

How to register/publish in DiVA

Research publications

For questions, please contact the library: biblioteket@konstfack.se

You can always save your registration as a draft by clicking Cancel/Save draft through the entire registration. Your draft will then be available under *My drafts*.

Please keep in mind that there is no duplicate check. Always search [DiVA](#) before you register.

Log in at: <https://konstfack.diva-portal.org/dream/login.jsf>

Log in using your Konstfack email and the password that you use to log in to Konstfack computers.

KONSTFACK
University of Arts, Crafts and Design

Sign in with your organizational account

Sign in

What do you want to do?

[Add publication / Upload files »](#)

Enter and publish your publications.

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

Select publication type ?

- Article in journal
- Article, book review
- Article, review/survey
- Artistic output
- Book
- Chapter in book
- Collection (editor)
- Conference paper
- Conference proceedings (editor)
- Doctoral thesis, comprehensive summary
- Doctoral thesis, monograph
- Licentiate thesis, comprehensive summary
- Licentiate thesis, monograph
- Manuscript (preprint)
- Other
- Patent
- Report
- Student thesis

Select PUBLICATION TYPE and press *Continue*.

Continue →

AUTHOR. Enter your last name, first name, birth year and department. If there are several authors, click *Another author* and an additional field will appear. You can delete the selected department by clicking on the red cross. Fields marked with a red asterisk (*) are mandatory and must be filled in. Click *Other organisation* if you register publications written when you were working at another university (or another company). The field *Local User Id* is not used.

ORCID (international researcher id) is mandatory for all Konstfack researchers. To acquire an ORCID id go to <http://orcid.org/> and register by following the instructions. You will receive a 16 digit number, divided into four groups, (for example 0000-0001-6537-8284) that you should register in the field *ORCID* when registering your publications. When you have acquired your ORCID id you should report this to the library (biblioteket@konstfack.se).

Author ?

Get saved personal data >> Save personal data >>

Last name: * Benny
 Year of birth:
 Year of death:

First name: * Andersson
 Local User Id:

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

Department, unit or programme:

Institutionen för Konst (K), Institutionen för Konst (K) X

Research group:

E-mail:

Other organisation:

Another author >>

To add more authors, click *Another author*.

Enter the main **TITLE**, and, if there is one, the subtitle. Select language.

Title ?

Main title: *

Subtitle:

Language: *

Depending on what type of publication you have chosen the registration now varies a bit. The following will explain how to register of an article, but registering other publication types is similar. At the end of this tutorial you will find a brief review of the fields that are specific to other types of publications. If you have any questions or need help, please [contact the library](#).

Having chosen *Article in journal* you need to define the *Content type*. Tick the option that is correct. The box *Artistic work* should be ticked if the publication is the result of artistic research. Then select one of the Status options (*Accepted, Epub ahead of print, In press, Published or Submitted*).

Content type * ?

Refereed
 Other academic
 Other (popular science, discussion, etc.)

Content category ?

Artistic work

Status ?

Published ▼

Enter first few letters of the **JOURNAL TITLE** at *Part of Journal* and make your choice from the list that appears.

Part of journal ?

Write one or several words from the journal title and choose from the list: *

art

Artext (Art & Text), ISSN 1544-2136
Artforum, ISSN 0004-3532
ARTnews, ISSN 0004-3273
Collection 'Septième Art': 7e Art, ISSN 0768-1496
Art criticism, ISSN 0195-4148
Art education, ISSN 0004-3125
Artibus Asiae, ISSN 0004-3648
Art in America, ISSN 0004-3214
Art Journal, ISSN 0004-3249
Arts of Asia, ISSN 0004-4083
Language Arts, ISSN 0360-9170
Oriental art, ISSN 0030-5278
Paragone. Arte, ISSN 1120-4737
African Arts, ISSN 0001-9933, EISSN 1937-2108
Archivo español de arte, ISSN 0004-0428
Art, Antiquity and Law, ISSN 1362-2331
Art Documentation, ISSN 0730-7187
Arte Cristiana, ISSN 0004-3400
Arte dei giardini, ISSN 1122-3014
Arte documento, ISSN 1121-0524
Arte medievale, ISSN 0393-7267
Art History, ISSN 0141-6790, EISSN 1467-8365
Arthritis Research, ISSN 1465-9913
Arthroskopie, ISSN 0933-7946, EISSN 1434-3924
Arthurian Literature, ISSN 0261-9946

Should the title you are looking for not be on the list you must enter the journal title and ISSN in the box *Other journal*. If you are not sure what these are, you can look up the journal in [Libris](#) and collect the information there.

