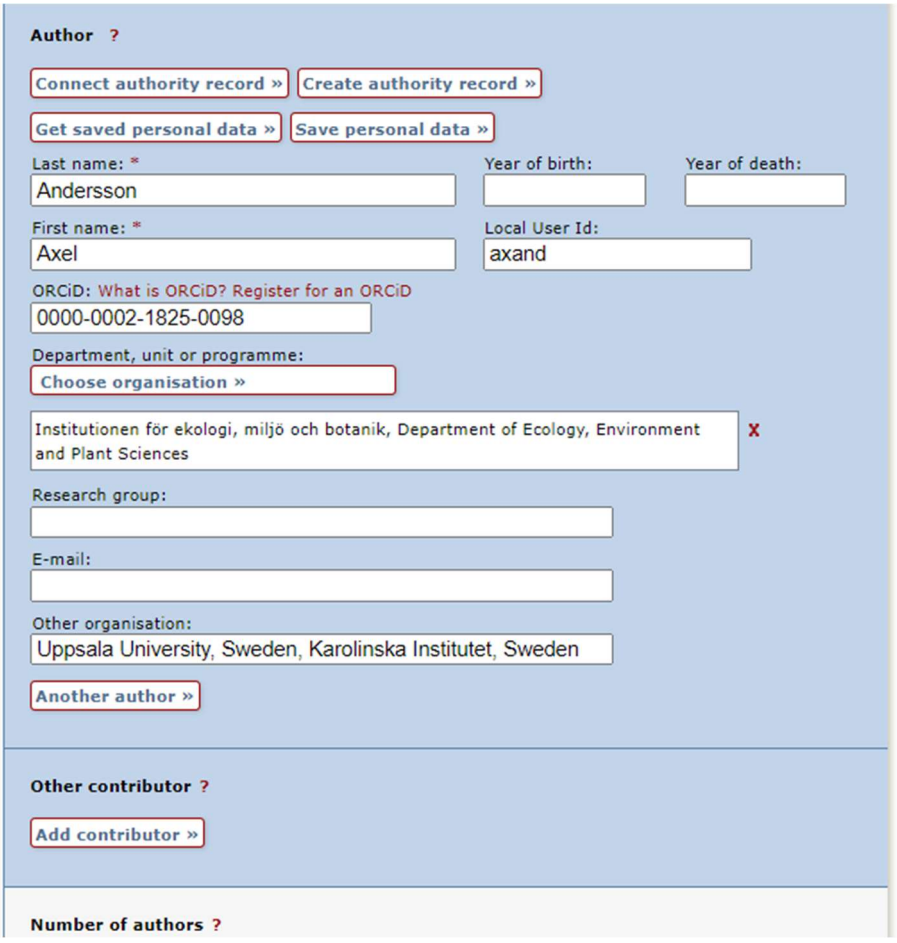
Publication type Article in journal; Article, review/survey and Article book review

1. **Subcategory**

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

2. **Author**



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 an written down independently among the affiliations, it should be entered into the “Other organisation”-field.

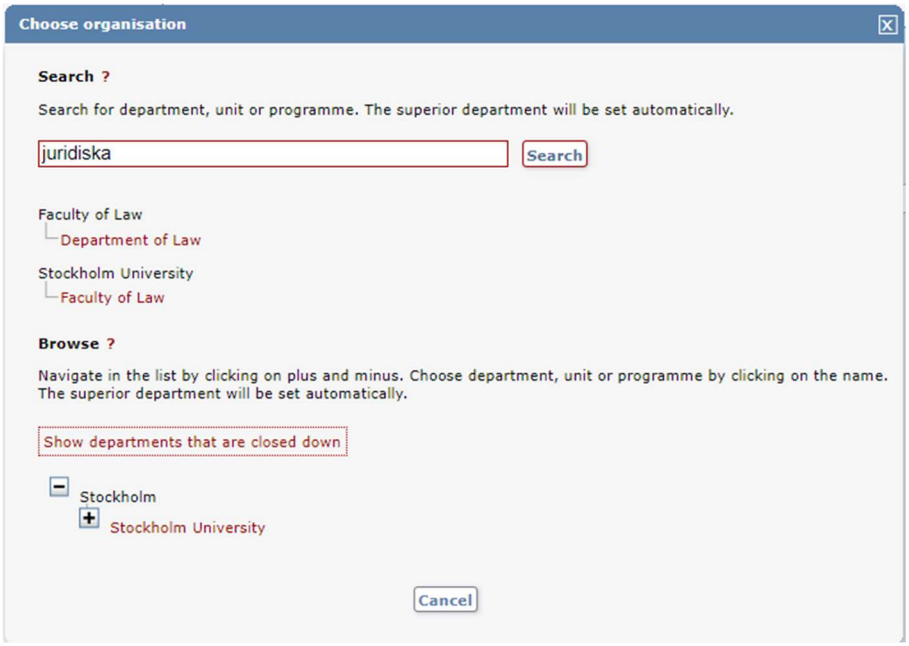
If there are more than one external organisation, separate them using a semicolon, for example: Uppsala University, Sweden; University of Helsinki, Finland

