Register posting details/publish doctoral thesis
– (comprehensive summary) in DiVA

General information on how to publish your doctoral thesis:
http://www.ub.umu.se/en/publish/dissertations

Some parts of this Quick Reference Guide are also applicable for Licentiate theses.
More Quick Reference Guides to help you with registering in DiVA are available here:
http://www.ub.umu.se/en/publish/instructions

Before posting you must register the papers that are included in your thesis (articles and manuscripts) and the comprehensive summary ("kappan") in DiVA. Registration consists of three steps:

1. Check which of the papers included in the thesis are already registered in DiVA
2. Register the papers that are missing
3. Register the summary ("kappan") and link your papers to it

Tip: You can save an incomplete registration as a draft and finish it later. Your saved draft is located under My drafts in the left margin on the page Add publication/Upload files. The urn:nbn remains the same when the draft is published.

Step 1. Check which of the papers are already registered in DiVA
Search, for example, for the paper’s title in DiVA http://umu.diva-portal.org/. Check if all the details are correct. If you need to edit or add details, edit the existing record.

Step 2. Register the papers that are missing
Register the papers that are not already in DiVA. Use the Instructions for manual publishing or the Instructions for importing references (http://www.ub.umu.se/en/publish/instructions). You don’t have to upload any files. Select the correct publication type and status.
Step 3. Register the summary ("kappan") and link your papers to it
When all the papers that are included in the thesis are registered in DiVA, register the summary ("kappan") and link the papers to the summary.

1. **Log on** to DiVA [http://umu.diva-portal.org/login](http://umu.diva-portal.org/login) with your Umu-id and select *Add publication/Upload files* to register your posting details.


   Help texts explaining each field are shown if you hold your cursor over the question mark.
3. **Link papers:** Search for your papers using author name, title or other information. The search results are shown as a list. Use the check boxes to select your paper(s) and click **Add**.

The papers are added under **List papers**. You can change the order of your papers by using the arrows to the left or remove a paper by clicking the red **X** to the right.

When all your papers are on the list, click **Continue** to fill in details about your summary and public defence.
4. **Author:** Fill in your name, year of birth, your Umu-id at Umeå University and e-mail.

Local User Id = Umu-id

Add your ORCID-id if you have one. Click on the link for more information about how to obtain an ORCID-id.

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Add any other university or equivalent organisation you are affiliated with, if applicable.

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Choose organisation

Search

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

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14. **Supervisor and opponent:** Fill in the supervisor’s and opponent’s name and institution or section/research programme. Fill also in the supervisor’s Umu-id. If the person is at another university fill in *Other organisation*. You can also enter the person’s title. Click *Another supervisor* or *Another opponent* if you have more than one supervisor/opponent.

Drag the lower right-hand corner to increase the size of the abstract field.
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**Degree**: Select the title of your degree, this is on the spikblad/nailing leaflet.

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Click Choose file and upload the summary.

Then click on Upload more files and upload the spikblad.
You can also upload the cover of the thesis, as long as there aren’t any copyright restrictions. Upload the picture in the jpeg or png format.
What the preview image could look like in the search interface in DIVA.

This is how it looks when all the files are uploaded.
17. **Review information:** Check that all your details are correct. If you want to change something use the link *Edit information* to return to the form.

18. **Submit:** When the registration is complete click *Submit*.

You can no longer see or edit your details after you have clicked *Submit* and your thesis is now registered in DiVA. Before it’s visible on the internet we will check the bibliographic information and if we have any questions we’ll contact you.


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**Any questions? Contact us at:**

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