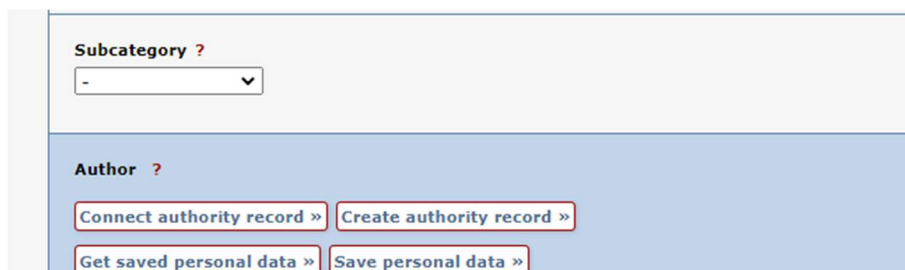


Publication type Article in journal; Article, review/survey and Article book review

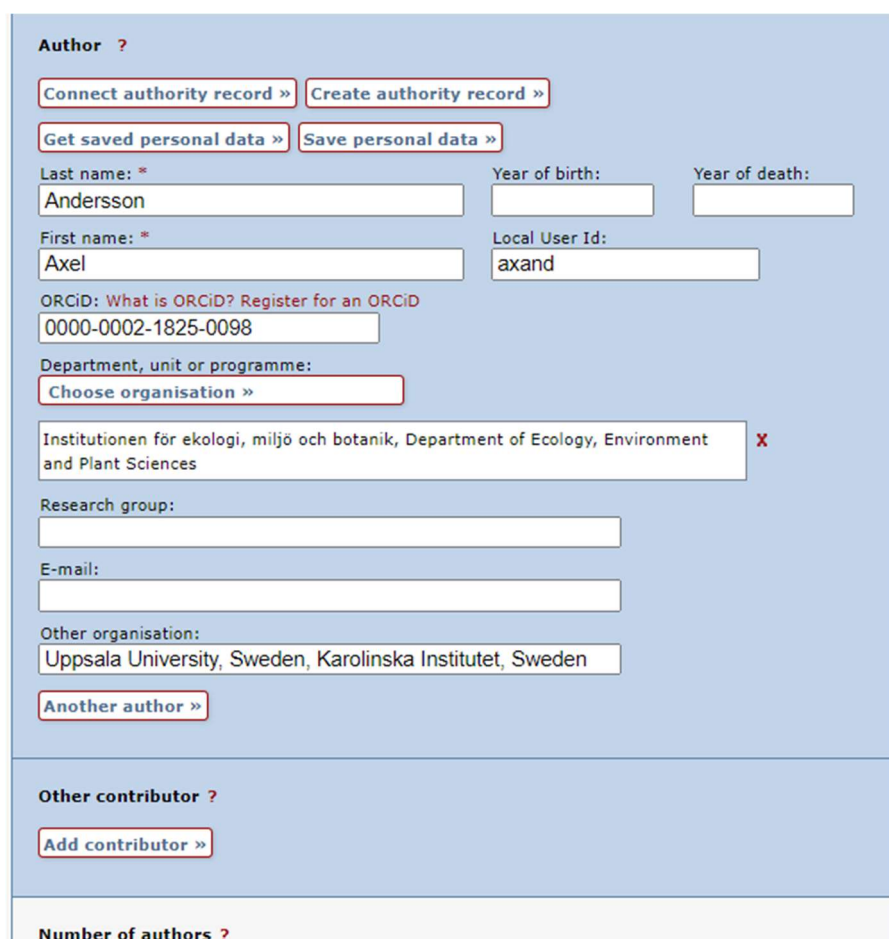
1. Subcategory



The screenshot shows a form with two main sections. The top section, titled 'Subcategory ?' in red, contains a dropdown menu with a '-' symbol. The bottom section, titled 'Author ?' in red, contains four buttons: 'Connect authority record »', 'Create authority record »', 'Get saved personal data »', and 'Save personal data »'.

Subcategory is available for the publication type Article in journal and it can be used for, for example, news items.

