



UPPSALA  
UNIVERSITET

## 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

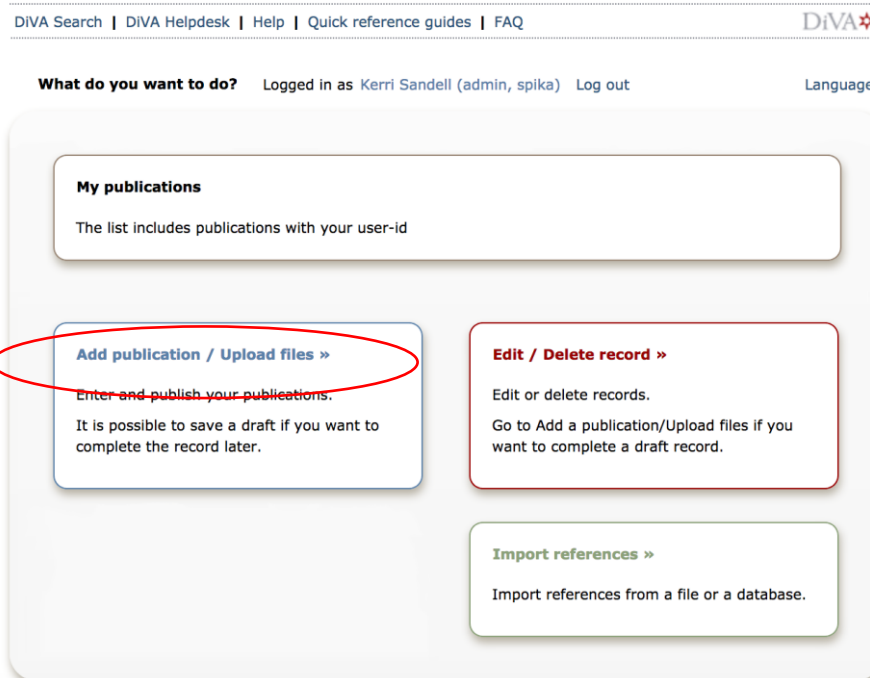
See reference guide "Import references" or "Register manually" which can be found on our website <http://www.ub.uu.se/publish/diva-en/quick-reference-guides-diva/> Choose the correct type of publishing format and status:

- 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

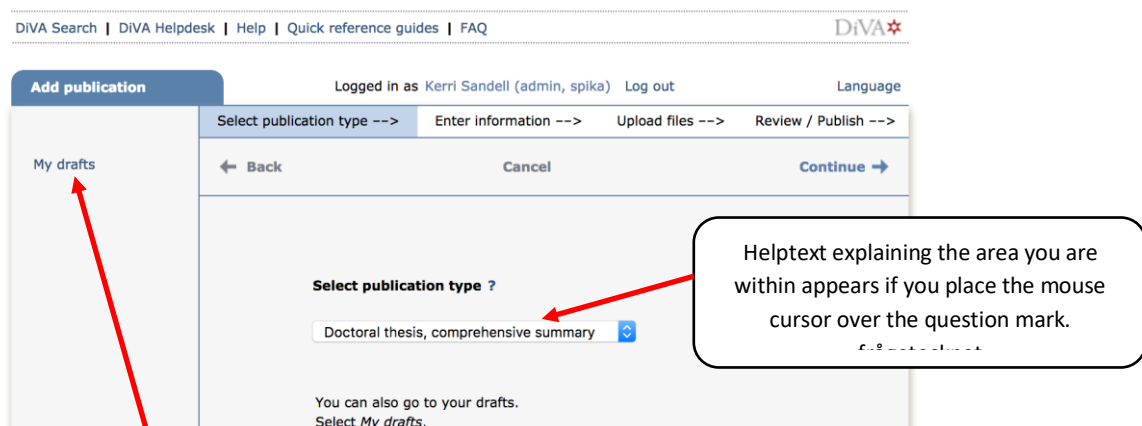
## Stage 3. Registering your summary (kappan)

1. **Log in** to DiVA <http://uu.diva-portal.org/login> 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](#)

