVA** <http://uu.diva-portal.org/login> with your University account and password A. When you have logged in, select *Add publication / Upload files*.
- 3. Select publication type:** For an explanation of the various publication types, see the [list of publication types in DiVA](#).

My drafts

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

← Back Cancel Continue →

Select publication type ?

Article in journal

You can also go to your drafts.  
Select My drafts.

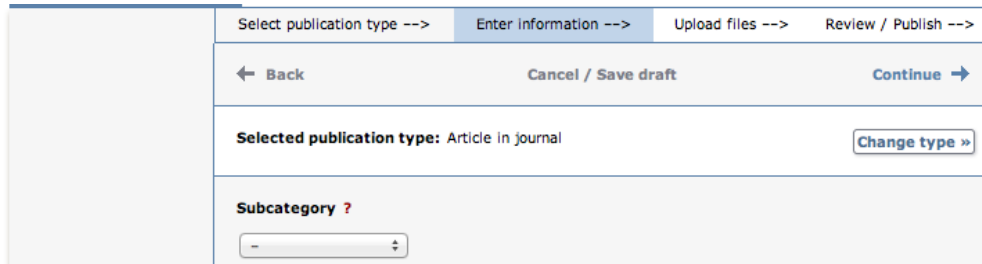
← Back Cancel Continue →

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

You can save an incomplete registration as a draft by clicking on *Cancel / Save draft* 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.



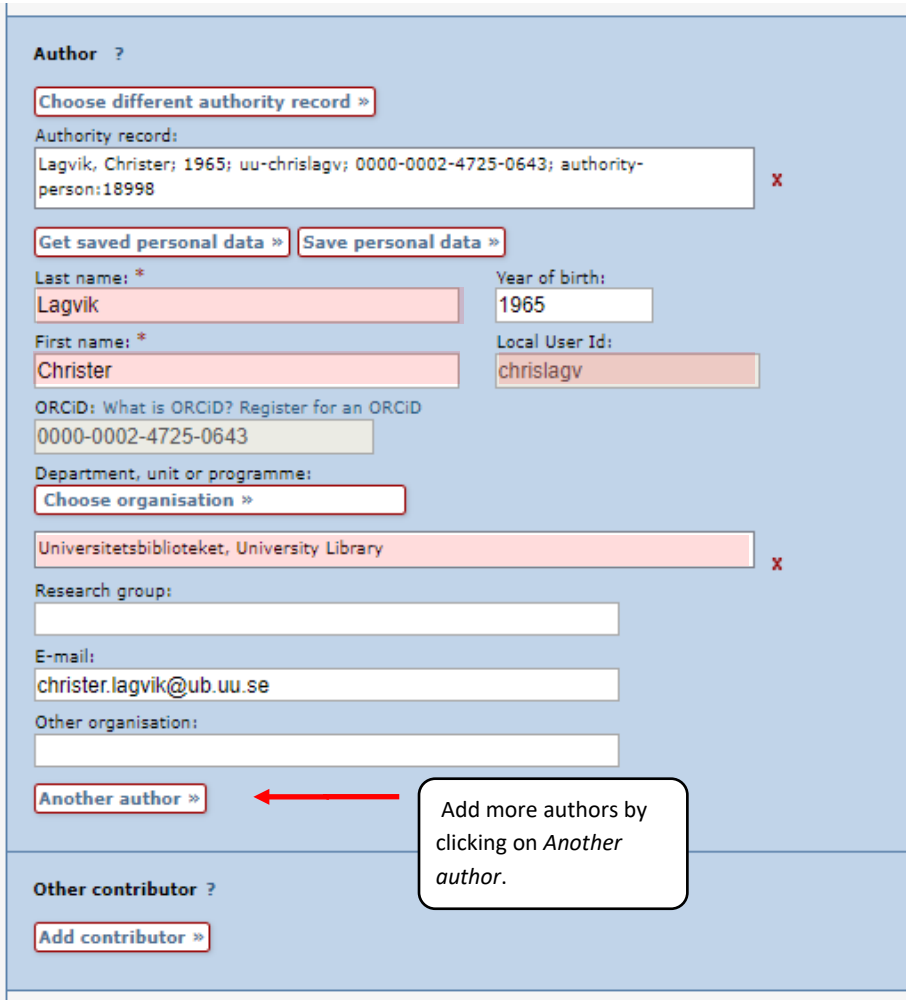
The screenshot shows a registration form with a progress bar at the top: 'Select publication type -->', 'Enter information -->', 'Upload files -->', and 'Review / Publish -->'. Below the progress bar are navigation buttons: '← Back', 'Cancel / Save draft', and 'Continue →'. The 'Selected publication type' is 'Article in journal' with a 'Change type >' button. The 'Subcategory ?' field is currently empty with a dropdown arrow.