2. Author



The screenshot shows a form titled 'Author ?' in red. It contains several input fields and buttons. At the top, there are four buttons: 'Connect authority record »', 'Create authority record »', 'Get saved personal data »', and 'Save personal data »'. Below these are fields for 'Last name: *' (Andersson), 'Year of birth:', 'Year of death:', 'First name: *' (Axel), and 'Local User Id:' (axand). There is also an 'ORCID: What is ORCID? Register for an ORCID' field with the value '0000-0002-1825-0098'. A 'Department, unit or programme:' section includes a 'Choose organisation »' button and a text box containing 'Institutionen för ekologi, miljö och botanik, Department of Ecology, Environment and Plant Sciences' with a red 'X' icon. Below this are fields for 'Research group:', 'E-mail:', and 'Other organisation:' (Uppsala University, Sweden, Karolinska Institutet, Sweden). At the bottom of this section is an 'Another author »' button. The next section, titled 'Other contributor ?' in red, contains an 'Add contributor »' button. The final section, titled 'Number of authors ?' in red, is currently empty.

Enter your Local User Id.

ORCID is an international, unique researcher-id. ORCIDs contain 16 numbers: 0000-0002-1825-0097.

Affiliation should only be filled in for authors who are affiliated with Stockholm University.

Department should be the same as the one in the publication. If an author is affiliated with both SU and one or more organisations other than SU in the publication, these organisations should also be filled in. Use the field "Other organisation" and use the following format: **Organisation, Country**

Collaborating organisations such as KTH or KI should not be entered in the field "Other organisation". However, if the collaborating organisation is written down independently among the affiliations, it should be entered into the "Other organisation"-field.

If there are more than one external organisation, separate them using a semicolon, for example:
Uppsala University, Sweden; University of Helsinki, Finland

"Research group" should not be entered.

"Other contributor" should only be used when a contributor is not an author.

"Number of authors" should be entered when less than the total number of authors has been entered in the "Author"-fields.

3. Organisation

Choose organisation

Search ?

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

Faculty of Law

- Department of Law

Stockholm University

- Faculty of Law

Browse ?

Navigate in the list by clicking on plus and minus. Choose department, unit or programme by clicking on the name. The superior department will be set automatically.

Show departments that are closed down

-

Stockholm

- + Stockholm University

Choose organisation

Search ?

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

Faculty of Law

- Department of Law

Stockholm University

- Faculty of Law

Browse ?

Navigate in the list by clicking on plus and minus. Choose department, unit or programme by clicking on the name. The superior department will be set automatically.

Show departments that are closed down

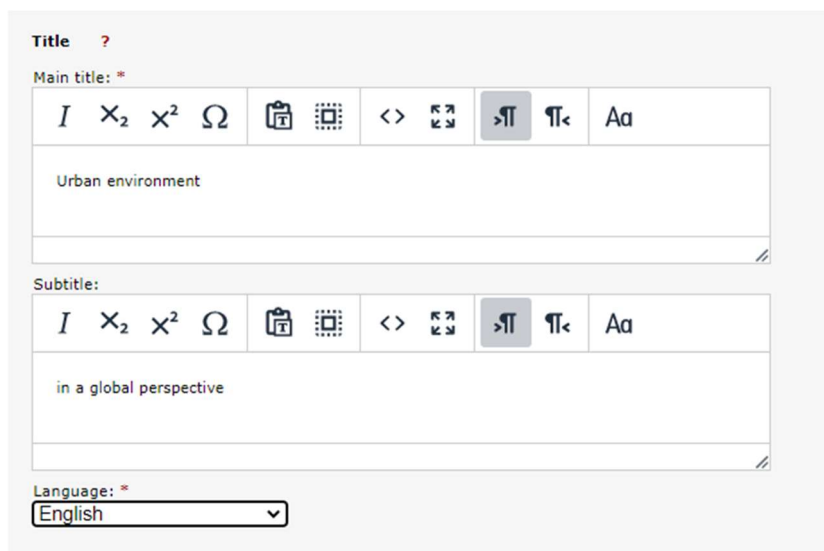
- Stockholm

- Stockholm University
 - Centrum för musikpedagogisk forskning (MPC)
 - + Faculty of Humanities
 - + Faculty of Law
 - Faculty of Science
 - Department of Astronomy
 - Department of Biochemistry and Biophysics
 - Department of Biology Education
 - Department of Ecology, Environment and Plant Sciences
 - Department of Environmental Science
 - Department of Geological Sciences
 - + Department of Materials and Environmental Chemistry (MMK)
 - Department of Mathematics
 - Department of Meteorology
 - Department of Molecular Biosciences, The Wenner-Gren Institute
 - Department of Organic Chemistry
 - Department of Physical Geography
 - + Department of Physics
 - + Department of Zoology
 - Stockholm Resilience Centre
 - +

