

DiVA

Enter the URL: and log in.

<https://hb.diva-portal.org>

Change language.

Your University of
Borås username.

Your University of
Borås password.

In English



HÖGSKOLAN I BORÅS

Användarnamn

Lösenord

Logga in

DiVA

DiVA – Academic Archive Online - is a system for electronic publishing and for registering publications produced by researchers, teachers and students. Uppsala University Library develops and maintains DiVA.

Av säkerhetsskäl bör du logga ut och stänga webbläsaren när du är färdig med webbtjänsterna som kräver inloggning.

Vid inloggningsproblem
E-post: campusservice@hb.se
Tfn: 033 435 46 90

Driftinfo och Nyheter
[Personal](#)
[Student](#)

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.

These are the functions that you will be able to use as an employee. You can add publications, edit your old publications and import references to publications. This guide will focus on the function “Add publication / Upload file”

When you enter the "Add publications" function you will have several choices of what type of publication you want to register:

This guide will focus on the important fields that are in common for most output types.

- 1: Article in journal
- 2: Article, Book review
- 3: Article, review/survey
- 4: Book
- 5: Chapter in book
- 6: Collection (editor)
- 7: Conference paper
- 8: Conference Proceedings (editor)
- 9: Doctoral thesis, Comprehensive summary
- 10: Doctoral thesis, monograph
- 11: Licentiate thesis, Comprehensive summary
- 12: Licentiate thesis, monograph
- 13: Manuscript
- 14: Other
- 15: Patent
- 16: Report
- 17: Student thesis

The screenshot shows the 'Add publication' interface. At the top, it says 'Add publication' and 'Logged in as DiVAtest divatest_en'. Below this, there are two tabs: 'Select publication type -->' and 'Enter information -->'. The 'Select publication type' tab is active, showing a dropdown menu with the following options: 'Article in journal' (highlighted), 'Article, book review', 'Article, review/survey', 'Book', 'Chapter in book', 'Collection (editor)', 'Conference paper', 'Conference proceedings (editor)', 'Doctoral thesis, comprehensive s', 'Doctoral thesis, monograph', 'Licentiate thesis, comprehensive s', 'Licentiate thesis, monograph', 'Manuscript (preprint)', 'Other', 'Patent', 'Report', and 'Student thesis'. A blue arrow points from the text in the right-hand box to the 'Article in journal' option in the dropdown menu.

Selected publication type: Article in journal [Change type >>](#)

Subcategory ?
-

Author ?

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

Last name: *

Year of birth:

First name: *

Local User Id:

ORCID id: [What is ORCID? Register for an ORCID id](#)

Department, unit or programme:
[Choose organisation >>](#)

Research group:

E-mail:

Other organisation:

[Another author >>](#)

[Add contributor >>](#)

Important:

This is where you enter your HB Signature. The field connects the publications to your research profile. Be sure to fill it in.

The University publication guidelines state that you have to create and use your ORCID

Make sure to spell your research group name the same as your colleagues. If it is not spelt correctly it will be hard to check the groups productivity.

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

[← Back](#)

[Cancel / Save draft](#)

[Continue →](#)

Selected publication type: Article in journal

[Change type »](#)

Subcategory ?

-

Author ?

[Get saved personal data »](#)

[Save personal data »](#)

Last name: *

Year of birth:

First name: *

Local User Id:

ORCID iD: [What is ORCID? Register for an ORCID iD](#)

Department, unit or programme:

[Choose organisation »](#)

Research group:

Other organisation:

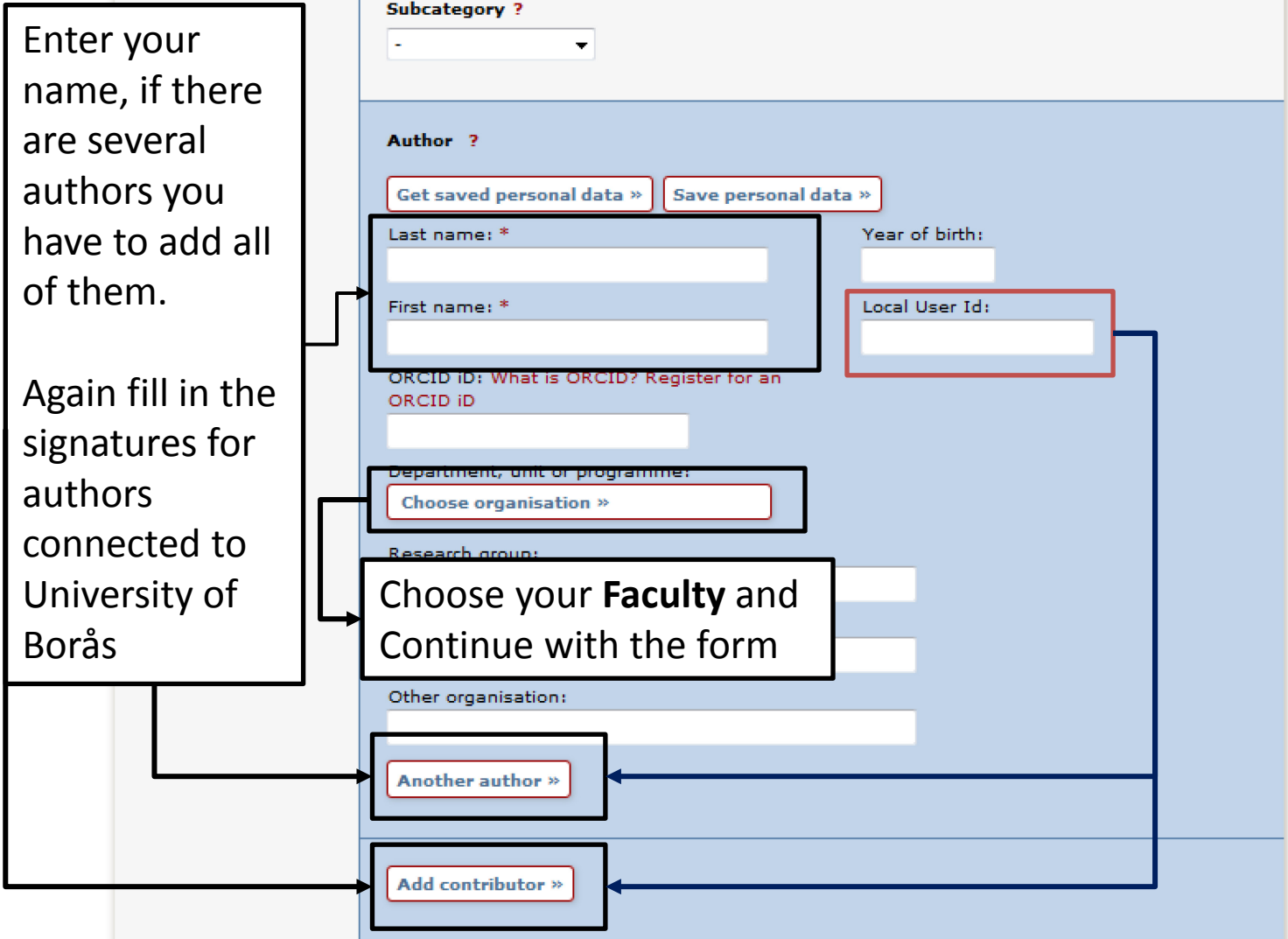
[Another author »](#)

[Add contributor »](#)

Enter your name, if there are several authors you have to add all of them.

Again fill in the signatures for authors connected to University of Borås

Choose your **Faculty** and Continue with the form



Add publication

Logged in as Thomas Nyström (domainAdmin) [Log out](#)

Select publication type -->

Enter information -->

Upload files -->

Choose organisation



Search ?

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

Search

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

- University of Borås
 - Faculty of Caring Science, Work Life and Social Welfare
 - Faculty of Librarianship, Information, Education and IT
 - Faculty of Textiles, Engineering and Business
 - FoU Sjuhärad Vålfärd
 - Professional Services

Cancel

Note that the university hierarchy stops at faculty level.

You have to enter the publication main title. If you have a subtitle add that as well. It is also important to enter the title language.

Main title: *

I \times_2 x^2 Ω | HTML | >¶ ¶< | Tc

Subtitle:

I \times_2 x^2 Ω | HTML | >¶ ¶< | Tc

Language: *

English ▼

Alternative title ?

Main title:

I \times_2 x^2 Ω | HTML | >¶ ¶< | Tc

Subtitle:

I \times_2 x^2 Ω | HTML | >¶ ¶< | Tc

Language:

- ▼

National subject category * ?

Choose national subject category »

Choose national subject category

Search ?

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

information

Search

- Other Computer and Information Science
- Environmental Analysis and Construction Information Technology
- Other Electrical Engineering, Electronic Engineering, Information Engineering
- Computer and Information Science
- Information Systems
- Information Studies
- Electrical Engineering, Electronic Engineering, Information Engineering
- Information Systems, Social aspects

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 Sciences
 - ☑ Engineering and Technology
 - ☑ Humanities
 - ☑ Medical and Health Sciences
 - ☑ Natural Sciences
 - ☑ Social Sciences

Cancel

You have to enter a national subject category. You can either navigate the tree structure or search for the subject in the search box.

There are more fields in DiVA

These fields depend on what type of publication you are trying to register.

- Next in this general guide we will upload a document:

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

[← Back](#)

[Cancel / Save draft](#)

[Continue →](#)

You can choose to continue without uploading a file.

Upload file ?

Title:

When should the file be made freely available? *

- Make freely available now (open access)
- Make freely available later
- Only for archiving

Date:

You can decide if the document is to be made available now, after an embargo period or if the copy is only to be archived.

Digitized

No file selected.

0 %

[← Back](#)

[Cancel / Save draft](#)

[Continue →](#)

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

← Back

Cancel / Save draft

Continue →

You can choose to continue without uploading a file.

Upload file ?

Title:

When should the file be made freely available? *

- Make freely available now (open access)
- Make freely available later
- Only for archiving

Date:

You can decide if the document is to be made available now, after an embargo period or if the copy is only to be archived.