5. **Author and affiliation:** Fill in all names for authors at Uppsala University and preferably all other authors. If there are several authors, use the button *Another author*. For authors at Uppsala University you can connect Authority Records. They contain information about the author's affiliation at UU. Fill in name and local user id at UU and click on *Connect authority record*.

**Tip:** The field *Local User Id* is used to connect DiVA-records to publication lists on personal profile pages and web-pages at UU.

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

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



The 'Author ?' form contains the following fields and buttons:

- Choose different authority record >** (red box)
- Authority record: Lagvik, Christer; 1965; uu-chrislagv; 0000-0002-4725-0643; authority-person:18998 (red box)
- Get saved personal data >** and **Save personal data >** (red boxes)
- Last name: \* Lagvik (red box)
- Year of birth: 1965
- First name: \* Christer (red box)
- Local User Id: chrislagv (red box)
- ORCID: What is ORCID? Register for an ORCID (0000-0002-4725-0643)
- Department, unit or programme: **Choose organisation >** (red box)
- Universitetsbiblioteket, University Library (red box)
- Research group: (empty)
- E-mail: chrisler.lagvik@ub.uu.se
- Other organisation: (empty)
- Another author >** (red box)
- Other contributor ?**
- Add contributor >** (red box)

Add more authors by clicking on *Another author*.

**The organisational affiliation for an author should be the same as was stated in the publication.**

Information about department or section (TekNat: research programme) for Uppsala University 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. If you want to register a publication that you wrote when you were working at another university enter the details in the free text field labelled “Other university”. It is also possible to use this free text field if while at Uppsala University you were also affiliated with another organisation when you wrote the article.

[Instructional film](#)

**Choose organisation**

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

gender 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








- UU
  - Uppsala University
    - Disciplinary Domain of Humanities and Social Sciences
      - Center for Integrated Research on Culture and Society (CIRCUS)
      - Faculty of Arts
        - Centre for Gender Research
        - Department of ALM
        - Department of Archaeology and Ancient History

- 6. Title:** Enter the title of the publication and any subtitle and select the language of the title.  
**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 ▼

**7. 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.

<p><b>Part of journal ?</b></p> <p>Write one or several words from the journal title and choose from the list: *</p> <input type="text"/> <div style="border: 1px solid red; padding: 2px;">Journal of Chemical Thermodynamics, ISSN 0021-9614, EISSN 1096-3626 X</div>																
<p><b>Other journal ?</b></p> <p>Journal title (if the journal is not listed above):</p> <input type="text"/> ISSN: <input type="text"/>																
<p><b>Conference ?</b></p> <p>Conference:</p> <div style="border: 1px solid gray; padding: 5px;">2nd International Conference on Thermodynamics (ICT), Berlin, 8-9 September 2011</div>																
<p><b>Other information ?</b></p> <table><tr><td>Year: *</td><td>Volume:</td><td>Number:</td><td>Article Id:</td></tr><tr><td><div style="border: 1px solid gray; padding: 2px;">2011</div></td><td><input type="text" value="6"/></td><td><input type="text" value="3"/></td><td><input type="text" value="45"/></td></tr><tr><td>Pages:</td><td colspan="3"></td></tr><tr><td><input type="text" value="56"/></td><td>-</td><td><input type="text" value="59"/></td><td></td></tr></table>	Year: *	Volume:	Number:	Article Id:	<div style="border: 1px solid gray; padding: 2px;">2011</div>	<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"/>	
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Pages:																
<input type="text" value="56"/>	-	<input type="text" value="59"/>														

- 8. Identifiers:** Fill in the DOI number of the publication. When the record is published in DiVA the DOI number will link to the publication. If the DOI number links to free full-text, tick the box *Free full-text*. If you 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*.

