

Register/publish in DiVA

– a guide to manual registration

Import references instead of registering manually

Import references from a database or journal homepage instead of registering details manually. Two common reference formats that can be imported to DiVA are BibTex and RIS. For instructions see the quick reference guide [Import references](#).

How to register a publication manually

1. **Search in DiVA** <http://hig.diva-portal.org/smash/search.jsf> to check if the publication has already been registered.
 - ➔ If yes: Edit the existing record if you want to add or edit details (see the quick reference guide [Edit a reference in DiVA](#))
 - ➔ If no: Register the publication following the instructions below
2. **Log into DiVA** <https://hig.diva-portal.org/dream> with your University account and password. When you have logged in, select *Add publication/Upload files*.
3. **Select publication type**

University Library in Gävle | Research at the University | Help DiVA

Logged in as Kristin Gerth (admin) [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.

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

The screenshot shows a navigation bar with tabs: 'Select publication type -->', 'Enter information -->', 'Upload files -->', and 'Review / Publish -->'. Below the navigation bar are buttons for '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 currently showing a hyphen '-'.

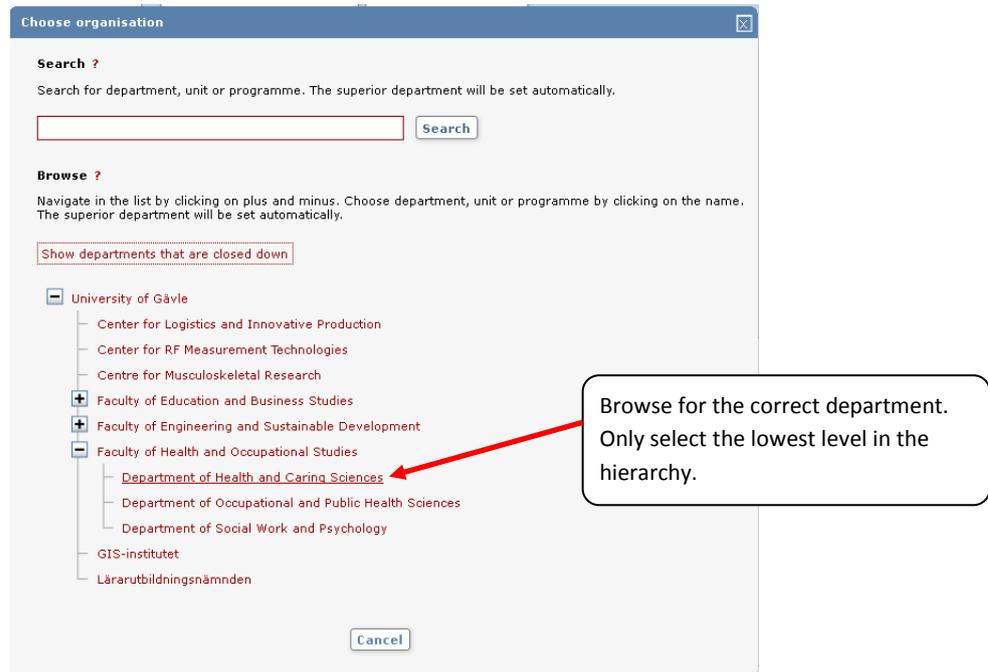
- 5. Author:** Fill in all author names. If there are several authors, use the button *Another author*. Give full first name for all Gävle University authors. Fill in your username in the *Username* field. Usernames serve as a unique person IDs in DiVA and are used for displaying publication lists on profile pages and departmental web sites.

Tip: Save personal details and reuse them when you register other publications.

You can change the author order by using the arrows in the lower right corner.

The screenshot shows the 'Author ?' section of the form. It includes buttons for 'Get saved personal data >>' and 'Save personal data >>'. The 'Last name: *' field contains 'Engström' and the 'Year of birth:' field is empty. The 'First name: *' field contains 'Maria' and the 'Username:' field contains 'mem'. The 'Department, unit or programme:' section has a 'Choose organisation >>' button and an 'Other university >>' button. A dropdown menu shows 'Avdelningen för hälso- och vårdvetenskap, Department of Health and Caring Sciences' with a red 'x' icon. Below this are fields for 'Research group:' and 'E-mail:'. At the bottom is an 'Another author >>' button.

6. **Choose organisation:** Select the organisational affiliation i.e. department for all Gävle University authors. Click on “Choose organization”. An additional form appears.



If you want to register a publication that you wrote when you were working at another university click on “Other university” instead of “Choose and organization” and fill in details in the free text field.

7. **Title:** Give the title and any subtitle and select the language of the title.
Content type: Select the content type of your work.
Status: Select the status of your work. “Published” is preselected.

