



# Manual for registering conference papers in DiVA

*Updated 20111122*

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

For questions: [pi-support@lib.kth.se](mailto:pi-support@lib.kth.se)

For additional contact information, please see the web.

If the conference paper is published in a journal it should be registered as an article in a journal. Please see the manual for registering articles.

Make sure that the publication is not already registered in DiVA. This saves work for you and we avoid duplicate records in DiVA.

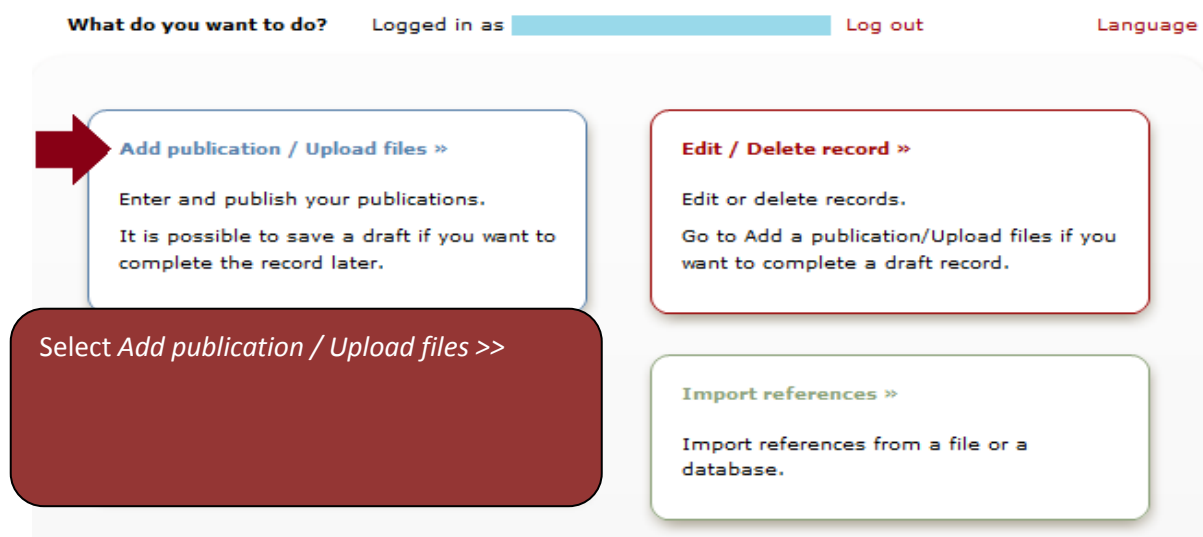
[This is done on the following page >>>](http://kth.diva-portal.org/smash/search.jsf) (http://kth.diva-portal.org/smash/search.jsf)

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 system. It includes the text "What do you want to do?", "Logged in as" followed by a blue bar, "Log out", and "Language". Below this, there are three main action boxes: "Add publication / Upload files >>" (highlighted with a red arrow and a red callout box), "Edit / Delete record >>", and "Import references >>".

**What do you want to do?**    Logged in as [blue bar]    Log out    Language

**Add publication / Upload files >>**  
Enter and publish your publications.  
It is possible to save a draft if you want to complete the record later.

**Edit / Delete record >>**  
Edit or delete records.  
Go to Add a publication/Upload files if you want to complete a draft record.

**Import references >>**  
Import references from a file or a database.

Select Add publication / Upload files >>

### Select publication type

Choose *Conference paper* 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) Title of proceedings, name of conference
- (7) Year, pages
- (8) DOI or URL (if available)
- (9) National subject category
- (10) Keywords (if available)
- (11) 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](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 image shows a registration form for an author. The form is titled "Author 1 ?" and contains several fields and buttons. Red arrows point from text boxes to specific parts of the form. The form fields are: "Last name: \*" with the value "Henningsson", "First name: \*" with the value "Karl Tage", "Username:" with the value "u1rd5vc1", and "Department, unit or programme:" with a dropdown menu showing "Choose organisation >>" and "Other university >>". There are also buttons for "Get saved personal data >>" and "Save personal data >>". Below the form is a "Search ?" section with a search box containing "Biochemistry" and a "Browse ?" section with a tree structure showing "KTH" expanded to "School of Biotechnology (BIO)" and "Biochemistry". At the bottom of the form are fields for "Research group:" and "E-mail:", and a button for "Another author >>".

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.