Other journal ?

Journal title (if the journal is not listed above):

ISSN:

Then enter the YEAR, VOLUME, ISSUE of the journal, ARTICLE ID if applicable, and the PAGES of the article.

Other information ?

Year: * Volume: Number: Article Id:

Pages: -

Enter the PLACE of publishing. Enter the first few letters of the PUBLISHER'S name in the field *Publisher* and choose from the list that comes up. If the publisher is not on the list, enter the name of the publisher in the field *Other publisher*.

Publisher

Place: ?

Publisher : ?

Other publisher:

If the article is published online you can make a reference to it in **IDENTIFIERS**. DOI (Digital Object identifier) is an identification number that many online articles have. If your article has a DOI-number, please enter it here. Once the information is published in DiVA, the DOI-number will give a direct link to the online article. If you enter a URL, the link will show with the description *External link*. If you want another text instead of this, enter it in the field *URL label*.

Identifiers ?

URI: urn:nbn:se:kth:diva-219410

DOI:
 Free full-text

URL:

URL label:
 Free full-text

[Another URL »](#)

Enter one or several **NATIONAL SUBJECT CATEGORIES**. *National subject categories* are used in the national database [SwePub](#). Make the subject category as specific as possible. Select a **RESEARCH SUBJECT** from the list. Enter your **KEYWORDS** and choose the language of the keywords. You can add keywords in several languages, just press *Keywords in another language*. Subject categories, keywords and abstract are used to make it easier for others to find your publication.

National subject category * ?

[Choose national subject category »](#)

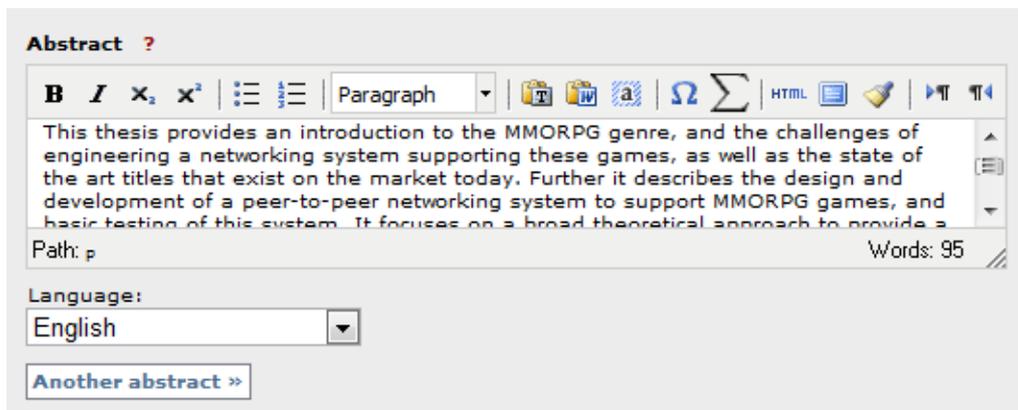
Research subject ?

Keywords ?

Language:

[Keywords in another language »](#)

Add your **ABSTRACT** and language of the abstract. Choose *Another abstract* to add an abstract in another language.



If you have received funding from an external **RESEARCH FUNDER** you register this by clicking *Choose research funders and strategic development areas*.



You will then open a search box where you can either search for the name of the funder, or click the first letter of the funder's name for a list to select from.



When you have selected a funder you will also be able to enter a project number. To add more funders click *Choose research funders and strategic development areas* again.

When the fields are filled out, proceed by clicking the *Continue* button at the bottom right.



Uploading a full-text file/PDF

[If you only wish to register information about the publication without uploading a file you do not need to read the part below, only click *Continue*.]

Before you upload a publication you must make sure that the publisher allows this, and if there are any conditions regarding which version of the publication that may be uploaded, when the file may be made available etc. See <http://www.sherpa.ac.uk/romeo/> to check what policies apply for specific journals or publishers. Contact the library (biblioteket@konstfack.se) for help with interpreting publisher policies.

