Manual for registering articles in DiVA

Updated 20111122

Department of Publication Infrastructure
School of Education and Communication in Engineering Science

For questions: pi-support@lib.kth.se
For additional contact information, please see the web.
Make sure that the article is not already registered in DiVA. This saves work for you and we avoid duplicate records in DiVA.

Please contact the Department of Publication Infrastructure if you find incorrect or incomplete records.

Log in to DiVA

Log in with your KTH username and the password for your KTH account.

Select publication type

Choose Article in journal in the list of publication types.

Register metadata

The following fields are mandatory in the KTH publication database DiVA (marked with a red star in the manual). Pay special attention when it comes to KTH-ID and organisation. See the examples included in this manual.

(1) Name (Last name and first name)
(2) KTH-ID (to be entered in the field Username)
(3) Organisation
(4) Title / Language
(5) Content type
(6) Status
(7) Part of journal / ISSN
(8) Year, volume, number, pages
(9) DOI or URL (if available)
(10) National subject category
(11) Keywords (if available)
(12) Abstract (if available)
(1) Name (Last name and first name), (2) KTH-ID, (3) Organisation

- All authors must be registered, in the order they are listed in the publication.
- KTH organisation and KTH-ID should be registered for all authors listed as KTH affiliated in the publication (example A on the following page).
- KTH-ID should also be registered for a researcher currently employed by KTH who has produced an article as an employee at a different seat of learning (example B on the following page).

The KTH-ID is a unique 8 character id that can be found through the personnel directory. Find the right person and click the name. The KTH-ID is the combination of 8 letters and numbers found between "kthId=" and "&l=en_UK" in the browser’s address bar.

Enter the author’s Last- and first name. Enter the author’s KTH-ID in the field Username.

It is possible to store information about name, KTH-ID and organisation by clicking Save personal data, and to retrieve these by clicking Get saved personal data. This can save you some work if several records with the same author are to be registered.

If the author produced the publication as a KTH employee, click Choose organisation >> under Department, unit or programme.

Click Other university if the publication was produced outside KTH. Enter affiliation according to the publication.

In this case the author is listed as KTH affiliated in the publication. A KTH organisation should therefore be registered. Either enter the name in the search box or browse the tree structure. Use the plus sign to reach the lower levels in the hierarchy. Then select the correct department, as far down in the hierarchy as possible. This should reflect the author’s affiliation when the publication was produced. For publications published 2004 or earlier, choose from under the heading Superseded Departments at the bottom of the list. (NB Important!)

If there are several authors, all of them should be registered, in the order given in the publication. Click Another author and enter the information.

See further examples on the following page.
### Example A - Author employed at KTH

<table>
<thead>
<tr>
<th>Author 1 ?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name:</td>
<td>Henningsson</td>
</tr>
<tr>
<td>First name:</td>
<td>Karl Tage</td>
</tr>
<tr>
<td>Username:</td>
<td>u1rd5vc1</td>
</tr>
<tr>
<td>Department, unit or programme:</td>
<td>Biokemi, Biochemistry</td>
</tr>
<tr>
<td>Research group:</td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
</tr>
</tbody>
</table>

This author is a KTH employee. KTH-ID should therefore be registered. He is listed as KTH affiliated in the publication. A KTH organisation should therefore be selected.

### Example B - Author previously employed elsewhere, now at KTH

<table>
<thead>
<tr>
<th>Author 2 ?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name:</td>
<td>Knutsson</td>
</tr>
<tr>
<td>First name:</td>
<td>Marta-Fia</td>
</tr>
<tr>
<td>Username:</td>
<td>u184yeq1</td>
</tr>
<tr>
<td>Department, unit or programme:</td>
<td>Wensleydale Institute of Technology</td>
</tr>
<tr>
<td>Research group:</td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
</tr>
</tbody>
</table>

This author is now employed at KTH; a KTH-ID is therefore registered. This article was not, however, produced in her capacity as a KTH employee (she is not listed as KTH affiliated in the publication). A different seat of learning is therefore registered.

### Example C - Author with no connection to KTH

<table>
<thead>
<tr>
<th>Författare 3 ?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Efternamn:</td>
<td>Johnson</td>
</tr>
<tr>
<td>Fördeln:</td>
<td>Vladimir</td>
</tr>
<tr>
<td>Institution, avdelning eller program:</td>
<td>Emmentaler Academy of Science</td>
</tr>
<tr>
<td>Forskargrupp:</td>
<td></td>
</tr>
<tr>
<td>E-post:</td>
<td></td>
</tr>
</tbody>
</table>

This author has no connection with KTH. No KTH-ID is registered. Another seat of learning is registered.
(4) Title / Language

Enter Main title and, if applicable, Subtitle, and specify Language.

Specify Content type.

Select Status from the drop-down menu. Only published material should be registered in DiVA, with the exception of unpublished papers in doctoral or licentiate theses.

Enter the beginning of the journal title and choose from the list presented. If the correct journal does not appear, use the field Other journal and enter the Journal title and ISSN, if there is one.
(8) Year, volume, number, pages

Enter Year, Volume, Number and Pages.

(9) DOI or URL (if available)

If the article has a DOI number, enter it here. More information on DOI>>>> (http://www.doi.org/)

If there is no DOI, enter, if possible, a URL, and URL label (the information visible in the record).

(10) National subject category

Click National subject category.

Either enter the subject in the search box or browse the tree structure. Use the plus sign to reach the lower levels of the hierarchy. Select the correct subject.
(11) Keywords

If possible, enter Keywords of your own choice and specify the Language of the keywords in the drop down menu. The words should be separated by commas.

(12) Abstract

If possible, enter Abstract and specify its Language in the drop-down menu. If the abstract contains special characters it is possible to use the icon Insert custom character or Insert/Edit equation.

Upload full text/PDF

If a PDF should be uploaded, see separate manual on self-archiving

Click Continue --> to proceed.
Review the record

The last page is a summary of the record.
Make sure that everything is correct, otherwise click << Edit information

Finally, select Submit -->