

Register/publish in DiVA

➔ If possible, import references from a database instead of registering details manually. You can import from many different databases. See the quick reference guide **Import references**

➔ When you register a publication manually there is no duplicate control. Therefore you first need to do a search in DiVA <http://hj.diva-portal.org/> to check if the publication has already been registered. To add or edit details in an existing record see the quick reference guide

How to publish

1. Log into DiVA <http://hj.diva-portal.org/login> with your user account and password. When you have logged in, select *Add publication/Upload files*.
2. Select publication type.

Jönköping University | Jönköping University Library | Help

DiVA

Logged in as [\[User Name\]](#) (domainAdmin) [Log out](#) [Language](#)

Add publication

My drafts

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

← Back Cancel Continue →

Select publication type ?

Article in journal

You can also go to your drafts.
Select *My drafts*.

← Back Cancel Continue →

Help texts explaining each field are shown if you hold your cursor over the question mark

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.

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

The screenshot shows the 'Enter information' step of the registration process. At the top, there are four tabs: 'Select publication type -->', 'Enter information -->', 'Upload files -->', and 'Review / Publish -->'. Below the tabs are three buttons: 'Back', 'Cancel / Save draft', and 'Continue'. The 'Selected publication type' is 'Article in journal', with a 'Change type »' button. The 'Subcategory ?' field is a dropdown menu with a '-' symbol and a small upward arrow.

- 4. Author:** Fill in the details about all the authors. If there are several authors, use the button *Another author*. Give full first name for all Jönköping University authors.

Fill in the username, i.e. the user name you use to log in to DiVA. It serves as a unique person ID and can be used for searches and to make publications lists on the webpage of your department.

- 5. Choose organisation:** select the organisational affiliation for all Jönköping University authors. Click on "Choose organization" and search for the lowest level in the hierarchy. It is vital that you give the correct name according to the affiliation in the publication.

If you want to register a publication that you wrote when you were working at another university click on "Other university" and fill in details in the free text field. This field can also be used for co-authors from other universities (optional).

The screenshot shows the 'Author 1' section of the registration form. It includes a 'Get saved personal data »' button and a 'Save personal data »' button. The 'Last name: *' field contains 'Nyström' and the 'Year of birth:' field is empty. The 'First name: *' field contains 'Erik' and the 'Username:' field contains 'nyseri'. The 'Department, unit or programme:' dropdown menu is set to '-' and has an 'Other university »' button. The 'Research group:' field contains 'JTH, Kemiteknik, JTH, Chemical Engineering' and has a red 'X' icon. The 'E-mail:' field is empty. There are two tips in callout boxes: 'Tip: Save personal details and reuse them when you register other publications.' and 'Tip: You can change the author order by using the arrows in the lower right corner.'

6. Title: Give the title and 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 and ultracold molecules

I \times_2 \times^2 Ω HTML

Subtitle:

I \times_2 \times^2 Ω HTML

Language: *

English

Content type * ?

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

Content category ?

☐ Artistic work

Status ?

Published

7. Journal: Start writing the title of the journal and select from the displayed list. The selected journal 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 and pages. If the article has an article ID instead of page numbers fill in the article ID in the first page number field.

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

Other journal ?

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

ISSN:

Conference ?

Conference:

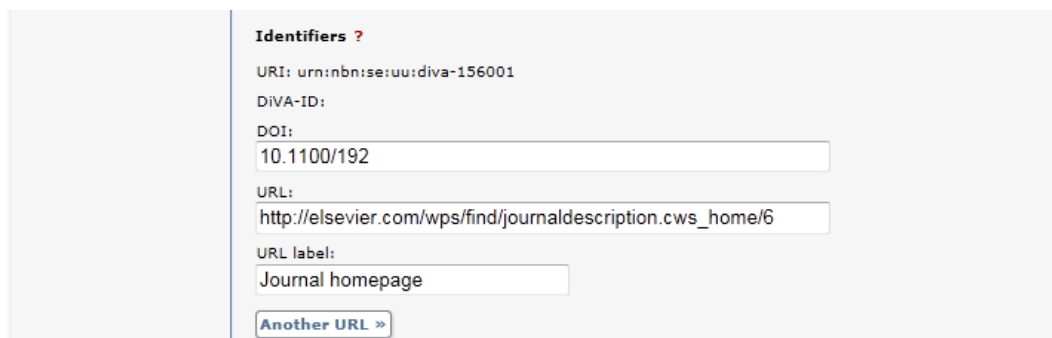
2nd International Conference on Thermodynamics (ICT), Berlin, September 8-9, 2011

Other information ?

Year: *	Volume:	Number:	Pages:
2012	2	4	34 - 38

- 8. Identifiers:** Fill in the DOI number of the article. When the record is published in DiVA the DOI number will link to the publication.

If you fill in a link in the *URL* field then the link will be displayed automatically with the text *External link* when the record is published. If you want a different text, write it in the field *URL label*.



Identifiers ?

