



Stockholm
University

Register doctoral thesis (comprehensive summary) – register posting details in DiVA

All doctoral theses must be electronically archived in DiVA. The Vice-Chancellor at Stockholm University has decided that all research at the university should be made public with open access. Therefore your thesis (the first part, “kappan”) will be published as full text in DiVA. Read more on page 23 in “Regler för utbildning och examination på forskarnivå” (Dnr SU FV-1.1.2-0526-20). (<https://www.su.se/medarbetare/organisation-styrning/styrdokument-regelboken/utbildning/regler-f%C3%B6r-utbildning-och-examination-p%C3%A5-forskarniv%C3%A5-1.523997>) (text in Swedish).

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.

Remember

- You can save an incomplete registration as a draft and finish it later. Find your saved draft under *My drafts* in the left margin on the page *Add publication/Upload files*. The urn:nb remains the same when the draft is published.
- It is possible to publish material in digital formats that is related to the thesis (e.g. raw data) by consulting the Dissertation support.
- To ask the publishers for permission to print the published articles in your dissertation.
- When you clicked on “Submit” on the last page in the registration form, you cannot make any changes yourself. We at Dissertation support will help you.
- After the public defence you can send a list of errata to the Dissertation support (avhandlingssupport.sub@su.se) so we can upload it in DiVA.

In order to register your dissertation you need to know

- The title (you need to translate the title to English if it is in another language)
- Name of series and number in series, if any
- Keywords, if any (must be in English. It is ok to also have keywords in other languages.)
- Abstract (must be in English. It is ok to also have abstracts in other languages.)
- Supervisor(s), academic title, and affiliation
- Opponent, academic title, and affiliation
- Date, time, place, and address for the public defence

Step 1. Check which of the papers are already registered in DiVA

Search, for example, for the paper's title in DiVA <http://su.diva-portal.org/>. Check if all the details are correct. If you need to edit or add details in the existing record, please contact diva@su.se.

Step 2. Register the papers that are missing

Register the papers that are **not** already in DiVA. Find instructions for the registration here: <https://su.se/english/diva>. Select the correct publication type and status:

- Article in journal
 - Accepted
 - Epub ahead of print
 - In press
 - Published
 - Submitted
- Manuscript (preprint)
 - If the manuscript has not yet been submitted to a journal

Submitted is an uncertain status since the article can be rejected by the publisher. Therefore it might be better to choose "Manuscript (preprint)" instead.

If the paper is a "manuscript" or "submitted" you should **not** upload any file. If you want to upload a paper, which is "Accepted", "Epub ahead of print", "In press", or "Published", it is important that you have checked the copyright status and have the permission from the publisher.


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.

How to register

1. Log into DiVA <https://su.diva-portal.org/> with your university account and password and select *Add publication/Upload files*.

Don't have a university account? [Read more](#)

Stockholm University Library | Stockholm University Web | Help DiVA 

What do you want to do? Logged in as Test Forskare (user) [Log out](#) [Language](#)

Important message! »

Publications registered in Stockholm University's DiVA should be written while employed by Stockholm University. Always fill in your local user id! Questions about DiVA: diva@sub.su.se

My publications

The list includes publications with your user-id

Add publication / Upload files »

Enter and publish your publications.

It is possible to save a draft if you want to complete the record later.

Edit / Delete record »

Edit or delete records.

Go to Add a publication/Upload files if you want to complete a draft record.

Import references »

Import references from a file or a database.

2. **Select publication type:** Select Doctoral thesis, comprehensive summary and click *Continue*.

The screenshot shows the 'Add publication' interface. At the top, it says 'Logged in as Test Forskare (user) Log out' and 'Language'. The breadcrumb trail is 'Select publication type --> Enter information --> Upload files --> Review / Publish -->'. The left sidebar has a 'My drafts' link. The main content area has a 'Select publication type ?' label, a dropdown menu with 'Doctoral thesis, comprehensive summary' selected, and a note: 'You can also go to your drafts. Select My drafts.' Navigation buttons 'Back', 'Cancel', and 'Continue' are present at the top and bottom of the main content area. Two callout boxes with red arrows point to 'My drafts' and 'Select publication type ?'.

My drafts

You can find your started registrations here.

Logged in as Test Forskare (user) Log out Language

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

← Back Cancel Continue →

Select publication type ?

Doctoral thesis, comprehensive summary ▼

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.

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.

Below you see which fields you need to fill in. All other fields can be left blank.

4. **Author:** Fill in your name, year of birth and Stockholm University user name. Please make sure to use the same name and spelling as used in LADOK.

