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 CAS and select Add publication/Upload files to register your posting details.


   ![DiVA registration interface](image)
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 CAS at Umeå University and e-mail.

   ![Register posting details/publish doctoral thesis (comprehensive summary) (revised 2015-10-19)](image)

   - **Local User Id = CAS**
   - Add your ORCID-id if you have one. Click on the link for more information about how to obtain an ORCID-id.
   - You can delete an organisation by clicking on the red X.
   - Add any other university or equivalent organisation you are affiliated with, if applicable.

5. **Choose organisation:** Click on Choose organisation and search or browse for your department or section. Select only the lowest one in the hierarchy. By doing this, the name of your department will be registered automatically.

   ![Choose organisation](image)
6. **Title**: Fill in the title and subtitle (if appropriate) of your thesis and select language. Divide the title in main title and subtitle.
   
   **Alternative title**: Complete this field if there is a title in a different language.

7. **Other information**: Fill in the year of publication and the number of pages

8. **Series**: If it belongs to a series then select the series that your thesis will be published in from the list.
9. **Publisher:** Fill in place = Umeå and publisher = Umeå University.

![Publisher details]

10. **Identifiers:** Fill in the ISBN

11. **National subject category:** Choose one or more subject categories. To remove a category click on the red X. **National subject category** is used on a national level including evaluation, but it will also be used in research funding in the future.

    **Research subject:** **Research subject** is not obligatory to fill in.

    ![National subject category]

12. **Keywords:** Add the keywords you wish to associate with your thesis and select language. Use a comma to separate the keywords. You can add keywords in other languages by clicking **Keywords in another language**.

    ![Keywords]

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13. **Abstract**: Type/paste the abstract of your thesis and select language. You can add additional abstracts by clicking on Another abstract.

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 CAS. 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.
15. **Public defence**: Select the date and time from the calendar to the right of the date field. Add language, address and location for the public defence.

**Degree**: Select the title of your degree, this is on the spikblad/nailing leaflet.

![Public defence form](image)

When you have filled in all the details click *Continue*. 
16. Upload the summary and spikblad/nailing leaflet.

**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 isn’t any copyright restrictions. Upload the picture in the jpeg or png format.
What it could look like in the search interface in DiVA.

This is how it looks when all the files is 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.

![](image)

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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