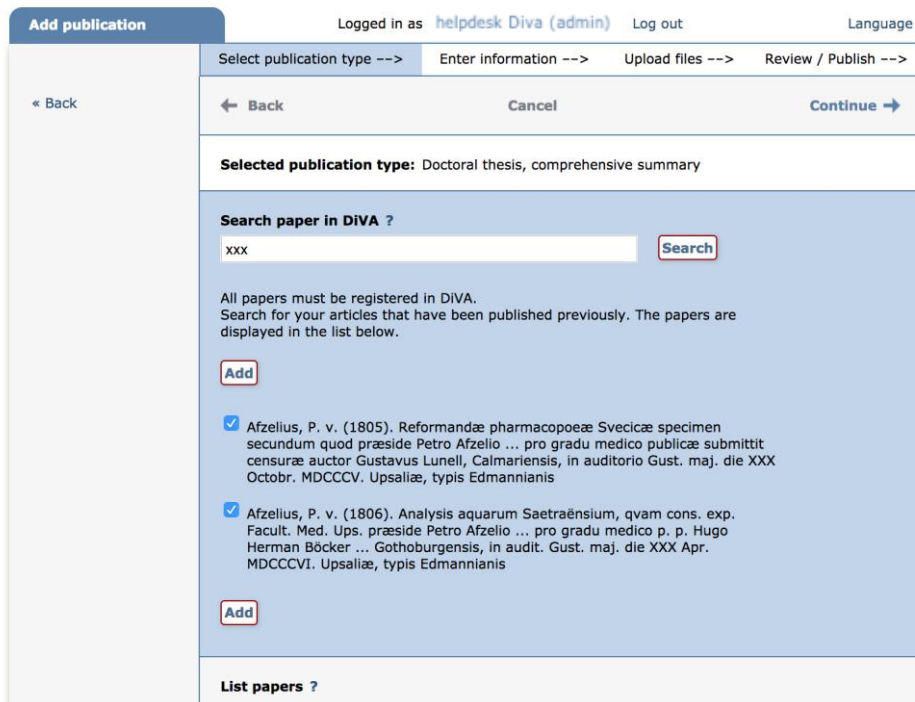


2. **Choose publication type:** Choose *Doctoral thesis, comprehensive summary* (respective *Licentiate thesis, comprehensive summary*) and press to continue.



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

**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.

The screenshot shows the 'List papers ?' interface. It contains a list of four articles, each with a blue arrow on the left and a red 'X' on the right. A callout box on the left says: '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 they are in your printed thesis'. A callout box on the right says: 'Remove an article by clicking on the red cross X placed on the right hand side..'. At the bottom, there are navigation buttons: 'Back', 'Cancel', and 'Continue'.

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 at 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".

The screenshot shows the 'Author' form with the following fields and callouts:

- Connect authority record >>** (button)
- Get saved personal data >>** (button) and **Save personal data >>** (button)
- Last name: \*** (text input): Andersson
- Year of birth:** (text input): 1981
- First name: \*** (text input): Anna
- Local User Id:** (text input): annan123
- ORCID: What is ORCID? Register for an ORCID** (text input): 0000-004-9319-7502
- Department, unit or programme:** (text input): Fysikalisk kemi, Physical Chemistry. A red 'X' button is next to this field.
- Research group:** (text input):
- E-mail:** (text input):

Callouts:

- Left: "If you have an ORCID-id then you can even fill in this.."
- Right: "Local User Id is the user name which you need to log in to DiVA with."
- Bottom right: "If you make a mistake then you can remove the chosen organisation by clicking on X"
- Bottom right: "You have the ability to choose another institution/organisation which you are affiliated to in the space 'Other organisation'."

**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).

**Choose organisation**

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

Department of Education

Faculty of Educational Sciences  
└ Department of Education

**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

[Instruction film](#)

**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.

**Title ?**

Main title: \*  
Molecules in Motion

Subtitle:  
Science, Technology and Applications

Language: \*  
English

**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.

**Other information ?**

Year: \*  Number of pages:

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**Series ?**

Title of series/ISSN:

Digital Comprehensive Summaries of Uppsala Dissertations from the Faculty of Science and Technology, ISSN 1651-6214 **x**

No. in series:  **Get next number**

The series and ISBN number will be later added by Thesis Production

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)

**Publisher**

Place: ?

Publisher \* : ?

acta
Academia adacta
Acta Graphica Publishers
ACTA Press
Acta Universitatis Gothoburgensis
Acta Universitatis Stockholmiensis
<b>Acta Universitatis Upsaliensis</b>
ACTAR

ISBN:

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.