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

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

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 paper 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

**Author 3 ?**

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

Last name: \*  
Johnson

Year of birth:

First name: \*  
Vladimir

Username:

Department, unit or programme:  
Emmentaler Academy of Science [Own university >>](#)

Research group:

E-mail:

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*  $x_2$   $x^2$   $\Omega$  | | HTML |

Subtitle:

The art of scientific publishing

*I*  $x_2$   $x^2$   $\Omega$  | | 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) Title of proceedings, name of conference

**Part of proceedings ?**

★ **Main title:**

SciPubConf 2011

*I*  $x_2$   $x^2$   $\Omega$  | | HTML |

Subtitle:

proceedings of the 9th international conference on scientific publishing

*I*  $x_2$   $x^2$   $\Omega$  | | HTML |

Editor:

Conference:

2011 International Conference on Scientific Publishing, St

Enter the *Main title* and, if applicable, *Subtitle* of the conference proceedings, and the name of the *Conference*.

**(7) Year, pages**

Enter *Year* and *Pages*.

**Other information ?**

★ **Year: \***  **Pages:**  -

**(8) DOI or URL (if available)**

**Identifiers ?**

URI: urn:nbn:se:kth:diva-41943  
DiVA-ID: diva2-draft:16258  
ISBN:

**Another ISBN »**

Local ID:

Archive number:

DOI:

ISI:  ScopusID:  PubMedID:

URL:

URL label:

**Another URL »**

Enter the *ISBN* of the conference proceedings, if there is one.

If the paper 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).

### (9) National subject category

**National subject category \* ?**

★ [Choose 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

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.

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

### (10) Keywords

**Keywords ?**

Language:

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

### (11) Abstract

**Abstract ?**

**B I x<sub>2</sub> x<sup>2</sup>** | Paragraph | | HTML

Path: p

Language:

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*.

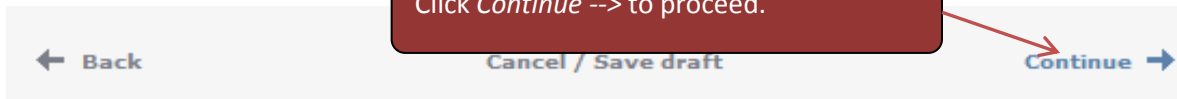
When the registration is complete, click *Continue* --> at the bottom of the page.

← Back      Cancel / Save draft      Continue →

## Upload full text/PDF

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

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

|                                    |   |                                     |                          |
|------------------------------------|---|-------------------------------------|--------------------------|
| <a href="#">« Edit information</a> | <a href="#">← Back</a>  | <a href="#">Cancel / Save draft</a> | <a href="#">Submit →</a> |
| <b>Author:</b>                     | Henningsson, Karl Tage (KTH, School of Biotechnology (BIO), Biochemistry) *u1rd5vc1<br>Knutsson, Märta-Fia (Wensleydale Institute of Technology) *u184yeq1<br>Johnson, Vladimir (Emmentaler Academy of Science) |                                     |                          |
| <b>Title:</b>                      | To write or not to write : The art of scientific publishing   |                                     |                          |
| <b>Publication type:</b>           | Conference paper (Refereed)   |                                     |                          |
| <b>Language:</b>                   | English   |                                     |                          |
| <b>In:</b>                         | SciPubConf 2011 : proceedings of the 9th international conference on scientific publishing  |                                     |                          |
| <b>Conference:</b>                 | 2011 International Conference on Scientific Publishing, Stockholm, June 3-9, 2011   |                                     |                          |
| <b>Pages:</b>                      | 137 -151  |                                     |                          |
| <b>Year of publ.:</b>              | 2011  |                                     |                          |
| <b>URI:</b>                        | urn:nbn:se:kth:diva-41943   |                                     |                          |
| <b>Permanent link:</b>             | <a href="http://urn.kb.se/resolve?urn=urn:nbn:se:kth:diva-41943">http://urn.kb.se/resolve?urn=urn:nbn:se:kth:diva-41943</a>   |                                     |                          |
| <b>DOI:</b>                        | 1111.2222.3333.4444   |                                     |                          |
| <b>* DiVA-ID:</b>                  | diva2-draft:16258   |                                     |                          |
| <b>National subject category:</b>  | Animal and Dairy Science  |                                     |                          |
| <b>Keywords(en):</b>               | word 1, word 2, word 3  |                                     |                          |
| <b>Abstract(en):</b>               | This paper deals with...  |                                     |                          |

[← Back](#)

[Cancel / Save draft](#)

[Submit →](#)

Finally, select *Submit* -->