Digitized

Browse...

No file selected.

0 %

← Back

Cancel / Save draft

Continue →

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

← Back

Cancel / Save draft

Continue →

You can choose to continue without uploading a file.

Upload file ?

Title:

When should the file be made freely available? *

You can choose between different formats. Usually you will want to upload a pdf file.

- fulltext
- fulltext
- attachment
- audio
- cover
- errata
- image
- inside
- movie
- popular summary
- preview image
- references
- software
- spikblad
- summary
- table of contents

Additional):

File selected.

0 %




Cancel / Save draft

Continue →

You have to accept the publishing conditions.

← Back Cancel / Save draft Continue →

Uploaded files ?

↓ inside The file should be made available 2015-05-22.   

I accept the publishing conditions »

Message to the DiVA administrator

Upload more files »

← Back Cancel / Save draft Continue →

Make sure to read them first:

- **Publishing conditions**
- **1. DiVA is the University's publishing platform.**
DiVA provides the University with a technical environment where the author can upload their own academic documents. Self-archiving of journal articles is one example of usage of DiVA as a publishing platform.
- **2. By uploading work in DiVA the author makes it publicly available.**
The term "publicly available" means that it is possible for everyone to read the work, including the academic community. The author retains copyright, and the public's usage of the information in DiVA is regulated by copyright law.
- **3. The author affirms that he/she is the copyright holder of the work and has the right to publish the work in DiVA.**
Since no part of the copyright is transferred from the author, the University/DiVA is not responsible for any violations of the copyright concerning the author's work. The University only provides a platform, which means that the author is "the one who publishes" in DiVA.
- **4. If the work is part of an examination, the author affirms that the work has been accepted for publication.**
Theses, student papers etc. must have been accepted for publication before the author is allowed to publish them in DiVA. The University stipulates that all theses (doctoral and licentiate) in electronic form from the University must be deposited at the University library. Preferably this is done by uploading to the University/DiVA. Such work cannot afterwards be changed (or deleted) without the author first contacting the University.
- **5. Publication in DiVA is a noncommercial endeavour.**
The University does not charge the author for the publishing in DiVA. The author does not have the right to economic compensation from the University for the publishing in DiVA. The University does not have the right to charge for the general public's usage of the author's work in DiVA.
- **6. The author agrees to personal details relating to the authorship being digitally processed as necessary for the publication of the author's work in DiVA.**
The handling of personal details connected with the author and his/her work is covered by the Personal Data Act.
- **7. The University has the right to remove an author's work if the author violates the publishing conditions.**
In accordance with the University's directives for publishing in DiVA, the author must inform himself/herself of the publishing requirements. This is confirmed by checking a box in the register module of DiVA, when a fulltext file is uploaded.
- **8. The person uploading fulltext in DiVA affirms that all authors of the work have been informed and accept the publishing conditions.**
This paragraph regulates the responsibility in those cases where there are several authors and cases when somebody other than the author registers the work in DiVA on behalf of the author.
- **9. The author can surrender part of his/her right of disposition of the work.**
By providing the work with a special licence, e.g. Creative Commons, the author can give users the right to use the work in ways other than those dictated by copyright law.
- **10. The publishing conditions are valid, to the extent they are pertinent, even if the University should change from DiVA to another system.**
In such a case metadata and uploaded files will be transferred to the new system.

Select publication type -->

Enter information -->

Upload files -->

Review / Publish -->

[« Edit information](#)[← Back](#)[Cancel / Save draft](#)[Submit →](#)

Author: Thomas, Nyström (University of Borås, Professional Services) (If you have one enter it.), THNY, 0000-0001-5198-9080

Title: How to publish in DiVA : Publishing a journal article in DiVA

Publication type: Article in journal (Other (popular science, discussion, etc.)) Artistic work

Language: English

Other publisher: Högskolan i Borås

Status: published

In: Journal of TEST (ISSN 1111-1111)

Volume: 0

Issue: 22

Pages: 22 - 55

Year of publ.: 2015

URI: urn:nbn:se:hb:diva-53

Permanent link: <http://urn.kb.se/resolve?urn=urn:nbn:se:hb:diva-53>

National subject category: Information Studies

Keywords(en): DiVA, Repository, How to

Abstract(en): This document exists to give some insight on how the final publication might look like. I will not enter all the fields. Since this is for the general guide. But I will enter this like some sort of journal article.

Files

fulltext [fulltext](#) The file should be made available now..
Submitted version - the early author's version that has been submitted to the journal/publisher. Before it is made available in DiVA a cover page will be added, with version information and a link to the publisher's article.

Reviewed ?**Available from ?**

Date:



Look through your record is everything entered as it should?

[Select publication type -->](#) [Enter information -->](#) [Upload files -->](#) [Review / Publish -->](#)

[← Start page](#)

[Add publication](#)



Thank you for registering this item.

The record has now been saved in the system.

If you cannot immediately see your publication in DiVA the delay is because it has to be checked first by a librarian or an administrator.

[← Start page](#)

[Add publication](#)