**National subject category \* ?**

**Choose national subject category »**

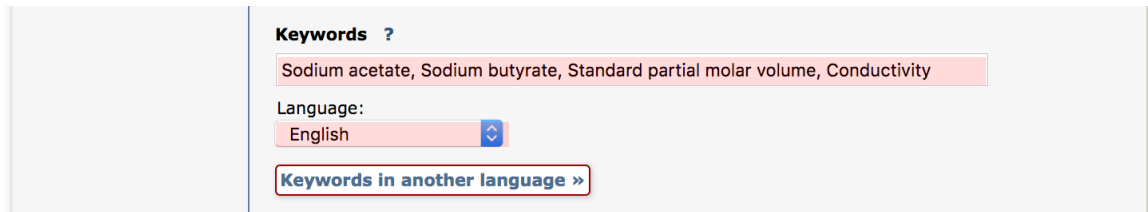
Biofysik; Biophysics (10603)	<b>x</b>
Kemi; Chemical Sciences (104)	<b>x</b>

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**Research subject ?**

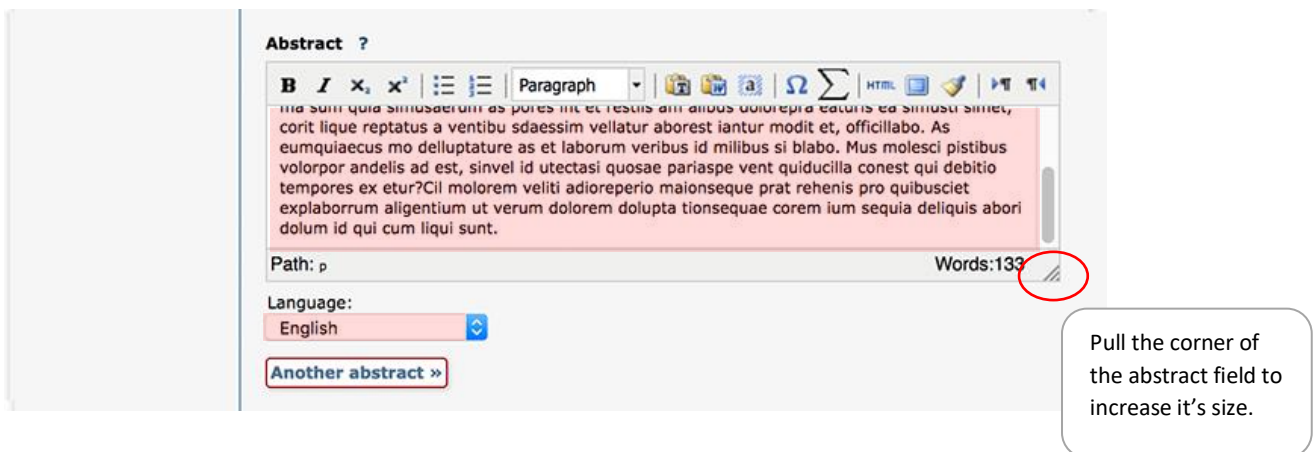
Biochemical Pharmacology **x**

- 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. Please note that only the keywords in English will be printed on the spikbladet.



The screenshot shows a form section titled "Keywords ?". It contains a text input field with the text "Sodium acetate, Sodium butyrate, Standard partial molar volume, Conductivity". Below the input field is a "Language:" label and a dropdown menu currently set to "English". At the bottom of the section is a button labeled "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 (spikbladet).



The screenshot shows a form section titled "Abstract ?". It features a rich text editor with a toolbar containing icons for bold, italic, strikethrough, bulleted list, numbered list, paragraph, link, unlink, image, table, link, unlink, and HTML. The text area contains placeholder text: "ma sum quia simusaerum as pores int et restus am airbus uolorepra eatons ea simusta 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." Below the text area is a "Path: p" label and a "Words:133" label. A red circle highlights a small handle icon in the bottom right corner of the text area. A callout box with a white background and a thin border contains the text: "Pull the corner of the abstract field to increase it's 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.

**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 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

**Public defence ?**

Date: 2018-04-27 10:15 Language: English

Room: Häggsalen, Ångströmlaboratoriet

Address: Lägerhyddsvägen 1

City: Uppsala

Granting institution: Uppsala University

External granting institution:

Degree: degree of Doctor of Philosophy [technology] Choose the name of your degree

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.