The screenshot shows a form with several sections. The "Title" section has a "Main title" field with the text "Caregivers' job satisfaction and empowerment before and after an intervention focused on caregiver empowerment". Below it is a rich text editor with icons for bold, italic, underline, link, unlink, list, and image. The "Subtitle" field is empty. The "Language" dropdown is set to "English". The "Content type" section has three radio buttons: "Refereed" (selected), "Other academic", and "Other (popular science, discussion, etc.)". The "Content category" section has a checkbox for "Artistic work" which is unchecked. The "Status" dropdown is set to "Published".

8. 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: *				
<input type="text" value="0966-0429"/>				
<input type="text" value="Journal of Nursing Management, ISSN 0966-0429, EISSN 1365-2834"/>				
Other journal ?				
Journal title (if the journal is not listed above):				
<input type="text"/>				
ISSN:				
<input type="text"/>				
Conference ?				
Conference:				
<input type="text"/>				
Other information ?				
Year: *	Volume:	Number:	Pages:	
<input type="text" value="2010"/>	<input type="text" value="19"/>	<input type="text" value="1"/>	<input type="text" value="14"/>	<input type="text" value="-23"/>

9. Identifiers: Fill in the DOI number of the article. DOIs (Digital Object Identifier) are usually found at the foot or the header of the publication. 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*.

URI: urn:nbn:se:hig:diva-12520
DiVA-ID:
DOI:
<input type="text" value="10.1111/j.1365-2834.2009.01047.x"/>
URL:
<input type="text"/>
URL label:
<input type="text"/>
<input type="button" value="Another URL >"/>

- 10. National subject category:** *National subject category* is used in the national finding tool SwePub <http://swepub.kb.se>. Choose one of the general categories if it is difficult to specify.

National subject category * ?

Choose national subject category >>

Omvårdnad; Nursing (30305) x

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

Keywords ?

elderly care, intervention, job satisfaction, psychological empowerment, str

Language:

English

Click to allot keywords in several languages. → Keywords in another language >>

Part of project ?

Another project >>

Abstract ?

Aims: To evaluate a training programme aimed at strengthening caregivers' self-esteem and empowering them, and also to study correlations between psychological empowerment and job satisfaction.

Path: p Words:202

Language:

English

Click to add abstracts (summaries) in several languages. → Another abstract >>

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

Research funders and strategic development areas ?

-

Project number:

Another funder >>

← Back Cancel / Save draft Continue →

13. Upload files: If you don't want to upload a file but merely register details about the publication click on *Continue*. Before you upload an article or other publication that has been published by a publishing house, you must check that the publisher allows you to make the publication freely available on the Internet.

Upload your publication as a **PDF file**.

The screenshot shows the 'Add publication' interface in the DiVA system. The user is logged in as Egon Nilsson (admin). The current step is 'Upload files'. The interface includes a title, a 'Self-archive' section, and options for file type and availability. Three callout boxes provide instructions:

- Callout 1:** "Select *fulltext* and *pdf*" points to the 'Type' dropdown menu where 'fulltext' and 'pdf' are selected.
- Callout 2:** "Select which version of the article you want to upload (this option is only available for articles and conference papers)" points to the 'Which version should be made available in DiVA?' section, where the 'Published version' is selected.
- Callout 3:** "If you want to publish the full text file with a certain delay (embargo) select 'Make freely available later' and give a date in the Edit box. Your full text file will be displayed in DiVA from that date." points to the 'When should the file be made freely available?' section, where 'Make freely available later' is selected and a date input field is visible.

At the bottom, a 'Bläddra...' button is highlighted with a callout: "Click to select and upload your file."

14. Accept the publishing conditions: Read through and accept the publishing conditions.

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

← Back Cancel / Save draft Continue →

Uploaded files ?

↓ fulltext
Published version. The file should be made available now.

I accept the publishing conditions »

Message to the DiVA administrator
e.g. special conditions in addition to what is specified in SHERPA/RO-MEOW

« Edit information

← Back Cancel / Save draft Submit →

15. Review/Publish: Check the details you have filled in. If you want to change something, use 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”.

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

« Edit information

← Back Cancel / Save draft Submit →

Author: Engström, Maria (University of Gävle, Faculty of Health and Occupational Studies, Department of Health and Caring Sciences) *mem
Wadensten, Barbro (Uppsala universitet)
Häggström, Elisabeth (University of Gävle, Faculty of Health and Occupational Studies, Department of Health and Caring Sciences) *eho

Title: Caregivers' job satisfaction and empowerment before and after an intervention focused on caregiver empowerment

Publication type: Article in journal (Refereed)

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 specific for other types of publications

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 or 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, ISSN

Student thesis: see separate instructions.