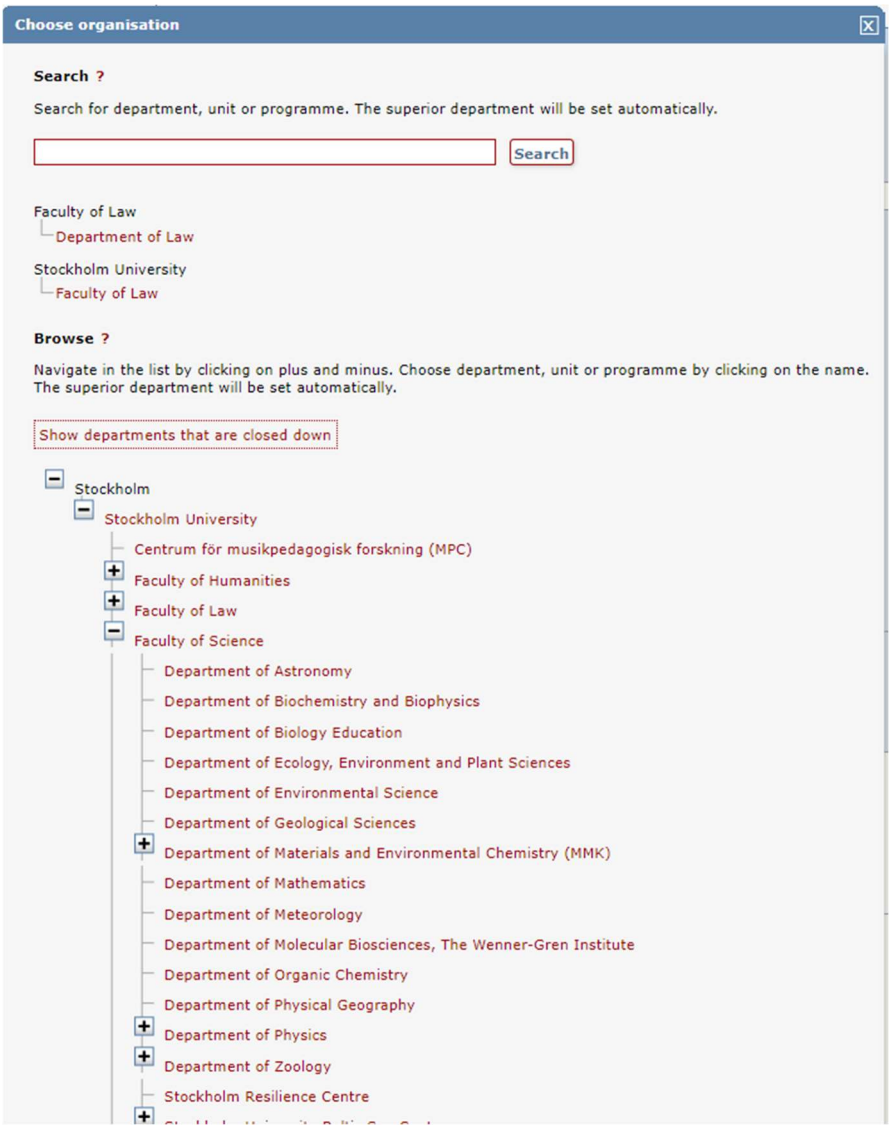
”Research group” should not be entered.

