

Register publications in DiVA – a quick guide

What? Published material (article, report, book, chapter in book, conference paper etc).

Publications at another university? Register these if you want them to show up on your personal page at Miun. Remember to leave out your affiliation to Mid Sweden University (except your personal Miun user id, this is needed for the connection to your personal page). Register the university at which you were working at the time of the publication.

What not? Material not yet published (i.e. submitted, accepted, manuscript). An exception is made for articles which are part of a doctoral/licentiate thesis – these can be registered in DiVA although not yet published.

How to:

Start by making sure that the publication you wish to register is not already in DiVA. It might have been added by a co-author or the library. If it is registered, but does not show on your personal page, contact us and we can help you to add your id.

If the publication is not yet in DiVA, you can make a new entry for it. Log into DiVA and choose “Add publication”.

Register all authors in the same order as mentioned in the publication. Enter full first name for all Mid Sweden University authors.

Red asterisks indicate which fields are compulsory, but remember that more information make your publication more searchable (e.g. keywords, abstract). Enter all relevant information you have access to.

Parallel publish in DiVA?

If you wish to parallel publish your article in DiVA, you'll need to make sure you are allowed to do so. Check the database SHERPA/RoMEO to see what policy the journal has regarding parallel publishing. If you cannot find the information you need in the database, contact the publisher directly or check your publishing agreement.

Contact the publisher if you want to parallel publish a book/chapter in a book.

Why is the publication I've registered missing from my personal page?

A forgotten user id is the most common reason when a publication is missing from the personal page. If left out, the library will add this information when reviewing the record.

If you have published a full text, the library needs to review the record before the file becomes visible.

A doctoral/licentiate thesis has to be reviewed by the library before it is visible in DiVA/on your personal page.

Should you wish to update a post, but you don't have the authority to do so, please contact us.

Review records

All records in DiVA are reviewed by the library. We aim to confirm as much of the information as possible and if needed, we also add relevant information.