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 22 in “Regler för utbildning och examination på forskarnivå” (Dnr SU FV-1.1.2-3448-17). (https://www.su.se/medarbetare/organisation-styrning/styrdokument-regelboken/utbildning) (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:nbn 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
Register doctoral thesis (comprehensive summary) (updated January 29th, 2019)
avhandlingssupport.sub@su.se

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.sub@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: http://su.se/library/diva-instructions. 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/](https://su.diva-portal.org/) with your university account and password and select *Add publication/Upload files.*

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**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](mailto:diva@sub.su.se)

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**My publications**

The list includes publications with your userid

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**Add publication / Upload files**

Enter and publish your publications.

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

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**Edit / Delete record**

Edit or delete records.

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

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**Import references**

Import references from a file or a database.
2. **Select publication type**: Select Doctoral thesis, comprehensive summary and click *Continue*.
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.
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.

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.
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.
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**.
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”.

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<th>Publisher</th>
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*Write one or several words from the name of the publisher and choose from the list: *

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**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 and research subject selection options](image-url)
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.
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.

![Diagram of supervisor and opponent input fields](image)

- **Supervisor:**
  - Last name: Bondesson
  - First name: Bodil
  - Academic title: Professor
  - ORCID:
  - Department, unit or programme: Choose organisation
  - Institutionen för ekologi, miljö och botanik, Department of Ecology, Environment and Plant Sciences
  - E-mail:
  - Other organisation:
  - Another supervisor

- **Opponent:**
  - Last name: Carson
  - First name: Carol
  - Academic title: Professor
  - ORCID:
  - University, department: Choose organization
  - Department of Environmental Studies, University of Cologne
  - 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 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.

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

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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.