The screenshot shows a web form for registering a doctoral thesis. At the top, there are navigation buttons: 'Back', 'Cancel / Save draft', and 'Continue'. Below this, the 'Selected publication type' is set to 'Doctoral thesis, comprehensive summary', with a 'Change type' button. The main section is titled 'Author ?' and contains several input fields and buttons. A red box highlights the 'Choose organisation' button, with an arrow pointing to it and the text 'Please click here to choose your department.' A callout box explains that the 'Local User Id' is the same as the one used for DiVA. Another callout box notes that if the user has an ORCID, they should fill it in and click the provided links for more information. The form fields include: 'Last name: *' (filled with 'Adamsson'), 'Year of birth:' (filled with '1985'), 'First name: *' (filled with 'Ada'), 'Local User Id:' (filled with 'adad1985'), 'ORCID: What is ORCID? Register for an ORCID' (empty), 'Department, unit or programme:' (filled with 'Institutionen för ekologi, miljö och botanik, Department of Ecology, Environment and Plant Sciences'), 'Research group:' (empty), 'E-mail:' (empty), and 'Other organisation:' (empty). There are also buttons for 'Get saved personal data', 'Save personal data', and 'Another author'.

← Back Cancel / Save draft Continue →

Selected publication type: Doctoral thesis, comprehensive summary Change type »

Author ?

Get saved personal data » Save personal data »

Last name: * Adamsson Year of birth: 1985

First name: * Ada Local User Id: adad1985

ORCID: What is ORCID? Register for an ORCID

Department, unit or programme: Choose organisation »

Institutionen för ekologi, miljö och botanik, Department of Ecology, Environment and Plant Sciences X

Research group:

E-mail:

Other organisation:

Another author »

If you have an **ORCID** you can fill that in as well. Please click on the links to learn more about ORCID.

Local User Id is the same that you use to log into DiVA.

Please click here to choose your department.

You can delete a selected organisation by clicking **X**.

5. **Select organisation:** Click *Choose organisation* and search or browse for your department.

The screenshot shows a web interface titled "Choose organisation". It has a search section and a browse section.

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

Department of Ecology, Environment and Plant Sciences

Faculty of Science
└ Department of Ecology, Environment and Plant Sciences

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.


- Stockholm
 - + Stockholm College
 - 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 Biosciences and Nutrition (together with KI)
 - └ Department of Ecology, Environment and Plant Sciences
 - └ Department of Environmental Science and Analytical Chemistry
 - └ Department of Geological Sciences
 - + Department of Materials and Environmental Chemistry (MMK)
 - + Department of Mathematics and Science Education
 - └ Department of Mathematics
 - └ Department of Meteorology
 - └ Department of Molecular Biosciences, The Wenner-Gren Institute
 - └ Department of Neurochemistry
 - └ Department of Organic Chemistry
 - └ Department of Physical Geography
 - + Department of Physics
 - + Department of Zoology
 - └ Numerical Analysis and Computer Science (NADA)
 - └ Stockholm Resilience Centre
 - + Stockholm University Baltic Sea Centre

6. **Title:** Fill in the title and subtitle, if any, of your thesis and select language. It is important that the title is spelled in the same way as on the cover and title page of the dissertation. Avoid using a colon in the title, consider adding a subtitle instead.

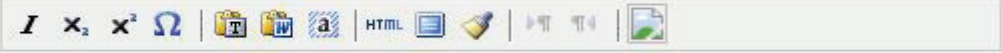
Alternative title: Fill in the English title if your thesis is written in another language.

Title ?

Main title: *



Subtitle:



Language: *

Alternative title ?

Main title:

- 7. Other information:** Fill in year of publication. (The Dissertation support will add the number of pages when we upload the full text.)
- 8. Series:** If your thesis is part of a series, please select the series from the list and add the number in series. If the series is not on the list, fill in the fields below under **Other series**.

Other information ?

Year: * Number of pages:

Series ?

Title of series/ISSN:
 X

No. in series:

Other series ?

Title of series:

ISSN:

EISSN:

No. in series:

Please search after the name of the series in the list. If you cannot find it you can fill in the information in **Other series**. If you have chosen the wrong series, you can delete it by clicking **X**.

9. **Publisher:** Fill in Stockholm in the **Place** field and “The name of your department, Stockholm University” in **Other publisher**. (If your dissertation is published by a publishing house, you should search for its name in the list. If you cannot find it, put its name in **Other publisher**.)
10. **Identifiers:** We at Dissertation support will fill in the ISBNs (one for the printed version and one for the PDF published in DiVA) when we check the registration. If your thesis is published by a publishing house, it will provide you with ISBN and you should fill it in as ISBN “Print”.

Publisher ?

Place:
Stockholm

Write one or several words from the name of the publisher and choose from the list: *

Other publisher:
Department of Ecology, Environme

Identifiers ?

URI: urn:nbn:se:su:diva-138561

ISBN:
978-91-7649-XXX-X Print ▼

ISBN:
978-91-7649-XXX-X| Electronic ▼

Another ISBN »

DOI:
 Free full-text

URL:

URL label:
 Free full-text

Another URL »

Will be added by the
Dissertation support.

11. National subject category: Allocate one or more subject categories by clicking on *Choose national subject category* and then either search or browse the categories. A selected category can be removed by clicking **X**. The subject must have at least three numbers in brackets.