You can find your institution by searching for it, or by clicking the name in the list. Parent organisations are automatically included.

Please note that some departments may be closed down! Older departments can be found by searching, or by clicking “Show departments that are closed down”.

4. Title



The screenshot shows a form titled "Title" with a red question mark icon. It contains two text input fields, each with a rich text editor toolbar above it. The toolbar includes icons for bold, italic, underline, strikethrough, link, unlink, list, and text color. The first field is labeled "Main title: *" and contains the text "Urban environment". The second field is labeled "Subtitle:" and contains the text "in a global perspective". Below these fields is a "Language: *" dropdown menu with "English" selected.

The title of the article should be entered as it is written in the publication. If the title is separated in a main title and a subtitle, a colon will be automatically generated.

If the main title and subtitle are separated by punctuation other than a colon, for example a dash, the entire title should be entered in the “Main title”-field.

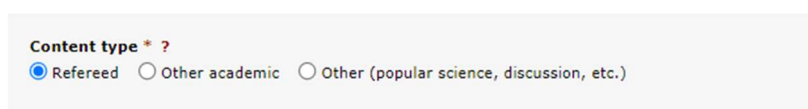
The title of a book review should reflect the title in the publication, for example: Joanne Miyang Cho, David M. Crowe, eds. *Germany and China: Transnational Encounters since the Eighteenth Century*. New York: Palgrave Macmillan, 2014.

If the title of a book review contains a lot of information, for example page count, price, etc., all information need not be entered. The title should instead be ended at an appropriate place, for example after the year.

For book reviews the entire title should be entered in the “Main title”-field.

If there is an alternative title, for example a translated title, enter it in the subtitle field in square brackets.

5. Content type

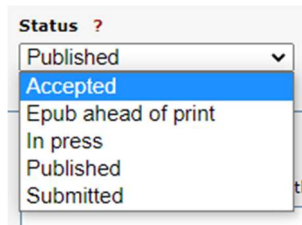


The screenshot shows a form titled "Content type" with a red question mark icon. It contains three radio button options: "Refereed" (selected), "Other academic", and "Other (popular science, discussion, etc.)".

Content type is a required field for the researcher. The field will be checked by librarians and changed if it is obviously wrong.

For the subcategories Meeting abstract, Editorial material and Letter, the "Content type" should be "Other academic". Note that "Letter" can refer to both correspondences with editors and articles! If it is an article the content type should be "Refereed".