”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**

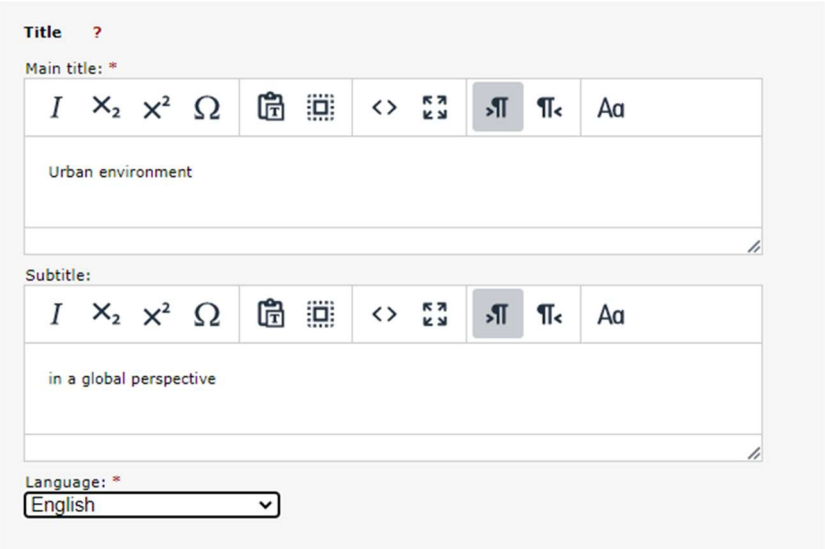




You can find your institution by searching for it, or by clicking the name in the list. Parent organisations are automatically included.

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 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.

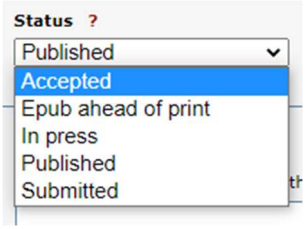
If there is an alternative title, for example a translated title, enter it in the subtitle field in square brackets.

5. **Content type**

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”.

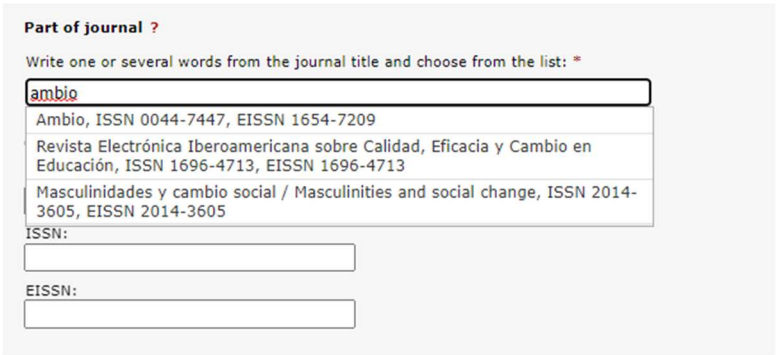
6. **Status**

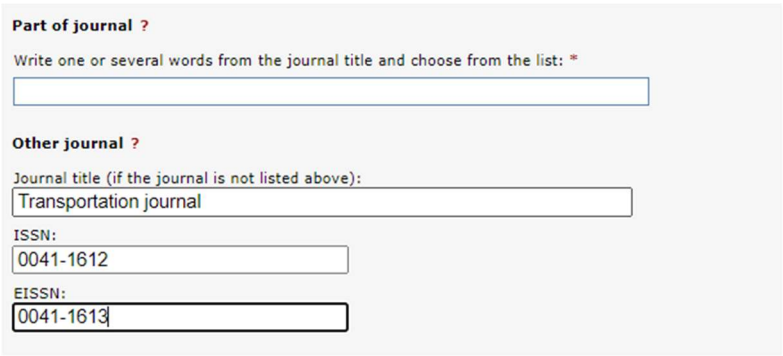


If the entry has the status ”Accepted”, ”In press” or ”Epub ahead of print”, the librarians will check whether information about volume, issue, pages, etc., is available. In that case, the entry will be updated to ”Published”.

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**



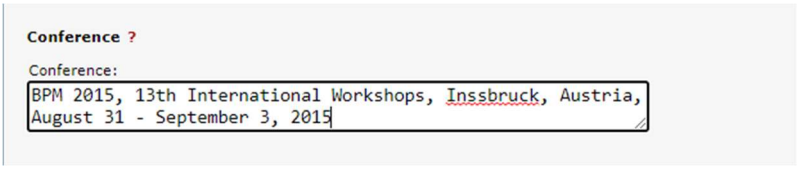


The journal should always be entered through the list, if it is in the list. If the journal is not in the list, use the field ”Other journal”.

