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/smash/ - 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** https://uu.diva-portal.org/dream/ 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.
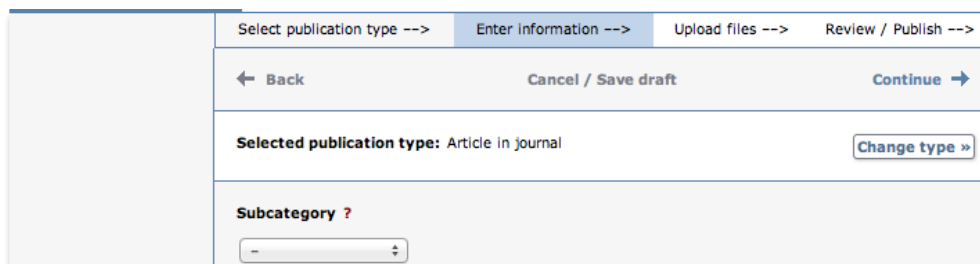
You can save an incomplete registration as a draft by clicking on *Cancel / Save draft* and selecting *Save a draft*. You can find it later under *My drafts*.
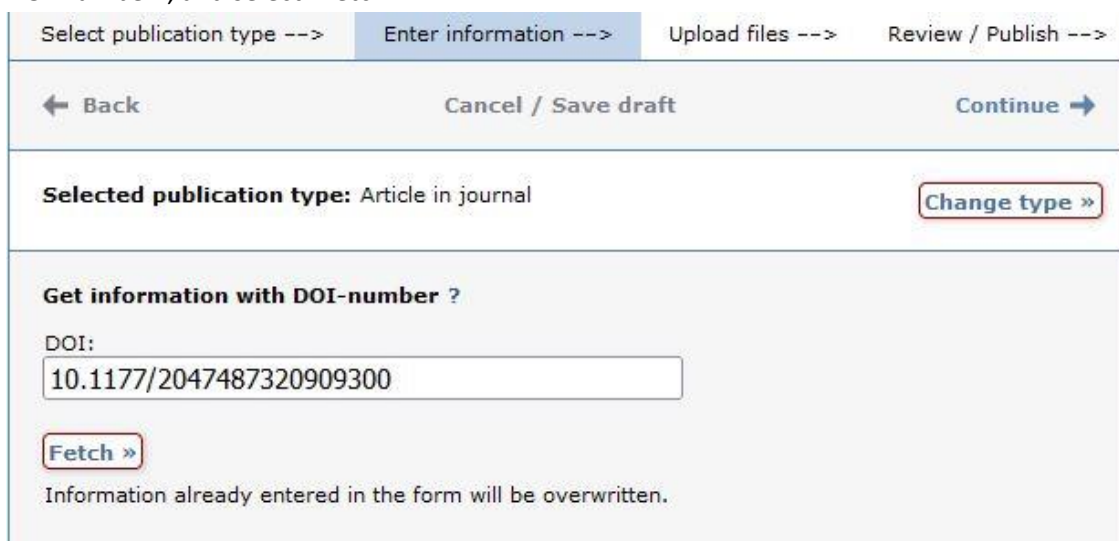
The following instructions apply for the example *Article in journal*. For fields that are specific for other types of publications, see the last page in this guide. Fields marked with red are required.

4. **Subcategory:** Specify a subcategory if the article is an Editorial, Letter, Meeting abstract or News item.

5. **Input support via DOI using Crossref metadata:** When registering an Article or Review, you can retrieve metadata from Crossref by entering the DOI of the article under "Get information with DOI-number", and select "Fetch".

The Crossref metadata added to the record will be shown in a popup box, along with additional information that can be added manually. The metadata available may vary between publications. Check the automatically added metadata and edit/add information as necessary.

6. 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.

Author ?

Choose different authority record »

Authority record:
Lagvik, Christer; 1965; uu-chrislagv; 0000-0002-4725-0643; authority-person:18998

Get saved personal data » Save personal data »

Last name: *
Lagvik

Year of birth:
1965

First name: *
Christer

Local User Id:
chrislagv

ORCiD: What is ORCiD? Register for an ORCiD
0000-0002-4725-0643

Department, unit or programme:
Choose organisation »

Universitetsbiblioteket, University Library

Research group:

E-mail:
christer.lagvik@ub.uu.se

Other organisation:

Another author »

Add more authors by clicking on *Another author*.

Other contributor ?

Add contributor »

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.

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

7. **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

Subtitle:

> technology and applications

Language: *

> Engelska ▾

Content type * ?

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

Content category

☐ Artistic work

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.

Part of journal ?

Write one or several words from the journal title and choose from the list: *

Journal of Chemical Thermodynamics, ISSN 0021-9614, EISSN 1096-3626   X

Other journal ?

Journal title (if the journal is not listed above):

ISSN:

Conference ?

Conference:

2nd International Conference on Thermodynamics (ICT), Berlin, 8-9 September 2011

Other information ?

Year: *	Volume:	Number:	Article Id:
2011	6	3	45

Pages:

56   -   59

9. **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:

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 to classify scientific output in the national research database SwePub. We recommend choosing a category as specific as possible. You can find more detailed subject categories with the **+**. Optionally, you can use the Suggestion button to get a suggestion for a national subject category based on the Swepub reference service.

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.

| Competition | [Search] [Clear]

Click on one of the links to choose project.

— / ARCIGS-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 ?

| sodium actete, sodium butyrate, standard partial molar volume |

Language:
Engelska ▼

Click to add keywords in several languages. →→ [Keywords in another language »]

Part of project ?

| |

[Another project »]

Abstract ?

B *I* x₂ x² | ☰ ☷ | Paragraph ▼ | 🖼 📋 📑 | Ω Σ | 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.simeq.1-kb, where k is the momentum of the atom and

Path: p   Words: 212

Language:
Engelska ▼

Click to add abstracts (summaries) in several languages. →→ [Another abstract »]

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 project number.

Choose research funders and strategic development areas

Search ?
Search for research funders and strategic development.

[   ] [Search]

. 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**.

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

← Back   Cancel / Save draft   Continue →

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

> Select the version of the article you want to upload (Accepted, Submitted, Published). This option is only available for articles and conference papers.

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 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.

Until when should the file be made freely available? *
Date:

Type: *
fulltext ▼
pdf (application/pdf) ▼

> Select *fulltext* and *pdf*

Give the file a name (optional):

Specify version (above) before you can upload a file.
Välj fil | Ingen fil har valts

> Click on "Välj fil" and select your file to upload it

0 %

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

[Upload]

← Back   Cancel / Save draft   Continue →

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.

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.

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 →

Author:	Andersson, Anna
Title:	Cold molecules
Publication type:	Article in journal (Refereed)
Language:	English
Status:	published
In:	Advances in Chemical Physics (ISSN 0065-2385)
Year of publ.:	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