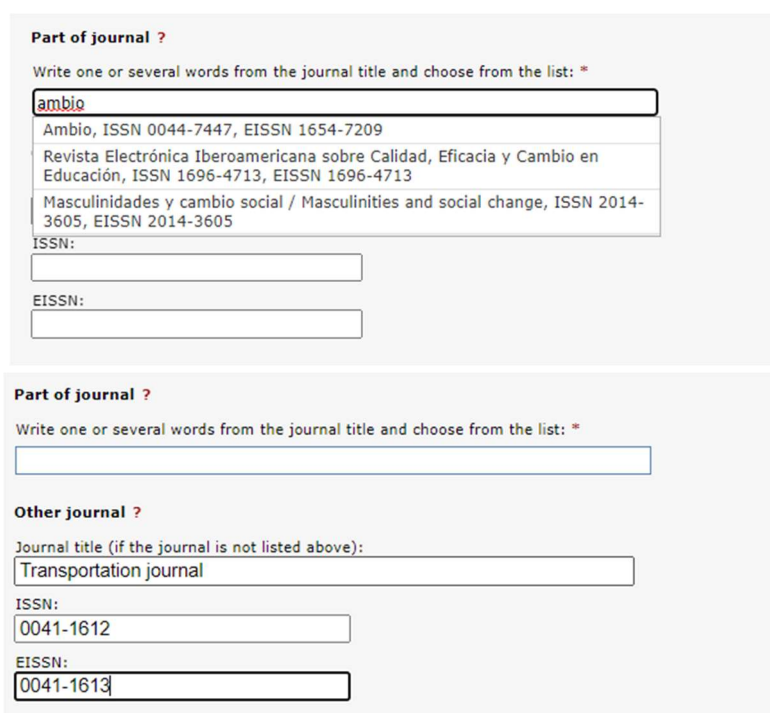
6. Status



If the entry has the status "Accepted", "In press" or "Epub ahead of print", the librarians will check whether information about volume, issue, pages, etc., is available. In that case, the entry will be updated to "Published".

A internal note can be used by librarians if an entry has a status other than "Published", while awaiting approval. This note will be removed when the status is changed to "Published" and the entry has been approved, i.e. marked as "Reviewed".

7. Part of journal



The journal should always be entered through the list, if it is in the list. If the journal is not in the list, use the field "Other journal".

If a journal title is entered in the "Other journal"-field, the librarians will check whether or not it is in the list. If the journal title is in the list, it will be entered through the list instead.

EISSN should only be used when you are certain that it is associated with a digital version of the journal.

8. Conference



Conference ?

Conference:

BPM 2015, 13th International Workshops, Innsbruck, Austria, August 31 - September 3, 2015

If the article was presented at a conference, enter information about the conference in the following format: **Name of the conference, city, country, date, year**

For example: BPM 2015, 13th International Workshops, Innsbruck, Austria, August 31 – September 3, 2015

9. Other information



Other information ?

Year: * Volume: Number: Article Id:

2017 4 2 23785


Pages:

-

Note that the publication year can change for example from 2016 to 2017 if an article shifts status from "Epub ahead of print" to "Published".

For "Article, News item" they should, according to Swepub, be entered in the format YYYY-MM-DD. In DiVA enter the year in the field "Year" and then enter the full date in the above mentioned format in the "Note"-field.

10. Publisher



Publisher

Place: ?

Publisher: ?

Other publisher:

Publisher should not be entered for articles.

11. Identifiers

Identifiers ?

URI: urn:nbn:se:su:diva-204275

Local ID:

Archive number:

DOI:
 ☐ Free full-text

ISI:

ScopusID:

PubMedID:

URL:

URL label:
 ☐ Free full-text

[Another URL »](#)

Libris ID:

[Another Libris ID »](#)

DOI:

The librarians checking the entry will add DOI-numbers if the field is empty. The prefix <http://doi.org/> will be omitted and just the numbers will remain. If the DOI-link is repeated in the URL-field it will be removed.

URL:

If the article does not have a DOI, but has a persistent URL, it may be added. In that case enter the title of the article in the "URL label"-field. If the article with certainty is freely available through the link, instead enter *Free fulltext* or, alternatively, *Free full text* if the article is in English, and check the "Free full-text" box.

Other identifiers:

If they are filled in, they should remain.

12. National subject category



Choose national subject category

Search ?

Search for national subject category. The superior subject category will be set automatically.

Search

Browse ?

Choose national subject category by clicking on the name. The superior subject category will be set automatically. Navigate in the list by clicking on  and .

-

National subject categories

+ Agricultural and Veterinary sciences

- Engineering and Technology

+ Chemical Engineering

+ Civil Engineering

+ Electrical Engineering, Electronic Engineering, Information Engineering

+ Environmental Biotechnology

+ Environmental Engineering

+ Industrial Biotechnology

+ Materials Engineering

+ Mechanical Engineering

+ Medical Engineering

- Nano Technology

+ Other Engineering and Technologies

+ Humanities and the Arts

+ Medical and Health Sciences

+ Natural Sciences

+ Social Sciences

Cancel

National subject category should be entered at the 3-number level at a minimum:

National subject category * ?

