Register doctoral thesis (monograph) – register posting details 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

How to register

Log on to DiVA http://umu.diva-portal.org/login with your CAS and select Add publication/Upload files to register your posting details.
1. **Select publication type**: Select *Doctoral thesis, monograph* and click *Continue*.

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

2. **Author**: Fill in your name, year of birth and Uppsala University user name.

- *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 a selected organisation by clicking *X*.
- Add any other university or equivalent organisation you are affiliated with, if applicable.
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.

3. Title: Fill in the title and any subtitle (if appropriate) of your thesis and select language. Alternative title: Fill in only if your thesis has an alternative title.

4. Other information: Fill in year of publication and the number of pages.
5. **Series:** If it belongs to a series then select the series that your thesis will be published in from the list.

6. **Publisher:** Fill in place = Umeå and publisher = Umeå University.

7. **Identifiers:** Fill in ISBN.

8. **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.
9. **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*.

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

Drag the lower right-hand corner to increase the size of the abstract field.
11. **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.

12. **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.

When you have filled in all details click Continue.
13. 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.
14. **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.

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</table>

**Author:**

Anderson, Anna (Uppsala University, Disciplinary Domain of Science and Technology, Chemistry, Department of Chemistry - Ångström, Physical Chemistry) *1978* *smn1234*

**Title:**

Cold and Ultracold Molecules: Science, Technology and Applications

15. **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.


*Any questions? Contact us at: diva@ub.umu.se*