**Identifiers ?**

URI: urn:nbn:se:uu:diva-358069

DOI:  
  Free full-text

URL:

URL label:  
  Free full-text

[Another URL »](#)

9. **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. You can find more detailed *subject categories* with the +. If you want to register a National subject category for your publication on a detailed level you can use [a service](#) developed by Linköping University Library.
- Research subject:** *Research subject* is a list of research subjects at Uppsala University. It is mainly used for doctoral theses.

The screenshot shows two input fields. The top field is labeled "National subject category ?" and contains a dropdown menu with "-" and a search box with the text "Biophysical chemistry, Biofysikalisk kemi (151202)" and a red "X" button. The bottom field is labeled "Research subject ?" and contains a dropdown menu with "-" and a search box with the text "Physical Chemistry" and a red "X" button.

The dialog box is titled "Choose national subject category" and has a close button (X) in the top right corner. It contains two sections: "Search ?" and "Browse ?".

**Search ?**  
Search for national subject category. The superior subject category will be set automatically.  
[Search box] [Search button]

**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 [minus] and [plus] icons.

- National subject categories
  - + Agricultural Sciences
  - + Engineering and Technology
  - + Humanities
  - + Medical and Health Sciences
  - Natural Sciences
    - + Biological Sciences
    - Chemical Sciences
      - Analytical Chemistry
      - Inorganic Chemistry
      - Materials Chemistry
      - Organic Chemistry
      - Other Chemistry Topics
      - Physical Chemistry
      - Polymer Chemistry
      - Theoretical Chemistry
    - + Computer and Information Science
    - + Earth and Related Environmental Sciences
    - + Mathematics
    - Other Natural Sciences
    - + Physical Sciences
  - + Social Sciences

[Cancel button]

- 10. 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** [X]

**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

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

**Keywords ?**  
sodium acetate, sodium butyrate, standard partial molar volume  
Language: Engelska

**Part of project ?**

**Abstract ?**  
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  $R \approx 1 - kb$ , where  $k$  is the momentum of the atom and Path:  $p$  Words: 212  
Language: Engelska

Click to add keywords in several languages.

Click to add abstracts (summaries) in several languages.



- 12. 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 project number.

**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

**13. 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**.

The screenshot shows the 'Upload files' step of a publication process. At the top, there are navigation tabs: 'Select publication type -->', 'Enter information -->', 'Upload files -->' (active), and 'Review / Publish -->'. Below these are buttons for 'Back', 'Cancel / Save draft', and 'Continue -->'. A message states: 'You can choose to continue without uploading a file.' The main section is titled 'Upload file/Self-archive ?' and contains the following fields and options:

- Title:** A text box containing 'Cold molecules'.
- Self-archive:** A text box with the text: '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:** A text box.
- Until when should the file be made freely available? \***
  - Date:** A text box with a calendar icon.
- Type: \***
  - A dropdown menu showing 'fulltext'.
  - A text box containing 'pdf (application/pdf)'.
- Give the file a name (optional):** A text box.
- Specify version (above) before you can upload a file.** A button labeled 'Välj fil' and a text box containing 'Ingen fil har valts'.
- A progress bar showing '0 %'.
- Upload file from URL if the file is larger than 1 GB (Max 16 GB):** A text box.
- Upload** button.

At the bottom, there are navigation buttons: 'Back', 'Cancel / Save draft', and 'Continue -->'.

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 "Välj fil" and select your file to upload it

- 14. 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.

**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

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.

- 15. 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 in the quick reference guides for thesis [monographs](#) or [comprehensive summaries](#)

**Licentiate thesis:** papers (if a comprehensive summary), number of pages, series (select from the list or give details under Other series), no. in series, supervisor, opponent, presentation

**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 in the [quick reference guide for students](#)