



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.

[This is done on the following page >>>](http://kth.diva-portal.org/smash/search.jsf) (http://kth.diva-portal.org/smash/search.jsf)

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

Log in to DiVA

[Go to the login page>>](https://kth.diva-portal.org/dream/login.jsf) (https://kth.diva-portal.org/dream/login.jsf)

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

The screenshot shows the top navigation bar of the DiVA portal. It includes the text "What do you want to do?", "Logged in as" followed by a blue bar, "Log out", and "Language". Below this are four main action buttons:

- Add publication / Upload files >>**: A blue button with a red arrow pointing to it. Below it, text reads: "Enter and publish your publications. It is possible to save a draft if you want to complete the record later." A red callout box below this button says "Select Add publication / Upload files >>".
- Edit / Delete record >>**: A red button. Below it, text reads: "Edit or delete records. Go to Add a publication/Upload files if you want to complete a draft record."
- Import references >>**: A green button. Below it, text reads: "Import references from a file or a database."

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](#)>>.

(http://www.kth.se/om/kontakt/sok-anstalld?l=en_UK) 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.

The screenshot shows the 'Author 1' registration form. It includes fields for 'Last name' (filled with 'Henningsson'), 'First name' (filled with 'Karl Tage'), and 'Username' (filled with 'u1rd5vc1'). There are buttons for 'Get saved personal data >>' and 'Save personal data >>'. A 'Department, unit or programme' section has a dropdown menu with 'Choose organisation >>' selected and 'Other university >>' as an alternative. Below this is a 'Search' section with a text box containing 'Biochemistry' and a 'Browse' section with a tree structure showing 'KTH' expanded to 'School of Biotechnology (BIO)' and 'Biochemistry' selected. At the bottom, there are fields for 'Research group' and 'E-mail', and a button for 'Another author >>'. Red callout boxes provide instructions: one points to the 'Last name' and 'First name' fields, another to the 'Username' field, a third to the 'Choose organisation >>' dropdown, a fourth to the 'Other university >>' button, a fifth to the 'Biochemistry' search box, a sixth to the 'Biochemistry' tree item, and a seventh to the 'Another author >>' button.

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

Author 1 ?

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

Last name: *
Henningsson

First name: *
Karl Tage

Username:
u1rd5vc1

Department, unit or programme:
[Choose organisation >>](#) [Other university >>](#)

Biokemi, Biochemistry

Research group:

E-mail:

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

Author 2 ?

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

Last name: *
Knutsson

First name: *
Märta-Fia

Username:
u184yeq1

Department, unit or programme:
Wensleydale Institute of Technology [Own university >>](#)

Research group:

E-mail:

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

Författare 3 ?

[Hämta sparade personuppgifter >>](#) [Spara personuppgifter >>](#)

Efternamn: *
Johnson

Födelse:

Förnamn: *
Vladimir

Användarnamn:

Institution, avdelning eller program:
Emmentaler Academy of Science [Eget lärosäte >>](#)

Forskargrupp:

E-post:

This author has no connection with KTH. No KTH-ID is registered. Another seat of learning is registered.

(4) Title / Language

Title ?

★ **Main title: ***

To write or not to write

I x_2 x^2 Ω | | HTML |

Subtitle:

The art of scientific publishing

I x_2 x^2 Ω | | HTML |

★ **Language: ***

Engelska

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

Specify *Content type*.

(5) Content type

★ **Content type * ?**

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

(6) Status

★ **Status ?**

Published

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.

(7) Part of journal / ISSN

★ **Part of journal ?**

Write one or several words from the journal title and choose from the

Journal of scientific publishing

Other journal ?

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

ISSN:

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

Other information ?

Year: * Volume: Number: Pages: -

Enter Year, Volume, Number and Pages.

(9) DOI or URL (if available)

Identifiers ?

URI: urn:nbn:se:kth:diva-41943
DiVA-ID: diva2-draft:16258
Local ID:
Archive number:
DOI:
ISI: ScopusID: PubMedID:
URL:
URL label:

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

National subject category * ?

Click National subject category.

Search ?

Search for national subject category. The superior subject category will be set automatically.

Browse ?

Choose national subject category by clicking automatically. Navigate in the list by clicking

- [-] National subject categories
 - [-] Agricultural Sciences
 - [+] Agricultural Science, Forestry and Fisheries
 - Animal and Dairy Science
 - [+] Veterinary Science

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

Keywords ?

Language:
-

[Keywords in another language >>](#)

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

Abstract ?

B I x₂ x² | Paragraph | HTML

Path: p

Language:
-

[Another 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*.

When the registration is complete, click *Continue* --> at the bottom of the page.

[← Back](#) [Cancel / Save draft](#) [Continue →](#)

Upload full text/PDF

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

[← Back](#) [Cancel / Save draft](#) [Continue →](#)

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

« Edit information	← Back	Cancel / Save draft	Submit →
Author:	Henningsson, Karl Tage (KTH, School of Biotechnology (BIO), Biochemistry) *u1rd5vc1 Knutsson, Märta-Fia (Wensleydale Institute of Technology) *u184yeq1 Johnson, Vladimir (Emmentaler Academy of Science)		
Title:	To write or not to write : The art of scientific publishing		
Publication type:	Article in journal (Refereed)		
Language:	English		
Status:	published		
In:	Journal of scientific publishing (ISSN 1234-1234)		
Volume:	12		
Issue:	4		
Pages:	78 - 96		
Year of publ.:	2010		
URI:	urn:nbn:se:kth:diva-41943		
Permanent link:	http://urn.kb.se/resolve?urn=urn:nbn:se:kth:diva-41943		
DOI:	1111.2222.3333.4444		
* DiVA-ID:	diva2-draft:16258		
National subject category:	Animal and Dairy Science		
Keywords(en):	word 1, word 2, word 3		
Abstract(en):	This paper deals with...		

[← Back](#)

[Cancel / Save draft](#)

[Submit →](#)

Finally, select *Submit* -->