URI: urn:nbn:se:uu:diva-156001

DiVA-ID:

DOI:
10.1100/192

URL:
http://elsevier.com/wps/find/journaldescription.cws_home/6

URL label:
Journal homepage

[Another URL >>](#)

- 9. National subject category:** *National subject category* is used in the national finding tool [SwePub](#). If it is difficult to specify choose one of the general categories. It's possible to search or browse for topic.

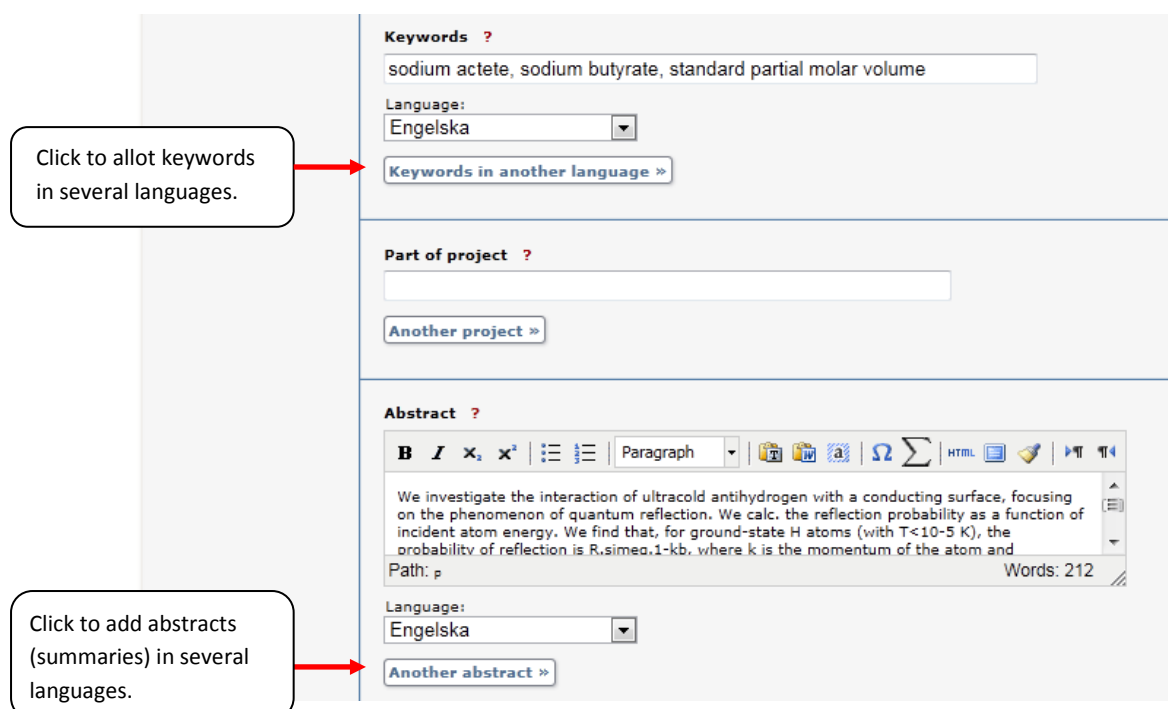


Nationell ämneskategori * ?

[Välj nationell ämneskategori >>](#)

Chemical Sciences, Kemi (104) x

- 10. Keywords and Abstract:** Allocating keywords and abstract, helps others find your publication.



Keywords ?

sodium acetate, sodium butyrate, standard partial molar volume


Language:
Engelska

[Keywords in another language >>](#)

Part of project ?

[Another project >>](#)

Abstract ?

B I x₂ x² Paragraph 

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

[Another abstract >>](#)

Click to allot keywords in several languages.

Click to add abstracts (summaries) in several languages.

- 11. Research funder:** If the publication is a product of a research project which is supported by a research funder with an open access policy: select funder from the list and give the project number.

The screenshot shows a web form for entering research funder information. It includes a 'Note' text area, a dropdown menu for 'Research funder with Open Access requirement', a 'Project number' text field, and a button labeled 'Another funder'. At the bottom, there are navigation links: 'Back', 'Cancel / Save draft', and 'Continue'.

- 12. Upload files:** If you don't want to upload a file but merely register details about the publication click on *Continue*.
- 13. 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 you are satisfied, click on "Submit".

The screenshot shows the 'Review / Publish' step of the registration process. It features a breadcrumb trail at the top: 'Select publication type --> Enter information --> Upload files --> Review / Publish -->'. On the left, there is a link '« Edit information'. The main area displays the following details:

Author:	Nyström, Erik (Jönköping University, School of Engineering, JTH, Chemical Engineering) *nyseri
Title:	Cold and ultracold molecules
Publication type:	Article in journal (Refereed)
Language:	English
Status:	published

Navigation links at the bottom include 'Back', 'Cancel / Save draft', and 'Submit'.

Records that do *not* contain an uploaded full text file or other attachment will get visible in DiVA immediately and will be checked by a librarian retroactively. Records *with* full text or some other attachment will be checked by a librarian 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 publication

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

Conference paper: *part of proceedings, *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

Doctoral thesis: see separate instructions at <http://www.ub.uu.se/divaquickref>

Licentiate thesis: papers (if 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 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

Student thesis: see separate instructions at <http://hj.se/bibl/en/publishing/diva/register-student-theses.html>