Research subject: Select your research discipline from the list.

National subject category * ?

[Choose national subject category »](#)

Klimatforskning; Climate Research (10501) **X**

Energisystem; Energy Systems (20702) **X**

Research subject ?

- ▼

Electronics **X**

- 12. Keywords:** Fill in your keywords and select language. Keywords must be separated by comma. You can add keywords in other languages by clicking *Keywords in another language*. Note that only keywords in English are printed on your nailing page. The keywords can be maximum 250 characters (including space) per language.
- 13. Abstract:** Type or paste the abstract of your thesis and select language. You can add additional abstracts by clicking *Another abstract*. Note that an abstract in English is mandatory. It must not contain more than 3500 characters (including space) to ensure that it will fit on the nailing page.

The screenshot shows a web form for entering thesis information. It is divided into three main sections:

- Keywords ?**: Contains a text input field with the text "wind power, renewable energy, wave power, disturbance, electricity". Below it is a "Language:" dropdown menu set to "English". A button labeled "Keywords in another language >>" is also present.
- Part of project ?**: Contains an empty text input field and a button labeled "Another project >>" below it.
- Abstract ?**: Contains a rich text editor. The toolbar has icons for bold, italic, subscript, superscript, bulleted list, numbered list, paragraph, text, image, link, unlink, table, math, and HTML. A blue square icon (Toggle Full Screen Mood) is circled in red. The text area contains placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum mollis porta urna sit amet facilisis. Pellentesque non finibus libero. Curabitur iaculis arcu ac lacus rutrum sagittis. Integer congue ac nunc ut viverra. Vestibulum ligula dolor, porta a faucibus quis, egestas vel dolor. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis". Below the text is a "Path: p" field and a "Words: 204" counter. A red box highlights the lower right-hand corner of the text area, and a red circle highlights the blue square icon in the toolbar.

Please separate the keywords by comma but do not end the line with a full stop.

Drag the lower right-hand corner to increase the size of the abstract field. You can also click on the blue square (Toggle Full Screen Mood) in the menu to open the abstract field as a new window.

- 14. Supervisor and opponent:** Fill in the supervisor's and opponent's name and department. In the case of the opponent, the name of the university and the country should be added as well. If the person is at another university, enter details in the field **Other organisation**. Click *Another supervisor* if you have more than one supervisor. The members of the grading committee should not be listed.

Supervisor ?

[Get saved personal data »](#) [Save personal data »](#)

Last name: Academic title:

First name: Local User Id:

ORCID:

Department, unit or programme:

✕

E-mail:

Other organisation:

[Another supervisor »](#)

Opponent ?

[Get saved personal data »](#) [Save personal data »](#)

Last name: Academic title:

First name: ORCID:

University, department:

E-mail:

Other organisation:

[Another opponent »](#)

- 15. Public defence:** Select date and time from the calendar to the right of the **Date** field. Select language and add location, address, and university. If your defence will take place solely digitally, you should put "online via Zoom, public link is available at the department website" in the **Address** field. (The **Room** field is left empty.) For a defence held both in a room and digitally, the information about the digital defence should be put after the address. If your thesis is a cooperation with another university, please enter the name of the university in **External granting institution**.

Degree: Select the title of your degree.

Public defence ?

Date: 2017-02-24 13:00 Language: English

Room: hörsalen, Manne-Siegbahnvillan

Address: Frescativägen 24-26

City: Stockholm

Granting institution: Stockholm University

External granting institution:

Degree: Degree of Doctor of Philosophy

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

- 16. Do not upload any files.** Continue directly by clicking *Continue*. The Dissertation support will upload the final thesis file.
- 17. Review:** Check that all your details are correct. If you want to change something, use the link *Edit information* to return to the form.

Add publication Logged in as Test Forskare (user) Log out Language

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

< Edit information

← Back Cancel / Save draft Submit →

Author: Adamson, Adam (Stockholm University, Faculty of Humanities, Department of Philosophy), 1986, adad1234

Title: About *Critique of Pure Reason* : The Source of Knowledge in the World of Immanuel Kant

Publication type: Doctoral thesis, monograph

Language: English

Place: Stockholm

Other publisher: Department of Philosophy, Stockholm University

- 18. Submit:** When the registration is complete click *Submit*. The Dissertation support can now see and review your information.

You can no longer see or edit your details after you have clicked *Submit*. Contact the Dissertation support (avhandlingssupport.sub@su.se) if you need to change something afterwards.

- 19.** You will get a nailing page as a PDF for approval from the Dissertation support. If you want to change something in the abstract or the keywords, please send us the complete abstract and/or keywords.
- 20.** Please upload the nailing page in the production tool along with your thesis files.
- 21.** The official nailing in DiVA and the full text of your thesis (“kappa”), along with the front cover will be made public two working days before your nailing day and then the link on your nailing page will also work.