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

← Back Cancel / Save draft Continue →

**You can choose to continue without uploading a file.**

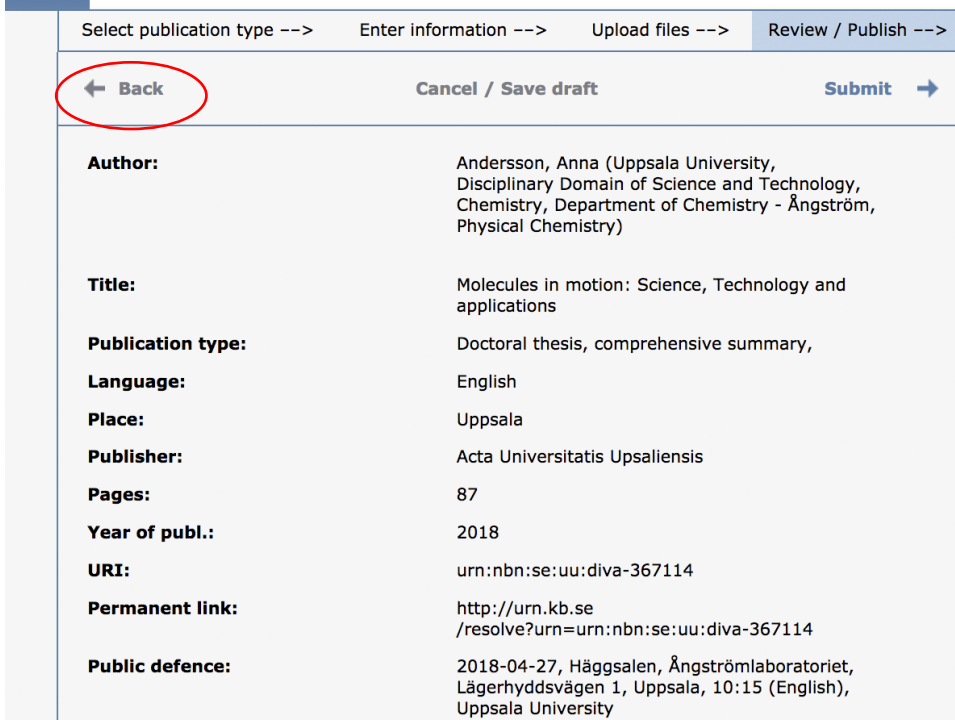
**Upload file ?**

Title: Molecules in motion: Science, Technology and applications

Attn. Don't upload any files!

When should the file be made freely available? \*

**16. Corrections:** If you need to make any corrections you can press *back*.



The screenshot shows a web interface for thesis submission. At the top, there are four tabs: 'Select publication type -->', 'Enter information -->', 'Upload files -->', and 'Review / Publish -->'. The 'Review / Publish' tab is active. Below the tabs, there are three buttons: '← Back' (circled in red), 'Cancel / Save draft', and 'Submit →'. The main content area displays the following information:

<b>Author:</b>	Andersson, Anna (Uppsala University, Disciplinary Domain of Science and Technology, Chemistry, Department of Chemistry - Ångström, Physical Chemistry)
<b>Title:</b>	Molecules in motion: Science, Technology and applications
<b>Publication type:</b>	Doctoral thesis, comprehensive summary,
<b>Language:</b>	English
<b>Place:</b>	Uppsala
<b>Publisher:</b>	Acta Universitatis Upsaliensis
<b>Pages:</b>	87
<b>Year of publ.:</b>	2018
<b>URI:</b>	urn:nbn:se:uu:diva-367114
<b>Permanent link:</b>	<a href="http://urn.kb.se/resolve?urn=urn:nbn:se:uu:diva-367114">http://urn.kb.se/resolve?urn=urn:nbn:se:uu:diva-367114</a>
<b>Public defence:</b>	2018-04-27, Höggsalen, Ångströmlaboratoriet, Lagerhyddsvägen 1, Uppsala, 10:15 (English), Uppsala University

As soon as you have pressed *Submit* you won't be able to make any changes yourself. Contact Thesis production [avhandling@ub.uu.se](mailto: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.uu.se/publish/thesis-support](http://www.uu.se/publish/thesis-support)