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.

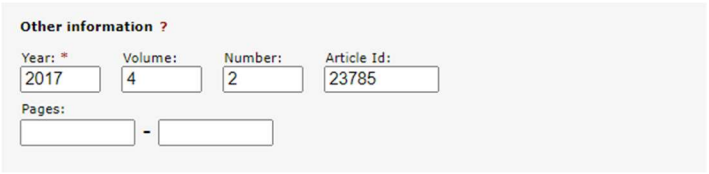
EISSN should only be used when you are certain that it is associated with a digital version of the journal.

8. **Conference**



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**



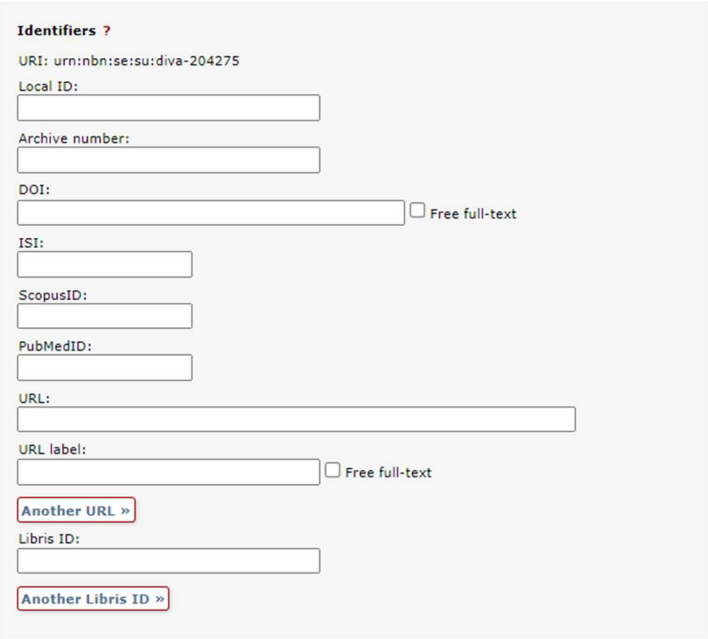
Note that the publication year kan change for example from 2016 to 2017 if an article shifts status from ”Epub ahead of print” to ”Published”.

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 should not be entered for articles.