Suggestion for national subject category

Choose national subject category »

Miljöbioteknik; Environmental Biotechnology (208) 

For Medical and Health Sciences and Arts it should be entered at the 5-number level:

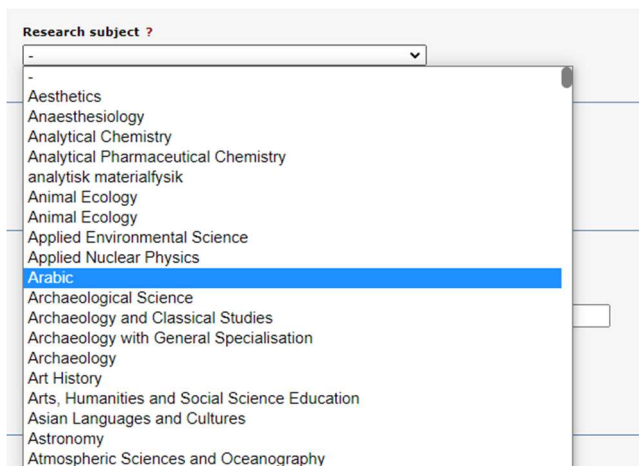
National subject category * ?

Suggestion for national subject category

Choose national subject category »

Cancer och onkologi; Cancer and Oncology (30203) 

13. Research subject



The screenshot shows a web form with a dropdown menu labeled 'Research subject ?'. The menu is open, displaying a list of research subjects. The subject 'Arabic' is highlighted in blue. The list includes: Aesthetics, Anaesthesiology, Analytical Chemistry, Analytical Pharmaceutical Chemistry, analytisk materialfysik, Animal Ecology, Applied Environmental Science, Applied Nuclear Physics, Arabic, Archaeological Science, Archaeology and Classical Studies, Archaeology with General Specialisation, Archaeology, Art History, Arts, Humanities and Social Science Education, Asian Languages and Cultures, Astronomy, and Atmospheric Sciences and Oceanography.

The list of research subjects is a local list of the subjects which are researched at Stockholm University. It is optional for the researcher to choose a subject from this list and it will not be checked by the librarians.

14. Keywords



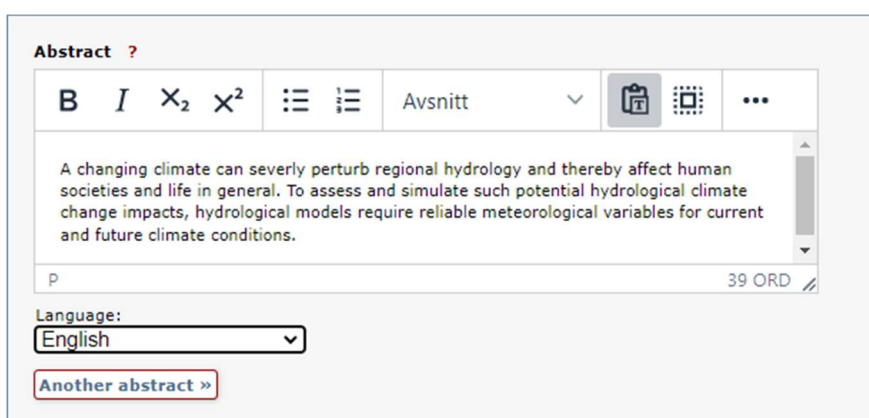
The screenshot shows a web form with a text input field containing the text 'climate change, ice sheets, Antarctica'. Below the input field is a dropdown menu labeled 'Language:' with 'English' selected. At the bottom of the form is a button labeled 'Keywords in another language »'.

The keywords should be the same as in the publication.

The keywords should be separated by commas.

If the researcher enters their own keywords, these will be checked by the librarians.

15. Abstract



The screenshot shows a web form with a text area for an abstract. The text area contains the text: 'A changing climate can severely perturb regional hydrology and thereby affect human societies and life in general. To assess and simulate such potential hydrological climate change impacts, hydrological models require reliable meteorological variables for current and future climate conditions.' Below the text area is a dropdown menu labeled 'Language:' with 'English' selected. At the bottom of the form is a button labeled 'Another abstract »'. The text area has a character count of 39 ORD.

The abstract should be the same as in the publication.

If an abstract is entered, it will be checked by a librarian.