Select which version of the text that you upload: *Accepted version*, *Submitted version*, *Published version*. (The version can be updated later. Contact the library for this.) Select if the file is to be made freely available now, at a later date, or archived only. You can upload various kinds of files, for example images, texts, films and sound files. You select an appropriate material type and file type from the drop-down lists. Under *Give the file a name* you can, if you wish, register a name under which the file will be linked from DiVA. Under *Specify conditions to be included on the cover page* you can enter any specific wordings that the publisher might require on the cover page. (To check this, see <http://www.sherpa.ac.uk/romeo/>).

Upload file/Self-archive ?

Title:

Self-archive

Most academic journals/publishers allow that you self-archive a copy of your article in an open archive - open access. Check the publisher's policy in SHERPA/RoMEO www.sherpa.ac.uk/romeo

Which version should be made available in DiVA? *

Are you unsure about which version you can make available - [read more \(popup\) >](#)

Accepted version - the author-created version that incorporates referee comments and is accepted for publication

Submitted version - the early author's version that has been submitted to the journal/publisher

Published version - the publisher-created version

When should the file be made freely available? *

Make freely available now (open access)

Make freely available later

Only for archiving

Date:

Type: *

fulltext

pdf (application/pdf)

Give the file a name (optional):

 Print file

Digitized

Specify conditions to be included on the cover page:

Specify version (above) before you can upload a file.

No file selected.

100 %

Upload file from URL if the file is larger than 1 GB (Max 16 GB)

Click *Browse* and select the correct file.

For files larger than 1 GB (but no larger than 16 GB) you instead upload it from a URL, for example by uploading it to a cloud storage service. You then enter the file's sharing link in the field *Upload file from URL if the file is larger than 1 GB...* and click *Upload*.

If you wish to upload more files, click *Upload more files*. You can remove an uploaded file by clicking the red **x** to the right of the file name. Read and approve the *publishing conditions* and finish by clicking *Continue*.

The screenshot shows a web form interface. At the top, there is a navigation bar with three buttons: a left-pointing arrow labeled "Back", a central button labeled "Cancel / Save draft", and a right-pointing arrow labeled "Continue". Below this bar, the section "Uploaded files ?" contains a list of files. The first file is "fulltext", with a downward arrow icon to its left and three icons (a red 'x', a green square, and a green square) to its right. Below the file name, it says "Submitted version The file should be made available now." Underneath the file list, there is a checked checkbox followed by the text "I accept the publishing conditions »". Below this is a section titled "Message to the DiVA administrator" with a subtext "e.g. special conditions in addition to what is specified in SHERPA/RoMEO" and a text input field with a vertical scrollbar on the right. At the bottom of the form, there is a light blue bar containing a button labeled "Upload more files »".

Review the information you have registered. If nothing needs to be changed click *Submit*. If you wish to change anything click *Edit information* to the left of the form or *Back* at the bottom of the page.

A button with the text "Submit" and a right-pointing arrow icon.

The information about the publication that you have registered will be visible in DiVA almost immediately. If you have uploaded one or more files these will become visible after they have been reviewed by the library.

Fields specific to other publication types

Fields marked with a red asterisk (*) must be filled in (when possible), apart from those mentioned in the example above.

BOOK: edition, number of pages, series, no. in series, *ISBN. Also, *publisher should be registered.

CHAPTER IN BOOK: *part of book, edition, *pages, series, no. in series, *ISBN . Även * Also, *publisher should be registered.

CONFERENCE PAPER: *subcategory, *part of proceedings, * pages, series, no. in series, *ISBN. If the paper has not been published in a conference proceedings, register the name of the conference, place and date in the field Conference.

MANUSCRIPT (PREPRINT): ISRN. Year cannot be registered for manuscripts.

CONFERENCE PROCEEDINGS (EDITOR): *editor (registered the same way as author), number of pages, series, no. in series, *ISBN

REPORT: alternative title (for example the title in another language), number of pages, series, no. in series, ISBN, ISRN

COLLECTION (EDITOR): * editor (registered the same way as author), edition, number of pages, series, no. in series, *ISBN

ARTISTIC OUTPUT: See separate manual

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