11. **Identifiers**

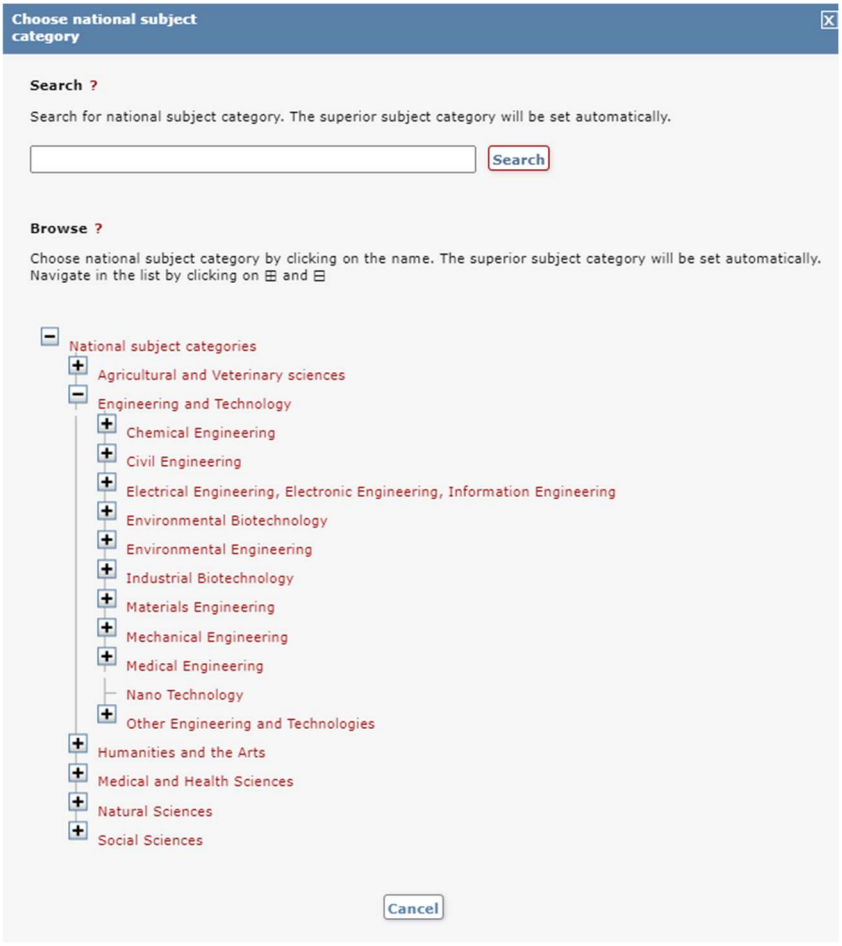


DOI:
The librarians checking the entry will add DOI-numbers if the field is empty. The prefix http://doi.org/ will be omitted and just the numbers will remain. If the DOI-link is repeated in the URL-field it will be removed.

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 *Fri fulltext* or, alternatively, *Free full text* if the article is in English, and check the “Free full-text”box.

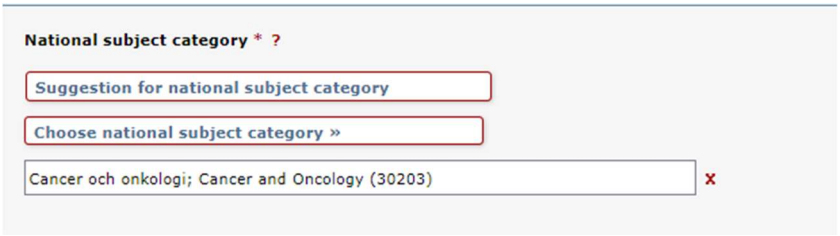
Other identifiers:
If they are filled in, they should remain.

12. **National subject category**

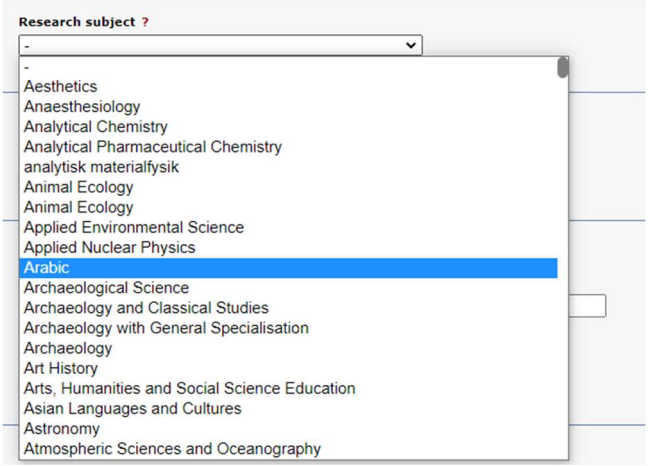


National subject category should be entered at the 3-number level at a minimum:

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



13. **Research subject**



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.

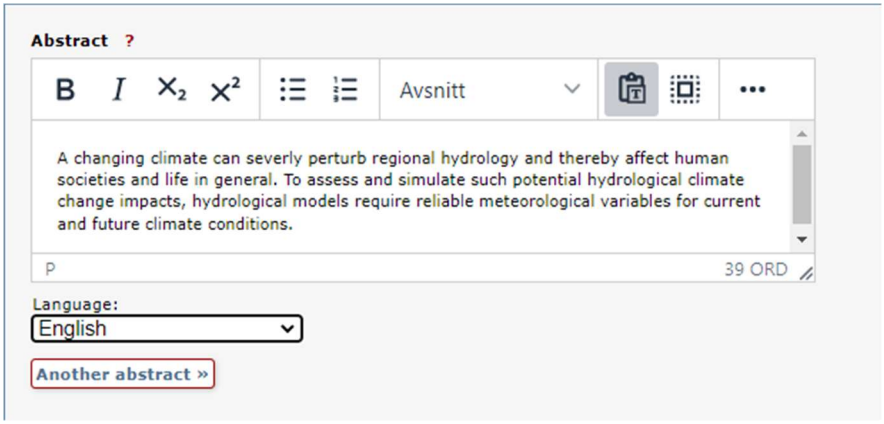
14. **Keywords**

The 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 abstract should be the same as in the publication.

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